



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, February 9, 2021, 7:00 PM
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Ed Davis; Jason Gamble;
Jeff Rasmussen; & Kirk Scarborough

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1. CALL TO ORDER

1.1. Virtual Participation Information:

The City Council meeting will be held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and [Proclamation 20-28.14](#) issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- Click link: <https://us02web.zoom.us/j/89536855135>
- Dial in: (253) 215-8782
- Meeting ID: 895 3685 5135

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

3.1. Councilmember Hanford

4. PUBLIC HEARING

4.1. 2022-2027 Transportation Improvement Plan (TIP) - Scott Peterson [Agenda Bill - PUBLIC HEARING: 2022-2027 Transportation Improvement Plan \(TIP\) - Pdf](#)

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5. PUBLIC COMMENTS

(This time is set aside for members of the public to speak to the City Council on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. Three minutes will be allowed per speaker.)

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking "raise hand" and the Mayor will call on attendees to speak at the appropriate time. If you are

joining by phone, dial *9 to “raise hand.”

6. CONSENT AGENDA

- 6.1. City Council Meeting Minutes of 01/26/2021 - Becky Hasart 22 - 28
[Agenda Bill - 01-26-2021 Minutes - Pdf](#)
- 6.2. AP/ACH Payment Approvals 01-26-2021 - Becky Hasart 29 - 34
[AP Packet 1-26-2021](#)
- 6.3. Payroll Approvals - January 2021 - Becky Hasart 35
[AAA FORM PAYROLL WARR APPROVAL](#)
- 6.4. Contract Addendum to Gateway & Wayfinding Plan and Design Consultant Agreement - Rich Huebner 36 - 56
[Agenda Bill - Addendum No. 1 - Gateway & Wayfinding Plan and Design Contract - Pdf](#)

7. NEW BUSINESS

- 7.1. Ordinance No. 001/2021, Amending Monroe Municipal Code Chapters 22.14, 22.26 and 22.42, Zoning Map Amendment, and amending the North Kelsey Plan Design Guidelines; First Reading - Anita Marrero 57 - 235
[Agenda Bill - North Kelsey Plan Design Guidelines - Pdf](#)

8. STAFF/DEPARTMENT REPORTS

- 8.1. January 2021 Parks Department Report - Mike Farrell 236 - 244
[Agenda Bill - January 2021 Parks Department Report - Pdf](#)
- 8.2. Public Works Department Report - Jakeh Roberts 245 - 250
[Agenda Bill - Public Works Department Report - Pdf](#)
- 8.3. Municipal Court 2020 Annual Report - Judge Jessica Ness 251 - 256
[Agenda Bill - Municipal Court 2020 Annual Report - Pdf](#)
- 8.4. Emergency Management Report - Brad Feilberg

9. COUNCILMEMBER REPORTS

10. MAYOR/ADMINISTRATIVE REPORTS

- 10.1. City Administrator Update - Deborah Knight 257
[Extended Agenda](#)

- 10.2. Mayor's Update
[Monroe This Week Volume 7 Edition 5](#)

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11. EXECUTIVE SESSION

- 11.1. To discuss with Legal Counsel Potential Litigation Pursuant to [RCW 42.30.110\(1\)\(i\)](#)

12. ADJOURNMENT

- 12.1. Majority vote to extend past 10:00 p.m.



AGENDA BILL

Meeting Date:

Staff Contact: Scott Peterson, Deputy City Engineer

Department: Public Works

SUBJECT: PUBLIC HEARING: 2022-2027 Transportation Improvement Plan (TIP)

PREVIOUS DISCUSSION:

Discussed during the 2021 Budget adoption process.

PUBLIC HEARING(S):

February 9, 2021

REQUESTED ACTION:

1. *(After citizen testimony, if any)* Move to close the public testimony portion of the public hearing.
2. *(After Council discussion, if any)* Move to close the public hearing.

POLICY CONSIDERATIONS:

RCW 35.77.010 requires the City Council to adopt a six-year Transportation Improvement Program each year by July 1st, through a public hearing process

DESCRIPTION/BACKGROUND:

The 2022-2027 Transportation Improvement Plan (TIP) included with this agenda bill is consistent with the 2015-2035 Comprehensive Plan adopted by the Monroe City Council on December 8, 2015. The capital facilities element of the Comprehensive Plan was amended through the adoption the 6-Year Capital Facilities Plan presented to Council in November 2020 (Attachment 2). The proposed 6-Year TIP (attachment 1) reflects the street-related projects identified in the Capital Facilities Plan and is therefore consistent with the City's objectives in improving the public roadways through reduction in traffic congestion, as well as maintaining existing infrastructure through partnership with the Transportation Benefit District.

Notable changes between the proposed 2022-2027 TIP and the current 2021-2026 TIP (attachment 3) include:

1. *Chain Lake Road Phase IIA multi-purpose - Has been removed since it is planned to be built this year.*
2. *North Madison - Has been removed since it is planned to be built this year.*
3. *ADA Transition Plan - Added to reflect sidewalk projects that initiate from the Plan (finalized in 2021).*
4. *Wayfinding Signs - Added as part of the ongoing effort to add wayfinding signage in Monroe.*

City staff actively pursue grants to provide significant funding for street projects. Grant organizations, such as the Puget Sound Regional Council (PSRC) and the Transportation Improvement Board, require projects to be on an agency’s TIP. Grant opportunities are competitive and not guaranteed upon application. While projects and their timelines are planned into the TIP based on grants being awarded, it should be recognized that a given project may be delayed if the grant is not awarded.

The following table summarizes the projects in the proposed 2022-2027 TIP:

Project	2022	2023	2024	2025	2026	2027
147th Signal	122,401		782,353			
ADA Transition Plan	153,154	160,812	168,852	177,295	108,594	100,000
Annual Road Maintenance	1,368,660	1,437,094	1,508,948	1,584,397	1,663,616	1,746,797
Annual Sidewalk Improvements		40,203	534,899	561,644	589,726	500,000
Annual Sidewalk Development (EDAB)	300,000	300,000	300,000			
Chain Lake Road Phase 2B	382,884	2,680,191	4,924,851			
Railroad Crossing/Tracks	500,000	350,000	5,000,000			
Train Noise Reduction Area	535,203	549,439	576,911	849,537	767,907	500,000
Underground Overhead Utilities (EDAB)		20,000	100,000	300,000	300,000	

Projects initiating in 2022 will be included in the Mayor’s recommended budget for next year.

FISCAL IMPACTS:

The Transportation Improvement Plan is a policy document. Adoption of the TIP in itself has no budget impacts. The City Council will have an opportunity to review the project costs for 2022-2027 during adoption of the annual capital budget.

TIME CONSTRAINTS:

RCW 35.77.010 requires the City Council to adopt a six-year TIP each year by July 1st. The following outlines the schedule for adoption of the resolution:

- Public Hearing – February 09, 2021
- Adopt Resolution – February 23, 2021

ALTERNATIVES TO REQUESTED ACTION:

1. Council may request changes to the priority ranking of the projects. Staff will incorporate changes for the upcoming Resolution (attachment 4) adoption on February 23, 2021. The proposed TIP is consistent with the adopted CIP. Any new project requests will be brought forth for consideration in the next CFP amendment process later this year.

ATTACHMENTS:

[2022-2027 TIP PDF](#)

[Adopted Capital Facilities Plan](#)

[Adopted 2021-2026 TIP](#)

[RES 0XX 2021 Adopting 2022-2027 TIP](#)

[TIP Presentation](#)

CITY OF MONROE 2022-2027 TRANSPORTATION IMPROVEMENT PLAN

Priority	PROJECT		2022	2023	2024	2025	2026	2027	Total	City Funds	Other Funds
			3,362,302	5,537,739	13,896,814	3,472,873	3,429,843	2,654,009	32,353,580		
1	Annual Road Maintenance (Transportation Benefit District)	design	150,000	150,000	150,000	150,000	150,000	150,000	900,000	0	TBD \$900,000
		R/W								0	
		Const.	1,218,660	1,287,094	1,358,948	1,434,397	1,513,616	1,396,797	8,209,512	0	TBD \$8,209,512
2	Train Noise Reduction Area	design	95,703	110,000	110,000	110,000	110,000		535,703	Unfunded	
		R/W									
		Const.	439,500	439,439	466,911	739,537	657,907	390,000	3,133,294	0	Fed Grant \$439,500
3	147th Signal	design	22,401						22,401	6,678	
		R/W	100,000						100,000	Unfunded	
		Const.			782,353				782,353	Unfunded	PSRC \$665,000
4	Chain Lake Road Phase 2B	design	382,884						382,884	Unfunded	
		R/W		2,680,191					2,680,191	Unfunded	
		Const.			4,924,851				4,924,851	Unfunded	
5	Annual Sidewalk Improvements	design		40,203	30,000	30,000	30,000	30,000	160,203	Unfunded	
		R/W			10,000	10,000	10,000	10,000	40,000	Unfunded	
		Const.			494,899	521,644	549,726	577,212	2,143,481	Unfunded	
6	Annual Sidewalk Development (EDAB)	design	30,000	30,000					60,000	Unfunded	
		R/W	10,000	10,000					20,000	Unfunded	
		Const.	260,000	260,000	300,000				820,000	Unfunded	
7	Railroad Crossing/Tracks	design	500,000	350,000	5,000,000				5,850,000	Unfunded	
		R/W								Unfunded	
		Const.								Unfunded	
8	Underground Overhead Utilities (EDAB)	design		20,000	20,000	50,000			90,000	Unfunded	
		R/W								Unfunded	
		Const.			80,000	250,000	300,000		630,000	Unfunded	
9	ADA Transition Plan	design	30,000	30,000	30,000	30,000	30,000	30,000	180,000	Unfunded	
		R/W								0	
		Const.	123,154	130,812	138,852	147,295	78,594	70,000	688,707	Unfunded	

Six Year Capital Improvement Plan

		Estimate					Project	
EXHIBIT A								
Project	Fund #	2021	2022	2023	2024	2025	2026	Total
General Government								
Public Art/Banners	001			\$ 20,000		\$ 20,000		\$ 40,000
Boys & Girls Club Improvements	307	1,022,000						1,022,000
Al Borlin/Lewis St. Parks Master Plan	317			80,000		600,000	3,000,000	3,680,000
Cadman Phase 1 & 2	317			1,000,000	6,000,000	3,000,000	200,000	10,200,000
Centennial Trailhead	317			3,000,000	300,000	1,300,000		4,600,000
Gateway Features/Wayfinding (EDAB)	317	84,500	450,000	150,000	150,000			834,500
Lake Tye All Weather Fields design	317	4,200,000						4,200,000
Lake Tye Phase II	317						800,000	800,000
North Hill Park Acquisition	317	1,360,000						1,360,000
North Hill Park Development	317				300,000	1,000,000		1,300,000
Park Playground Equipment	317	225,000	250,000	250,000	250,000	250,000	250,000	1,475,000
Public Plaza/Festival Lot (EDAB)	317			500,000	250,000	1,000,000	1,000,000	2,750,000
River Interpretive Signs	317	25,000						25,000
Trail System connectivity (EDAB)	317		500,000	50,000	250,000	1,000,000		1,800,000
Trails Planning and Repair	317			30,000			30,000	60,000
179th/147th Signal	318	\$ 33,761	122,401		782,353			938,515
ADA Transition Plan	318	100,000	153,154	160,812	168,852	177,295	108,594	868,707
Annual Road Maintenance	318	1,303,486	1,368,660	1,437,094	1,508,948	1,584,397	1,663,616	8,866,201
Annual Sidewalk Development (EDAB)	318		300,000	300,000	300,000			900,000
Annual Sidewalk Improvements	318	180,900		40,203	534,899	561,644	589,726	1,907,372
Chain Lake Road Phase IIA multi-purpose	318	2,286,100						2,286,100
Chain Lake Road Phase IIB	318		382,884	2,680,191	4,924,851			7,987,926
North Madison	318	207,343						207,343
Oak St. - Woods Creek to Old Owen	318							
Railroad Crossing/Tracks	318		500,000	350,000	5,000,000			5,850,000
Train Noise Reduction Area	318	117,240	535,203	549,439	576,911	849,537	767,907	3,396,237
Underground overhead utilities (EDAB)	318			20,000	100,000	300,000	300,000	720,000
US Hwy 2 Non-Motorized Shared Path	318	\$ 50,000						50,000
Wayfinding - South GatewaySR203	318	\$ 78,400						78,400
Wayfinding - Western Gateway Sign	318	\$ 136,600						136,600
Municipal Campus Ph I - Design of Court/Council/Entra	330		120,000	0	0	0	0	120,000
Municipal Campus Ph II - Design & CN/CM of Court/C	330		2,580,000	2,580,000	0	0	0	5,160,000
Municipal Campus Ph III - Design of Police Station Sec	330		0	0	800,000	500,000	0	1,300,000
Municipal Campus PH IV - Design & CN/CM Police St	330		0	0	0	0	0	0
Municipal Campus PH IV - CN/CM Police Station Sect	330		0	0	0	5,290,000	5,290,000	10,580,000
Community Messaging & Information Office	330	\$ 25,000						25,000

Six Year Capital Improvement Plan

	Estimate						Project
EXHIBIT A							
Project	2021	2022	2023	2024	2025	2026	Total
Total General Government Capital	\$ 11,435,330	\$ 7,262,302	\$ 13,197,739	\$ 22,196,814	\$ 17,432,873	\$ 13,999,843	\$ 85,524,901

	Fund #						
Water Utility							
Replace 6" along 141st	412				204,733	1,648,102	\$ 1,852,835
127th Ave SE at 150th SE	412			19,096	153,726		\$ 172,822
182nd-154th to 150th (Under SR522)	412					36,464	363,031
4" Servicing fire hydrant replacement	412		9,572	87,106	91,462	96,035	89,201
8" along 127th install	412					36,465	169,483
Asbestos Cement Pipe Replacement	412	24,310	165,917	174,212	182,923	192,069	170,646
Adams Lane Utility Replacement	412						0
Cascade View Drive - Theater- Extend 12"	412				73,873	594,676	668,549
Circle Drive Poly Line Replacement	412				77,391		77,391
Circle Drive to Sumac main replacement	412			16,081	129,453		145,534
Destination Alley	412						36,068
Dickinson Utility Replacement Project	412		471,105				471,105
DOC Storage	412	1,922,397					1,922,397
Lewis/Blakely/Fremont/McDougal parallel alley WMR	412						26,760
Lord Hill PS-Pump Replacement	412	1,148,093					1,148,093
Madison/Sams/McDougal/Pike alley WMR	412						30,251
Main/Ferry/N Blakely/N. Madison Parallel alley WMR	412						66,319
North Hill Improvements 116th - 227th	412	223,349	1,797,962				2,021,311
North Madison Utility Replacement	412	430,286					430,286
Orr to Kelsey-abandon line under houses	412			10,051	80,908		90,959
Replace Asbestos Cement Watermain (171st/173rd 161st north of West Main Street)	412			27,300	154,351		181,651
Replace Asbestos Cement Watermain (Main St behind Monroe Shopping Center)	412					30,099	170,172
Replace 6" along Old Owen Road	412					55,405	446,007
Short Columbia Watermain Replacement	412		25,845	208,050			233,895
South Taft Lane Watermain Replacement	412			9,046	72,817		81,863
Security Improvements at Springhill reservoir site	412				3,518		3,518
Spring Hill PS-Pump Replacement	412	1,029,324					1,029,324
Strawberry Lane Watermain Replacement	412		86,540	1,377,600			1,464,139

Six Year Capital Improvement Plan

		Estimate					Project	
EXHIBIT A								
Project	412	2021	2022	2023	2024	2025	2026	Total
Sump Pumps install (Foothills Pressure reducing valve & Trombley Reservoir)	412				42,213			42,213
Tester Rd PS - Equipment Replacement	412						204,306	204,306
Thrive Alley Replacement	412					29,364	236,384	265,748
Trombley Hill Reservoir to Airport/179th SE WMR	412			422,130	3,398,148			3,820,278
Wilson Lane Watermain Replacement	412			16,584	133,499			150,083
Woods Cr Rd - US2 to Tjerne	412	700,001						700,001
Woods Cr Rd - Tjerne to Ingraham Rd	412					379,818	1,595,231	1,975,049
Woods Cr Rd - Ingraham Rd to Ingraham Reservoir	412						797,615	797,615
Less Capital Related Salaries & Benefits	412	\$ (393,351)						(393,351)
Total Water Utility Capital		\$ 5,084,409	\$ 2,556,939	\$ 2,367,257	\$ 4,799,014	\$ 3,098,496	\$ 4,401,474	\$ 22,307,589

Six Year Capital Improvement Plan

		Estimate					Project	
EXHIBIT A								
Project	Fund #	2021	2022	2023	2024	2025	2026	Total
Sewer Utility								
Computer upgrades	421	\$ 55,000						\$ 55,000
Cates PS Upgrades	422		191,442	804,057				995,499
Dickinson Utility Replacement	422		334,843					334,843
Fryelands PS & FM Upgrades	422					407,224	4,532,399	4,939,623
North Madison Utility Replacement	422	2,039,246						2,039,246
Old Owen Road PS Upgrades	422				77,566	651,558		729,124
Operations & Dewatering Roof Replacement	422	303,877						303,877
Pipe Replacement Projects	422	93,500	500,000	670,046	703,549	738,726	656,330	3,362,151
South Fryelands PS Upgrades	422						254,560	254,560
South Taft Lane 6"/8" Concrete Main Replacement	422	524,999						524,999
Valley View PS (179th) & Force Main Upgrades	422			670,048	4,924,851			5,594,899
West Main Pump Station Upgrades	422		191,442	804,057				995,499
WWTP Upgrade Phase 3 Replacements	422	1,630,000						1,630,000
WWTP Upgrade Phase 5 Replacements	422		1,200,000	9,500,000	6,280,000			16,980,000
WWTP Upgrade Phase 3 Replacements	422						1,700,000	1,700,000
WWTP Liquid Stream/Nutrient Limit (NPDES)	422							0
WWTP pH Control System	422							0
WWTP capital maintenance	422	49,999	51,000	52,020	53,060	54,122	55,204	315,406
WWTP Biosolids Treatment Modifications	422							0
Less Capital Related Salaries & Benefits	422	(236,347)						(236,347)
Total Sewer Utility Capital		\$ 4,460,274	\$ 2,468,727	\$ 12,500,228	\$ 12,039,026	\$ 1,851,630	\$ 7,198,493	\$ 40,518,379

Six Year Capital Improvement Plan

		Estimate					Project	
EXHIBIT A								
Project	Fund #	2021	2022	2023	2024	2025	2026	Total
Stormwater Utility								
Blueberry/Kelsey Infiltration	432	\$ 856,931						856,931
Blueberry Lane Infiltration	432	2,431,013						2,431,013
Crystalwood Drainage	432				131,916	73,873	1,115,017	1,320,806
115 Dickinson Utility Replacement	432		220,159					220,159
Dickinson and West Columbia	432		573,826					573,826
Fryelands Industrial Park I ROW area Drainage	432			125,634	1,011,353			1,136,987
Lake Tye Bio-Swale	432		305,935	616,444				922,379
Lewis & Main Drainage Improvments	432				49,249	254,861		304,110
Monroe Street & Kelsey Street	432					138,511	1,115,017	1,253,529
Monroe Street & Park Street	432		28,716	30,152	242,725			301,593
NPDES SMAP Site Restoration Project	432	10,000	50,000					60,000
615 North St	432				1,011,353	138,511		1,149,865
Park Street & Roberts Street	432		28,716	30,152	242,725			301,593
Stormwater Retrofits	432						250,000	250,000
Less Capital Related Salaries & Benefits	432	(281,726)						(281,726)
Total Stormwater Utility Capital		\$ 3,016,218	\$ 1,207,352	\$ 802,382	\$ 2,689,321	\$ 605,757	\$ 2,480,034	\$ 10,801,064

		Estimate					Project	
Project	Fund #	2021	2022	2023	2024	2025	2026	Total
Internal Service Funds								
IT Strategic Plan Implementation	510		\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 775,000
Gen. Gov. Vehicles & Equip Replace	520	41,590						\$ 41,590
Police Vehicles & Equip Replace	520	156,447						\$ 156,447
Public Works Vehicles & Equip Replace	520	207,010						\$ 207,010
Building F Roll Up Doors & Roof Replacment	530		25,000					\$ 25,000
Building F PH. 2, Sideing Roof Replacment	530			65,000				\$ 65,000
HVAC Systems Upgrades - 769 Village Way	530	2,431	52,328					\$ 54,759
Impound Yard Roof Structure	530		134,010					\$ -
Police Station Emergency Power Generator	530				302,527			\$ -
Police Station HVAC Replacement	530			167,512				\$ 167,512
Public Works Shop Generator	530				102,334	590,982		\$ 693,316
Parks Shop Bldg H & Bldg I Roof Replacement - Parks	530						72,000	\$ 72,000
Campus Security Fencing & Evidence Rm. Fire Alarm	530	32,000						\$ 32,000
Campus Security Lighting Improvements	530						35,000	\$ 35,000
Total Internal Service Capital		\$ 439,478	\$ 366,338	\$ 387,512	\$ 559,861	\$ 745,982	\$ 262,000	\$ 2,324,633

Six Year Capital Improvement Plan

	Estimate						Project
EXHIBIT A							
Project	2021	2022	2023	2024	2025	2026	Total
Total Capital All Funds	\$ 24,435,709	\$ 13,861,658	\$ 29,255,118	\$ 42,284,035	\$ 23,734,738	\$ 28,341,845	\$ 161,476,566

Abbreviations Defined:

AC = Asbestos Cement
 CIP = Capital Improvement Projects
 DOC = Department of Corrections
 EDAB = Economic Development Advisory Board
 FH = Fire Hydrant
 LCR = Linctance Capacitance Resistance
 O&M = Operations & Maintenance
 NPDES - National Pollutant Discharge Elimination System
 PLC = Programmable Logic Controller
 PS = Pump Station
 S&B = Salaries & Benefits
 SCADA = Supervisory Control and Data Acquisition
 SMAP = Stormwater Management Action Plan
 TBD = To Be Determined
 WMR = Watermain Replacement
 WWTP = Waste Water Treatment Plant

Fund #

001
 114
 307
 317
 318
 330
 412
 421
 422
 432
 510
 520
 530

Fund Name:

General Fund
 Narcotics Fund
 General CIP Fund
 Parks CIP Fund
 Streets CIP Fund
 Building Capital Fund
 Water CIP Fund
 Sewer O&M Fund
 Sewer CIP Fund
 Stormwater CIP Fund
 Information Technology Fund
 Fleet & Equipment Fund
 Facilities Fund

CITY OF MONROE 2021-2026 TRANSPORTATION IMPROVEMENT PLAN

Priority	PROJECT		2021	2022	2023	2024	2025	2026	Total	City Funds	Other Funds
			4,462,552	3,526,631	8,316,526	12,201,352	2,176,039	2,283,341	32,966,441		
1	Annual Road Maintenance(Transportation Benefit District)	design	30,000	30,000	30,000	30,000	30,000	30,000	180,000	0	TBD \$180,000
		R/W							-	0	-
		Const.	1,273,486	1,338,660	1,407,094	1,478,948	1,584,395	1,663,615	8,746,198	0	TBD \$8,746,198
2	191st Avenue SE Trail	design	80,000						80,000	Unfunded	
		R/W		100,000					100,000	0	
		Const.			400,000				400,000	Unfunded	
3	Tjerne Phase III (Oaks Street)	design		599,852					599,852	Unfunded	
		R/W			2,211,158				2,211,158	Unfunded	
		Const.				5,232,655			5,232,655	Unfunded	
4	Train Noise Reduction Area	design	100,000						100,000	Unfunded	
		R/W							-	0	
		Const.							-	Unfunded	
5	Chain Lake Road Phase 2A Multi-Purpose Trail	design							-		
		R/W							-		
		Const.	2,286,100						2,286,100	770,408	PSRC \$1,515,692
6	US Hwy 2 Non-Motorized Shared Path	design	50,000						50,000	6,750	PSRC \$43,250
		R/W							-	0	
		Const.		500,000					500,000	67,500	PSRC \$432,500
7	179th/147th Signal	design							-	6,678	
		R/W		90,064					90,064	Unfunded	
		Const.			429,578				429,578	Unfunded	
8	Chain Lake Road Phase 2B	design		382,885					382,885	Unfunded	
		R/W			2,680,192				2,680,192	Unfunded	
		Const.				4,924,850			4,924,850	Unfunded	
9	179th Ave Sidewalk 154th St - 157th Pl	design	84,700						84,700	11,500	PSRC \$73,200
		R/W	96,200						96,200	Unfunded	
		Const.			649,075				649,075	87,625	PSRC \$561,450
10	Annual Sidewalk Improvements	design	30,000	30,000	30,000	30,000	30,000	30,000	180,000	Unfunded	
		R/W	10,000	10,000	10,000	10,000	10,000	10,000	60,000	Unfunded	
		Const.	422,066	445,170	469,429	494,899	521,644	549,726	2,902,934	Unfunded	
11	Annual Sidewalk Development (EDAB)	design	30,000	30,000	30,000				90,000	Unfunded	
		R/W	10,000	10,000	10,000				30,000	Unfunded	
		Const.	160,000	260,000	260,000	300,000			980,000	Unfunded	
12	North Madison	design							-	Unfunded	
		R/W							-	Unfunded	
		Const.	740,086						740,086	Unfunded	
13	Railroad Crossing/Tracks	design	130,000	140,000	90,000	140,000	140,000		640,000	Unfunded	
		R/W	10,000	10,000	10,000	10,000	10,000		50,000	Unfunded	
		Const.	310,000	350,000	250,000	350,000	350,000		1,610,000	Unfunded	
14	Underground Overhead Utilities (EDAB)	design	20,000	20,000	50,000				90,000	Unfunded	
		R/W							-	Unfunded	
		Const.		80,000	250,000	300,000			630,000	Unfunded	

**CITY OF MONROE
RESOLUTION NO. 001/2021**

A RESOLUTION OF THE CITY OF MONROE,
WASHINGTON, ADOPTING A SIX-YEAR
TRANSPORTATION IMPROVEMENT PROGRAM FOR THE
YEARS 2022-2027

WHEREAS, pursuant to RCW 35.77.010, the City Council of the City of Monroe, State of Washington, considered a Six-Year Transportation Improvement Program for years 2022-2027, for the City; and

WHEREAS, the six-year transportation improvement program is required to be updated annually, in accordance with state law, and is necessary for the city to obtain state and federal funding for street, road, and transit programs; and

WHEREAS, the transportation improvement program establishes the schedule and funding for planned transportation and non-motorized transportation improvements; and

WHEREAS, adoption of the proposed transportation improvement program is consistent with the action to regularly update the transportation improvement program based on established level-of-service standards; and

WHEREAS, the proposed transportation improvement program is generally consistent with the City of Monroe Comprehensive Plan; and

WHEREAS, on February 09, 2021, pursuant to notice duly published January 28, 2021, in the Daily Herald, a legal newspaper, a public hearing was held to consider the adoption of said Transportation Improvement Program, and said Council having determined that the Program was in the best interests of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, HEREBY RESOLVES AS FOLLOWS:

That the City Council of the City of Monroe, Washington, does hereby accept and adopt the said Transportation Improvement Program, a copy of which is attached hereto as Exhibit A, and by this reference incorporated herein and made a part thereof; and

That the City Engineer is hereby authorized and directed to file a copy thereof with the Director of the Department of Transportation.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof,
and APPROVED by the Mayor this 23rd day of February, 2021.

CITY OF MONROE, WASHINGTON

Geoffrey Thomas, Mayor

(SEAL)

ATTEST:

Rabecca R. Hasart, City Clerk

APPROVED AS TO FORM:

J. Zachary Lell, City Attorney

Transportation Improvement Plan (TIP)

RCW 35.77.010

- Prepare and adopt a comprehensive transportation plan for the ensuing six years
- Plan shall be consistent with the Comprehensive Plan (Capital Facilities Plan)
- The TIP needs to be adopted before July 1st, and after holding one or more public hearings on this matter
- TIP is filed with WSDOT within 30 days of the adoption

2015-2035 Comprehensive Plan
City of Monroe



December 2015



2021-2026
Capital Facilities Plan
(CFP)

		EXHIBIT A					Project	
		Estimate					Project	
Project	Fund #	2021	2022	2023	2024	2025	2026	Total
General Government								
Public Art/Banners	001			\$ 20,000		\$ 20,000		\$ 40,000
Boys & Girls Club Improvements	307	1,022,000						1,022,000
Al Borlin/Lewis St. Parks Master Plan	317			80,000		600,000	3,000,000	3,680,000
Cadman Phase 1 & 2	317			1,000,000	6,000,000	3,000,000	200,000	10,200,000
Centennial Trailhead	317			3,000,000	300,000	1,300,000		4,600,000
Gateway Features/Wayfinding (EDAB)	317	84,500	450,000	150,000	150,000			834,500
Lake Tye All Weather Fields design	317	4,200,000						4,200,000
Lake Tye Phase II	317						800,000	800,000
North Hill Park Acquisition	317	1,360,000						1,360,000
North Hill Park Development	317				300,000	1,000,000		1,300,000
Park Playground Equipment	317	225,000	250,000	250,000	250,000	250,000	250,000	1,475,000
Public Plaza/Festival Lot (EDAB)	317			500,000	250,000	1,000,000	1,000,000	2,750,000
River Interpretive Signs	317	25,000						25,000
Trail System connectivity (EDAB)	317		500,000	50,000	250,000	1,000,000		1,800,000
Trails Planning and Repair	317			30,000			30,000	60,000
179th/147th Signal	318	\$ 33,761	122,401		782,353			938,515
ADA Transition Plan	318	100,000	153,154	160,812	168,852	177,295	108,594	868,707
Annual Road Maintenance	318	1,303,486	1,368,660	1,437,094	1,508,948	1,584,397	1,663,616	8,866,201
Annual Sidewalk Development (EDAB)	318		300,000	300,000	300,000			900,000
Annual Sidewalk Improvements	318	180,900		40,203	534,899	561,644	589,726	1,907,372
Chain Lake Road Phase IIA multi-purpose	318	2,286,100						2,286,100
Chain Lake Road Phase IIB	318		382,884	2,680,191	4,924,851			7,987,926
North Madison	318	207,343						207,343
Oak St. - Woods Creek to Old Owen	318							
Railroad Crossing/Tracks	318		500,000	350,000	5,000,000			5,850,000
Train Noise Reduction Area	318	117,240	535,203	549,439	576,911	849,537	767,907	3,396,237
Underground overhead utilities (EDAB)	318			20,000	100,000	300,000	300,000	720,000
US Hwy 2 Non-Motorized Shared Path	318	\$ 50,000						50,000
Wayfinding - South GatewaySR203	318	\$ 78,400						78,400
Wayfinding - Western Gateway Sign	318	\$ 136,600						136,600
Municipal Campus Ph I - Design of Court/Council/Entra	330		120,000	0	0	0	0	120,000
Municipal Campus Ph II - Design & CN/CM of Court/C	330		2,580,000	2,580,000	0	0	0	5,160,000
Municipal Campus Ph III - Design of Police Station Sec	330		0	0	800,000	500,000	0	1,300,000
Municipal Campus PH IV - Design & CN/CM Police St	330		0	0	0	0	0	0
Municipal Campus PH IV - CN/CM Police Station Sect	330		0	0	0	5,290,000	5,290,000	10,580,000
Community Messaging & Information Office	330	\$ 25,000						25,000

CITY OF MONROE 2022-2027 TRANSPORTATION IMPROVEMENT PLAN

Priority	PROJECT		2022	2023	2024	2025	2026	2027	Total	City Funds	Other Funds
			3,362,302	5,537,739	13,896,814	3,472,873	3,429,843	2,654,009	32,353,580		
1	Annual Road Maintenance (Transportation Benefit District)	design	150,000	150,000	150,000	150,000	150,000	150,000	900,000	0	TBD \$900,000
		R/W								0	
		Const.	1,218,660	1,287,094	1,358,948	1,434,397	1,513,616	1,396,797	8,209,512	0	TBD \$8,209,512
2	Train Noise Reduction Area	design	95,703	110,000	110,000	110,000	110,000		535,703	Unfunded	
		R/W									
		Const.	439,500	439,439	466,911	739,537	657,907	390,000	3,133,294	0	Fed Grant \$439,500
3	147th Signal	design	22,401						22,401	6,678	
		R/W	100,000						100,000	Unfunded	
		Const.			782,353				782,353	Unfunded	PSRC \$665,000
4	Chain Lake Road Phase 2B	design	382,884						382,884	Unfunded	
		R/W		2,680,191					2,680,191	Unfunded	
		Const.			4,924,851				4,924,851	Unfunded	
5	Annual Sidewalk Improvements	design		40,203	30,000	30,000	30,000	30,000	160,203	Unfunded	
		R/W			10,000	10,000	10,000	10,000	40,000	Unfunded	
		Const.			494,899	521,644	549,726	577,212	2,143,481	Unfunded	
6	Annual Sidewalk Development (EDAB)	design	30,000	30,000					60,000	Unfunded	
		R/W	10,000	10,000					20,000	Unfunded	
		Const.	260,000	260,000	300,000				820,000	Unfunded	
7	Railroad Crossing/Tracks	design	500,000	350,000	5,000,000				5,850,000	Unfunded	
		R/W								Unfunded	
		Const.								Unfunded	
8	Underground Overhead Utilities (EDAB)	design		20,000	20,000	50,000			90,000	Unfunded	
		R/W								Unfunded	
		Const.			80,000	250,000	300,000		630,000	Unfunded	
9	ADA Transition Plan	design	30,000	30,000	30,000	30,000	30,000	30,000	180,000	Unfunded	
		R/W								0	
		Const.	123,154	130,812	138,852	147,295	78,594	70,000	688,707	Unfunded	

Questions?

Next Step

Adopt Resolution on February 23rd, 2021



AGENDA BILL

Meeting Date: February 09, 2021

Staff Contact: Becky Hasart, Finance
Director/Interim City Clerk

Department: Clerk

SUBJECT: City Council Meeting Minutes of 01/26/2021

REQUESTED ACTION:

Approve the 01/26/2021 Minutes as part of the Consent Agenda.

POLICY CONSIDERATIONS:

N/A

DESCRIPTION/BACKGROUND:

N/A

FISCAL IMPACTS:

N/A

TIME CONSTRAINTS:

N/A

ALTERNATIVES TO REQUESTED ACTION:

Do not approve and direct staff to areas of concern.

ATTACHMENTS:

[MCC Minutes 01-26-2021](#)



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, January 26, 2021, 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
*Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Ed Davis, & Kirk Scarboro*

MINUTES

CALL TO ORDER

The City Council meeting was held virtually via Zoom. Due to the COVID-19 pandemic, and Proclamation 20-28 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Mayor Thomas called the meeting to order at 7:01 p.m.

ROLL CALL

Councilmembers present:

Rousey, Cudaback, Hanford, Davis, Gamble, Rasmussen, and Scarboro

Staff present:

Knight, Hasart, Swanson, Feilberg, Warthan, Farrell, Jolley, Haley, Criswell, Roberts, Peterson, Huebner, Christian, Klinkers, and City Attorney Lell

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Junelle Lewis (guest) and her family.

ANNOUNCEMENTS/PRESENTATIONS

Mayor Thomas proclaimed the month of February as Black History Month and read the proclamation into the record (attached).

Mayor Thomas invited Junelle Lewis and her family to sing "Lift Every Voice and Sing," the Black National Anthem, for the Council meeting.

Mayor Thomas thanked Ms. Lewis and her family for the performance and expressed how much he values the gift they gave us this evening by sharing the song "Lift Every Voice and Sing" with us.

Councilmember Hanford mentioned recognizing Ms. Lewis and her family since they marched together in June. Was nice to see them again and loved the song.

Councilmember Gamble stated this was beautiful, fantastic. He also liked their virtual background of the kids dressed up in Bear Cat ware as a Bear Cat coach himself. Stated that football players can sing and it was fantastic.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

- 6.1. Approval of City Council Meeting Minutes for 01/12/2021
- 6.2. Approval of City Council Meeting Minutes for 01/19/2021
- 6.3. December Payroll Warrant Approval
- 6.4. Accounts Payable Approvals
- 6.5. AP Approval 01/26/2021



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- 6.6. Accept Project Lien Period for 154th Street Overlay Project
- 6.7. Approval and Adoption of the DRAFT 2021 CHSAB Schedule and Work Plan
- 6.8. Authorize the Mayor Pro Tempore to Sign the Interagency Agreement for Jail Services between Snohomish County and the City of Monroe
- 6.9. Resolution No. 001/2021 Establishing Parking Restrictions in the City of Monroe (Main St); Authorizing Installation of Signage
- 6.10. Approval of 2021 City Clerk Salary Scale as a 2021 Budget Amendment
- 6.11. Authorize Mayor to Sign Agreement with The Blueline Group for 2021 Annual Road Maintenance Design Services

Motion: Move to approve the consent agenda. Councilmember Scarboro moved. Councilmember Rousey seconded. Motion passed 7-0.

COUNCILMEMBER REPORTS

Councilmember Gamble gave an updated on the 01/19/2021 Finance/HR Committee meeting.

Councilmember Rousey gave an update on the 01/26/2021 P3 Committee meeting. Councilmember Rousey will be attending the Snohomish County Tomorrow on Wednesday evening. It is the annual assembly meeting.

Councilmember Cudaback thanked staff for the clean up after the recent windstorm. They did it quickly and it was greatly appreciated.

Councilmember Hanford also thanked staff for the windstorm clean up and the clean up after the associated flooding. Staff was quick to put out Road Closed signs and it was appreciated.

Councilmember Gamble mentioned the upcoming Monroe Schools Foundation (MSF) auction scheduled for March 20, 2021. This year's event will be virtual and on-line. This event supports scholarships and emergency needs funding. Can go to the MSF website to check announcements and register. MSF will try to work with local businesses to help them as well, thus Double the Difference.

STAFF/DEPARTMENT REPORTS

- 7.1. Police Report – Chief Jolley presented the report as included in the meeting packet.

Councilmember Scarboro commended the outreach team for their work and commended the administrative staff and officers for their years of service. Councilmember Scarboro inquired about the physical location regarding the thefts at a local business (inside or out back). Staff responded.

Chief Jolley updated Council regarding the incident on Highway 2 and Officer Patton. While Officer Patton was on routine patrol, he was struck from behind at a high rate of speed by a DUI driver. Washington State Patrol did the investigation and arrest. The Chief expressed thanks and gratitude that the Officer is okay and is home with his family.

Councilmember Hanford offered prayers for Officer Patton's family and also thanked everyone in the Police Department for their service.



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Ed Davis, & Kirk Scarboro*

Councilmember Gamble also thanked everyone for their service and looks forward to when we can do a barbeque to thank the staff properly.

- 7.2. Finance Report – Ms. Hasart presented the report as included in the meeting packet.
- 7.3. Community Development Staff Report December 2020 – Mr. Criswell presented the report as included in the meeting packet.
- 7.4. Human Resources/Information Technology Report – Mr. Christian presented the report as included in the meeting packet.
- 7.5. Parks Department Report – Mr. Farrell presented the report as included in the meeting packet.
- 7.6. January 2021 Economic Development Report – Ms. Knight presented the newsletter as included in the meeting packet. Presented Economic Regional Demand Analysis was presented to Economic Development Advisory Board and the Planning Commission. This will come to Council on February 16th. Mr. James Palmer is working with Lowes regarding the current land covenants on the North Kelsey site. Ms. Knight informed Council that the Choose Monroe magazine will be distributed in April instead of May this year. Also have new banners provided by CARES Act funding installed throughout town.

MAYOR/ADMINISTRATIVE REPORTS

City Administrator Update. Ms. Knight reviewed the extended agenda as presented in the meeting packet. Ms. Knight mentioned the need for an alternate to serve on the SCT Steering Committee. Councilmember Gamble volunteered. There was no objection from Council.

Ms. Knight gave a legislative update to include efforts associated with parks funding (HB1025/SB5006 voter approved sales tax), public safety bills (HB1202, HB1203, and HB10540), and transportation (hearing for Senator Hobbs proposed package), of which the hearing is scheduled for Thursday morning, January 28th. Ms. Knight invited Chief Jolley to provide additional information on the various public safety bills. Chief Jolley began by mentioning that most in Public Safety support appropriate reforms and always welcomes the change to better ourselves and our processes. But also concerned about the rush to change things and the restrictions to being able to adequately provide safety to our constituents.

Chief Jolley mentioned the removal of qualified immunity for officers proposed in HB1202, which is something rarely used in the Ninth Circuit. This would heavily weight plaintiff cases and place liability on cities, which could cause potential fiscal hardship on cities. Insurance authorities are watching this bill closely also.

Chief Jolley mentioned the mandate in HB1203 regarding an oversight board that would be appointed by Council and what responsibilities would be exercised by the oversight board, including those regarding ongoing investigations. There is concern about how this could potentially affect investigations and the safeguarding of evidence. Also of concern is that this bill prescribes five percent of the police budget be used to fund the board, which takes money and responsibility from the City's operations.

Chief Jolley discussed HB1054 and mentioned this bill has generated the most discussion among law enforcement. It mandates the tactics and equipment that may be used by law enforcement. Chief Jolley highlighted that Section 3 eliminates the ability to use police K9 units. Chief Jolley expressed concern that the sections of HB1054 do not seem to be supported by scientific research or do not seem



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to be issues faced on the west coast of the country. Seems very random and would eliminate local concern on how a police department manages tactics and provide services. Chief Jolley gave specific examples on how the various sections of HB1054 do not apply to the Monroe Police Department. This bill could eliminate some non-lethal tools that public safety can use, thus creating concern among the public safety community. There are bills that public safety supports and Chief Jolley expressed that the public safety community would like to work together to craft legislation that better reflects the community's needs.

Councilmember Cudaback asked about HB1203 – how is the board chosen. Chief Jolley responded that he has researched this and currently there is nothing to indicate how that will be done.

Mayor Thomas inquired about the timing of testimony for these bills and mentioned this was a topic of discussion at the recent Mayors' meeting. The Mayors' group is working on a presentation to that group on the public safety bills, possibly for later this week or early next week. This would help the group understand what should be supported. Chief Jolley responded that sometimes there is not a lot of notice for public testimony; this is fluid. There are over 65 potential bills.

Mayor Thomas mentioned he thinks it would be good to know when comments need to be made on these bills and asked about when the next Monroe Legislative Committee meeting is scheduled, which is February 9, 2021 at 6:00 p.m. via Zoom.

Councilmember Hanford concurred with the Chief's concerns. Councilmember Cudaback agreed with the Mayor in that she would like more information and time to understand the various public safety bills before she could decide on whether she could support these. Councilmember Cudaback appreciated the Chief's concerns but would like more time to understand the issues before Council votes or comes to a consensus on these bills.

Mayor Thomas asked Ms. Knight to provide information to the Council prior to next week, where this issue can be discussed at the February 2, 2021 Council meeting. Mayor Thomas expressed there is a lot to understand and a lot that is intended to help with reform/a lot of opportunities being presented. It is good to understand what the bills address and how that relates to evidence-based support. Would also help to know which of these bills are most likely to move forward and may need public comment from the Council. These same issues were addressed at the Mayors' meeting.

Councilmember Scarboro inquired if anyone thought if the number of bills moving forward so rapidly has to do with conducting legislative business remotely. Mayor Thomas responded that he feels it is more in response to events over the last year and that a remote environment has facilitated the ability to meet with legislators more easily.

Councilmember Rousey expressed appreciation for the summary regarding the public safety bills and looks forward to receiving more information. These bills are alarming and if they pass through committee, the City should have statements ready to comment on them.

Mayor Thomas reiterated this issue will be on the agenda for the February 2, 2021 Council meeting and thanked everyone for their thoughtfulness regarding this issue and thanked staff, specifically Ms. Knight, Chief Jolley, and Trevor Justin for working together to bring this information forward.

Mayor Thomas mentioned that transportation was also discussed at the Mayors' meeting. Discussion ensued regarding the pause to transportation projects, specifically to the I-5 project. The concern was



MONROE CITY COUNCIL

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the decrease in transportation capital revenues due to more people working from home or those that may no longer be working due to the pandemic. The loss of revenue is causing changes on what projects can be done. While some changes don't affect our region directly, Mayor Thomas wanted to inform Council these discussions are happening.

Mayor's Report. Mayor Thomas mentioned again his meeting with the Mayors' group and the law enforcement bills were a topic of discussion. The group is compiling more information for later this week so they can formulate their position and provide information to their respective Councils. The Mayor's group also discussed the pause in transportation projects already mentioned tonight. Mayor Thomas will meet with Representative Del Bene later this week. Discussion will include COVID and recovery, vaccines, and Highway 2 and local transportation issues. Mayor Thomas invited Council to let him know if there are other federal level issues they would like him to address.

Mayor Thomas invited Mr. Feilberg to give an Emergency Management update. Mr. Feilberg informed there is a wind advisory for Tuesday evening, shared the Roadmap to Recovery as provided in the Council packet, and provided an update on the County's vaccination efforts. Councilmember Cudaback asked about number of vaccines received. Mr. Feilberg responded.

EXECUTIVE SESSION

Mayor Thomas noted the need for an executive session and provided the following information:

The City Council will convene an executive session for the purpose of discussing the pricing of property pursuant to RCW 42.30.110(1)(c), property acquisition pursuant to RCW 42.30.110(1)(b), and potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i) for 5 minutes. The Mayor will notify the Interim City Clerk (Ms. Hasart) if the executive session has been extended; and the Interim City Clerk will notify the public. Council is anticipated to take action following the executive session. For purposes of the executive session, the Council will leave the current, publicly accessible Zoom meeting and will join a new Zoom meeting, for which the dial-in information has been separately provided to the Council Members.

The Council meeting was recessed to executive session at 8:19 p.m. for 5 minutes.

At 8:24 p.m. the executive session was extended to 8:30 p.m.
At 8:30 p.m. the executive session was extended to 8:32 p.m.
At 8:32 p.m. the executive session was extended to 8:33 p.m.
At 8:33 p.m. the executive session was extended to 8:34 p.m.
At 8:34 p.m. the executive session was extended to 8:36 p.m.
At 8:36 p.m. the executive session was extended to 8:37 p.m.
At 8:37 p.m. the executive session was extended to 8:39 p.m.
At 8:39 p.m. the executive session was extended to 8:41 p.m.

The executive session ended at 8:41 p.m.

The Council meeting reconvened to regular session at 8:42 p.m.

Councilmember Rasmussen exited the meeting before the executive session and did not return.



MONROE CITY COUNCIL

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Ed Davis, & Kirk Scarboro*

ADJOURNMENT

Motion: Move to adjourn. Councilmember Scarboro moved. Councilmember Davis seconded. Motion passed 6-0.

MEETING ADJOURNED: 8:43 p.m.

Geoffrey Thomas, Mayor

Rabecca R. Hasart, Interim City Clerk

ROUTING SLIP - CHECK APPROVAL

1/26/2021

ROUTED:

FINANCE DIRECTOR
CITY ADMINISTRATOR
MAYOR

CLAIMS:

Date:	<u>1/20/2021</u>	\$ 32,803.81	<u>Check Numbers</u> 92123-92142	Period 13
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Check Total: 32,803.81

Date:	<u>1/19/2021</u>	\$ 49,221.91	B&O	Period 13
Date:	<u>1/20/2021</u>	\$ 46,365.26	ACH	Period 13

Electronic Total: 95,587.17

Total Claims This Period: 128,390.98

APPROVED FOR PAYMENT: AUDIT COMMITTEE

Signed _____ Date: _____
City Councilperson

Signed _____ Date: _____
City Councilperson

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 01/21/2021 - 4:53PM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
92123	12/31/2020	Jesse Acosta	AP		1,363.17
92124	12/31/2020	Awards Service Inc	AP		179.23
92125	12/31/2020	Larry Crosby	AP		144.60
92126	12/31/2020	D Square Energy Systems LLC	AP		1,417.63
92127	12/31/2020	Evergreen Health Monroe	AP		30.00
92128	12/31/2020	Maria Farmer	AP		100.00
92129	12/31/2020	Land Development Consultants, Inc.	AP		1,100.55
92130	12/31/2020	Language Line Services Inc	AP		61.32
92131	12/31/2020	LeMay Mobile Shredding	AP		17.26
92132	12/31/2020	Public Safety Selection, PC	AP		400.00
92133	12/31/2020	Red Valve, Inc	AP		3,052.87
92134	12/31/2020	Republic Services Inc	AP		5,284.01
92135	12/31/2020	Salvation Army	AP		267.00
92136	12/31/2020	Snohomish County Sheriffs Office	AP		558.00
92137	12/31/2020	Snohomish County Treasurer	AP		122.40
92138	12/31/2020	State Treasurer's Office	AP		9,440.93
92139	12/31/2020	United States Postal Service USPS-Hasle	AP		2,500.00
92140	12/31/2020	Neil Weiss	AP		400.00
92141	12/31/2020	WH Pacific Inc	AP		5,729.84
92142	12/31/2020	YMCA of Snohomish County	AP		635.00

Total Check Count: 20

Total Check Amount: 32,803.81

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 01/21/2021 - 5:00PM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
0	1/19/2021	Washington State Department of Revenue	AP	1/19/2021	49,221.91
0	1/20/2021	AFTS	AP	1/20/2021	817.65
0	1/20/2021	BHC Consultants LLC	AP	1/20/2021	858.75
0	1/20/2021	Contract Land Staff LLC	AP	1/20/2021	767.50
0	1/20/2021	Enviroissues Inc	AP	1/20/2021	1,854.06
0	1/20/2021	Granich Engineered Products Inc	AP	1/20/2021	6,557.20
0	1/20/2021	Iron Mountain Inc	AP	1/20/2021	405.24
0	1/20/2021	Monroe Chamber of Commerce	AP	1/20/2021	10,832.25
0	1/20/2021	NorthStar Chemical Inc.	AP	1/20/2021	947.31
0	1/20/2021	Ogden Murphy Wallace PLLC	AP	1/20/2021	19,767.80
0	1/20/2021	Perteet Inc	AP	1/20/2021	3,557.50

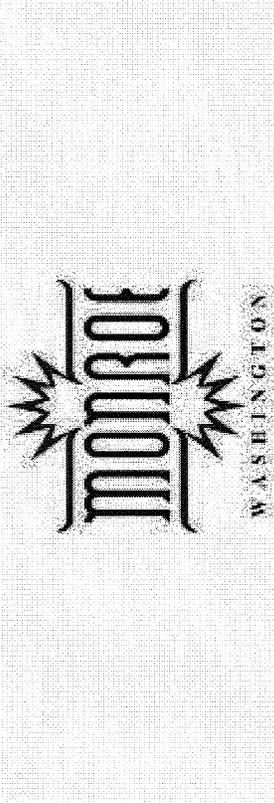
Total Check Count: 11

Total Check Amount: 95,587.17

Bank Reconciliation

Disbursement Detail

User: Cheri
 Printed: 01/21/2021 - 5:05PM
 Date Range: 01/19/2021 - 01/20/2021
 Systems: 'Accounts Payable'



Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
	0 01/20/2021	Enviroissues Inc	Homelessness Comm Plan/Outreach (corrected amount) 12/1-	1,854.06
	0 01/20/2021	Ogden Murphy Wallace PLLC	Ogden Murphy - Legal Services December 2020	19,767.80
	0 01/19/2021	Washington State Department of Revenue	December 2020 B&O	234.35
	92123 12/31/2020	Jesse Acosta	12/23 /20 - interpreting services Jesse Acosta	1,363.17
	92124 12/31/2020	Awards Service Inc	20 Year Plaque	179.23
	92125 12/31/2020	Larry Crosby	Crosby supplemental insurance	144.60
	92127 12/31/2020	Evergreen Health Monroe	Legal Blood Alcohol Collection	30.00
	92128 12/31/2020	Maria Farmer	Interpreting Service 12/30/20	100.00
	92129 12/31/2020	Land Development Consultants, Inc.	Monroe Housing Action Plan - Service 10/18/20 - 11/14/20	1,100.55
	92130 12/31/2020	Language Line Services Inc	Interpreting Services	61.32
	92131 12/31/2020	LeMay Mobile Shredding	Shredding services December 2020	17.26
	92132 12/31/2020	Public Safety Selection, PC	Pre Employment Background	400.00
	92136 12/31/2020	Snohomish County Sheriffs Office	Warrant Entries - 4th QTR	558.00
	92139 12/31/2020	United States Postal Service	USPS-Hasle Replenish Postage	2,019.61
	92140 12/31/2020	Neil Weiss	Judge Pro Tem - 102/30/20	400.00
	92142 12/31/2020	YMCA of Snohomish County	City Memberships - December 2020	635.00
			Total for Fund:001 General Fund	28,864.95
Fund: 109 Tourism				
	0 01/20/2021	Monroe Chamber of Commerce	Vlc - November 2020	10,832.25
			Total for Fund:109 Tourism	10,832.25
Fund: 317 Parks CIP Fund				
	0 01/20/2021	Perteet Inc	N. Hill Park 10/30-12/31 - Perteet	3,557.50
			Total for Fund:317 Parks CIP Fund	3,557.50

Check#	Check Date	Payable To	Purpose	Amount
Fund: 318 Streets CIP Fund				
	0 01/20/2021	Contract Land Staff LLC	Oak ST ROW (Tjerne PL Phase 3) 11/28 - 12/31/20 - CLS	767.50
	92139 12/31/2020	United States Postal Service	USPS-Hasle Replenish Postage	16.36
	92141 12/31/2020	WH Pacific Inc	Chain Lk Rd - 2A Civil	5,729.84
			Total for Fund:318 Streets CIP Fund	6,513.70
Fund: 411 Water Maintenance & Operations				
	0 01/20/2021	AFTS	Lockbox Charges	272.53
	0 01/19/2021	Washington State Department of Revenue	December 2020 B&O	24,186.27
	92139 12/31/2020	United States Postal Service	USPS-Hasle Replenish Postage	225.00
			Total for Fund:411 Water Maintenance & Operations	24,683.80
Fund: 421 Sewer Maintenance & Operations				
	0 01/20/2021	AFTS	Lockbox Charges	272.51
	0 01/20/2021	NorthStar Chemical Inc.	Sodium Hypochlorite	947.31
	0 01/19/2021	Washington State Department of Revenue	December 2020 B&O	19,876.62
	92139 12/31/2020	United States Postal Service	USPS-Hasle Replenish Postage	130.85
			Total for Fund:421 Sewer Maintenance & Operations	21,227.29
Fund: 422 Sewer Capital Projects				
	0 01/20/2021	BHC Consultants LLC	WWTP Digester Diffuser #2	858.75
	92133 12/31/2020	Red Valve, Inc	Coupling	3,052.87
	92139 12/31/2020	United States Postal Service	USPS-Hasle Replenish Postage	8.18
			Total for Fund:422 Sewer Capital Projects	3,919.80
Fund: 431 Stormwater Maint & Operations				
	0 01/20/2021	AFTS	Lockbox Charges	272.61
	0 01/19/2021	Washington State Department of Revenue	December 2020 B&O	4,867.71
	92139 12/31/2020	United States Postal Service	USPS-Hasle Replenish Postage	100.00
			Total for Fund:431 Stormwater Maint & Operations	5,240.32
Fund: 510 Information & Tech Services				
	0 01/20/2021	Iron Mountain Inc	Off site media storage December2020	405.24
			Total for Fund:510 Information & Tech Services	405.24
Fund: 520 Equipment & Fleet Management				
	92126 12/31/2020	D Square Energy Systems LLC	Unit #3 service - 12/31/20	1,417.63
			Total for Fund:520 Equipment & Fleet Management	1,417.63

Check#	Check Date	Payable To	Purpose	Amount
Fund: 530 Facilities Management				
0	01/20/2021	Granich Engineered Products Inc	Fox Pump	6,557.20
0	01/19/2021	Washington State Department of Revenue	December 2020 B&O - PVP Communications	45.80
92134	12/31/2020	Republic Services Inc	Collection Services PW and Parks	5,284.01
		Total for Fund:530 Facilities Management		11,887.01
Fund: 631 Agency Fund				
0	01/19/2021	Washington State Department of Revenue	December 2020 B&O	11.16
92137	12/31/2020	Snohomish County Treasurer	Crime Victim's Compensation - December 2020	122.40
92138	12/31/2020	State Treasurer's Office	Jurisdiction Billing December 2020	9,440.93
		Total for Fund:631 Agency Fund		9,574.49
Fund: 635 Salvation Army				
92135	12/31/2020	Salvation Army	Salvation Army - Community Utility Program	267.00
		Total for Fund:635 Salvation Army		267.00
		Grand Total		128,390.98

PAYROLL WARRANT APPROVAL

MONTH OF PAYROLL: 1/1/2021

The following checks are approved for payment:

Date of Issue: 2/5/2021

Voided

Check #'s From: 36519 **To:** 36538

Direct Deposit \$638,506.10
ACH AP Payments \$202,023.33

Total Monthly Payroll \$1,485,957.57

H S A Funding: \$81,420.00

WARRANT APPROVAL:

I, the undersigned, do hereby certify under the penalty of perjury, that the Payroll Checks are just, due and unpaid obligations against the City of Monroe, and that I am authorized to certify said claims in the amount of \$1,485,957.57 *on* 2/5/2021

Signed: _____
Mayor or Designee

Dated: _____



AGENDA BILL

Meeting Date: February 09, 2021

Staff Contact: Rich Huebner, Management Analyst

Department: Executive

SUBJECT: Tangram Contract Addendum to Gateway & Wayfinding Plan and Design Consultant Agreement

PREVIOUS DISCUSSION:

12/01/2020; 08/04/2020; 07/16/2020; 11/12/2019

REQUESTED ACTION:

Move to approve Addendum No. 1 to the Consultant Agreement with Tangram Design, LLC for Gateway & Wayfinding Plan and Design

POLICY CONSIDERATIONS:

Should the City extend the Completion Date of its Consultant Agreement with Tangram Design, LLC for Gateway & Wayfinding Plan and Design? If the Completion Date is not extended, the project will be unfinished.

DESCRIPTION/BACKGROUND:

In October 2019, the City executed an agreement with consultant firm Tangram Design, LLC ("Tangram") for Gateway & Wayfinding Plan and Design services. The goal of this agreement was the development of a comprehensive Gateway/Wayfinding plan, to include siting and design.

Since execution of the agreement, Tangram has completed design concepts for the Gateway and Wayfinding signage families, and proactively recommended a unique design for the Historic Downtown. At each stage of development, Tangram sought the review and feedback of both the City Council and the Economic Development Advisory Board ("EDAB").

At its December 1, 2020 Regular Study Session Meeting, the City Council reviewed the EDAB-recommended designs for each of the three sign families (Gateway, Wayfinding, and Historic Downtown).

Completion of this project has been delayed by the COVID-19 pandemic. The contract between the City and Tangram expired in October 2020, but work has not yet been completed. Work remaining to be completed is listed in Exhibit B of the original contract, subsection 4 - Bid Specifications, and subsection 5 - Implementation.

FISCAL IMPACTS:

The original budgeted and contracted amount for the Gateway & Wayfinding Plan and Design was \$64,535. As of December 2020, the amount remaining from that original contract amount \$15,445. The contracted amount is not being altered by this addendum.

TIME CONSTRAINTS:

Approval is requested as soon as possible.

ALTERNATIVES TO REQUESTED ACTION:

Do not approve the addendum and direct the Mayor and City staff to end the project.

ATTACHMENTS:

[Addendum No. 1 - COFM Tangram Design LLC](#)

[041-2019 Tangram Design - Gateway and Wayfinding Plan and Design](#)

**ADDENDUM
NO. 1 TO
CONSULTANT AGREEMENT BETWEEN CITY OF MONROE AND TANGRAM
DESIGN, LLC FOR GATEWAY & WAYFINDING PLAN AND DESIGN**

THIS ADDENDUM TO THE CONSULTANT AGREEMENT (“Addendum”) made and entered into upon execution, amends that certain Consultant Agreement for Gateway & Wayfinding Plan and Design Services executed on November 12, 2019, by and between the City of Monroe (hereinafter “City”) and Tangram Design, LLC (hereinafter “Consultant”).

Exhibit B. Project Schedule and Budget. In accordance with the Consultant Agreement Section No. 2, Completion of Work, the Completion Date is hereby extended to December 31, 2021. The tasks to be completed by this date are those listed in Exhibit B, subsection 4 – Bid Specifications, and subsection 5 – Implementation.

Except as modified herein above, all terms and conditions of the Consultant Agreement between City of Monroe and Tangram Design, LLC for Gateway & Wayfinding Plan and Design shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this instrument upon the signature of all below-named parties.

CITY OF MONROE, WASHINGTON:

TANGRAM DESIGN, LLC:

Geoffrey Thomas, Mayor

George Lim, Owner

ATTEST:

Rebecca R. Hasart, Interim City Clerk



CONSULTANT AGREEMENT	
PROJECT TITLE AND IDENTIFICATION NUMBER 1 Gateway & Wayfinding Plan and Design	WORK DESCRIPTION 2 Develop comprehensive Gateway/Wayfinding plan to include siting and design
CONSULTANT 3 Tangram Design, LLC 878 Santa Fe Drive, Unit 1 Denver, CO 80204	CONSULTANT CONTACT NAME, AND TELEPHONE NO. 4 George Lim, 303-777-8878
FEDERAL I.D. NO. 5 N/A	BUDGET OR FUNDING SOURCE 6 Economic Development/Parks Capital
PROJECT ADMINISTRATOR NAME, ADDRESS AND TELEPHONE NO. 7 Deborah Knight 806 W. Main St. Monroe, WA 98272 (360) 863-4544	MAXIMUM AMOUNT PAYABLE, IF ANY 8 \$64,535
COMPLETION DATE 9 October 2020	

THIS AGREEMENT is entered into on November 12, 2019, between the City of Monroe, Washington, hereinafter called "the CITY", and Tangram Design, LLC, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 45 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall promptly make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY; this work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. Extra Work.

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute as provided in Section 18. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT. Electronic versions of all work products shall be provided to the CITY in a format compatible with CITY software, except to the extent expressly waived in the attached exhibits.

7. Independent Contractor. The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. Indemnity. The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, employees and volunteers from and against any and all claims, injuries, losses, suits, costs or liability, including attorneys' fees (collectively, "Claims"), specifically including without limitation Claims resulting from injuries, sickness or death of employees of the CONSULTANT and/or damage to property, arising out of or otherwise resulting from the acts, errors, or omissions of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that: The CONSULTANT's obligation to indemnify, defend and hold harmless shall not extend to Claims caused by or resulting from the sole willful misconduct or sole negligence of the City.

Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the CITY, its officers, officials, employees, and volunteers, the CONSULTANT's liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONSULTANT's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT'S waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The CITY's acceptance or approval of any services or work product under this agreement shall not be deemed to reduce, abridge, limit or otherwise alter the CONSULTANT's obligations as set forth in this section, unless such intent is expressly stated in writing by the CITY.

The provisions of this section shall survive the expiration or termination of this agreement.

9. Insurance. The CONSULTANT shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.

A. Minimum Scope of Insurance

CONSULTANT shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The CITY shall be named as an additional insured under the CONSULTANT's Commercial General Liability insurance policy with respect to the work performed for the CITY using an additional insured endorsement at least as broad as ISO CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability Professional liability insurance appropriate to the CONSULTANT's profession.

B. Minimum Amounts of Insurance

CONSULTANT shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

C. Other Insurance Provisions.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement and prior to the performance of any work specified hereunder. The certificates of insurance shall cover the work specified in or performed under this agreement. The certificate and endorsement must be project and/or site specific.

D. Cancellation.

The CONSULTANT shall provide the CITY with written notice of any policy cancellation within two business days of its receipt of such notice. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

The CONSULTANT's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the CONSULTANT's insurance and shall not contribute with it.

E. Acceptability of Insurers.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. No Limitation.

The CONSULTANT's maintenance of insurance as required by this agreement shall not be construed to limit the liability of the CONSULTANT to the coverage provided by such insurance, or otherwise limit the CITY'S recourse to any remedy available at law or equity.

G. Failure to Maintain Insurance.

Failure on the part of the CONSULTANT to maintain the insurance as required shall constitute a material breach of contract, upon which the CITY may, after giving five business days notice to the CONSULTANT to correct the breach, immediately terminate this agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the CITY on demand, or at the sole discretion of the CITY, offset against funds due the CONSULTANT from the CITY.

H. City Full Availability of Consultant Limits.

If the CONSULTANT maintains higher insurance limits than the minimums shown above, the CITY shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the CONSULTANT, irrespective of whether such limits maintained by the CONSULTANT are greater than those required by this agreement or whether any certificate of insurance furnished to the CITY evidences limits of liability lower than those maintained by the CONSULTANT.

10. Records Retention and Disclosure. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose. The CONSULTANT shall also provide a complete electronic copy of all reports, plans, and specifications upon completion of the work or upon request of the CITY.

Separate from and additional to the foregoing, the CONSULTANT shall fully cooperate with and assist the CITY with respect to any request for public records received by the CITY and related to any public records generated, produced, created and/or possessed by the CONSULTANT and related to the services performed under this agreement. Upon written demand by the CITY, the CONSULTANT shall furnish the CITY with full and complete copies of any such records within five business days.

The CONSULTANT's failure to timely provide such records upon demand shall be deemed a material breach of this agreement. To the extent that the CITY incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the CONSULTANT shall fully indemnify and hold harmless the CITY as set forth in Section 8.

For purposes of this section, the term "public records" shall have the same meaning as defined by Chapter 42.17 RCW and Chapter 42.56 RCW, as said chapters have been construed by Washington courts.

The provisions of this section shall survive the expiration or termination of this agreement.

11. Notices. All notices required to be given by either party to the other under this agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. Project Administrator. The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it generally meets the requirements of this agreement, and for reviewing, monitoring and approving the general quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator. Provided, that nothing in this section shall be construed as altering the CONSULTANT'S duty of care or otherwise limiting, abridging, waiving or reducing the CONSULTANT'S obligations under this agreement.

13. Conflict Amongst Main Agreement and Attachments. In case of conflict between the Exhibits to this agreement and the portions of this agreement preceding the signature lines (Sections 1-23), the terms of Sections 1-23 shall prevail. Any limitations on liability and indemnification expressed in the attached exhibits beyond those specified in Sections 8 and 9 (prior to signature line) shall be null and void.

14. Termination. The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified in Box 3 on page 1. In the event that this agreement is terminated by the CITY other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services satisfactorily performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. Subcontracting or Assignment. The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any subconsultants approved by the CITY at the outset of this agreement are named on Exhibit D attached hereto and incorporated herein by this reference as if set forth in full.

17. Non-Waiver. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

18. Resolution of Disputes; Governing Law and Venue. This agreement shall be governed by and construed in accordance with the laws of the State of Washington. If any dispute arises out of or in connection with this agreement, including any question regarding its existence, enforceability, interpretation, or validity, the parties will, if practicable, meet and confer in good faith for a period of fourteen (14) days to attempt to resolve such dispute without an adversary proceeding. If at the end of the fourteen (14) day period such attempt at resolution is unsuccessful, the parties may resort to litigation. The exclusive venue for any litigation arising out this agreement shall be the Snohomish County Superior Court. The substantially prevailing party in any such litigation shall be entitled to an award of its reasonable attorneys' fees.

19. Taxes. The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

20. Code of Ethics. The CONSULTANT and all subconsultants/subcontractors shall also comply with the Monroe Code of Ethics (Exhibit E), Chapter 2.52 MMC. Any violation of Chapter 2.52 MMC by the CONSULTANT or any of its subconsultants/subcontractors shall be considered a material breach of this Agreement.

21. Entire Agreement. This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto.

22. Legal Compliance. In the performance of work under this agreement, the CONSULTANT shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to the CONSULTANT's business, equipment, and personnel engaged in operations covered by this agreement or accruing out of the performance of such operations.

23. Risk of Loss. The CONSULTANT shall be solely responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at the CONSULTANT's own risk, and the CONSULTANT shall be solely responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CONSULTANT:

CITY OF MONROE:

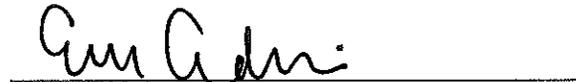



Geoffrey Thomas, City Mayor

By: George Lim

Title: OWNER

ATTEST/AUTHENTICATED:


Elizabeth M. Adkisson, MMC, City Clerk



PROJECT APPROACH

The strategic project approach listed herein is formulated to provide the most comprehensive and appropriate wayfinding signage design solutions for this project.

1. INFORMATION GATHERING

Project Kick-off Meeting

Our design team will conduct a project kick-off meeting with the City of Monroe's Economic Development Advisory Board. This meeting will provide in-depth information that allows our design team to:

- Establish project objectives and guiding principles.
- Understand short/long-term development plans and operational goals.
- Identify project stakeholders.
- Participate in a City tour
- Establish schedule and communication procedures.

For those not represented at the project kick-off meeting, we will provide an online survey to gather additional thoughts and expectations for the wayfinding signage system. This survey will also be sent out to your community for their input as well. The survey is a simple way to engage your stakeholders and community and give them the opportunity to be involved in the design process.

Existing Conditions - Site Survey

In order to properly study and understand the actual signage needs and wayfinding issues encountered by the public, we will perform a comprehensive site survey and analysis of existing conditions. Analyzing the site allows us to identify and assess opportunities, constraints, and environmental conditions that may affect the design or placement of the signage. The site survey will take into consideration the following:

- Existing entry and wayfinding signage
- Physical limitations of sign sizes / mounting heights
- Physical sight-line obstructions
- Existing mounting opportunities in the environment
- Signage clutter within the environment
- Primary destinations
- Landmarks and placemaking elements
- Parking access points
- Vehicular, pedestrian, and bicycle traffic circulation
- Viewing distances and angles
- Lighting conditions and engineering considerations
- Common color palettes, finishes, textures or architecture in surrounding environment
- Reuse or sustainability opportunities

Other potential wayfinding tools other than signage shall also be considered during the site survey. From landmarks and landscaping to art and interactive design technologies, there are a variety of wayfinding applications that can be used to enhance the interaction and experience people will have within the City of Monroe. In some instances, the best solution to enhance understanding and movement in the environment may be having no signage elements at all and rather removing visual and psychological barriers. The site survey will help establish what additional strategies may be valuable to the area.

During our site assessment, GIS mapping will be used to identify key decision points, landmarks, destinations and to locate potential sign locations. Mapping these locations on-site assists our design team with understanding vehicular and pedestrian circulation and aids in the development of accurate sign location plans.

Research

In developing wayfinding solutions, there are a variety of factors that can affect the success of a wayfinding system. To ensure we are designing a signage program that is appropriate for the City of Monroe and the environment, we will also research:

- Current city brand and design guidelines
- Master or community plans that demonstrate long-term or short-term development goals (2015-2035 Comprehensive Plan, Economic Development Plan, Downtown Master Plan, Park and Recreation Open Space Plan, Branding Plan, Tourism Assessment)
- Event and marketing programs
- Online presence (ie. websites, social media)
- Various social, economical, and cultural characteristics of the community
- Identify typical audiences and define their general directional needs.
- Vehicular and pedestrian circulation routes and modes of transportation
- Climate conditions
- Strategies for integrating technology or digital signage components into the system, if applicable
- Local, State, and Federal codes and regulations

Collecting this information is important and helps us to define the character, environment, and culture of the city. It also helps us to understand the area's future goals, define how people are learning about the area



virtually, and observe how the public image is being set. These elements play a crucial role in defining a visitor's experience. We want to ensure that how the signs communicate with the public represent the City of Monroe in a positive and engaging way that reflects its cultural identity and connects with other development efforts as well as brand and online assets.

Assessment Report

An assessment report will be prepared that will supply an analysis of the City of Monroe's existing signage and its wayfinding challenges and opportunities. The report will also include recommendations to resolve wayfinding issues and will identify opportunities to enhance the visitor experience. Observations and recommendations made through this assessment take into consideration existing conditions, codes and regulations, and short and long term development goals. It will document public and stakeholder engagement efforts and ultimately provide a plan and framework from which signage designs and wayfinding strategies will evolve.

2. GATEWAY & WAYFINDING CONCEPT DESIGN

Conceptual Design

Our design team will develop a minimum of three schematic design concepts that will creatively explore the design parameters and visual aspects of the signage system's sign types. Each concept will provide a different solution for integrating the city's brand into the signage design. The concepts will demonstrate general structural and graphic characteristics of the signage system.

Processes that will be performed in this task include:

- Define brand elements that reinforce identity
- Identify basic elevations of all key signs, including scale references such as people, cars, trees etc.
- Study models of sign form and shapes
- Examine typeface and symbol options
- Analyze material and color palette options
- Develop a preliminary implementation plan with short, medium, and long term priorities

Concepts for gateways will be worked on first so that they can go out for bid and begin the bid, fabrication and installation process by March 2020. Concept development of the wayfinding signs will begin after the gateways have been resolved.

Sign Nomenclature

Nomenclature, as it applies to signage and wayfinding, is a standardized set of words, syntax, grammar, and symbols which communicate information to the user. A well defined and organized nomenclature system ensures messages and/or content of the signage is presented in a uniform, concise and clear manner. Tangram will examine the city's current nomenclature and provide recommendations as necessary or appropriate. With consensus from the project committee, a standardized nomenclature will be established.

Circulation Plans

Understanding where key decision making points are is necessary to determine good sign locations. Based on the site survey, Tangram will prepare circulation plans that will demonstrate vehicular and pedestrian circulation and will identify key decision points.

Concept Presentation

All concepts are documented in a graphic format that will show the basic elevation of the signs and illustrate how they would be typically used in the environment. Written explanations will be supplied to provide rationale for design choices and materials. We will meet with the City of Monroe's Economic Development Advisory Board and present the concepts. We will also conduct a public meeting for the community to obtain their review and feedback. An online survey can also be supplied to get additional input.

Sign nomenclature charts, circulation plans, and preliminary implementation plan shall be supplied to the Economic Development Advisory Board for review and approval.

3. DESIGN GUIDELINES AND LOCATIONS

Design Development

Based on input received from the concept design review, and after approval and consensus from the Economic Development Advisory Board to proceed further with a specific conceptual design direction, we begin to modify and refine the chosen concept. During design development our design team will go into greater detail of all aspects of the structural and graphic components of the signage program. All design concepts are modified and illustrate the evolution of its informational and visual



content. Details and factors that are considered in this task include, but is not limited to:

- Refine signage graphics and hardware design
- Determine sign and messaging sizing requirements
- Understand levels of digital/media integration
- Analyze illumination requirements
- Obtain material/color/finish samples
- Develop specifications for signage materials, fabrication, or installation techniques
- Prepare preliminary sign locations and messages
- Obtain budgetary cost estimates
- Review signage with WSDOT and work with them to facilitate sign placement on state managed highways

Preliminary Sign Location and Message Schedule

Tangram will prepare a preliminary sign location plan and message schedule for the project committee's review. The sign location plan will identify the locations of vehicular and pedestrian signage. The message schedule will illustrate the sign messages that are to be included on each sign that is indicated in the sign location plan. Locations and messages are determined by analyzing circulation routes, decision points, and the physical environment.

Design Development Review

All refinements of the signage and wayfinding system will be documented in a graphic format. Specifications for materials, fabrication, or installation techniques will be indicated on the drawings. Budgetary cost estimates will be supplied and a preliminary sign location plan and message schedule will be prepared for review by the Economic Development Advisory Board.

4. BID SPECIFICATIONS

Design Intent Bid Documents

After final review and approval of the design development of the signage, Design Intent drawings will be completed for the signage system. Tangram will coordinate with the City's Public Works Design and Construction Division to develop bid specifications for the approved plans and designs. The bid documents will include all the necessary information to obtain accurate bids for the fabrication and installation of the signage project. The biddable document shall include:

- Signage design drawings illustrating dimensions, material and technical specifications.
- Signage graphic standards.

- Final sign location plans and message schedules.
- Bid requirements including sign quantities, sample and prototype requests.
- Fabricator performance requirements.

Tangram shall supply a final set of cost estimates for the fabrication and installation of the project, once the design intent drawings are complete. We will also provide a list of recommended fabricators that are qualified to produce the signage system that the City of Monroe can solicit to when they are ready to submit a signage package for bid. A public community meeting will be held to present the final wayfinding plan.

Final Sign Location and Message Schedule

Per feedback obtained from the project committee from the preliminary sign location plan and message schedule, Tangram will update the sign location plan and message schedule. Up to three revisions of the sign location plan and message schedule will be provided, in order to come to a final plan.

Final Art

Final art for the sign messages is needed so that fabricator's can produce the signs. Tangram will prepare final art files for all of the signs included in the wayfinding system so that they can be used for production.

Phasing Plan

A project Phasing Plan involves identifying when specific signs should be implemented. In this task sign's are given an order of priority, based on a sign's importance or necessity to provide communication or information at key decision points. Priority of the signs can also be influenced by set goals the city may have, by budget, or other miscellaneous factors. Tangram will work with the project committee to identify the best phasing plan for implementation for the city.

5. IMPLEMENTATION

Bid Assistance and Construction Administration services provided for this contract would only include the fabrication of the gateway signs.

Bid Assistance

Our design team will act as an advisory role in this task. Our team will be able to provide valuable technical assistance on signage issues that may arise in the bidding phase and include the following tasks:



- Assist City of Monroe with pre-qualifying vendors
- Perform a pre-bid meeting
- Assist with clarifying plans and bid documents.
- Assist with responding to potential bidder's and requests for information (RFI).
- Assist with bid reviews to ensure compliance with drawings and specifications.
- Assist with contract award recommendations.

6. Construction Administration

Once a fabricator has been chosen, our team would assist the City of Monroe in observing, reviewing and advising on the chosen sign fabricator's progress, for technical conformance and fidelity with the signage programs' design intent. Services in this phase include:

- Perform project kick-off with fabricator to ensure expectations and responsibilities are understood
- Review fabricator shop drawings, samples, and/or prototypes to verify compliance with design intent.
- Perform shop visits to observe the quality and progress of sign production in fabricator's shop
- Verify sign placements and locations; coordinate site visits if necessary.
- Prepare RFI responses.
- Provide post-installation punch list inspections.

PROJECT MANAGEMENT

Tangram aims to always keep interaction with our clients proactive, responsive, timely, comprehensive, and accountable at all times. By facilitating a consensus-decision making approach, providing quality project management, and establishing a practical project schedule, we ensure the client and project stakeholders take ownership in the design process and ultimately the final solutions. It also ensures that the project stays on track, on schedule, and on budget.

Project Coordination

Tangram has developed a system of project management/coordination that has been key in the success of our projects for other clients. To ensure coordination between City of Monroe and our design team is maintained Tangram will:

- Develop formal communication channels
- Communicate and coordinate project activities
- Provide periodic status reporting

- Establish and exercise quality assurance checkpoints throughout the life of the project
- Establish checkpoints to assess preceding or succeeding milestones that have a significant bearing on scope going forward
- Establish and exercise quality assurance checkpoints throughout the life of the project
- Manage project issue resolution and coordinate all stakeholders to bring issues to resolution or develop measures for mitigation of issues
- Develop detailed project schedules
- Perform regular engagement meetings with project manager for reviews, discussions, questions, etc.

Coordination of Partnerships

As in most multi-departmental organizations, a sign system affects many departments, personnel, and end users. Each constituent typically has their own set of needs and desires for a signage system. Discerning these perspectives and balancing them with the functionality and brand of a signage system can be challenging. However, by using a consensus decision-making approach and providing occasions for community engagement there is opportunity for every participant's input to be carefully considered which helps to address all legitimate concerns and gain support.

Reaching out to project stakeholders and the end users is important. To ensure these entities are involved with the project development process, our design team typically holds meetings and/or surveys to obtain feedback project. This type of interaction with the client and project stakeholders builds trust and creates ownership and commitment.

Project Schedule

Key to project coordination amongst all involved in the project is maintaining a detailed and up-to-date project schedule. Schedule discipline is achieved by developing a comprehensive and realistic schedule at the beginning of the project. This schedule must reflect the input of all stakeholders and other critical third parties. Once a final project schedule is determined, the schedule must be rigorously adhered to or updated realistically if project conditions or client requirements change in the course of the project. There must be sufficient time between review and submittals to incorporate client comments before the next task or submittal begins.

Project Schedule and Budget



EXHIBIT B

TASK	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT
1. INFORMATION GATHERING												
Project Kick-off Meeting												
Existing Conditions - Site Survey and Research												
Assessment Report												
2. GATEWAY & WAYFINDING CONCEPT DESIGN												
Conceptual Design Gateway												
Conceptual Design Wayfinding												
Nomenclature List / Circulation Plan												
Wayfinding Concept Presentation												
3. DESIGN GUIDELINES & SIGN LOCATIONS												
Design Development Gateway												
Design Development Wayfinding												
Preliminary Sign Location Plan / Message Schedule												
4. BID SPECIFICATIONS												
Design Intent Drawings Gateway												
Design Intent Drawings Wayfinding												
Final Sign Location Plan / Message Schedule												
Final Art												
Final Community Presentation												
5. IMPLEMENTATION												
Bid Assistance												
Construction Administration												

- Project Kick-off
- Work in Progress
- Concept Presentation
- Deliverables
- Final Wayfinding Presentation

Project Schedule and Budget Exhibit C



The budget below is based on the scope of work outlined in the RFP. If additional project details or information is supplied after the award of the contract, this may alter the project scope and prices may be subject to change.

TASK		WORK HOURS	HOURLY RATE	TOTAL COST
1. Information Gathering				
Project Kick-off Meeting	George	2	\$80	\$160
	Angela	2	\$80	\$160
	Matthew	2	\$60	\$120
Existing Conditions - Site Survey and Research	George	10	\$80	\$800
	Angela	15	\$80	\$1,200
	Matthew	15	\$60	\$900
Assessment Report	George	2	\$80	\$160
	Angela	30	\$80	\$2,400
	Matthew	10	\$60	\$600
Total for Task 1				\$6,500
2. Gateway and Wayfinding Design				
Conceptual Design	George	20	\$80	\$1,600
	Angela	40	\$80	\$3,200
	Matthew	40	\$60	\$2,400
Sign Nomenclature and Circulation Plans	Angela	5	\$80	\$400
	Matthew	25	\$60	\$1,500
2 Concept Presentations	George	4	\$80	\$320
	Angela	4	\$80	\$320
	Matthew	4	\$60	\$240
Total for Task 2				\$9,980
3. Design Guidelines and Locations				
Design Development	George	10	\$80	\$800
	Angela	35	\$80	\$2,800
	Keith	20	\$70	\$1,400
	Matthew	35	\$60	\$2,100
Preliminary Sign Location Plan / Message Schedule	Angela	10	\$80	\$800
	Matthew	60	\$60	\$6,400
Total for Task 3				\$14,300
4. Bid Specifications				
Design Intent Drawings	George	5	\$80	\$400
	Angela	15	\$80	\$1,200
	Keith	30	\$70	\$2,100
	Matthew	30	\$60	\$1,800
Final Sign Location Plan / Message Schedule	Angela	5	\$80	\$400
	Matthew	25	\$60	\$1,500
Final Art	Angela	30	\$80	\$2,400
Phasing Plan	George	5	\$80	\$400
	Angela	15	\$80	\$1,200
	Matthew	20	\$60	\$1,200
Final Community Presentation	George	2	\$80	\$160
	Angela	2	\$80	\$160
Total for Task 4				\$12,920

Project Schedule and Budget

Exhibit C



5. Implementation				
Bid Assistance	George	4	\$80	\$320
	Angela	2	\$80	\$160
	Matthew	2	\$60	\$120
Construction Administration	George	20	\$80	\$160
	Angela	30	\$80	\$2,400
	Matthew	40	\$60	\$2,400
Total for Task 5				\$5,560

Reimbursable Expenses	RATE/%	TOTAL COST
Flight	\$300 / trip / person	\$4,500
Rental Car	\$50 / day	\$800
Lodging	\$135 / day	\$4,725
Meals and Incidentals	\$70 / day	\$2,450
Parking (Public Parking Garages and Lots)	\$15 / day	\$240
Total for Reimbursable Expenses		\$12,715
Overhead	2%	\$1,280
Administrative	2%	\$1,280

Total for Reimbursable Expenses \$15,275

TOTAL COST \$64,535

EXHIBIT D

SUBCONSULTANTS

EXHIBIT E

Chapter 2.52 CODE OF ETHICS

Sections:

- 2.52.010 Purpose – Construction.
- 2.52.020 *Repealed.*
- 2.52.030 Award of contracts prohibited.
- 2.52.040 *Repealed.*
- 2.52.050 *Repealed.*
- 2.52.060 *Repealed.*

2.52.010 Purpose – Construction.

The city of Monroe hereby adopts the code of ethics for municipal officers codified at Chapter 42.23 RCW, inclusive of any future amendments thereof. It is the city's specific intent that the ethical standards set forth at Chapter 42.23 RCW shall govern the conduct of municipal officers within the city of Monroe. Except as expressly provided in this chapter, and Chapter 4.30, Ethics Board, the city disclaims any intent to impose substantive standards of conduct that are more stringent than or otherwise different from those set forth in Chapter 42.23 RCW with respect to the subject matter of said chapter.

2.52.020 *Repealed.*

2.52.030 Award of contracts prohibited.

Members of the city of Monroe, Washington, boards, commissions, and city staff are prohibited from being awarded contracts with the city. Exceptions to this rule are those covered by the CBA, RCW and WAC. This section was submitted to the Monroe city council as an initiative with enough required signatures to be submitted to the voters. The city council adopted the initiative as an ordinance as an alternative to placing on the ballot. Consequently, to the extent required by law, this subsection shall be construed as superseding any conflicting city requirements or requirements that otherwise operate to illegally amend the requirements of an initiative.

2.52.040 *Repealed.*

2.52.050 *Repealed.*

2.52.060 *Repealed.*



AGENDA BILL

Meeting Date: February 09, 2021

Staff Contact: Anita Marrero, Senior Planner

Department: Community Development

SUBJECT: Ordinance No. 001/2021, Amending Monroe Municipal Code Chapters 22.14, 22.26 and 22.42, Zoning Map Amendment, and amending the North Kelsey Plan Design Guidelines; First Reading

REQUESTED ACTION:

Move to accept as first reading Ordinance No. 001/2021, amending Monroe Municipal Code Chapters 22.14, 22.26, and 22.42, Zoning Map Amendment, and amending the North Kelsey Plan Design Guidelines; setting forth legislative findings; providing for severability; and establishing an effective date.

POLICY CONSIDERATIONS:

Pursuant to MMC Table 22.84.060(B)(2): Decision Making and Appeal Authorities, the City Council is the final decision authority for amendments to the Unified Development Regulations. The City Council shall approve, approve with conditions, remand to the recommending authority for further proceedings, or deny the amendment.

DESCRIPTION/BACKGROUND:

In 2005, the City purchased approximately twenty-three acres of land from Snohomish County north of US 2. The City master planned the property, together with other City-owned land in the area, with the intent of developing retail, office space, and a public "village green" for community gatherings. The original North Kelsey Development Plan was created with public input and approved in 2003 by Ordinance No. 015/2003, amended in 2007 by Ordinance No. 024/2007, and amended again in 2012 by Ordinance No. 027/2012. The City conducted a Request for Proposal process in 2005 to develop the property. The first property was sold to Lowes in (December 2006) just before the recession in 2008. Two additional properties were sold to Providence Medical Center (October 2012) and Walmart (September 2013).

The remaining ten parcels encompass approximately eleven acres and are located on Tjerne Place between Chain Lake Road on the east and Kelsey Street on the west. One parcel (Tract 999) is located on the former Monroe landfill west of Kelsey Street between the Galaxy Movie Theater and Fred Meyer. A second remnant parcel is located between Walmart and Chain Lake Road.

At the time of discussion, the City had not sold any parcels since 2013. The market for retail and office space has fundamentally changed since the recession and the growing dominance

of on-line sales and e-commerce retailers such as Amazon. In February 2018, the City Council selected a new broker team to market and sell the property. The current team is working to update the site plan to reflect changes in the retail and housing market.

The proposed code amendments in 2018 were included in the UDR update which provided for a combination of horizontal and vertical mixed-use, multifamily housing, retail space, and a public "village green" within the North Kelsey/Tjerne Place Planning Area. The revisions to the City's development regulations included allowing for residential development within the permitted land uses, increasing maximum building heights, and revising minimum parking standards to incorporate five stories of living space above parking in the North Kelsey/Tjerne Place Planning Area.

The current proposed amendments include amendments to the North Kelsey Design Guidelines to address medium box stores, service based industries like childcare, and multifamily development; amendments to the zoning map as the current zoning map inadvertently left out the original North Kelsey Planning Area and the North Kelsey Planned Development Area; and code text amendments to delete references to mixed-use development in the North Kelsey/Tjerne Place overlay district.

Review and Public Notice

Discussions regarding amending the North Kelsey Design Guidelines and associated text code amendments were conducted at the October 12, 2020 and November 9, 2020 Planning Commission meetings. During these meetings, the Planning Commission recommended not to allow the use of "fitness and health clubs, indoor" but allow "boutique gyms" to accommodate smaller sized gyms and adding the use of "retirement housing and assisted living facilities".

The proposed amendments were transmitted to the Washington State Department of Commerce for state agency review, in accordance with RCW 36.70A.106, on November 3, 2020. Expedited review (14 days rather than 60 days) was requested.

Notice of Public Hearing was provided in accordance with MMC 22.84.050(C) by posting the notice at City Hall and the Monroe Library, and publishing the notice in the Everett Daily Herald on November 12, 2020. Expedited review, with no comments, was granted on A SEPA Determination of Non-Significance (DNS) was issued on the proposed code amendments on November 7, 2020. The public comment and appeal periods for the DNS ended at 5:00 PM on November 21, 2020. One (1) agency comment was received. No appeals were received.

The public hearing on this matter was held in front of the Planning Commission on November 23, 2020 and was continued to December 14, 2020. No written comments were received prior to the public hearing.

The Planning Commission recommended that the Monroe City Council **approve** the proposed amendments to Monroe Municipal Code Chapters 22.14, 22.26 and 22.42, Zoning Map Amendment, and the North Kelsey Plan Design Guidelines on December 14, 2020.

FISCAL IMPACTS:

The City has since paid off the North Kelsey debt and is actively marketing the properties. The market for retail and office space has fundamentally changed since the recession and the growing dominance of on-line sales and e-commerce retailers such as Amazon. This is also evident of the current pandemic. The need for big box retail stores has diminished and the need for medium box retail stores has become more prevalent. The demand for housing units is high and allowing multifamily residential creates housing opportunities. These options provide for a more marketable and desirable site for potential developers.

TIME CONSTRAINTS:

N/A

ALTERNATIVES TO REQUESTED ACTION:

1. Do not accept for first reading at the February 9, 2021, regularly scheduled meeting, and bring back for first reading on February 23, 2021.
2. Do not accept as first reading; and direct staff to areas of concern.

ATTACHMENTS:

[AB-NK Design Guidelines-Att. 1-NK-DG's-2020 v3](#)

[AB-NK Design Guidelines-Att. 2-Ordinance No. 001/2021](#)

[AB-NK Design Guidelines-Att. 3-Zoning Map](#)

[AB-NK Design Guidelines-Att. 4-Staff Report](#)

[AB-NK Design Guidelines-Att. 5-SEPA Checklist](#)

[AB-NK Design Guidelines-Att. 6-N. Kelsey Sub-Area Trip Generation Study 06.27.2018](#)

[AB-NK Design Guidelines-Att. 7-DNS](#)

[AB-NK Design Guidelines-Att. 8-Agency Comment](#)

[AB-NK Design Guidelines-Att. 9- Commerce Acknowledge-Letter-2020-S-1993](#)

[AB-NK Design Guidelines-Att. 10-PC Recommendation-Signed](#)

North Kelsey Development Plan Design Guidelines Update 2021

APPENDIX I

Design Guidelines

November 13, 2020

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CHAPTER 1:

Introduction

A. Purpose

The application of these design guidelines will be a critical regulatory tool in implementing the community's design-related goals and objectives for the North Kelsey Planning Area and the North Kelsey Planned Development Area.

B. Intent

These guidelines are directed to creating a development within the North Kelsey planning area that:

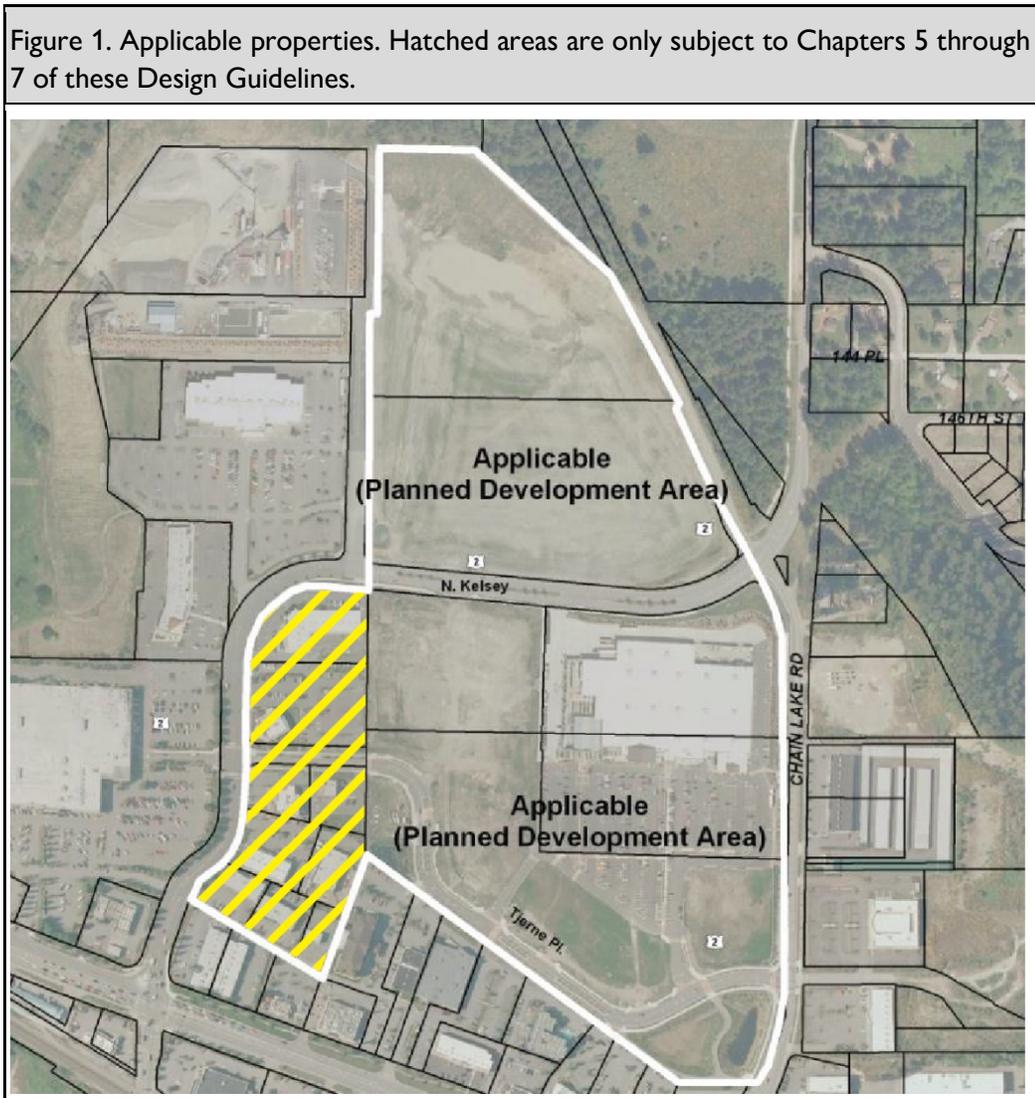
- Fosters a vibrant and accessible mixed-use district for the City of Monroe.
- Enhances circulation for pedestrians and vehicles.
- Features a spectrum of public open spaces and amenities.
- Includes a mix of commercial, civic, recreational and residential activities
- Accommodates retail, office, residential, and service development of various size and character as long as the development's perceived scale is appropriate for Monroe's character and the design quality is of the highest caliber.
- Enhances the town's identity as a regional attraction.

C. Application of Design Guidelines

The design guidelines apply to all new construction in the North Kelsey Planning Area (Figure 1). Exceptions:

- Interior remodels are exempt.
- All properties that are outside the planned development area (hatched area in Figure 1), but within the North Kelsey Planning Area are only subject to Chapters 5 through 7 of these Design Guidelines.

The guidelines are intended to supplement the other standards in the Monroe Municipal Code. Where the guidelines and zoning ordinance standards conflict, the City shall determine which regulation applies.



D. Interpreting the Design Guidelines

The guidelines herein include the following elements:

- Intent statements, which are overarching objectives.
- Required provisions use words such as “must” and “is/are required”.
- Voluntary provisions use words such as “should” or “is/are recommended,” signifying voluntary measures.
- Departures are provided for specific provisions. They allow alternative designs provided the City determines the design meets the intent of the guidelines and other applicable criteria.
- This division contains some specific guidelines that are easily quantifiable, while others provide a level of discretion in how they are complied with. In the latter case, the applicant must demonstrate to the City, in writing, how the project meets the intent of the standard(s).

E. Review Process

The Design Guidelines will be used, along with other City ordinances and regulations, for the City’s review of development proposals within the North Kelsey Development Area.

CHAPTER 2:

Site Configuration

The development must address the following principles.

1. Locate and design buildings to create a distinctive pedestrian-friendly environment along Tjerne Place (see Guideline 3.B).
2. Utilize the curves in Tjerne Place to add character and articulate a sense of drama to the development via building siting, massing, and detailing plus special streetscape and landscaping design. Figure 2 below illustrates examples of how this can be accomplished.
3. Locate and design parking to maximize opportunities for shared parking.

Figure 2. Example site configuration.



The site plan (left image) emphasizes building locations to create a distinctive pedestrian-friendly environment along Tjerne Place. Note the curve of the gold-colored buildings colored gold to hug Tjerne Place, helping to create a sense of drama. Also, the turrets illustrated in the sketch on the right add drama to the site and provide signage opportunities for building tenants.

CHAPTER 3:

Site Planning

A. Public Open Space

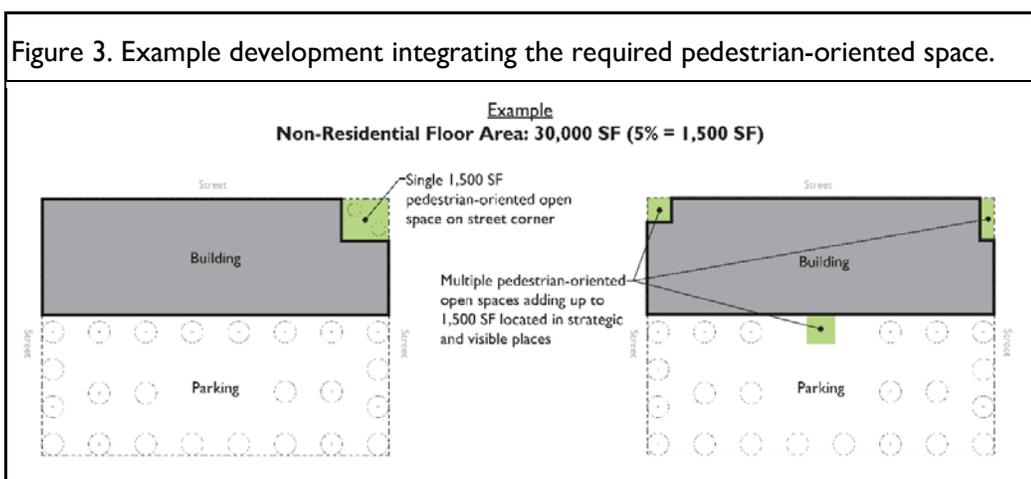
Intent:

- To provide pedestrian-oriented spaces in commercial areas that enhance the employees' and public's opportunity for active and passive activities, such as dining, resting, people watching, and recreational activities.
- To enhance the development character and attractiveness of commercial development.
- To create open space that contributes to the residential setting.
- To create useable open spaces for residents' leisure, play, exercise, and socializing.

Guidelines:

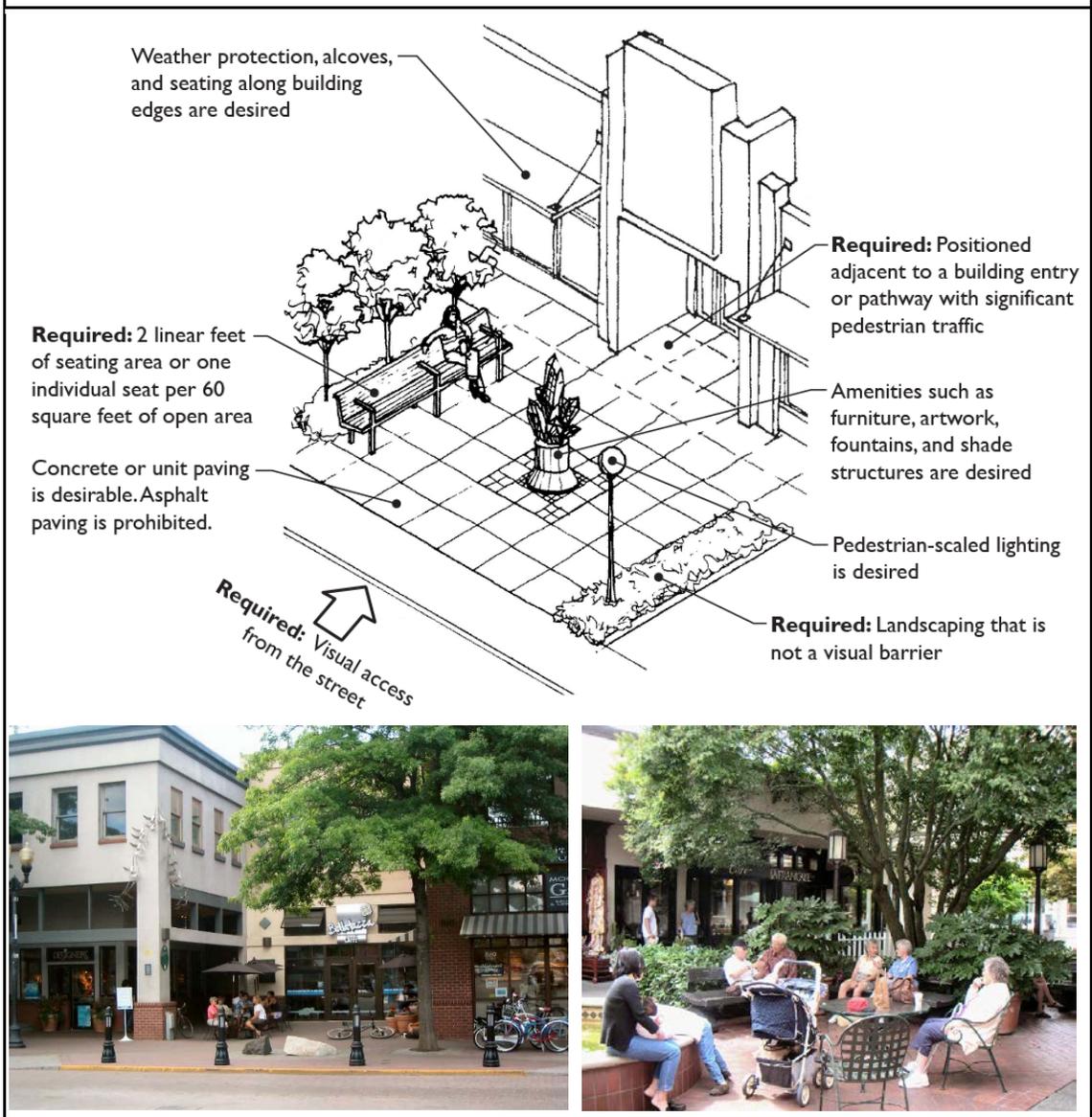
- I. Pedestrian-oriented space for non-residential development. New developments with non-residential use must provide pedestrian-oriented space (see subsection A.2 below) equal to at least five-percent of the non-residential floor area. Portions of sidewalks that are wider than 12-feet and which meet the guidelines of pedestrian-oriented open space may be counted toward this requirement.

DEPARTURE: Open space area may be reduced to 2-1/2-percent of the non-residential floor area if the City finds the project includes exceptional design features and elements that meet the intent of the guidelines. This includes open spaces that feature a combination of design (materials, amenities, and configuration) and location/context that clearly exceed typical plaza designs found in the region.



2. Pedestrian-oriented open space design criteria. This subsection describes the requirements and desired characteristics of pedestrian oriented open space.
 - a. Required pedestrian-oriented open space features.
 - i. Visual and pedestrian access into the site from a street, private access road, or non-vehicular courtyard.
 - ii. Paved walking surfaces of either concrete or approved unit paving. Form-in-place pervious concrete paving is allowed.
 - iii. Lighting must conform to MMC Chapter 15.15.
 - iv. The spaces must be located in or adjacent to areas with significant pedestrian traffic to provide interest and security, such as adjacent to or visible from a building entry.
 - v. At least two-feet of seating area (a bench or ledge at least 16-inches deep and appropriate seating height) or one individual seat per 60-square-feet of plaza area or open space.
 - vi. Landscaping components that add visual interest and do not act as a visual barrier. This could include planting beds, raised planters, and/or potted plants, or both.
 - b. Desirable pedestrian-oriented open space features.
 - i. Pedestrian amenities, such as site furniture, artwork, drinking fountains, shade structures kiosks, or other similar features.
 - ii. Adjacent buildings with transparent windows and doors covering at least 50-percent of the façade between 30-inches and ten-feet above the ground level.
 - iii. Pedestrian weather protection, alcoves, seating, or other features along building edges to allow for outdoor gathering.
 - iv. Pedestrian-oriented open spaces may include LID BMPs, like rain gardens, in up to 25-percent of the required open space.
 - c. Features prohibited within a pedestrian-oriented open space.
 - i. Asphalt pavement.
 - ii. Adjacent service areas (e.g., trash areas, loading docks) that are not separated with landscaping, as required by MMC 22.46.050.
 - iii. Adjacent chain-link fences.
 - iv. Adjacent “blank walls” without “blank wall treatment” (see MMC 22.42.080.D).
 - v. Outdoor storage.

Figure 4. Example pedestrian-oriented space.



3. Multifamily open space. Developments including multifamily units must provide on-site recreation space that meets the provisions of MMC 22.42.070(G) plus the following supplemental design provisions.

Common open space. At least 50-percent of the required on-site recreation space must meet the following common open space provisions. Common open space refers to open spaces that are accessible to all residents of a development, but may not be accessible to the general public. Common open spaces can include landscaped courtyards or upper level/rooftop decks, entrance plazas, gardens with walkways, children's play areas, pet play areas, pools, and water features. Accessible areas with native vegetation and areas used for storm water retention, infiltration, or other multipurpose recreational and/or green spaces that meet the design criteria herein may qualify as common open space.

- a. Common open space must be located in centralized areas that are visible from tenants within the development (rooftop decks meeting the provisions below are an exception).
- b. Required setback areas must not count as common open space unless the design of the space meets the guidelines herein.
- c. Common open space must feature paths or walkable lawns, landscaping, seating, lighting, and play structures, sports courts, or other pedestrian amenities to make the area more functional and enjoyable for a range of users.
- d. Common open space must be separated from ground level windows, streets, service areas and parking lots with landscaping, fencing, and/or other acceptable treatments that enhance safety and privacy for both the shared open space and dwelling units.
- e. When possible, the space should be oriented to receive sunlight, facing east, west or preferably south. Provisions for shade, however, must also be integrated in spaces that will be exposed to extensive sunlight.
- f. Stairways and service elements located within or on the edge of shared open space must not be included in the open space calculations.
- g. Shared porches may qualify as shared open space, provided they are at least eight-feet in depth and 96-square-feet in total area.
- h. The space must be accessible to all residents of the development.
- i. LID BMPs, like rain gardens, may be integrated into the design of the space and may occupy up to 25-percent of the required common open space.

Figure 5. Example common open space.



Image A includes a common green area and separate fenced off-leash dog area (background to the right). Image B is a courtyard with includes pathways, seating areas, landscaped beds, and semi-private spaces for adjacent ground level units.



Image C includes a covered gathering space with outdoor grills adjacent to a landscaped commons with a central pathway. Image D includes a landscaped plaza with multiple seating areas and an outdoor fireplace.

B. Building Orientation

Intent:

- To provide an attractive pedestrian environment.
- To enhance the character of the streetscapes within and surrounding the area.
- To enhance the use and safety of open spaces by encouraging buildings to front onto them.
- To provide attractive building facades adjacent to parking lots.

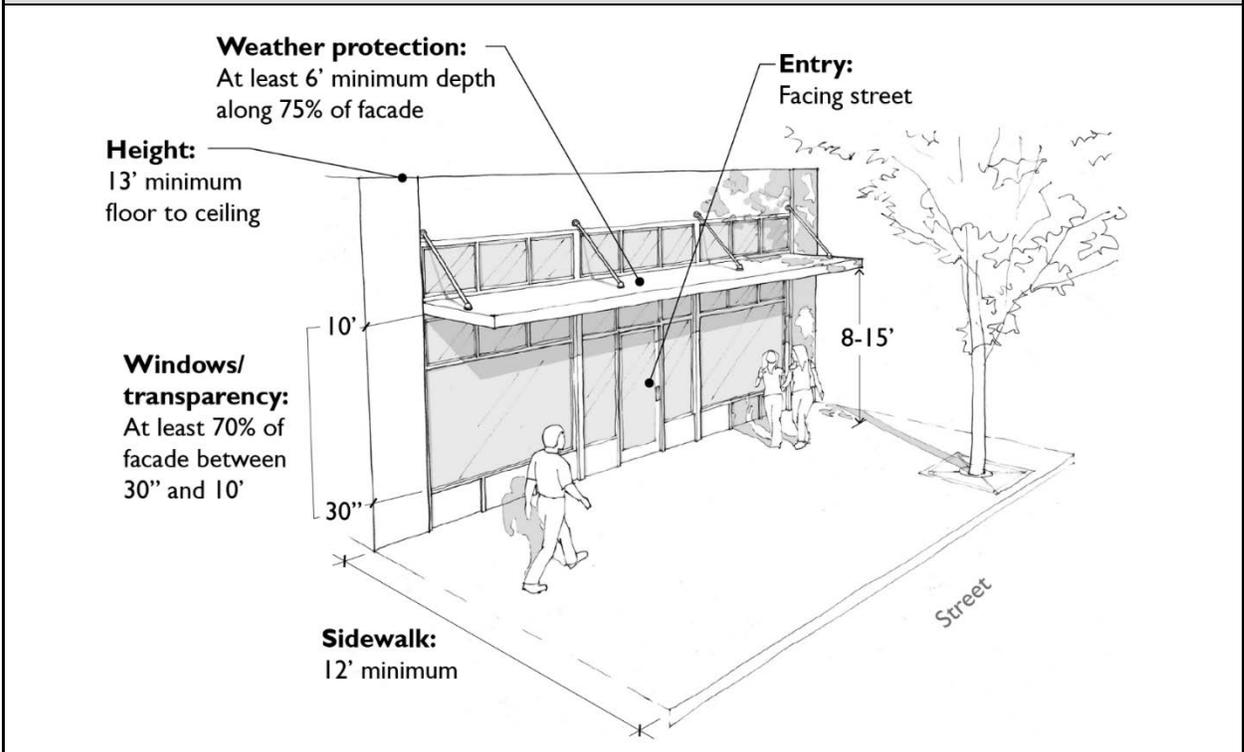
Guidelines

1. Storefront design. Buildings may be located directly adjacent to a sidewalk or internal pathway provided they meet the storefront guidelines in Table I below.

Table 1. Storefront Design.		
The ↻ symbol refers to DEPARTURE opportunities. See special departure criteria in the right column.		
Element	Guidelines	Examples & Departure Criteria
Ground level		
Land use	Non-residential uses specified in MMC Table 22.26.040 are required except for lobbies and common areas associated with residential uses on upper floors.	
Floor to ceiling height	13' minimum to ensure that the space is viable and attractive for a wide range of non-residential tenants.	
Non-residential space depth	40' minimum average for uses facing Tjerne Place ↻ and 20' elsewhere. Again, the purpose is to ensure that such spaces are viable and flexible to a wide range of non-residential users.	
Building entrances	Primary building entrances must face the street or internal pathway. For corner buildings, primary entrances may face the street corner.	
Façade transparency	At least 70% of the transparency zone (between 30" and 10' above sidewalk/pathway grade). ↻ Ground-level window area for storefronts and other non-residential uses that is covered, frosted, or perforated in any manner that obscures visibility into the building must not count as transparent	Departure criteria: Alternative designs must provide strong visual interest to the pedestrian and mitigate the impacts of any blank walls. No less than 40% transparency will be considered.

Table 1. Storefront Design.		
The ☞ symbol refers to DEPARTURE opportunities. See special departure criteria in the right column.		
Element	Guidelines	Examples & Departure Criteria
	<p>window area. Also, mirrored glass and highly-reflective or darkly-tinted windows must not be counted as transparent windows.</p>	
Weather protection	<p>Weather protection over the sidewalk/pathway is required along at least 75% of the storefront façade, and it must be a minimum of 6' deep and have 8' to 15' of vertical clearance. ☞</p> <p>Weather protection must not interfere with street trees, street lights, street signs, or extend beyond the edge of the sidewalk.</p>	<p>Departure criteria: Alternative design treatments must provide equivalent weather protection benefits.</p>
Sidewalk/pathway width	<p>12' minimum between the curb edge and the storefront façade (including clear/buffer zone with street trees).</p> <p>Setbacks and utility easements must also be considered and may result in a larger minimum sidewalk width.</p>	<p>12' min Total sidewalk width</p>

Figure 6. Storefront vision and key guidelines.



2. Other non-residential building frontages. These guidelines apply to buildings not directly adjacent to a sidewalk or internal pathway.

Table 2. Design of Other Non-Residential Building Frontages.

The ↻ symbol refers to DEPARTURE opportunities. See special criteria set forth in the right column.

Element	Guidelines	Examples & Departure Criteria
Ground level		
Land use	See the uses specified in in MMC Table 22.26.040.	
Building entrances	Buildings facing Tjerne Place must feature a public building entry visible from Tjerne Place.	
Facade transparency	Buildings within 10' of a sidewalk on Tjerne Place or within 5' of an internal pathway must feature at least 40% transparency within the transparency zone. ↻ Buildings within 20' of a sidewalk or 10' of an internal pathway must feature at least 25% transparency within the transparency zone. ↻	The transparency zone is between 30" and 8' above sidewalk/internal pathway grade. Departure criteria: Alternative designs must provide strong visual interest to the pedestrian and mitigate the impacts of any blank walls. No less than 50%

Table 2. Design of Other Non-Residential Building Frontages.		
The ☞ symbol refers to DEPARTURE opportunities. See special criteria set forth in the right column.		
Element	Guidelines	Examples & Departure Criteria
	Ground-level window area for storefronts and other non-residential uses that is covered, frosted, or perforated in any manner that obscures visibility into the building must not count as transparent window area. Also, mirrored glass and highly-reflective or darkly-tinted windows must not be counted as transparent windows.	reduction in required transparency will be considered.
Weather protection	Weather protection at least 5' deep is required over the full width of all public building entries. Such weather protection must have 8' to 15' of vertical clearance.	Departure criteria: Alternative design treatments must provide equivalent weather protection benefits.

3. Residential building frontages, where permitted.

Table 3. Design of Residential Building Frontages.	
The ☞ symbol refers to DEPARTURE opportunities. See special criteria set forth in the Guidelines column as noted.	
Element	Guidelines
Direct access	For buildings within 10' of a Tjerne Place sidewalk or within 5' of an internal pathway, ground level dwelling units must all have individual ground-related entries accessible to those elements.
Building/dwelling unit setback and elevation	<p>Provide privacy for people living in the adjacent dwelling units through all of the following measures:</p> <ul style="list-style-type: none"> • Minimum setback: 10' ☞ (measured from the edge of the walkway or common open space to the building). Departures will be considered for setbacks to be reduced as low as 5' provided the design meets the provisions below, enhances residents' privacy, and enhances the design of the streetscape for pedestrians. • Where the façade is within 10' of a sidewalk or internal pathway, all the following design features must be integrated to help to improve privacy and enhance their relationship to the public or semi-public realm: <ul style="list-style-type: none"> ○ The ground level of adjacent residential units must be raised above the sidewalk grade by an average of 30". ○ Provide a physical "threshold" feature such as a hedge, retaining wall, rockery, stair, gate, railing, or a combination of such elements on private property that defines and bridges the boundary between public right of way and the dwelling unit. ○ Landscaping planters must be integrated into the setback area between the dwelling unit and the adjacent sidewalk or internal pathway.

4. Building and parking lot locations along Tjerne Place. Parking lots are limited to a maximum of 50-percent of Tjerne Place street frontage (north side only). Internal access streets do not qualify as a parking lot for the purposes of this guideline. Figure 7 below illustrates an example development configuration that meets this provision (and what qualifies as a parking lot). DEPARTURES will be considered provided buildings occupy no less than 35-percent of the street frontage and there must be an acceptable tradeoff in terms of the amount and quality of building frontage and enhanced design of parking lot buffer treatment (design must go well beyond minimum landscape buffer requirements, for example)

Figure 7. Example building configuration that meets Tjerne Place building frontage provisions.



The site configuration above emphasizes buildings along Tjerne Place over parking lots (which occupy well under 50-percent of the street frontage).

C. Parking Areas

Intent:

- To provide parking areas that do not diminish pedestrian and visual qualities of the site.
- To maintain the built street edge through effective screening of all parking lots.
- To minimize the impacts of driveways.
- To provide safe pedestrian access through parking lots.
- To provide landscaping elements within and around parking lots to mitigate the visual impacts of parking lots, provide shade and environmental benefits, and enhance the character of development.

Guidelines:

1. Parking areas shall conform to the requirement of MMC, Chapter 22.44 unless otherwise noted in these guidelines. This encompasses dimensional requirements, design, access, loading areas, number of parking spaces, parking area landscaping, and other parking-related requirements.
2. The landscaped buffer between the sidewalk and the parking area along Chain Lake Road must be expanded to at least 10 feet in width using either Type II or Type III Landscaping standards (MMC, Section 22.46.040) subject to City approval.
3. Pathways through parking lots should be provided. Pathways and crosswalks should be provided along every fourth parking isle or at intervals of less than 150 feet. Pathways through parking areas should be separated from vehicle parking and travel lanes by use of contrasting surface materials, which may be raised above the level of the vehicular surface. Parking area pathways should be at least 5 feet in width.
4. Structured parking is encouraged provided the building meets the guidelines of Chapter 5.

Figure 8. Parking lot pathway examples.



CHAPTER 4:

Circulation

A. Sidewalks and Pathways

NOTE: Sidewalks refer to concrete pedestrian routes adjacent to public right-of-ways. Pathways refer to all other pedestrian routes.

Intent:

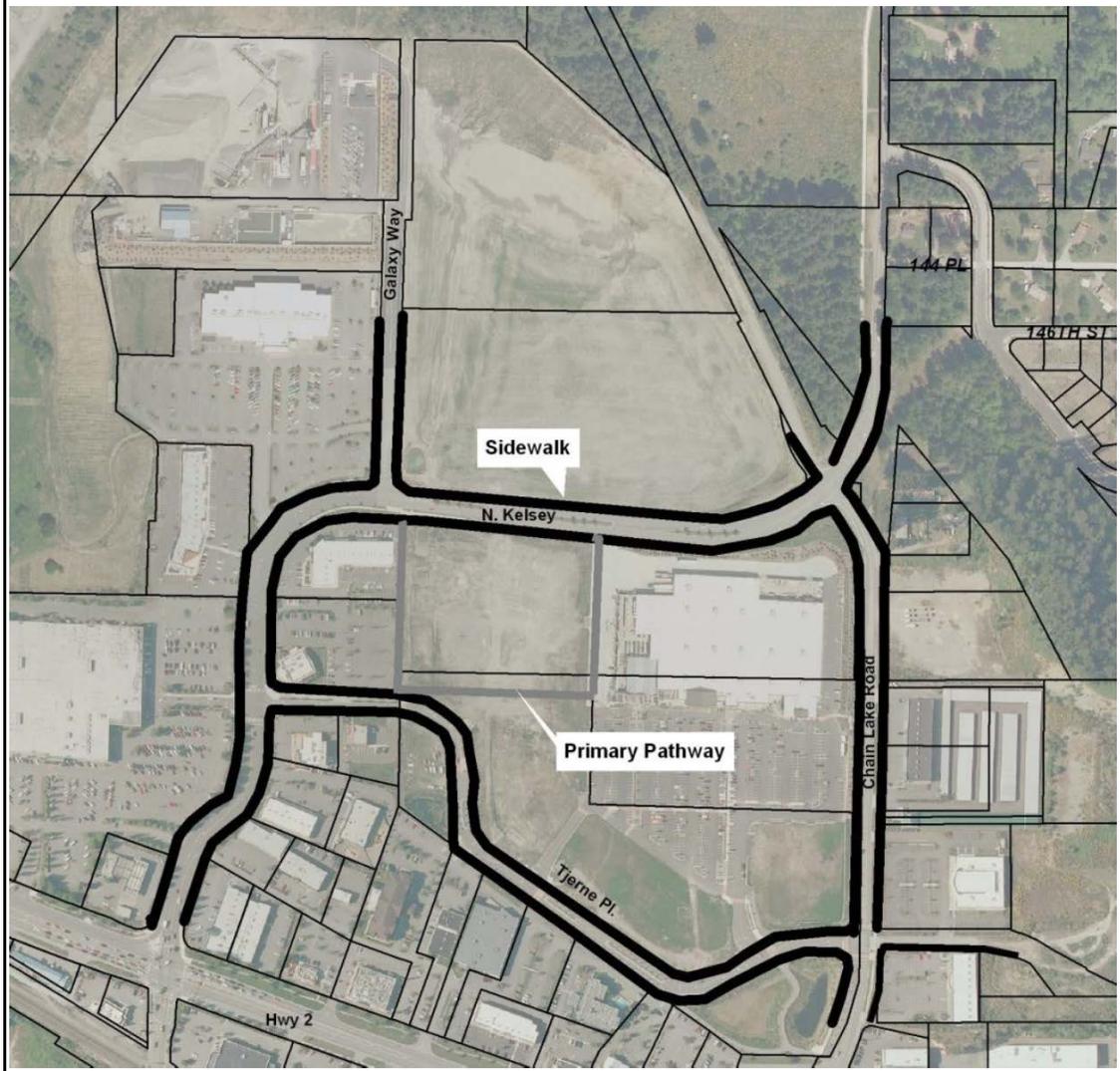
- To provide a safe environment for pedestrians to move throughout the North Kelsey planning area and separation of pedestrian and vehicular traffic.
- To create a varied and rich environment to encourage people to explore the area on foot.

Guidelines:

1. All public open spaces, walkways, and sidewalks shall meet ADA standards.
2. Sidewalks should be separated from the roadway by planting strips with street trees wherever possible. Planting strips should generally be at least 5 feet in width and include evergreen shrubs no more than 4 feet in height and/or ground cover in accordance with the City of Monroe Landscape Standards (MMC Chapter 22.46), and canopy-type broadleaf trees placed an average of 25 feet on center.
EXCEPTIONS: Where space is limited, planting strips less than 5 feet in width may be permitted by the City; Street trees placed in tree grates may be more desirable than planting strips in key pedestrian areas.
3. Acceptable sidewalk widths may range from 5 to 12 feet depending on adjacent uses and anticipated pedestrian activity. Sidewalks along major connector routes such as North Kelsey Street or Chain Lake Road should be at least 8 feet in width to accommodate two couples passing each other.
4. Pedestrian crosswalks shall be provided at all intersections. These shall be indicated with distinctive paving.
5. The addition of texture to the ground plane of key sidewalks and pathways with unit pavers, bricks, tiles, or public artwork is encouraged.
6. Pathways that provide key access to other key sites are termed “Primary Pathways.” Primary pathway surfaces should be at least 15 feet in width to accommodate fire apparatus access and groups of people.
7. Other pathways are termed “Secondary Pathways.” Secondary Pathways may vary in width according to intended function and expected use (subject to City approval). Where secondary pathways are located within corridors between structures, such corridors should be at least 12 feet in width.

8. Pedestrian amenities, including landscaping and seasonal flowers, benches, lighting, and/or artwork, shall be provided along Primary and Secondary Pathways to create visual interest (see Plaza Landscaping guidelines in Chapter 6).
9. Safe pathways to all uses and buildings and around and through parking areas are required (see Parking Area guidelines, Chapter 3).

Figure 9. Pedestrian network for the North Kelsey Planned Development Area.



B. Bicycle Circulation and Amenities

Intent:

- To provide safe and efficient bicycle access to and within the North Kelsey Planning Area.
- To promote bicycling as an alternative method of transportation.

Guidelines:

1. Safe bicycle access should be provided within each public right-of-way developed within the North Kelsey planning area. The City will consider the following option:
Multi-Use Pathway. This combines bicycle and pedestrian access on an asphalt pathway separated from the roadway. Ideally, such a multi-purpose pathway should be 12 to 14 feet in width. Where space and use are expected to be limited, an 8-foot wide pathway (with center striping) may be acceptable. Pathway design should ensure adequate sight distance.
2. Special care should be exercised on how either of these bicycle facilities transition to existing and planned off-site roadways – particularly Chain Lake Road and North Kelsey Street towards SR-2. Where necessary, provide signage to note safest bicycle access routes.

CHAPTER 5:

Architectural/Building Design

A. Architectural Concept

Intent:

- To create, through the architectural, landscape, open space, and gateway elements, an identity unique within the region and that reflects Monroe's small town character.
- To reflect Monroe's vernacular architectural character (excluding the post-War highway strip development).
- To provide a high-quality image with well-designed and detailed buildings, minimization of corporate identity elements (stock buildings and signs), and an emphasis on subtlety and refinement rather than on flashy or trendy design themes.
- To create an assemblage of buildings within the planned development area with an intimately scaled (i.e., the buildings appear to be smaller in size, generally less than 150 feet in length along a façade, even though the building footprint may be larger) and informal architectural character.
- To create a varied, non-homogenous set of buildings within the planned development area that give the sense of natural evolution over time rather than a result of a single, one-step development—and to emphasize the fact that the building elements can naturally evolve and change over time without disrupting a constricting design theme.

Guidelines:

- I. The buildings proposed for the North Kelsey planned development area should be based on a comprehensive architectural concept that achieves the intent statements above. Specifically, the design of the specific buildings should address:
 - a. Pedestrian interest and comfort along the perimeter of open spaces and pedestrian connections.
 - b. For large buildings (over 3-stories or more than 20,000 square feet), integrating modulated elements that create a composition, reduce the perceived scale of the building, and add visual interest.
 - c. Articulating visible facades of all buildings to reduce the perceived scale of buildings, integrate human-scaled design elements, and add depth and richness to facades.
 - d. The variety of sequential experiences and design characters within the site.

While the individual design guidelines in this section address some of these issues specifically, the intent of this guideline is to encourage the designers to consider how the various aspects of the design work together. Applicants should be prepared to demonstrate how the proposed buildings respond to the intent statements. The City will review applicants' proposals and determine whether or not they meet the intent.

B. Building Massing & Articulation

Intent:

- To employ façade articulation techniques that reduce the perceived scale of large buildings and add visual interest from all observable scales.
- To create clear and welcoming building entries.

Guidelines

- I. All buildings must include façade articulation features at designated maximum intervals to create a human-scaled pattern. This guideline applies to all building elevations facing streets, internal pathways, and parking lots.
 - a. The maximum horizontal length of intervals:
 - i. Residential, multi-tenant retail, and shell commercial buildings: 30 feet.
 - ii. Single-tenant commercial buildings and office or office/mixed-use buildings: 50 feet.
 - b. At least three of the following articulation features must be employed in compliance with maximum interval guidelines above:
 - i. Use of windows and/or entries.
 - ii. Use of weather protection features.
 - iii. Use of vertical piers/columns (applies to all floors of the façade, excluding any upper level stepbacks).
 - iv. Change in roofline per Guideline B.4 below.
 - v. Change in building material, siding style, and/or window pattern (applies to all floors of the façade, excluding any upper level stepbacks).
 - vi. Vertical elements such as a trellis with plants, green wall, art element that meet the intent of the standard.
 - vii. Providing vertical building modulation of at least 12-inches in depth if tied to a change in roofline per Guideline B.4 below or a change in building material, siding style, or color. Balconies may be used to qualify for this option if they are recessed or projected from the façade by at least 18-inches. Juliet balconies or other balconies that appear to be tacked on to the façade will not qualify for this option unless they employ high quality materials and effectively meet the intent of the guidelines.
 - viii. Other design techniques that effectively reinforce a pattern of small facades compatible with the building's surrounding context.

DEPARTURES will be considered on the number and/or type of articulation treatment provided they meet the intent of the guidelines and the design criteria below in Guideline B.3. For example, a departure may propose a design with only two articulation features instead of three or the articulation features exceed the maximum articulation interval.

2. Maximum façade width. Buildings containing one or more visible building elevations wider than 120-feet must include at least one of the following features to break up the massing of the building and add visual interest. This guideline applies to all building elevations facing streets, internal pathways, and parking lots.
 - a. Provide vertical building modulation at least six-feet deep and 15-feet wide. For multi-story buildings, the modulation must extend through at least one-half of the building floors.
 - b. Use of a contrasting vertical modulated design component featuring all of the following:
 - i. Utilizes a change in building materials that effectively contrast from the rest of the façade.
 - ii. Component is modulated vertically from the rest of the façade by an average of six-inches.
 - c. Façade employs building walls with contrasting articulation that make it appear like multiple distinct buildings. To qualify for this option, these contrasting façades must employ all of the following:
 - i. Different building materials and/or configuration of building materials.
 - ii. Contrasting window design (sizes or configurations).
 - d. Elevations with a prominent bend or curve of at least 25-degrees, so that no one straight segment exceeds 120-feet.

Figure 10. Illustrating maximum façade width guidelines and good and bad examples.

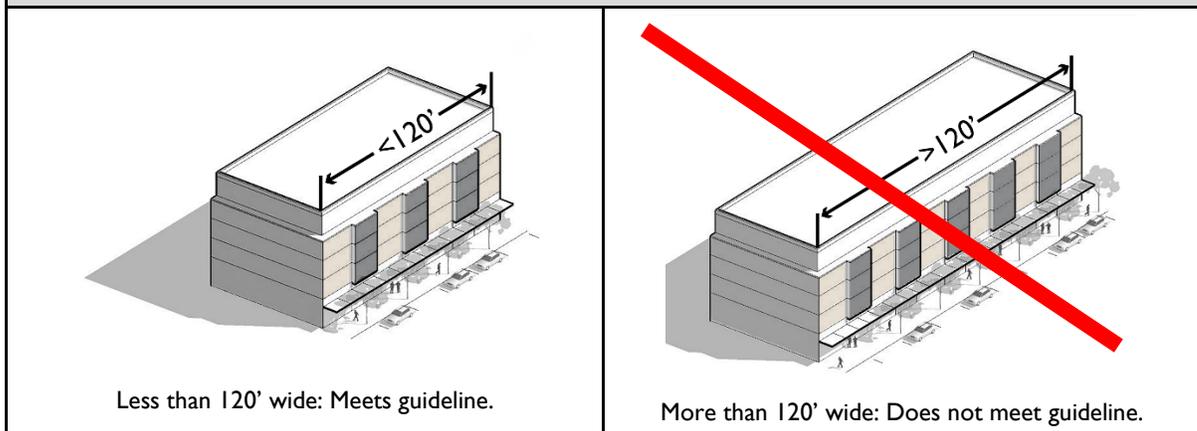
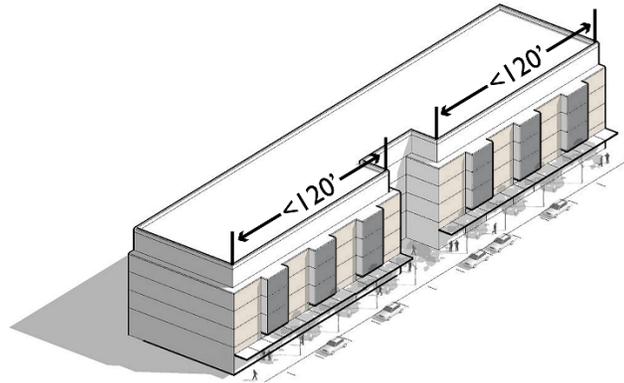


Figure 10. Illustrating maximum façade width guidelines and good and bad examples.



Building incorporates a courtyard along the façade (technique #1 noted above) to effectively break it up into smaller components: Meets guideline.



Building A includes significant façade modulation combined with a corresponding roofline change to break up the building's perceived massing. Building B uses a substantial setback after the second floor and a noticeable change in fenestration pattern to help break up the massing.

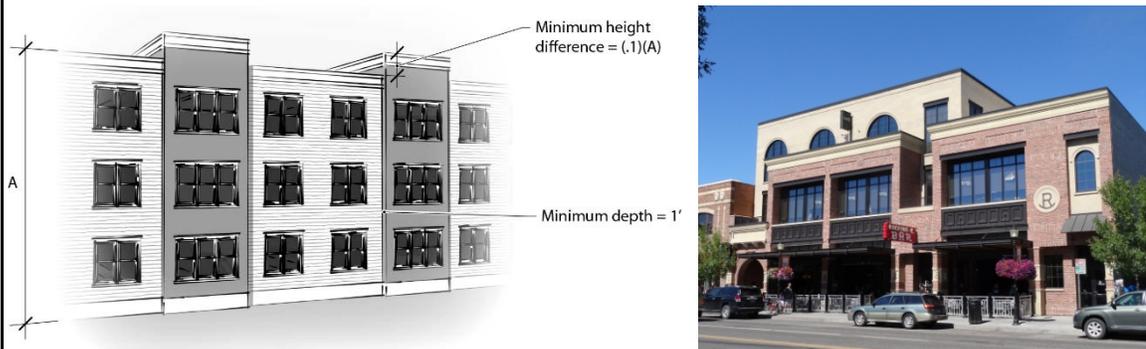


Building C uses smaller scale articulation treatments, but when viewed from a distance they fail to effectively break up the larger scale massing of the structure. In building D, the white modulated component helps, but the predominant flat façade and roofline shown here would not meet the intent of these design guidelines.

3. DEPARTURES to Guidelines B.1 and B.2 above will be considered provided they meet the intent of the guidelines and the design criteria below. For example, a departure to Guideline B.1 may propose a design with only two articulation features instead of three or the articulation features exceed the maximum articulation interval.
 - a. Consider the type and width of the proposed articulation/massing treatment and how effective it is in meeting the intent given the building's context.
 - b. Consider the visibility of the façade. Less prominent side elevations warrant more flexibility than Tjerne Place frontages.
 - c. Consider the size and width of the building. Smaller buildings warrant greater flexibility than larger buildings.
 - d. For Guideline B.1, consider the quality of façade materials in concert with doors, windows, and other façade features and their ability to add visual interest to the street or internal site context from a pedestrian scale and more distant observable scales.
4. Roofline modulation. Roofline modulation is not required on all buildings. However, it can be used as one of the façade articulation features in Guideline B.1 above. In order to qualify as an articulation feature, rooflines must employ one or more of the following:
 - a. For flat roofs or façades with horizontal eave, fascia, or parapet, the minimum vertical dimension of roofline modulation is the greater of two-feet or 0.1 multiplied by the wall height (finish grade to top of the wall) when combined with vertical building modulation techniques described in subsections above. Otherwise, the minimum vertical dimension of roofline modulation is the greater of four-feet or 0.2 multiplied by the wall height.
 - b. A pitched roofline or gabled roofline segment of at least 20-feet in width. Buildings with pitched roofs must include a minimum slope of 5:12 and feature modulated roofline components at the interval required per the applicable standard above.
 - c. A combination of the above.

DEPARTURES will be considered provided the roofline modulation design effectively reduces the perceived scale of the building and adds visual interest.

Figure 11. Acceptable examples of roofline modulation.



Roofline modulation examples for flat roofs.



The left building illustrates a pitched roof example and the right building includes a combination of flat and gabled rooflines.

C. Building Details

Intent:

- To encourage the incorporation of design details and small-scale elements into building façades that are attractive at a pedestrian scale.
- To integrate window design that adds depth, richness, and visual interest to the façade.

Guidelines:

- I. Detail integration. All non-residential and mixed-use buildings must be enhanced with appropriate details. This standard applies to building elevations containing primary business and building entrances. Such buildings must employ at least one detail element from each of the three categories below for each façade articulation interval (see Guideline B.I above). For example, a building with 120-feet of lot frontage with a façade articulated at 30-foot intervals will need to meet the guidelines for each of the four façade segments below.
 - a. Window and/or entry treatment, such as:
 - i. Display windows divided into a grid of multiple panes.
 - ii. Transom windows.
 - iii. Roll-up windows/doors.
 - iv. Other distinctive window treatment that meets the intent of the guidelines.
 - v. Recessed entry.
 - vi. Decorative door.
 - vii. Other decorative or specially designed entry treatment that meets the intent of the guidelines.

Figure 12. Window and/or entry treatment examples.



Examples of decorative or specially designed windows and entries. A = openable storefront window. B = transom windows. C = openable window with decorative details. D = decorative window shades. E = Decorative door. F = recessed entry.

- b. Building elements and façade details, such as:
 - i. Custom-designed weather protection element such as a steel canopy, cloth awning, or retractable awning.
 - ii. Decorative building-mounted light fixtures.
 - iii. Bay windows, trellises, towers, and similar elements.
 - iv. Decorative, custom hanging sign(s) (option only available for building remodels).
 - v. Other details or elements that meet the intent of these guidelines.

Figure 13. Building elements and façade details examples.



Examples of elements attached to facades that enhance the visual intrigue of the building. A = retractable awning. B = custom hanging bike rack and repair station integrated as a storefront design element. C = decorative façade/sign lighting. D and E = custom decorative canopy. F = decorative tower.

- c. Building materials and other façade elements, such as:
 - i. Use of decorative building materials/use of building materials. Examples include decorative use of brick, tile, or stonework.
 - ii. Artwork on building (such as a mural) or bas-relief sculpture.
 - iii. Decorative kick-plate, pilaster, base panel, or other similar feature.
 - iv. Hand-crafted material, such as special wrought iron or carved wood.
 - v. Other details that meet the intent of the guidelines.

Figure 14. Building materials and other façade element examples.



Examples of decorative surface materials. A = decorative brick/design. B = decorative tile-work and column pattern. C = decorative medallion. D = decorative mosaic tile work. E = decorative bulkhead. F = decorative tile-work and column pattern.

DEPARTURES for façade detail guidelines above will be considered provided the façade (at the overall scale and at the individual articulation scale) meets the intent of the guidelines.

2. Window design guidelines.

- a. All windows (except storefront display windows) must employ designs that add depth and richness to the building façade. At least one of the following features must be included to meet this requirement:
 - i. Recess windows at least two-inches from the façade.
 - ii. Incorporate window trim (at least three-inches wide) around windows
 - iii. Incorporate other design treatments that add depth, richness, and visual interest to the façade.
- b. Highly reflective glass must not be used on more than ten-percent of a building façade or other building elevations facing parks and containing primary building entrances.

Figure 15. Acceptable and unacceptable window design examples.



The windows in Images A-B are recessed by at least two- inches from the façade. Image C includes framing. Images D and E feature a reveal/recess of less than two inches, but the contrasting frames and mullions effectively add a sense of depth and richness to the façade. The treatment in Image F does not effectively add a sense of depth and richness to the façade.

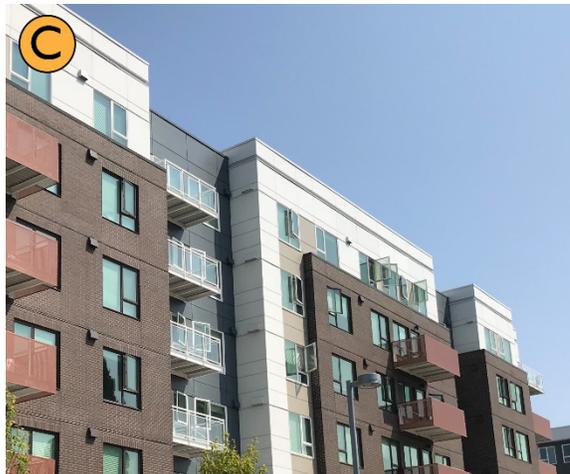
3. Cornice/roofline design. Buildings employing a flat roof must employ a distinctive roofline that effectively provides an identifiable “top” to the building. This could include a traditional cornice line or a contemporary interpretation of a traditional cornice line.
 - a. Such rooflines must be proportional to the size and scale of the building.
 - b. Understated cornice lines are permitted depending on the materials and design of the base and middle elements in reinforcing the base/middle/top configuration.

Figure 16 below illustrate acceptable and unacceptable examples.

Figure 16. Examples of buildings employing a distinctive roofline that effectively provides an identifiable “top” to the building.



Building A uses a traditional cornice along with upper level building at the right corner, and the left portion uses a very simple cornice line to complement the upper level setback. Building B uses a traditional cornice line along with pitched roof forms.



Building C uses a slight upper level modulation along with color and material change to create a distinctive roofline. Building D does not use any effective technique to distinguish the roofline.

4. Articulated building entries. The primary building entrance for an office building, hotel, apartment building, public or community-based facility or other multi-story commercial building must be designed as a clearly defined and demarcated standout architectural feature of the building. Such entrances must be easily distinguishable from regular storefront entrances on the building. Such entries must be scaled proportional to the building. See Figure 17 below for good examples.

Figure 17. Articulated building entry examples.



D. Building Materials & Colors

Intent:

- To encourage the use of durable, high quality, and urban building materials that minimize maintenance cost and provide visual interest from all observable vantage points.
- To promote the use of a distinctive mix of materials that helps to articulate façades and lends a sense of depth and richness to the buildings.
- To encourage the use of muted colors and limit bright colors to accent use.

Guidelines:

I. Exterior materials.

- a. Durable and high-quality materials must be employed. Shiny or highly reflective materials are not allowed. Materials should be those inspired by traditional Northwest architecture, including:
 - i. Bevel or lap siding.
 - ii. Rock, stone, and brick material.
 - iii. Architectural shake-style roofing.
 - iv. Metal roofs with standing seams.

- b. If sheet materials, such as composite fiber products or metal siding, are used as a siding material over more than 25 percent of a building's façade, integrate a variety of textures and colors to help articulate the façade and add visual interest. Specifically:
 - i. Use material with a matted finish in a muted color as specified in the color guidelines below.
 - ii. Integrate visible window and door trim painted or finished in a complementary color.
 - iii. Integrate corner and edge trim that covers exposed edges of the siding material.

See Figure 18 below for acceptable and unacceptable examples.

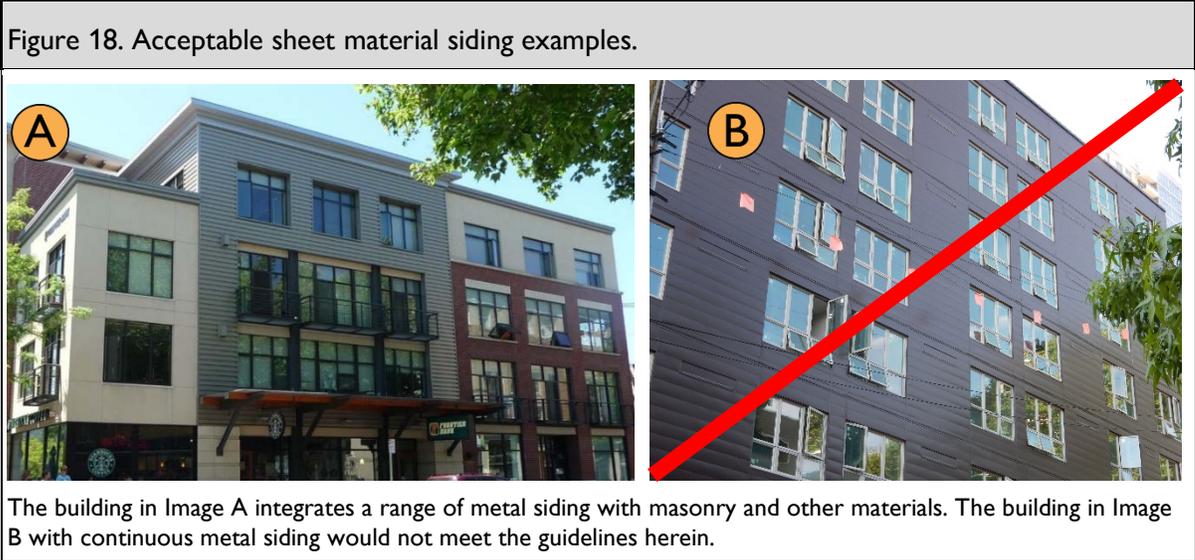


Figure 18. Acceptable sheet material siding examples.



The Image C building uses a mix of composite fiber materials (maroon and yellow-colored siding), metal (sliver), brick, and concrete to help articulate the façade and add visual interest. The composite fiber panels covering a large area in a single color as in Image D would not meet the intent of the guidelines.

- c. If concrete blocks (concrete masonry units or “cinder blocks”) are used for walls that are visible from a public street or park, use one or more of the following architectural treatments:
 - i. Use of textured blocks with surfaces such as split-face or grooved.
 - ii. Use of colored mortar.
 - iii. Use of other masonry types, such as brick, glass block, or tile, in conjunction with concrete blocks.
 - iv. Other treatment methods approved by the City.

The applicant shall provide the City with samples of the material, proposed detail connections and a list of other project examples in the Puget Sound region that have used this application.

Figure 19. Acceptable concrete block use/design.



The left building uses concrete block as an effective and contrasting accent material for its entrance. The right mixed-use building uses CMU as the primary cladding material for the ground level. Note the use of split-façade CMU's above each of the awnings and coupled with the use of smooth-façade CMU's on the vertical columns (which employ black accent tiles for added interest).

- d. Do not use the following materials in visible locations:
 - i. Mirrored glass.

- ii. Corrugated fiberglass.
- iii. Chain-link fencing (with or without slats).
- iv. Synthetic materials with reflective surfaces, including galvanized steel and glossy vinyl siding.
- e. Paint all vents, gutters, downspouts, flashing, and electrical conduits to match the color of the adjacent surface unless they are being used expressly as a trim or accent element, or if the surface is made of an unpainted material such as brick.
- f. Provide approved address numbers so that they are legible to the public from the street fronting the property.

2. Colors.

- a. Submit a color palette.
- b. Muted colors are encouraged for the background color of most buildings. A darker background color will allow the effective use of lighter colors for trim – where the highlights will show up better.
- c. Bright colors should generally be reserved for accents. Doors or special features may be painted a bright accent color.
- d. Bright luminescent or day-glow color are not allowed.

E. Building Equipment and Service Areas

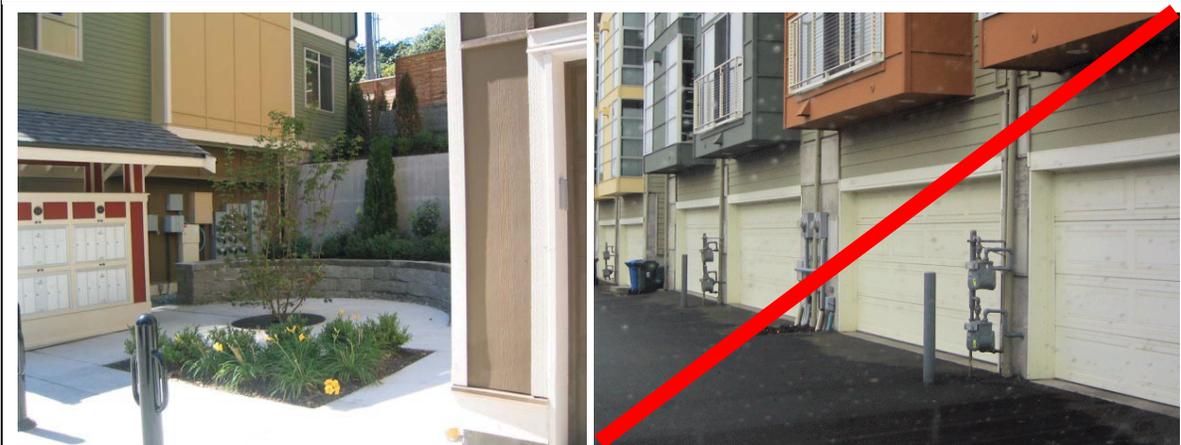
Intent:

- To encourage the use of durable, high quality, and urban building materials that minimize maintenance cost and provide visual interest from all observable vantage points.
- To promote the use of a distinctive mix of materials that helps to articulate façades and lends a sense of depth and richness to the buildings.
- To encourage the use of muted colors and limit bright colors to accent use.

Guidelines:

1. Building service elements and utility equipment should be contained within the building envelope, when possible. For any service elements and utility equipment outside the building envelopment, see Guideline E.2 below.
2. Service element location.
 - a. Service areas. Loading docks, trash dumpsters, compactors, recycling areas, outdoor storage areas, electrical panels, and mechanical equipment areas must be located for convenient service access while avoiding negative visual, auditory, olfactory, or physical impacts on the streetscape environment and adjacent dwelling units.
 - b. Utility meters, electrical conduit, and other service utility apparatus. These elements must be located and/or designed to minimize their visibility to the public. Project designers are strongly encouraged to coordinate with applicable service providers early in the design process to determine the best approach in meeting these guidelines. If such elements are mounted in a location visible from the street, pedestrian pathway, common outdoor recreation area, or shared auto courtyards, they must be screened with vegetation and/or integrated into the building's architecture. See Figure 20 below.
 - c. Design for safety. Other provisions of this section notwithstanding, service areas used by residents must be located to avoid entrapment areas and other conditions where personal security is potentially a problem. Pedestrian-scaled lighting or other measures may be needed to enhance security.
 - d. Design to mitigate noise. Locate and/or shield noise producing mechanical equipment such as fans, heat pumps, etc. to minimize sounds and reduce impacts to adjacent dwelling units.
 - e. Dumpster storage areas must be provided on-site for all development.

Figure 20. Utility meter location and screening - good and bad examples.



Place utility meters in less visible locations. The upper and lower left examples are successfully tucked away in a less visible location and/or screened by vegetation. The right images are poorly executed and would not be permitted in such visible locations. Such meters must be coordinated and better integrated with the architecture of the building.



3. Service area screening. Service area screening is required for all exterior service areas, as follows:
 - a. A structural enclosure must be constructed of masonry, heavy-gauge metal, or decay-resistant material that is also used with the architecture of the main building. Alternative materials other than those used for the main building are permitted if the finishes are similar in color and texture or if the proposed enclosure materials are more durable than those for the main structure. The walls must be sufficient to provide full screening from the affected roadway, pedestrian areas or adjacent use, but must be no greater than seven feet tall. See Figure 21 below.
 - b. Gates must be made of heavy-gauge, site-obscuring material. Chain link or chain link with slats is not an acceptable material for enclosures or gates.
 - c. Where the interior of a service enclosures is visible from surrounding streets, pathways, and residential units, an opaque or semi-opaque horizontal cover or screen must be used to mitigate unsightly views. The horizontal screen/cover should be integrated into

the enclosure design (in terms of materials and/or design). Covers that provide weather protection for garbage collection areas also encouraged.

- d. Collection points must be located and configured so that the enclosure gate swing does not obstruct pedestrian or vehicle vehicular traffic, or does not require that a hauling truck project into any public right-of-way. Ensure that screening elements allow for efficient service delivery and removal operations.
- e. The service area must be paved.
- f. The sides and rear of service enclosures must be screened with landscaping at least three-feet wide in locations visible from the street, parking lots, and pathways to soften views of the screening element and add visual interest.

DEPARTURES will be considered provided the enclosure and landscaping treatment meet the intent of the guidelines and add visual interest to site users.

Figure 21. Acceptable screening enclosures.



All examples use durable and attractive enclosures with trees and shrubs to soften views of the enclosures from the side. Image C and D use a trellis and weather protection structure on top – a desirable feature particularly where the top of the enclosures are visible from surrounding buildings, streets, and pathways (due to topography or building heights).

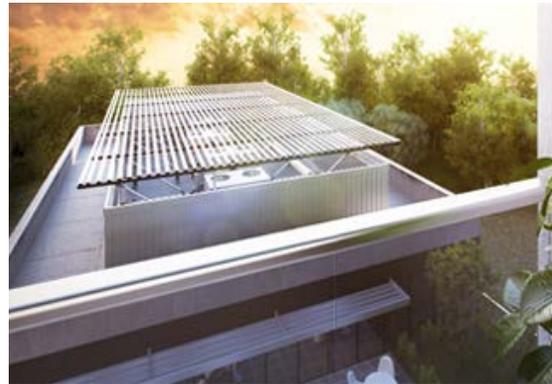
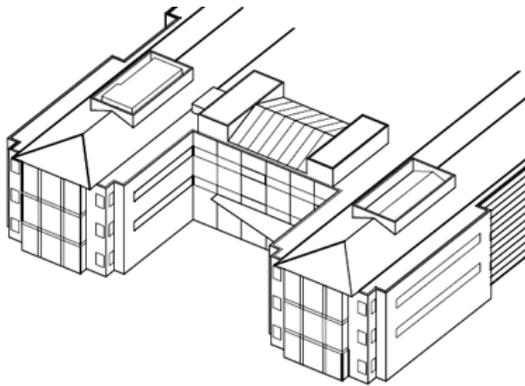
d. Roof-mounted mechanical equipment.

- a. All rooftop mechanical equipment, including air conditioners, heaters, vents, and similar equipment must be fully screened from public view at the street level. Screening must be located so as not to interfere with operation of the equipment.

Exception: Roof-mounted wind turbines, solar energy systems, and rainwater reuse systems do not require screening.

- b. For rooftop equipment, all screening devices must be well integrated into the architectural design through such elements as parapet walls, false roofs, roof wells, clerestories, or equipment rooms. Screening walls or unit-mounted screening is allowed but less desirable. Wood must not be used for screens or enclosures. Louvered designs are acceptable if consistent with building design style. Perforated metal is not permitted.
- b. The screening materials must be of material requiring minimal maintenance and must be as high as the equipment being screened.
- d. Locate and/or shield noise producing mechanical equipment such as fans, heat pumps, etc. to minimize sounds and reduce impacts to adjacent properties.

Figure 22. Examples of how to screen roof-mounted mechanical equipment.



The left illustration shows how rooftop mechanical equipment can be located and screened effectively. The right images shows effective location and screening, including side walls and a trellis to screen views from taller surrounding buildings.

CHAPTER 6:

Landscape Design

Intent:

- To achieve a high quality landscape that features a variety of plant materials.
- To utilize landscape materials to strengthen and unify the planning area's design identity.
- To select plant materials that are relatively hardy and require minimal maintenance.
- To add color, texture, and interest to the center.
- To screen high-impact uses.

A. Landscape Plan Concept

Intent:

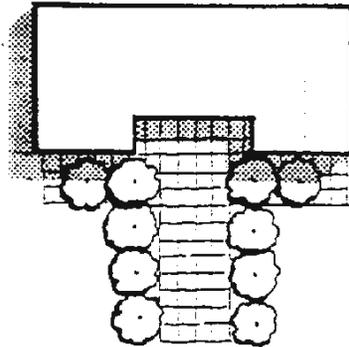
- To provide visual relief from large expanses of parking areas and integrate new construction into the natural environment.
- To provide some physical separation between vehicular and pedestrian traffic.
- To provide decorative landscaping as a focal setting for signs, special site elements, and/or pedestrian areas.
- To provide increased areas of permeable surfaces to allow for infiltration of surface water into groundwater resources, reduce the quantity of stormwater discharge, and improve the quality of stormwater discharge.

Requirements:

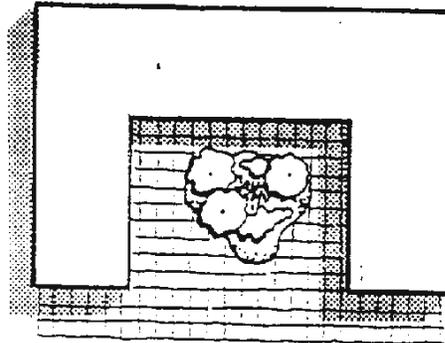
- I. Submit a landscape design plan and be prepared to demonstrate that the plan addresses the following considerations:
 - a. A unified pedestrian circulation system with amenities and plantings.
 - b. A coordinated system of open spaces and/or planted areas that provide the required pedestrian areas. The plan should indicate how the various spaces and plantings relate to the project's site design objectives of continuity, variety, activity, etc. The applicant should demonstrate that the landscaping treatment has a "concept" such as the example in Figure 23.
 - c. Screening of service or unsightly areas.
 - d. Plantings and/or site features that soften the appearance of buildings, and enhance the building's architectural qualities.

2. In addition, the design should consider the following landscape design objectives where appropriate:
 - a. Where feasible, coordinate the selection of plant material to provide a succession of blooms, seasonal color, and a variety of textures.
 - b. Provide a transition in landscaping design between adjacent sites, within a site, and from native vegetation areas in order to achieve greater continuity.
 - c. Design landscaping to create definition between public and private spaces.
 - d. Design landscaping to provide a transition between built structures (vertical planes) and the site (horizontal planes).
 - e. Use plantings to highlight significant site features and to define the function of the site, including parking, circulation, entries, and open space.

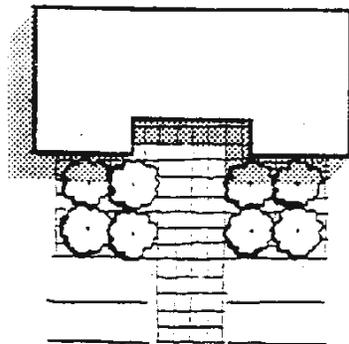
Figure 23. Examples of landscape designs associated with buildings.



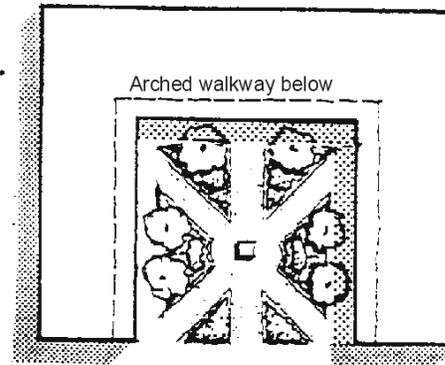
Axial symmetry along a path to enhance a building entry



Informal landscape island to soften open space



Base of trees to separate parking or service yard from building



Formal landscape elements to define pedestrian routes and reinforce building geometry

Figure 24. Utilizing landscaping to soften the appearance of buildings and enhancing their architectural qualities.



Image A uses a colorful mix of plantings in terraces to soften the appearance of the building from the street and add visual interest. Image B uses plantings and architectural walls as a focal point in front of the building. Image C below shows an unacceptable example without any type of softening shrubs or plantings beyond a single deciduous tree and lawn area, creating a stark image that detracts from the building's character.



B. Street Landscaping

Guidelines:

1. Sidewalks and pathways should be separated from the roadway by planting strips with street trees wherever possible.
2. Planting strips should generally be at least 5 feet in width. They should include evergreen shrubs no more than 4 feet in height and/or ground cover in accordance with the City of Monroe Landscape Standards (MMC Chapter 22.46), and canopy-type broadleaf trees placed an average of 25 feet on center. **EXCEPTIONS:** Where space is limited, planting strips less than 5 feet in width may be permitted by the City.
3. Street trees placed in tree grates may be more desirable in storefront settings when on-street parking is present.
4. Use of trees and other plantings with special qualities (e.g., spring flowers and/or good fall color) are strongly encouraged to unify development in the North Kelsey planning area.

Also see Guideline 3.B for building orientation provisions and parking lot screening provisions below.

C. Parking Lot Screening

Guideline:

Provide a landscaped drainage/stormwater treatment buffer between the sidewalk/street and parking area where possible. Size the buffer as necessary to perform required stormwater treatment function. Otherwise, a 5-foot wide landscaping buffer consistent with Type III landscaping as specified in MMC, Chapter 22.46, to provide a see-through buffer between public streets and parking lots is required. Integrate a low wall (36-42 inches tall) built of concrete, masonry, or other durable materials at the back end of the planting strip; EXCEPTION: The landscape buffer must be 10-foot wide between parking areas and sidewalks along Chain Lake Road.

Figure 25. Examples of acceptable parking lot screening.

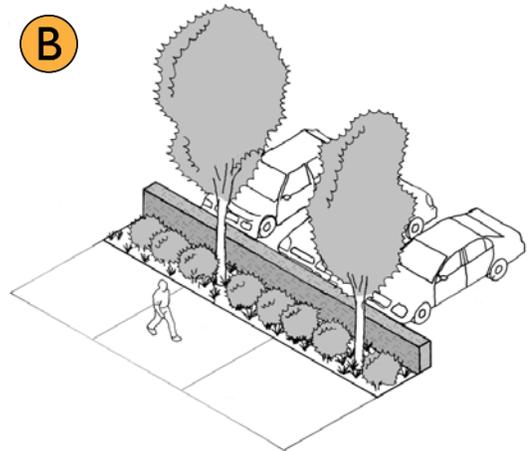


Image A is a good example of landscaped drainage/stormwater treatment buffer. Image B is a good example of landscaped combined with a low masonry wall on a parking lot perimeter.

D. Parking Lot Interior

Guideline:

Type IV landscaping as specified in MMC, Chapter 22.46, is required to provide shade and visual relief while maintaining clear site lines within parking areas.

E. Plaza/Pedestrian Area Landscaping within the Planned Development Area

These guidelines involve all other pedestrian-oriented spaces and open spaces.

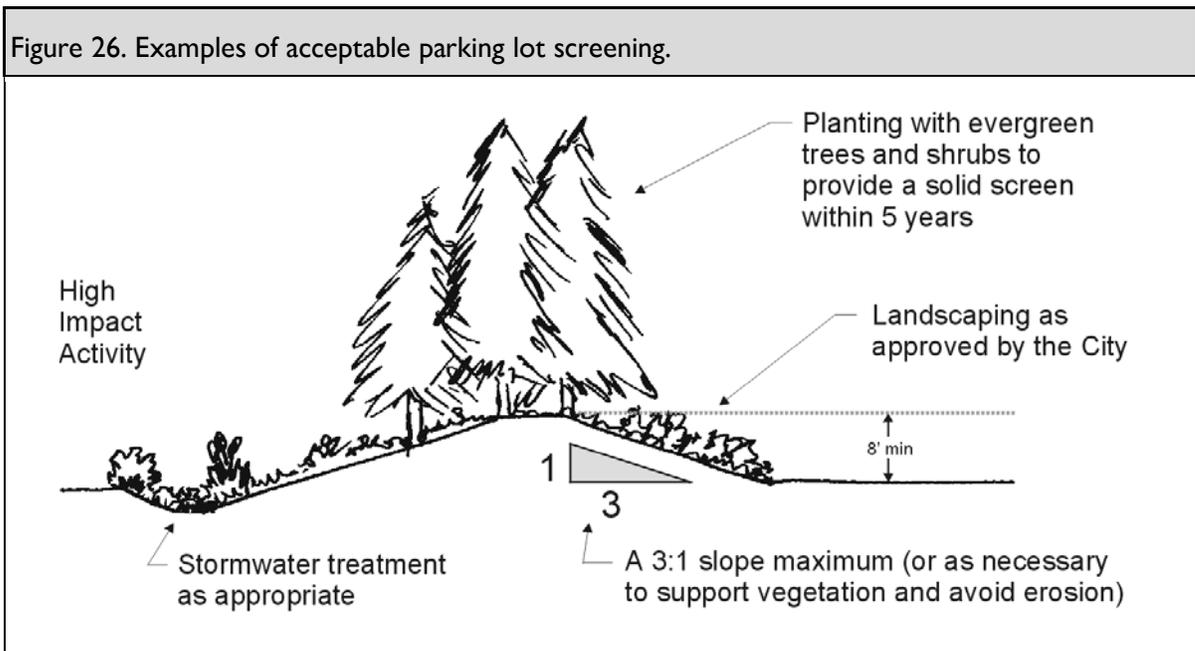
Guidelines:

1. A range of landscape materials—trees, evergreen shrubs, ground covers, and seasonal flowers—shall be provided for color and visual interest.
2. Planters or large pots with small shrubs and seasonal flowers may also be used to separate café seating from traffic flow and create protected areas within the plaza for sitting and people watching.
3. Creative use of plant materials, such as climbing vines or trellises, and use of sculpture groupings or similar treatments are also encouraged.
4. All landscaping shall be as approved by the City.
5. Sun angle at noon and wind pattern should be considered in the landscaping design of the plaza to maximize sunlight areas.

F. Screening High-Impact Uses

Guideline:

High impact uses such as sand and gravel mining operations, manufacturing, or public works facilities should be screened with a landscape berm per Figure 26 below.



CHAPTER 7: Signage and Lighting

A. Signs

Intent:

- To encourage signage that is both clear and of appropriate scale for the project.
- To enhance the visual qualities of signage through the use of complementary sizes, shapes, colors, and methods of illumination.
- To provide a comprehensive sign program that creates consistent design criteria for the entire North Kelsey planning area.

Guidelines:

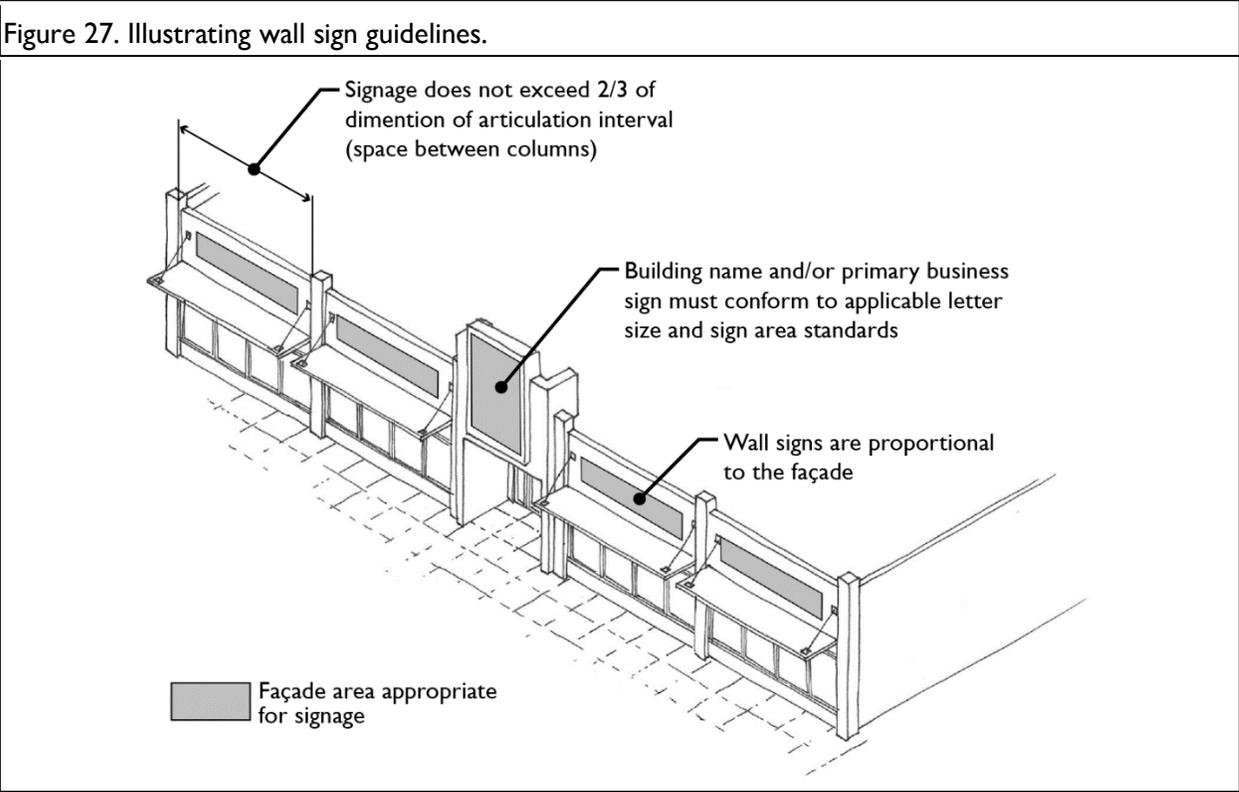
- I. Permitted sign illumination types. Table 4 below specifies permitted sign illumination types by zone.

Table 4. Permitted signs illumination types.			
Illumination Type		Permitted?	Other requirements
Channel letter. Light is emitted through the front or face of the letters.		Yes	May be incorporated into a permitted wall, pole, or monument sign
Halo illumination. Letter faces are opaque and light source provides halo effect through backlighting.		Yes	May be incorporated into a permitted wall, pole, or monument sign
Push-through. Letters are cut out of opaque sign face. Interior light shines through letter faces only.		Yes	May be incorporated into a permitted wall, pole, or monument sign

Table 4. Permitted signs illumination types.			
Illumination Type		Permitted?	Other requirements
Neon.		Yes	May be incorporated into a permitted wall, projecting, window, pole, or monument sign
Externally-illuminated sign.		Yes	Illumination techniques must focus the light on the sign and avoid glare to the sky, streets, sidewalks, and other public spaces, and adjacent uses.
Internally-illuminated cabinet signs. Sign face is illuminated through translucent casing. This includes internally illuminated changeable copy signs.		No	
Internally-illuminated awning signs. Awning face is illuminated through awning material.		No	
Electronic and video display signs. A sign which contains electronically-operated moving parts or which flashes or simulates motion by the use of electric lights.		No	

2. Signs projection over right-of-way. Only those projecting and suspended and under awning signs may be permitted to project into the public right-of-way, provided they meet all requirements relating to traffic, construction, safety and size, and are attached to an approved awning, canopy, marquee or porte cochere.
3. Wall sign location and design.
 - a. Wall signs must be proportional to the façade and are limited to 2/3 of individual façade width dimension. This standard also applies to upper level businesses.

- b. Wall signs may not cover windows, building trim, an existing building name sign, or special ornamentation features. Preferred areas for installation of wall signs include blank areas above marquees, areas between vertical piers or columns, blank areas on a gabled roof, or upper reaches of a false fronted building.
- c. Stacked words on wall signs are permitted. Generally, the primary business name is encouraged to be provided on one line, with additional text on rows above and/or below providing supporting information about the business in smaller fonts.



B. Lighting

Intent:

- To enhance and encourage evening activities.
- To provide a distinctive character to the area.

Guidelines:

1. Uplighting on trees and provisions for seasonal lighting are encouraged.
2. Accent lighting on architectural and landscape features is encouraged to add interest and focal points.
3. Pedestrian-scaled lighting is required within the planned development area along all streets and in all public plazas and courts. Pedestrian-scaled lighting fixtures are generally 12-14 feet and of a character complementary to the building architecture.

Definitions

Articulation – Articulation is design emphasis placed on a particular architectural feature by special details, materials, change in building plane (recessed or extended from building surface), contrast in materials, or decorative artwork.

Blank Walls - walls subject to "blank wall" requirements meet the following criteria:

- Any wall or portion of a wall that has a surface area of 400 SF of vertical surface without a window, door, building modulation as defined below or other architectural feature (see figure below for measuring methods).
- Any ground level wall surface or section of a wall over 4' in height at ground level that is longer than 15' as measured horizontally without having a ground level window or door lying wholly or in part within that 15' section (see below).

Height – refers to vertical distance measured perpendicular to the ground surface.

Human Scale - The perceived size of a building relative to a human being. A building is considered to have "good human scale" if there is an expression of human activity or use that indicates the building's size. For example, traditionally sized doors, windows, and balconies are elements that respond to the size of the human body, so these elements in a building indicate a building's overall size.

Modulation - In the design guidelines, modulation is a stepping back or projecting forward of portions of a building face within specified intervals of building width and depth, as a means of breaking up the apparent bulk of a structure's continuous exterior walls.

Pathways – refer to any pedestrian route other than a *sidewalk*.

Pedestrian-Oriented Spaces - can be small to large widening of walking space, landscaped areas, areas for outdoor dining, or small play areas (see guidelines and requirements for *Pedestrian-Oriented Spaces* in Chapter 3).

Sidewalks - refer to concrete pedestrian routes adjacent to public right-of-ways.

“*Vertical building modulation*” means a stepping back or projecting forward vertical walls of a building face, within specified intervals of building width and depth, as a means of breaking up the apparent bulk of a structure’s continuous exterior walls.

Weather Protection – architectural features such as an awning, marquee, or canopy that protect pedestrians from rain and sunlight.

CITY OF MONROE
ORDINANCE NO. 001/2021

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, AMENDING THE NORTH KELSEY DESIGN GUIDELINES CONTAINED WITHIN THE NORTH KELSEY DEVELOPMENT PLAN TO REFLECT CURRENT AND ANTICIPATED DEVELOPMENT ACTIVITY; AMENDING CHAPTER 22.14 MMC ZONING MAPS AND DISTRICTS, CHAPTER 22.26 GENERAL COMMERCIAL ZONING DISTRICTS AND CHAPTER 22.42 DESIGN STANDARDS; AND ZONING MAP AMENDMENT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, on August 6, 2003, the Monroe City Council adopted Ordinance No. 015/2003, an ordinance adopting the North Kelsey Development Plan including the North Kelsey Design Guidelines into the City of Monroe Comprehensive Plan; and

WHEREAS, on October 18, 2011, the Monroe City Council adopted Ordinance No. 026/2011, which amended Chapter 18.10 of the Monroe Municipal Code to require compliance with the North Kelsey Design Guidelines for all development within the North Kelsey Planning Area; and

WHEREAS, on July 10, 2012, the Monroe City Council adopted Ordinance No. 017/2012, which amended Ordinances No. 15/2003 and No. 036/2008 to remove incorporation into the Land Use Element of the Comprehensive Plan and the adoption by reference of the North Kelsey Development Plan; and

WHEREAS, on December 18, 2012, the Monroe City Council adopted Ordinance No. 027/2012 approving amendments to the North Kelsey Design Guidelines; and

WHEREAS, on April 10, 2018, the Monroe City Council directed the Planning Commission to evaluate amending the Monroe Municipal Code (MMC) to allow multi-family residential in the North Kelsey Planning Area; and

WHEREAS, amendments to the North Kelsey/Tjerne Place Overlay District were incorporated into Ordinance No. 005/2019 which adopted a new MMC Title 22, Unified Development Regulations (UDR); and

WHEREAS, further code amendments are required as well as amendments to the North Kelsey Design Guidelines and Zoning Map for consistency with the UDR; and

WHEREAS, the Planning Commission held a public hearing on November 23, 2020, which was continued to December 14, 2020, to consider the proposed text code

amendments, amendments to the North Kelsey Design Guidelines, and zoning map amendment, and recommended adoption of the proposed amendments contained therein; and

WHEREAS, the City has complied with the requirements of the State Environmental Policy Act (SEPA), Chapter 43.21C RCW, by issuing a Determination of Non-Significance (DNS) on November 7, 2020; the appeal period ended on November 21, 2020, and no appeals were filed; and

WHEREAS, the proposed amendments were transmitted to the Washington State Department of Commerce for state agency review, in accordance with RCW 36.70A.106, on November 3, 2020. Expedited review (14 days rather than 60 days) was requested; and

WHEREAS, all persons desiring to comment on the proposal were given a full and complete opportunity to be heard; and

WHEREAS, the Monroe City Council, after considering all information received, has determined to adopt the amendments as provided in this ordinance;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:

Section 1. Amendment of Chapters 22.14, 22.26, 22.42 MMC. Table 22.14.020(B), Section 22.26.030, Table 22.26.040, and Section 22.42.020(C)(3) of the Monroe Municipal Code are hereby amended to provide in their respective entirety as contained in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full.

Section 2. The North Kelsey Design Guidelines, referenced by MMC 22.26.030(A) are hereby replaced with the document attached as Exhibit B and incorporated by this reference as if set forth in full.

Section 3. Findings. The above recitals and the content of Agenda Bill Nos. 21-XXX and 21-XXX are hereby adopted as legislative findings in support of the amendments set forth in this ordinance. The City Council further adopts by reference the findings contained in the Planning Commission's December 14, 2020, recommendation, in Exhibit C, attached hereto and incorporated herein by reference.

Section 4. 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 5. Effective Date. This ordinance shall be in full force and effect five (5) days from and after its passage and approval and publication as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this _____ day of _____, 2021.

First Reading: 02/09/2021
Adoption: 02/23/2021
Published: 02/28/2021
Effective: 03/05/2021

CITY OF MONROE, WASHINGTON:

(SEAL)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

Becky Hasart, Interim City Clerk

J. Zachary Lell, City Attorney

EXHIBIT A

22.26.030 North Kelsey/Tjerne Place Overlay District.

All properties located within the North Kelsey/Tjerne Place Overlay District (NK/TP-O) shall have a base zoning designation of General Commercial. The North Kelsey/Tjerne Place Overlay District consists of approximately one hundred acres of land located north of SR 2, south of the proposed SR 2 bypass, east of the SR 522 overpass, and west of Chain Lake Road.

A. Design Guidelines. All development within the North Kelsey/Tjerne Place Overlay District shall comply with the North Kelsey Design Guidelines in addition to the applicable requirements of MMC Chapter 22.42, Design Standards.

~~B. Mixed Use Development. The purpose of allowing mixed use is to place attached, high density housing in close proximity to goods and services. Vertical and horizontal mixed use developments are allowed in the North Kelsey/Tjerne Place Overlay District and shall comply with the following:~~

~~1. Vertical mixed use incorporates commercial and multifamily residential uses in one structure.~~

~~a. A minimum of fifty (50) percent of the ground floor must be dedicated to a commercial use.~~

~~b. The minimum density shall be 26 units per gross acre.~~

~~2. Horizontal mixed use incorporates a mix of structures independently containing multifamily residential and commercial uses.~~

~~a. The mixed use development shall be contained within one parcel or contiguous parcels under one ownership.~~

~~b. A minimum of fifty (50) percent of the gross usable lot(s) area shall be for commercial development. The area of a lot shall be developed at a minimum of twenty (20) percent ground floor commercial. A document, in a form acceptable to the City Attorney, shall be recorded against the property restricting residential development on the portion of the property designated commercial.~~

~~c. The minimum density shall be 26 units per gross acre.~~

Table 22.14.020(B): Establishment of Zoning Overlay Districts

Zoning Overlay District	Map Symbol	General Description
Fryelands Commercial Overlay District	FC-O	Overlay in the light industrial zoning district that regulates existing commercial uses and provides for the siting of new commercial development along the eastern side of Fryelands Boulevard
North Kelsey/Tjerne Place Overlay District	NK/TP-O	Overlay in the general commercial zoning district that provides for the development of the North Kelsey/Tjerne Place Planning Area subject to the 2003 North Kelsey Development Plan <u>Design Guidelines</u> , which was amended in 2007 2021

Table 22.26.040: Land Use in General Commercial Zoning Districts

Conforming Use	General Commercial (GC)	North Kelsey/Tjerne Place Overlay (NK/TP-O)	Industrial Transition (IT)
1. RESIDENTIAL LAND USES			
Dwelling Units, Attached		P	
Dwelling Units, Temporary Security Guard	A	A	A
Home Occupations		P	
<u>Retirement Housing and Assisted Living Facilities</u>		<u>P</u>	
2. COMMERCIAL LAND USES			
Building Material and Garden Supply Establishments			
• Hardware Stores	P	P	P
• Home Improvement Centers	P	<u>P</u>	P
• Plant Nurseries	A	A	P
Department Stores	P	P	P
Food and Beverage Establishments			
• Bakeries	P	P	P

• Coffee Shops	P	P	P
• Convenience Stores	P	P	P
• Grocery Stores	P	P	P
• Liquor Stores	P	P	P
• Restaurants	P	P	P
• Tasting Rooms	P	P	A
• Taverns	P	P	P
Gas Stations	P		P
General Retail	P	P	P
Mobile Vendors	P	P	P
Motor Vehicle Sales Facilities			
• Automobiles and Trucks	P		P
• Motorsports Vehicles and Boats	P		
• Recreational Vehicles (RV)	P		
Pharmacies and Drug Stores	P	P	P
Warehouse Clubs and Supercenters	P		P
3. SERVICE LAND USES			
Business and Professional Services			
• Professional Offices	P	P	P
• Research and Development			P
• Technical Consulting Services	P	P	P
Day Care Services			
• Child Care Centers	C	<u>P</u>	C
• Preschools	P	P	
Financial and Insurance Services	P	P	P
General Services	P	P	
Health Care Services			
• Diagnostic Imaging Centers	P	P	P
• Health Care Provider Offices	P	P	P

• Hospitals	EPF		
• Inpatient Mental Health Treatment Facilities	C	C	C
• Inpatient Substance Abuse Treatment Facilities	C	C	C
• Medical Laboratories	P	P	P
• Nursing and Residential Care Facilities	P	P	
• Outpatient Health Care Clinics	P	P	P
• Outpatient Mental Health Treatment Facilities	P	P	P
• Outpatient Substance Abuse Treatment Facilities	P	P	P
Membership Organizations	P		P
Parking Facilities	A	A	A
Personal Services	P	P	P
Rental and Leasing Services			
• Consumer Goods	P	<u>P</u>	P
• Motor Vehicles	P	<u>P</u>	P
• Tools, Machinery, and Equipment	P	A	P
Repair and Maintenance Services			
• All Other Repair and Maintenance	P	P	P
• Motor Vehicle Repair and Maintenance			P
Social Services			
• Community Food Services	C		C
• Community Housing Services	C		C
• Emergency and Relief Services	C	<u>C</u>	C
Temporary Lodging Services			
• Hotels and Motels	P	P	P
• Recreational Vehicle (RV) Parks			C
Veterinary Clinics	C		P
4. INSTITUTIONAL LAND USES			
Community Facilities			

• Animal Shelter			P
• Community Centers	C	C	C
• Community-Oriented Open Air Market	P	P	
• Religious Institutions	P	C	P
Educational Facilities			
• Schools, Colleges, Universities, and Professional	EPF	EPF	EPF
• Schools, Elementary and Secondary (K-12)	EPF	EPF	EPF
• Schools, Technical and Trade	P		P
• Vocational Rehabilitation Centers	P		P
Government Facilities			
• Courts	P		P
• Fire Stations	P		P
• Government Administration Buildings	P		P
• Police Stations	P		P
• Public Works Maintenance and Storage Facilities	P		P
• U.S. Post Offices	P		P
5. PARKS, RECREATION, AND ENTERTAINMENT LAND USES			
Entertainment Facilities			
• Arcades and Gaming Establishments	P	P	
• Art Galleries	P	P	
• Libraries	P	P	
• Movie Theaters	P	P	
• Museums	P	P	
• Theaters	P	P	
• Zoos, Botanical Gardens, and Arboretums	P	P	
Parks			
• Concessions	A	A	A
• Nonmotorized Trails	P	P	P

• Parks and Open Spaces	P	P	P
Fitness and Health Clubs, Indoor	P		P
<u>Boutique Gym</u>	<u>P</u>	<u>P</u>	<u>P</u>
Recreational Facilities, Indoor	P	<u>P</u>	P
Recreational Facilities, Outdoor	P		P
Sports and Recreation Instruction, Indoor	P	<u>P</u>	P

22.42.020 Applicability

C. Development Subject to Other Design Review Standards. Development on properties located in the below-specified areas shall be exempt from the provisions of MMC 22.42.060, Single-family residential design standards, 22.42.070, Multifamily residential design standards, and 22.42.080, Commercial and nonresidential design standards. All other applicable design standards in this chapter shall apply.

3. Properties located in the North Kelsey/Tjerne Place overlay district; this area shall be governed by the 2003 North Kelsey Design Guidelines (revised in ~~2012~~ **in 2021 pursuant to Ordinance No. 001/2021**). The North Kelsey Design Guidelines, or as amended in the future, are hereby adopted and incorporated into this title by this reference, as if set forth in full.

EXHIBIT B

North Kelsey Development Plan Design Guidelines Update 2021

APPENDIX I

Design Guidelines

November 13, 2020

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CHAPTER 1:

Introduction

A. Purpose

The application of these design guidelines will be a critical regulatory tool in implementing the community's design-related goals and objectives for the North Kelsey Planning Area and the North Kelsey Planned Development Area.

B. Intent

These guidelines are directed to creating a development within the North Kelsey planning area that:

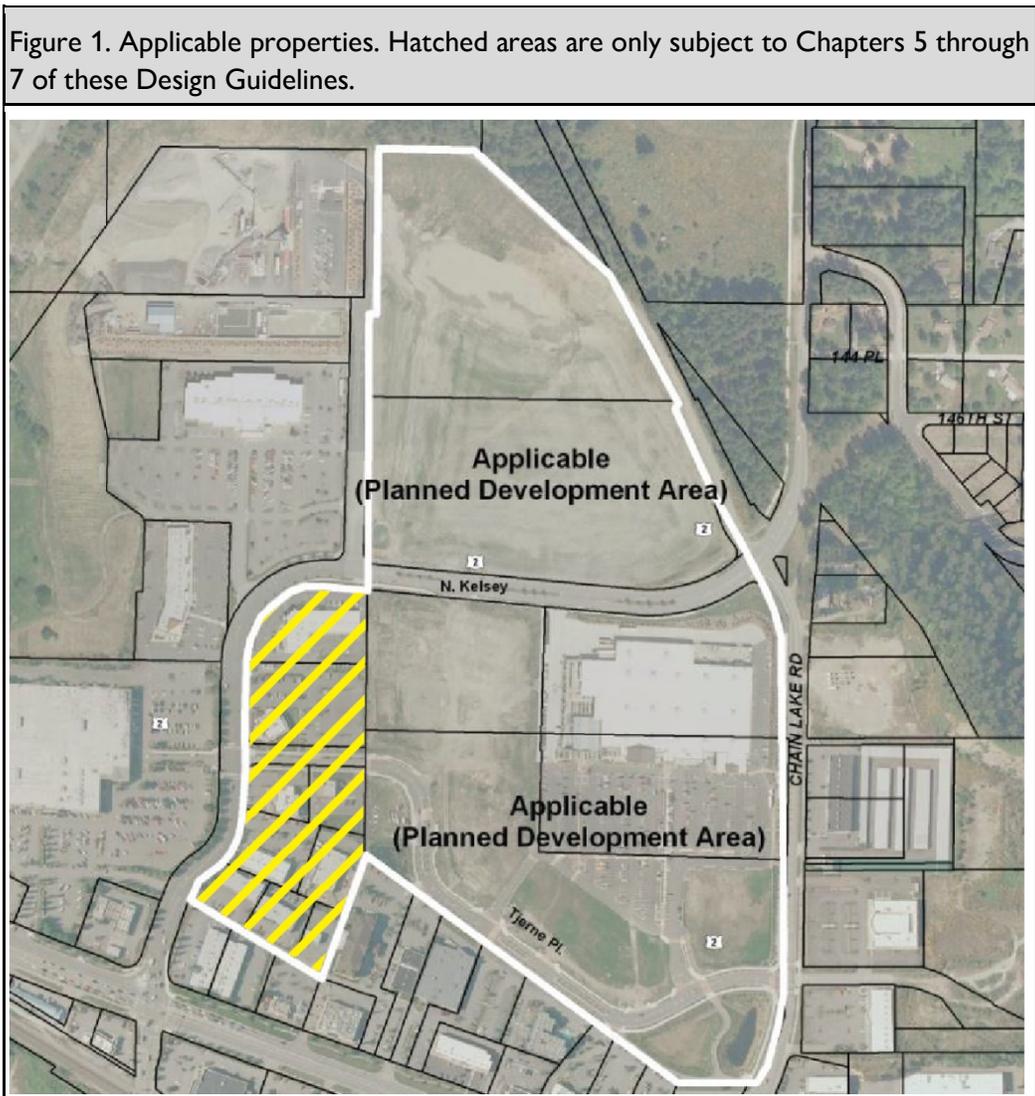
- Fosters a vibrant and accessible mixed-use district for the City of Monroe.
- Enhances circulation for pedestrians and vehicles.
- Features a spectrum of public open spaces and amenities.
- Includes a mix of commercial, civic, recreational and residential activities
- Accommodates retail, office, residential, and service development of various size and character as long as the development's perceived scale is appropriate for Monroe's character and the design quality is of the highest caliber.
- Enhances the town's identity as a regional attraction.

C. Application of Design Guidelines

The design guidelines apply to all new construction in the North Kelsey Planning Area (Figure 1). Exceptions:

- Interior remodels are exempt.
- All properties that are outside the planned development area (hatched area in Figure 1), but within the North Kelsey Planning Area are only subject to Chapters 5 through 7 of these Design Guidelines.

The guidelines are intended to supplement the other standards in the Monroe Municipal Code. Where the guidelines and zoning ordinance standards conflict, the City shall determine which regulation applies.



D. Interpreting the Design Guidelines

The guidelines herein include the following elements:

- Intent statements, which are overarching objectives.
- Required provisions use words such as “must” and “is/are required”.
- Voluntary provisions use words such as “should” or “is/are recommended,” signifying voluntary measures.
- Departures are provided for specific provisions. They allow alternative designs provided the City determines the design meets the intent of the guidelines and other applicable criteria.
- This division contains some specific guidelines that are easily quantifiable, while others provide a level of discretion in how they are complied with. In the latter case, the applicant must demonstrate to the City, in writing, how the project meets the intent of the standard(s).

E. Review Process

The Design Guidelines will be used, along with other City ordinances and regulations, for the City’s review of development proposals within the North Kelsey Development Area.

CHAPTER 2:

Site Configuration

The development must address the following principles.

1. Locate and design buildings to create a distinctive pedestrian-friendly environment along Tjerne Place (see Guideline 3.B).
2. Utilize the curves in Tjerne Place to add character and articulate a sense of drama to the development via building siting, massing, and detailing plus special streetscape and landscaping design. Figure 2 below illustrates examples of how this can be accomplished.
3. Locate and design parking to maximize opportunities for shared parking.

Figure 2. Example site configuration.



The site plan (left image) emphasizes building locations to create a distinctive pedestrian-friendly environment along Tjerne Place. Note the curve of the gold-colored buildings colored gold to hug Tjerne Place, helping to create a sense of drama. Also, the turrets illustrated in the sketch on the right add drama to the site and provide signage opportunities for building tenants.

CHAPTER 3:

Site Planning

A. Public Open Space

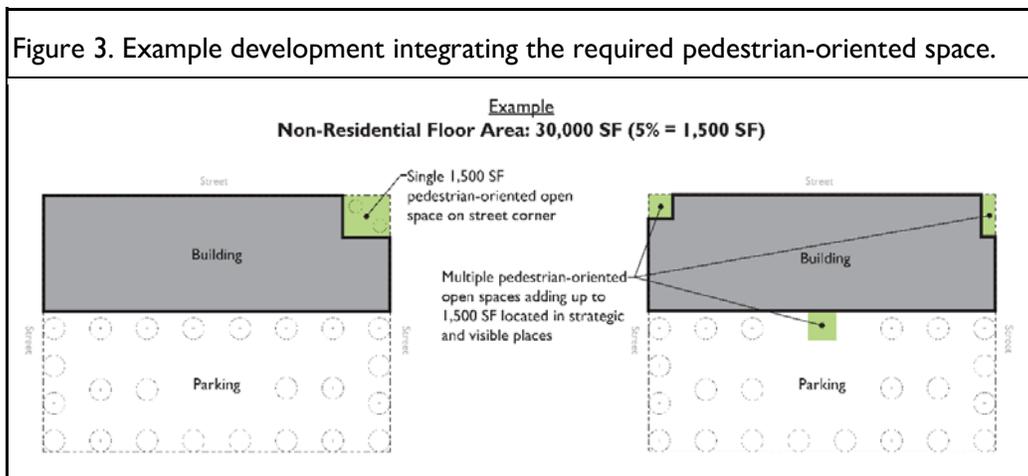
Intent:

- To provide pedestrian-oriented spaces in commercial areas that enhance the employees' and public's opportunity for active and passive activities, such as dining, resting, people watching, and recreational activities.
- To enhance the development character and attractiveness of commercial development.
- To create open space that contributes to the residential setting.
- To create useable open spaces for residents' leisure, play, exercise, and socializing.

Guidelines:

1. Pedestrian-oriented space for non-residential development. New developments with non-residential use must provide pedestrian-oriented space (see subsection A.2 below) equal to at least five-percent of the non-residential floor area. Portions of sidewalks that are wider than 12-feet and which meet the guidelines of pedestrian-oriented open space may be counted toward this requirement.

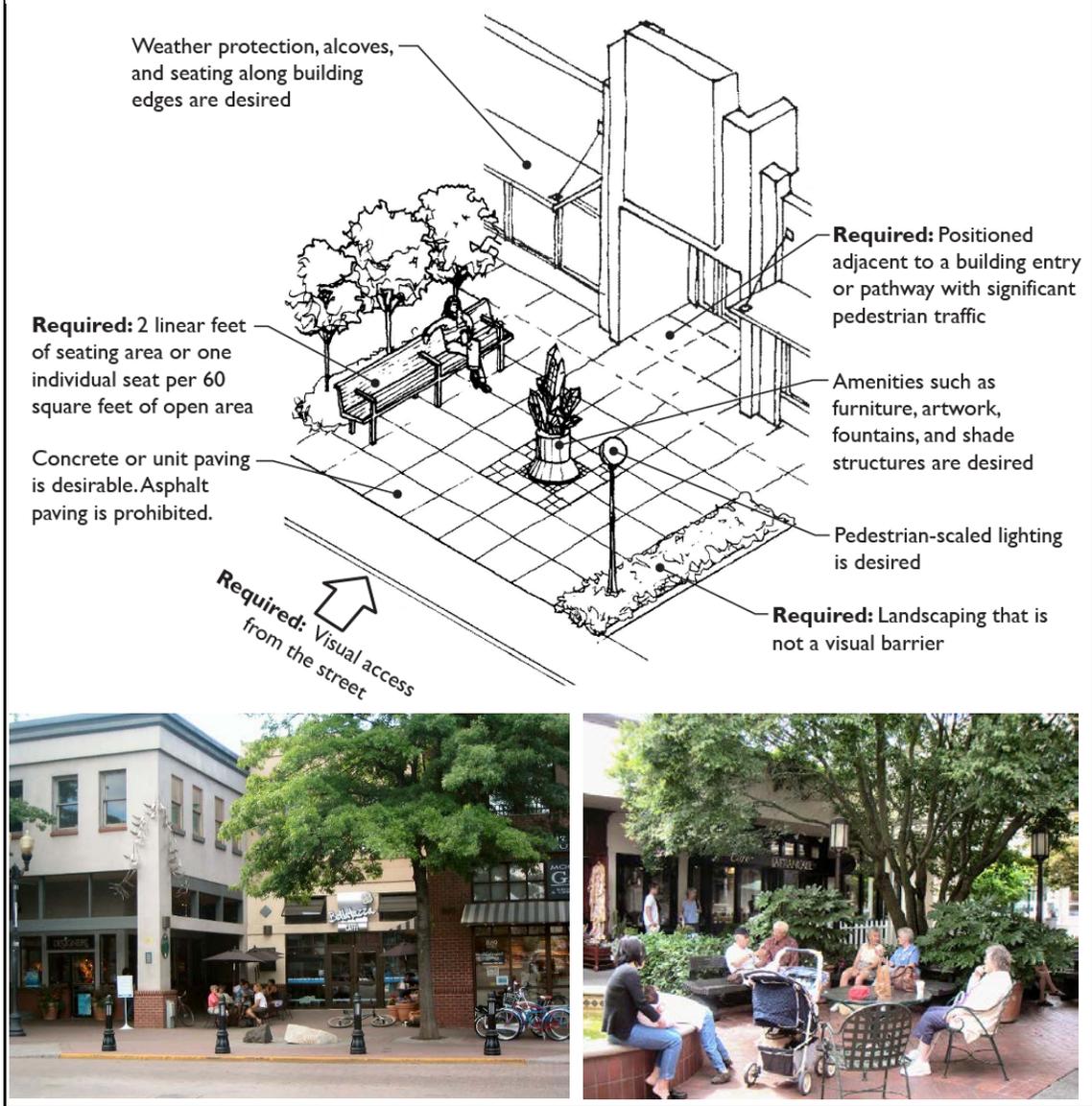
DEPARTURE: Open space area may be reduced to 2-1/2-percent of the non-residential floor area if the City finds the project includes exceptional design features and elements that meet the intent of the guidelines. This includes open spaces that feature a combination of design (materials, amenities, and configuration) and location/context that clearly exceed typical plaza designs found in the region.



2. Pedestrian-oriented open space design criteria. This subsection describes the requirements and desired characteristics of pedestrian oriented open space.
 - a. Required pedestrian-oriented open space features.

- i. Visual and pedestrian access into the site from a street, private access road, or non-vehicular courtyard.
 - ii. Paved walking surfaces of either concrete or approved unit paving. Form-in-place pervious concrete paving is allowed.
 - iii. Lighting must conform to MMC Chapter 15.15.
 - iv. The spaces must be located in or adjacent to areas with significant pedestrian traffic to provide interest and security, such as adjacent to or visible from a building entry.
 - v. At least two-feet of seating area (a bench or ledge at least 16-inches deep and appropriate seating height) or one individual seat per 60-square-feet of plaza area or open space.
 - vi. Landscaping components that add visual interest and do not act as a visual barrier. This could include planting beds, raised planters, and/or potted plants, or both.
- b. Desirable pedestrian-oriented open space features.
- i. Pedestrian amenities, such as site furniture, artwork, drinking fountains, shade structures kiosks, or other similar features.
 - ii. Adjacent buildings with transparent windows and doors covering at least 50-percent of the façade between 30-inches and ten-feet above the ground level.
 - iii. Pedestrian weather protection, alcoves, seating, or other features along building edges to allow for outdoor gathering.
 - iv. Pedestrian-oriented open spaces may include LID BMPs, like rain gardens, in up to 25-percent of the required open space.
- c. Features prohibited within a pedestrian-oriented open space.
- i. Asphalt pavement.
 - ii. Adjacent service areas (e.g., trash areas, loading docks) that are not separated with landscaping, as required by MMC 22.46.050.
 - iii. Adjacent chain-link fences.
 - iv. Adjacent “blank walls” without “blank wall treatment” (see MMC 22.42.080.D).
 - v. Outdoor storage.

Figure 4. Example pedestrian-oriented space.



3. Multifamily open space. Developments including multifamily units must provide on-site recreation space that meets the provisions of MMC 22.42.070(G) plus the following supplemental design provisions.

Common open space. At least 50-percent of the required on-site recreation space must meet the following common open space provisions. Common open space refers to open spaces that are accessible to all residents of a development, but may not be accessible to the general public. Common open spaces can include landscaped courtyards or upper level/rooftop decks, entrance plazas, gardens with walkways, children's play areas, pet play areas, pools, and water features. Accessible areas with native vegetation and areas used for storm water retention, infiltration, or other multipurpose recreational and/or green spaces that meet the design criteria herein may qualify as common open space.

- a. Common open space must be located in centralized areas that are visible from tenants within the development (rooftop decks meeting the provisions below are an exception).
- b. Required setback areas must not count as common open space unless the design of the space meets the guidelines herein.
- c. Common open space must feature paths or walkable lawns, landscaping, seating, lighting, and play structures, sports courts, or other pedestrian amenities to make the area more functional and enjoyable for a range of users.
- d. Common open space must be separated from ground level windows, streets, service areas and parking lots with landscaping, fencing, and/or other acceptable treatments that enhance safety and privacy for both the shared open space and dwelling units.
- e. When possible, the space should be oriented to receive sunlight, facing east, west or preferably south. Provisions for shade, however, must also be integrated in spaces that will be exposed to extensive sunlight.
- f. Stairways and service elements located within or on the edge of shared open space must not be included in the open space calculations.
- g. Shared porches may qualify as shared open space, provided they are at least eight-feet in depth and 96-square-feet in total area.
- h. The space must be accessible to all residents of the development.
- i. LID BMPs, like rain gardens, may be integrated into the design of the space and may occupy up to 25-percent of the required common open space.

Figure 5. Example common open space.



Image A includes a common green area and separate fenced off-leash dog area (background to the right). Image B is a courtyard with includes pathways, seating areas, landscaped beds, and semi-private spaces for adjacent ground level units.



Image C includes a covered gathering space with outdoor grills adjacent to a landscaped commons with a central pathway. Image D includes a landscaped plaza with multiple seating areas and an outdoor fireplace.

B. Building Orientation

Intent:

- To provide an attractive pedestrian environment.
- To enhance the character of the streetscapes within and surrounding the area.
- To enhance the use and safety of open spaces by encouraging buildings to front onto them.
- To provide attractive building facades adjacent to parking lots.

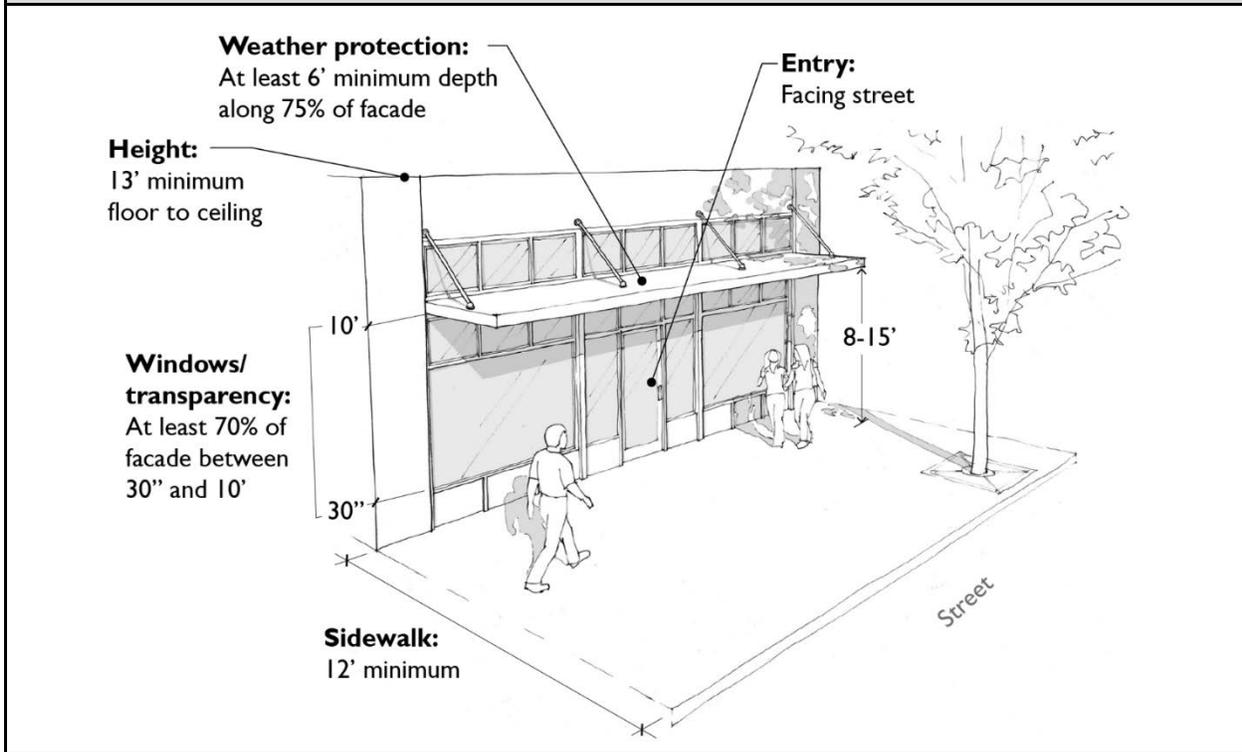
Guidelines

- I. Storefront design. Buildings may be located directly adjacent to a sidewalk or internal pathway provided they meet the storefront guidelines in Table I below.

Table 1. Storefront Design.		
The ↻ symbol refers to DEPARTURE opportunities. See special departure criteria in the right column.		
Element	Guidelines	Examples & Departure Criteria
Ground level		
Land use	Non-residential uses specified in MMC Table 22.26.040 are required except for lobbies and common areas associated with residential uses on upper floors.	
Floor to ceiling height	13' minimum to ensure that the space is viable and attractive for a wide range of non-residential tenants.	
Non-residential space depth	40' minimum average for uses facing Tjerne Place ↻ and 20' elsewhere. Again, the purpose is to ensure that such spaces are viable and flexible to a wide range of non-residential users.	
Building entrances	Primary building entrances must face the street or internal pathway. For corner buildings, primary entrances may face the street corner.	
Façade transparency	At least 70% of the transparency zone (between 30" and 10' above sidewalk/pathway grade). ↻ Ground-level window area for storefronts and other non-residential uses that is covered, frosted, or perforated in any manner that obscures visibility into the building must not count as transparent window area. Also, mirrored glass and highly-reflective or darkly-tinted windows must not be counted as transparent windows.	Departure criteria: Alternative designs must provide strong visual interest to the pedestrian and mitigate the impacts of any blank walls. No less than 40% transparency will be considered.

Table 1. Storefront Design.		
The ☞ symbol refers to DEPARTURE opportunities. See special departure criteria in the right column.		
Element	Guidelines	Examples & Departure Criteria
Weather protection	<p>Weather protection over the sidewalk/pathway is required along at least 75% of the storefront façade, and it must be a minimum of 6' deep and have 8' to 15' of vertical clearance. ☞</p> <p>Weather protection must not interfere with street trees, street lights, street signs, or extend beyond the edge of the sidewalk.</p>	<p>Departure criteria: Alternative design treatments must provide equivalent weather protection benefits.</p>
Sidewalk/pathway width	<p>12' minimum between the curb edge and the storefront façade (including clear/buffer zone with street trees).</p> <p>Setbacks and utility easements must also be considered and may result in a larger minimum sidewalk width.</p>	<p>12' min Total sidewalk width</p>

Figure 6. Storefront vision and key guidelines.



2. Other non-residential building frontages. These guidelines apply to buildings not directly adjacent to a sidewalk or internal pathway.

Table 2. Design of Other Non-Residential Building Frontages.

The ↻ symbol refers to DEPARTURE opportunities. See special criteria set forth in the right column.

Element	Guidelines	Examples & Departure Criteria
Ground level Land use	See the uses specified in in MMC Table 22.26.040.	
Building entrances	Buildings facing Tjerne Place must feature a public building entry visible from Tjerne Place.	
Façade transparency	Buildings within 10' of a sidewalk on Tjerne Place or within 5' of an internal pathway must feature at least 40% transparency within the transparency zone. ↻ Buildings within 20' of a sidewalk or 10' of an internal pathway must feature at least 25% transparency within the transparency zone. ↻ Ground-level window area for storefronts and other non-residential uses that is covered, frosted, or perforated in any manner that obscures visibility into the building must not count as transparent window area. Also, mirrored glass and	The transparency zone is between 30" and 8' above sidewalk/internal pathway grade. Departure criteria: Alternative designs must provide strong visual interest to the pedestrian and mitigate the impacts of any blank walls. No less than 50% reduction in required transparency will be considered.

Table 2. Design of Other Non-Residential Building Frontages.		
The ↻ symbol refers to DEPARTURE opportunities. See special criteria set forth in the right column.		
Element	Guidelines	Examples & Departure Criteria
	highly-reflective or darkly-tinted windows must not be counted as transparent windows.	
Weather protection	Weather protection at least 5' deep is required over the full width of all public building entries. Such weather protection must have 8' to 15' of vertical clearance.	Departure criteria: Alternative design treatments must provide equivalent weather protection benefits.

3. Residential building frontages, where permitted.

Table 3. Design of Residential Building Frontages.	
The ↻ symbol refers to DEPARTURE opportunities. See special criteria set forth in the Guidelines column as noted.	
Element	Guidelines
Direct access	For buildings within 10' of a Tjerne Place sidewalk or within 5' of an internal pathway, ground level dwelling units must all have individual ground-related entries accessible to those elements.
Building/dwelling unit setback and elevation	<p>Provide privacy for people living in the adjacent dwelling units through all of the following measures:</p> <ul style="list-style-type: none"> • Minimum setback: 10' ↻ (measured from the edge of the walkway or common open space to the building). Departures will be considered for setbacks to be reduced as low as 5' provided the design meets the provisions below, enhances residents' privacy, and enhances the design of the streetscape for pedestrians. • Where the façade is within 10' of a sidewalk or internal pathway, all the following design features must be integrated to help to improve privacy and enhance their relationship to the public or semi-public realm: <ul style="list-style-type: none"> ○ The ground level of adjacent residential units must be raised above the sidewalk grade by an average of 30". ○ Provide a physical "threshold" feature such as a hedge, retaining wall, rockery, stair, gate, railing, or a combination of such elements on private property that defines and bridges the boundary between public right of way and the dwelling unit. ○ Landscaping planters must be integrated into the setback area between the dwelling unit and the adjacent sidewalk or internal pathway.

4. Building and parking lot locations along Tjerne Place. Parking lots are limited to a maximum of 50-percent of Tjerne Place street frontage (north side only). Internal access streets do not qualify as a parking lot for the purposes of this guideline. Figure 7 below illustrates an example development configuration that meets this provision (and what qualifies as a parking lot). DEPARTURES will be considered provided buildings occupy no less than 35-percent of the street frontage and there must be an acceptable tradeoff in terms of the amount and quality of building frontage and enhanced design of parking lot buffer treatment (design must go well beyond minimum landscape buffer requirements, for example)

Figure 7. Example building configuration that meets Tjerne Place building frontage provisions.



The site configuration above emphasizes buildings along Tjerne Place over parking lots (which occupy well under 50-percent of the street frontage).

C. Parking Areas

Intent:

- To provide parking areas that do not diminish pedestrian and visual qualities of the site.
- To maintain the built street edge through effective screening of all parking lots.
- To minimize the impacts of driveways.
- To provide safe pedestrian access through parking lots.
- To provide landscaping elements within and around parking lots to mitigate the visual impacts of parking lots, provide shade and environmental benefits, and enhance the character of development.

Guidelines:

1. Parking areas shall conform to the requirement of MMC, Chapter 22.44 unless otherwise noted in these guidelines. This encompasses dimensional requirements, design, access, loading areas, number of parking spaces, parking area landscaping, and other parking-related requirements.
2. The landscaped buffer between the sidewalk and the parking area along Chain Lake Road must be expanded to at least 10 feet in width using either Type II or Type III Landscaping standards (MMC, Section 22.46.040) subject to City approval.
3. Pathways through parking lots should be provided. Pathways and crosswalks should be provided along every fourth parking isle or at intervals of less than 150 feet. Pathways through parking areas should be separated from vehicle parking and travel lanes by use of contrasting surface materials, which may be raised above the level of the vehicular surface. Parking area pathways should be at least 5 feet in width.
4. Structured parking is encouraged provided the building meets the guidelines of Chapter 5.

Figure 8. Parking lot pathway examples.



CHAPTER 4:

Circulation

A. Sidewalks and Pathways

NOTE: Sidewalks refer to concrete pedestrian routes adjacent to public right-of-ways. Pathways refer to all other pedestrian routes.

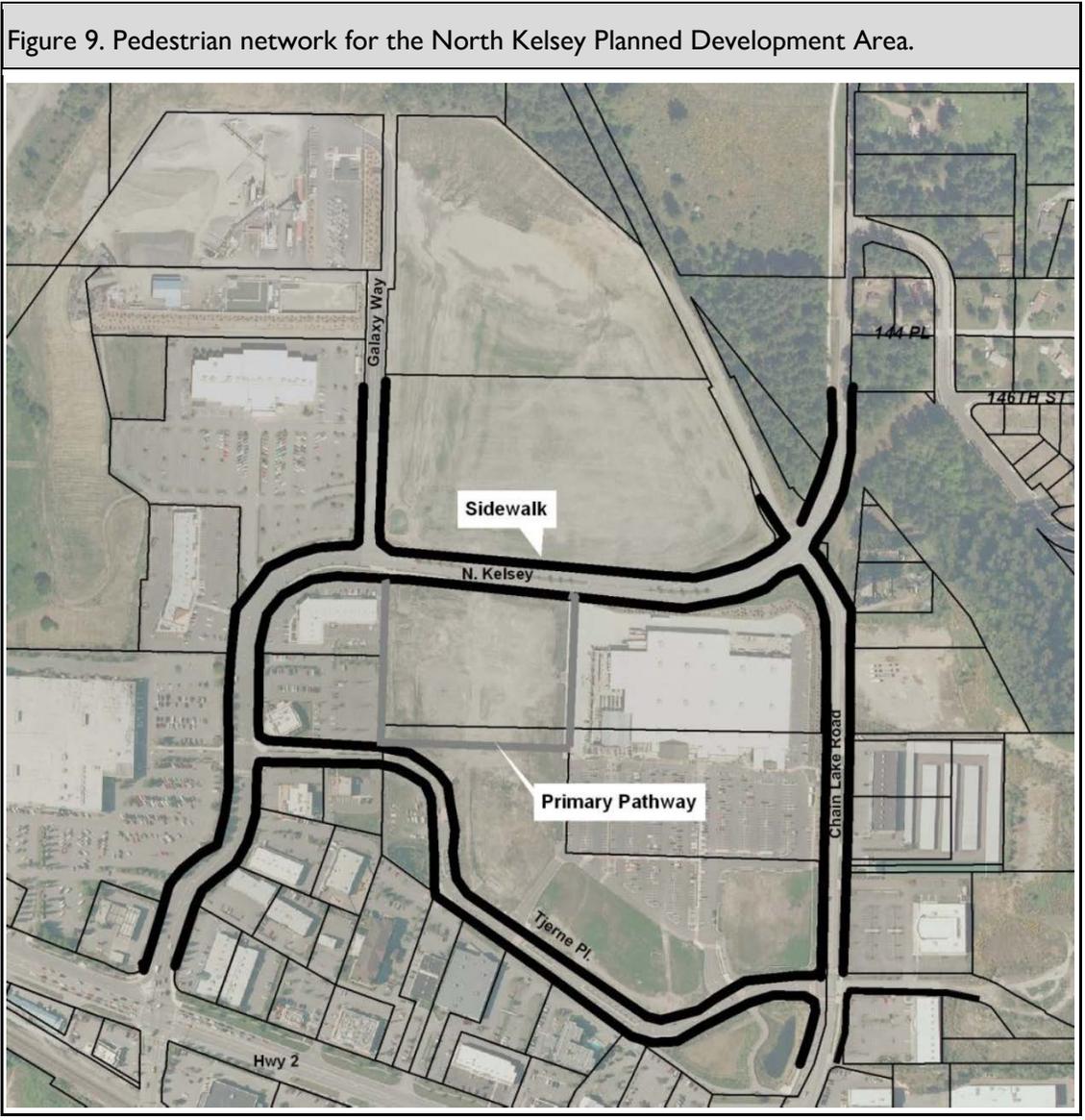
Intent:

- To provide a safe environment for pedestrians to move throughout the North Kelsey planning area and separation of pedestrian and vehicular traffic.
- To create a varied and rich environment to encourage people to explore the area on foot.

Guidelines:

1. All public open spaces, walkways, and sidewalks shall meet ADA standards.
2. Sidewalks should be separated from the roadway by planting strips with street trees wherever possible. Planting strips should generally be at least 5 feet in width and include evergreen shrubs no more than 4 feet in height and/or ground cover in accordance with the City of Monroe Landscape Standards (MMC Chapter 22.46), and canopy-type broadleaf trees placed an average of 25 feet on center.
EXCEPTIONS: Where space is limited, planting strips less than 5 feet in width may be permitted by the City; Street trees placed in tree grates may be more desirable than planting strips in key pedestrian areas.
3. Acceptable sidewalk widths may range from 5 to 12 feet depending on adjacent uses and anticipated pedestrian activity. Sidewalks along major connector routes such as North Kelsey Street or Chain Lake Road should be at least 8 feet in width to accommodate two couples passing each other.
4. Pedestrian crosswalks shall be provided at all intersections. These shall be indicated with distinctive paving.
5. The addition of texture to the ground plane of key sidewalks and pathways with unit pavers, bricks, tiles, or public artwork is encouraged.
6. Pathways that provide key access to other key sites are termed “Primary Pathways.” Primary pathway surfaces should be at least 15 feet in width to accommodate fire apparatus access and groups of people.
7. Other pathways are termed “Secondary Pathways.” Secondary Pathways may vary in width according to intended function and expected use (subject to City approval). Where secondary pathways are located within corridors between structures, such corridors should be at least 12 feet in width.
8. Pedestrian amenities, including landscaping and seasonal flowers, benches, lighting, and/or artwork, shall be provided along Primary and Secondary Pathways to create visual interest (see Plaza Landscaping guidelines in Chapter 6).

9. Safe pathways to all uses and buildings and around and through parking areas are required (see Parking Area guidelines, Chapter 3).



B. Bicycle Circulation and Amenities

Intent:

- To provide safe and efficient bicycle access to and within the North Kelsey Planning Area.
- To promote bicycling as an alternative method of transportation.

Guidelines:

1. Safe bicycle access should be provided within each public right-of-way developed within the North Kelsey planning area. The City will consider the following option:
Multi-Use Pathway. This combines bicycle and pedestrian access on an asphalt pathway separated from the roadway. Ideally, such a multi-purpose pathway should be 12 to 14 feet in width. Where space and use are expected to be limited, an 8-foot wide pathway (with center striping) may be acceptable. Pathway design should ensure adequate sight distance.
2. Special care should be exercised on how either of these bicycle facilities transition to existing and planned off-site roadways – particularly Chain Lake Road and North Kelsey Street towards SR-2. Where necessary, provide signage to note safest bicycle access routes.

CHAPTER 5:

Architectural/Building Design

A. Architectural Concept

Intent:

- To create, through the architectural, landscape, open space, and gateway elements, an identity unique within the region and that reflects Monroe's small town character.
- To reflect Monroe's vernacular architectural character (excluding the post-War highway strip development).
- To provide a high-quality image with well-designed and detailed buildings, minimization of corporate identity elements (stock buildings and signs), and an emphasis on subtlety and refinement rather than on flashy or trendy design themes.
- To create an assemblage of buildings within the planned development area with an intimately scaled (i.e., the buildings appear to be smaller in size, generally less than 150 feet in length along a façade, even though the building footprint may be larger) and informal architectural character.
- To create a varied, non-homogenous set of buildings within the planned development area that give the sense of natural evolution over time rather than a result of a single, one-step development—and to emphasize the fact that the building elements can naturally evolve and change over time without disrupting a constricting design theme.

Guidelines:

- I. The buildings proposed for the North Kelsey planned development area should be based on a comprehensive architectural concept that achieves the intent statements above. Specifically, the design of the specific buildings should address:
 - a. Pedestrian interest and comfort along the perimeter of open spaces and pedestrian connections.
 - b. For large buildings (over 3-stories or more than 20,000 square feet), integrating modulated elements that create a composition, reduce the perceived scale of the building, and add visual interest.
 - c. Articulating visible facades of all buildings to reduce the perceived scale of buildings, integrate human-scaled design elements, and add depth and richness to facades.
 - d. The variety of sequential experiences and design characters within the site.

While the individual design guidelines in this section address some of these issues specifically, the intent of this guideline is to encourage the designers to consider how the various aspects of the design work together. Applicants should be prepared to demonstrate how the proposed buildings respond to the intent statements. The City will review applicants' proposals and determine whether or not they meet the intent.

B. Building Massing & Articulation

Intent:

- To employ façade articulation techniques that reduce the perceived scale of large buildings and add visual interest from all observable scales.
- To create clear and welcoming building entries.

Guidelines

- I. All buildings must include façade articulation features at designated maximum intervals to create a human-scaled pattern. This guideline applies to all building elevations facing streets, internal pathways, and parking lots.
 - a. The maximum horizontal length of intervals:
 - i. Residential, multi-tenant retail, and shell commercial buildings: 30 feet.
 - ii. Single-tenant commercial buildings and office or office/mixed-use buildings: 50 feet.
 - b. At least three of the following articulation features must be employed in compliance with maximum interval guidelines above:
 - i. Use of windows and/or entries.
 - ii. Use of weather protection features.
 - iii. Use of vertical piers/columns (applies to all floors of the façade, excluding any upper level stepbacks).
 - iv. Change in roofline per Guideline B.4 below.
 - v. Change in building material, siding style, and/or window pattern (applies to all floors of the façade, excluding any upper level stepbacks).
 - vi. Vertical elements such as a trellis with plants, green wall, art element that meet the intent of the standard.
 - vii. Providing vertical building modulation of at least 12-inches in depth if tied to a change in roofline per Guideline B.4 below or a change in building material, siding style, or color. Balconies may be used to qualify for this option if they are recessed or projected from the façade by at least 18-inches. Juliet balconies or other balconies that appear to be tacked on to the façade will not qualify for this option unless they employ high quality materials and effectively meet the intent of the guidelines.
 - viii. Other design techniques that effectively reinforce a pattern of small facades compatible with the building's surrounding context.

DEPARTURES will be considered on the number and/or type of articulation treatment provided they meet the intent of the guidelines and the design criteria below in Guideline B.3. For example, a departure may propose a design with only two articulation features instead of three or the articulation features exceed the maximum articulation interval.

2. Maximum façade width. Buildings containing one or more visible building elevations wider than 120-feet must include at least one of the following features to break up the massing of the building and add visual interest. This guideline applies to all building elevations facing streets, internal pathways, and parking lots.

- a. Provide vertical building modulation at least six-feet deep and 15-feet wide. For multi-story buildings, the modulation must extend through at least one-half of the building floors.
- b. Use of a contrasting vertical modulated design component featuring all of the following:
 - i. Utilizes a change in building materials that effectively contrast from the rest of the façade.
 - ii. Component is modulated vertically from the rest of the façade by an average of six-inches.
- c. Façade employs building walls with contrasting articulation that make it appear like multiple distinct buildings. To qualify for this option, these contrasting façades must employ all of the following:
 - i. Different building materials and/or configuration of building materials.
 - ii. Contrasting window design (sizes or configurations).
- d. Elevations with a prominent bend or curve of at least 25-degrees, so that no one straight segment exceeds 120-feet.

Figure 10. Illustrating maximum façade width guidelines and good and bad examples.

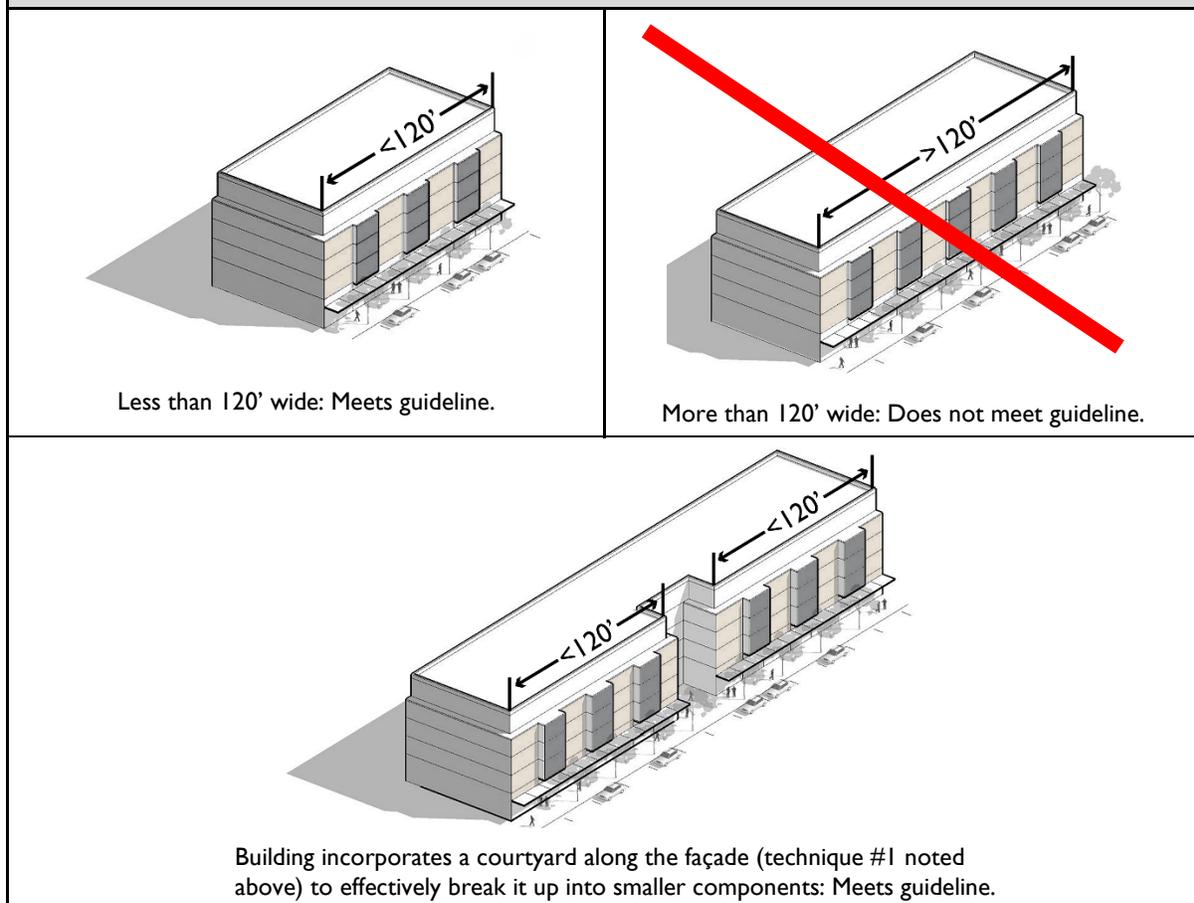


Figure 10. Illustrating maximum façade width guidelines and good and bad examples.



Building A includes significant façade modulation combined with a corresponding roofline change to break up the building's perceived massing. Building B uses a substantial setback after the second floor and a noticeable change in fenestration pattern to help break up the massing.



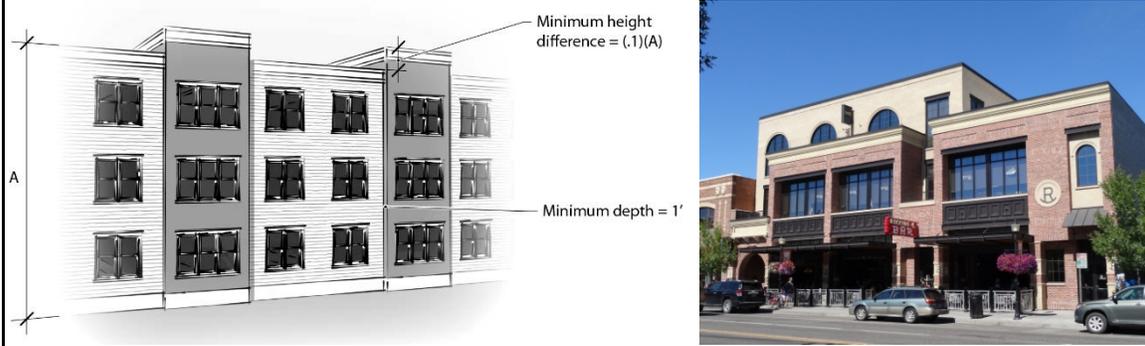
Building C uses smaller scale articulation treatments, but when viewed from a distance they fail to effectively break up the larger scale massing of the structure. In building D, the white modulated component helps, but the predominant flat façade and roofline shown here would not meet the intent of these design guidelines.

3. DEPARTURES to Guidelines B.1 and B.2 above will be considered provided they meet the intent of the guidelines and the design criteria below. For example, a departure to Guideline B.1 may propose a design with only two articulation features instead of three or the articulation features exceed the maximum articulation interval.
 - a. Consider the type and width of the proposed articulation/massing treatment and how effective it is in meeting the intent given the building's context.
 - b. Consider the visibility of the façade. Less prominent side elevations warrant more flexibility than Tjerne Place frontages.
 - c. Consider the size and width of the building. Smaller buildings warrant greater flexibility than larger buildings.
 - d. For Guideline B.1, consider the quality of façade materials in concert with doors, windows, and other façade features and their ability to add visual interest to the street or internal site context from a pedestrian scale and more distant observable scales.

4. Roofline modulation. Roofline modulation is not required on all buildings. However, it can be used as one of the façade articulation features in Guideline B.1 above. In order to qualify as an articulation feature, rooflines must employ one or more of the following:
 - a. For flat roofs or façades with horizontal eave, fascia, or parapet, the minimum vertical dimension of roofline modulation is the greater of two-feet or 0.1 multiplied by the wall height (finish grade to top of the wall) when combined with vertical building modulation techniques described in subsections above. Otherwise, the minimum vertical dimension of roofline modulation is the greater of four-feet or 0.2 multiplied by the wall height.
 - b. A pitched roofline or gabled roofline segment of at least 20-feet in width. Buildings with pitched roofs must include a minimum slope of 5:12 and feature modulated roofline components at the interval required per the applicable standard above.
 - c. A combination of the above.

DEPARTURES will be considered provided the roofline modulation design effectively reduces the perceived scale of the building and adds visual interest.

Figure 11. Acceptable examples of roofline modulation.



Roofline modulation examples for flat roofs.



The left building illustrates a pitched roof example and the right building includes a combination of flat and gabled rooflines.

C. Building Details

Intent:

- To encourage the incorporation of design details and small-scale elements into building façades that are attractive at a pedestrian scale.
- To integrate window design that adds depth, richness, and visual interest to the façade.

Guidelines:

- I. Detail integration. All non-residential and mixed-use buildings must be enhanced with appropriate details. This standard applies to building elevations containing primary business and building entrances. Such buildings must employ at least one detail element from each of the three categories below for each façade articulation interval (see Guideline B.I above). For example, a building with 120-feet of lot frontage with a façade articulated at 30-foot intervals will need to meet the guidelines for each of the four façade segments below.
 - a. Window and/or entry treatment, such as:
 - i. Display windows divided into a grid of multiple panes.
 - ii. Transom windows.
 - iii. Roll-up windows/doors.
 - iv. Other distinctive window treatment that meets the intent of the guidelines.
 - v. Recessed entry.
 - vi. Decorative door.
 - vii. Other decorative or specially designed entry treatment that meets the intent of the guidelines.

Figure 12. Window and/or entry treatment examples.



Examples of decorative or specially designed windows and entries. A = openable storefront window. B = transom windows. C = openable window with decorative details. D = decorative window shades. E = Decorative door. F = recessed entry.

- b. Building elements and façade details, such as:
 - i. Custom-designed weather protection element such as a steel canopy, cloth awning, or retractable awning.
 - ii. Decorative building-mounted light fixtures.
 - iii. Bay windows, trellises, towers, and similar elements.
 - iv. Decorative, custom hanging sign(s) (option only available for building remodels).
 - v. Other details or elements that meet the intent of these guidelines.

Figure 13. Building elements and façade details examples.



Examples of elements attached to facades that enhance the visual intrigue of the building. A = retractable awning. B = custom hanging bike rack and repair station integrated as a storefront design element. C = decorative façade/sign lighting. D and E = custom decorative canopy. F = decorative tower.

- c. Building materials and other façade elements, such as:
 - i. Use of decorative building materials/use of building materials. Examples include decorative use of brick, tile, or stonework.
 - ii. Artwork on building (such as a mural) or bas-relief sculpture.
 - iii. Decorative kick-plate, pilaster, base panel, or other similar feature.
 - iv. Hand-crafted material, such as special wrought iron or carved wood.
 - v. Other details that meet the intent of the guidelines.

Figure 14. Building materials and other façade element examples.



Examples of decorative surface materials. A = decorative brick/design. B = decorative tile-work and column pattern. C = decorative medallion. D = decorative mosaic tile work. E = decorative bulkhead. F = decorative tile-work and column pattern.

DEPARTURES for façade detail guidelines above will be considered provided the façade (at the overall scale and at the individual articulation scale) meets the intent of the guidelines.

2. Window design guidelines.

- a. All windows (except storefront display windows) must employ designs that add depth and richness to the building façade. At least one of the following features must be included to meet this requirement:
 - i. Recess windows at least two-inches from the façade.
 - ii. Incorporate window trim (at least three-inches wide) around windows
 - iii. Incorporate other design treatments that add depth, richness, and visual interest to the façade.
- b. Highly reflective glass must not be used on more than ten-percent of a building façade or other building elevations facing parks and containing primary building entrances.

Figure 15. Acceptable and unacceptable window design examples.



The windows in Images A-B are recessed by at least two- inches from the façade. Image C includes framing. Images D and E feature a reveal/recess of less than two inches, but the contrasting frames and mullions effectively add a sense of depth and richness to the façade. The treatment in Image F does not effectively add a sense of depth and richness to the façade.

3. Cornice/roofline design. Buildings employing a flat roof must employ a distinctive roofline that effectively provides an identifiable “top” to the building. This could include a traditional cornice line or a contemporary interpretation of a traditional cornice line.
 - a. Such rooflines must be proportional to the size and scale of the building.
 - b. Understated cornice lines are permitted depending on the materials and design of the base and middle elements in reinforcing the base/middle/top configuration.

Figure 16 below illustrate acceptable and unacceptable examples.

Figure 16. Examples of buildings employing a distinctive roofline that effectively provides an identifiable “top” to the building.



4. Articulated building entries. The primary building entrance for an office building, hotel, apartment building, public or community-based facility or other multi-story commercial building must be designed as a clearly defined and demarcated standout architectural feature of the building. Such entrances must be easily distinguishable

from regular storefront entrances on the building. Such entries must be scaled proportional to the building. See Figure 17 below for good examples.

Figure 17. Articulated building entry examples.



D. Building Materials & Colors

Intent:

- To encourage the use of durable, high quality, and urban building materials that minimize maintenance cost and provide visual interest from all observable vantage points.
- To promote the use of a distinctive mix of materials that helps to articulate façades and lends a sense of depth and richness to the buildings.
- To encourage the use of muted colors and limit bright colors to accent use.

Guidelines:

I. Exterior materials.

- a. Durable and high-quality materials must be employed. Shiny or highly reflective materials are not allowed. Materials should be those inspired by traditional Northwest architecture, including:
 - i. Bevel or lap siding.
 - ii. Rock, stone, and brick material.
 - iii. Architectural shake-style roofing.
 - iv. Metal roofs with standing seams.

- b. If sheet materials, such as composite fiber products or metal siding, are used as a siding material over more than 25 percent of a building's façade, integrate a variety of textures and colors to help articulate the façade and add visual interest. Specifically:
 - i. Use material with a matted finish in a muted color as specified in the color guidelines below.
 - ii. Integrate visible window and door trim painted or finished in a complementary color.
 - iii. Integrate corner and edge trim that covers exposed edges of the siding material.
- See Figure 18 below for acceptable and unacceptable examples.

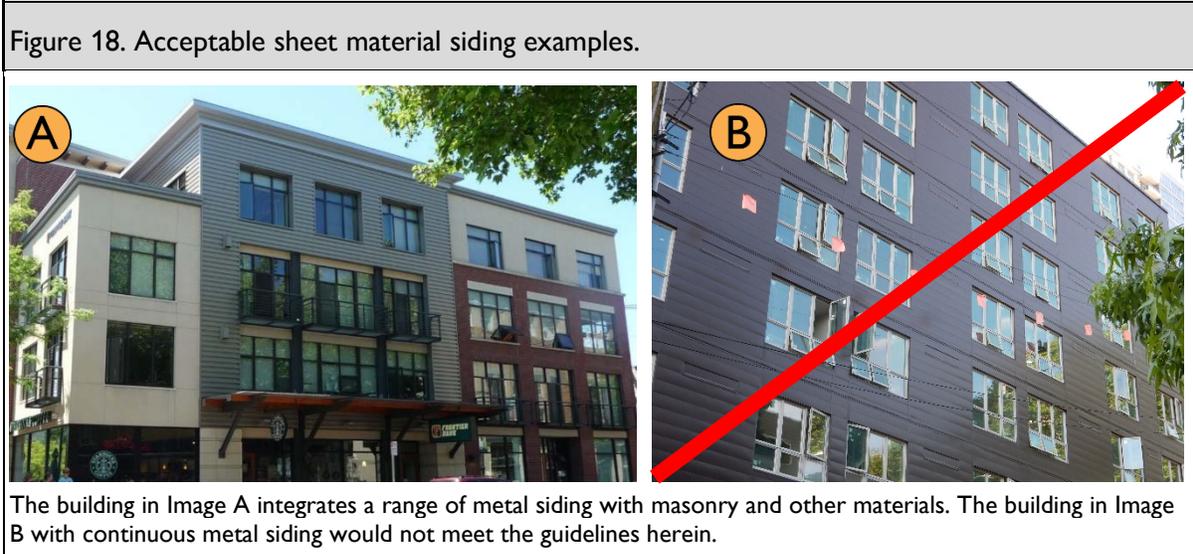
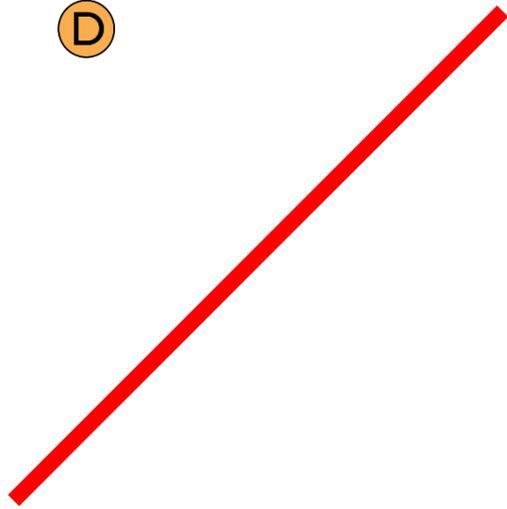


Figure 18. Acceptable sheet material siding examples.



D



The Image C building uses a mix of composite fiber materials (maroon and yellow-colored siding), metal (sliver), brick, and concrete to help articulate the façade and add visual interest. The composite fiber panels covering a large area in a single color as in Image D would not meet the intent of the guidelines.

- c. If concrete blocks (concrete masonry units or “cinder blocks”) are used for walls that are visible from a public street or park, use one or more of the following architectural treatments:
 - i. Use of textured blocks with surfaces such as split-face or grooved.
 - ii. Use of colored mortar.
 - iii. Use of other masonry types, such as brick, glass block, or tile, in conjunction with concrete blocks.
 - iv. Other treatment methods approved by the City.

The applicant shall provide the City with samples of the material, proposed detail connections and a list of other project examples in the Puget Sound region that have used this application.

Figure 19. Acceptable concrete block use/design.



The left building uses concrete block as an effective and contrasting accent material for its entrance. The right mixed-use building uses CMU as the primary cladding material for the ground level. Note the use of split-façade CMU's above each of the awnings and coupled with the use of smooth-façade CMU's on the vertical columns (which employ black accent tiles for added interest).

- d. Do not use the following materials in visible locations:
 - i. Mirrored glass.
 - ii. Corrugated fiberglass.
 - iii. Chain-link fencing (with or without slats).

- iv. Synthetic materials with reflective surfaces, including galvanized steel and glossy vinyl siding.
- e. Paint all vents, gutters, downspouts, flashing, and electrical conduits to match the color of the adjacent surface unless they are being used expressly as a trim or accent element, or if the surface is made of an unpainted material such as brick.
- f. Provide approved address numbers so that they are legible to the public from the street fronting the property.

2. Colors.

- a. Submit a color palette.
- b. Muted colors are encouraged for the background color of most buildings. A darker background color will allow the effective use of lighter colors for trim – where the highlights will show up better.
- c. Bright colors should generally be reserved for accents. Doors or special features may be painted a bright accent color.
- d. Bright luminescent or day-glow color are not allowed.

E. Building Equipment and Service Areas

Intent:

- To encourage the use of durable, high quality, and urban building materials that minimize maintenance cost and provide visual interest from all observable vantage points.
- To promote the use of a distinctive mix of materials that helps to articulate façades and lends a sense of depth and richness to the buildings.
- To encourage the use of muted colors and limit bright colors to accent use.

Guidelines:

1. Building service elements and utility equipment should be contained within the building envelope, when possible. For any service elements and utility equipment outside the building envelopment, see Guideline E.2 below.
2. Service element location.
 - a. Service areas. Loading docks, trash dumpsters, compactors, recycling areas, outdoor storage areas, electrical panels, and mechanical equipment areas must be located for convenient service access while avoiding negative visual, auditory, olfactory, or physical impacts on the streetscape environment and adjacent dwelling units.
 - b. Utility meters, electrical conduit, and other service utility apparatus. These elements must be located and/or designed to minimize their visibility to the public. Project designers are strongly encouraged to coordinate with applicable service providers early in the design process to determine the best approach in meeting these guidelines. If such elements are mounted in a location visible from the street, pedestrian pathway, common outdoor recreation area, or shared auto courtyards, they must be screened with vegetation and/or integrated into the building's architecture. See Figure 20 below.
 - c. Design for safety. Other provisions of this section notwithstanding, service areas used by residents must be located to avoid entrapment areas and other conditions where personal security is potentially a problem. Pedestrian-scaled lighting or other measures may be needed to enhance security.
 - d. Design to mitigate noise. Locate and/or shield noise producing mechanical equipment such as fans, heat pumps, etc. to minimize sounds and reduce impacts to adjacent dwelling units.
 - e. Dumpster storage areas must be provided on-site for all development.

Figure 20. Utility meter location and screening - good and bad examples.



Place utility meters in less visible locations. The upper and lower left examples are successfully tucked away in a less visible location and/or screened by vegetation. The right images are poorly executed and would not be permitted in such visible locations. Such meters must be coordinated and better integrated with the architecture of the building.



3. Service area screening. Service area screening is required for all exterior service areas, as follows:
 - a. A structural enclosure must be constructed of masonry, heavy-gauge metal, or decay-resistant material that is also used with the architecture of the main building. Alternative materials other than those used for the main building are permitted if the finishes are similar in color and texture or if the proposed enclosure materials are more durable than those for the main structure. The walls must be sufficient to provide full screening from the affected roadway, pedestrian areas or adjacent use, but must be no greater than seven feet tall. See Figure 21 below.
 - b. Gates must be made of heavy-gauge, site-obscuring material. Chain link or chain link with slats is not an acceptable material for enclosures or gates.
 - c. Where the interior of a service enclosures is visible from surrounding streets, pathways, and residential units, an opaque or semi-opaque horizontal cover or screen must be used to mitigate unsightly views. The horizontal screen/cover should be integrated into the enclosure design (in terms of materials and/or design). Covers that provide weather protection for garbage collection areas also encouraged.
 - d. Collection points must be located and configured so that the enclosure gate swing does not obstruct pedestrian or vehicle vehicular traffic, or does not require that a hauling

truck project into any public right-of-way. Ensure that screening elements allow for efficient service delivery and removal operations.

- e. The service area must be paved.
- f. The sides and rear of service enclosures must be screened with landscaping at least three-feet wide in locations visible from the street, parking lots, and pathways to soften views of the screening element and add visual interest.

DEPARTURES will be considered provided the enclosure and landscaping treatment meet the intent of the guidelines and add visual interest to site users.

Figure 21. Acceptable screening enclosures.



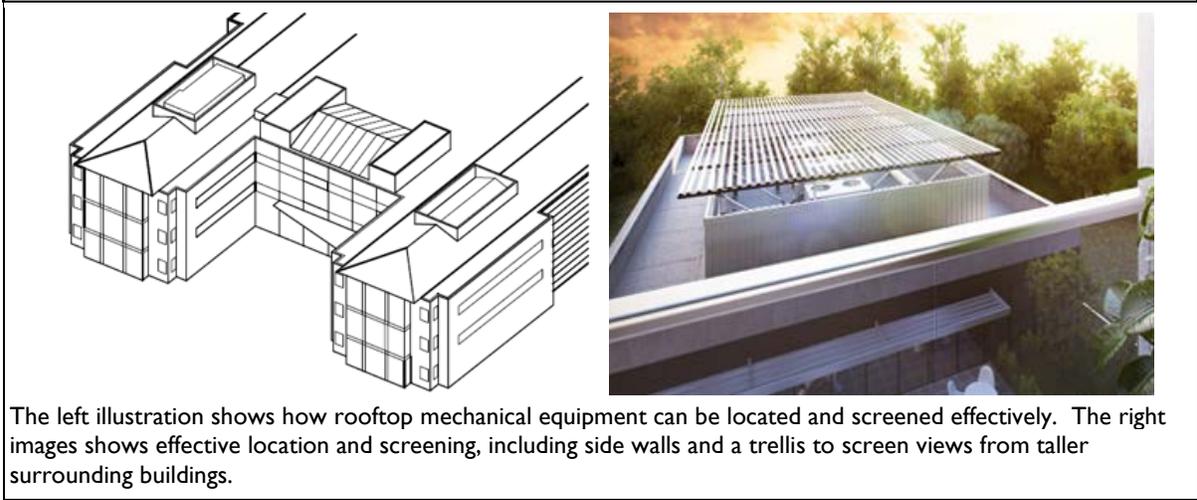
All examples use durable and attractive enclosures with trees and shrubs to soften views of the enclosures from the side. Image C and D use a trellis and weather protection structure on top – a desirable feature particularly where the top of the enclosures are visible from surrounding buildings, streets, and pathways (due to topography or building heights).

- d. Roof-mounted mechanical equipment.
 - a. All rooftop mechanical equipment, including air conditioners, heaters, vents, and similar equipment must be fully screened from public view at the street level. Screening must be located so as not to interfere with operation of the equipment.

Exception: Roof-mounted wind turbines, solar energy systems, and rainwater reuse systems do not require screening.

- b. For rooftop equipment, all screening devices must be well integrated into the architectural design through such elements as parapet walls, false roofs, roof wells, clerestories, or equipment rooms. Screening walls or unit-mounted screening is allowed but less desirable. Wood must not be used for screens or enclosures. Louvered designs are acceptable if consistent with building design style. Perforated metal is not permitted.
- b. The screening materials must be of material requiring minimal maintenance and must be as high as the equipment being screened.
- d. Locate and/or shield noise producing mechanical equipment such as fans, heat pumps, etc. to minimize sounds and reduce impacts to adjacent properties.

Figure 22. Examples of how to screen roof-mounted mechanical equipment.



CHAPTER 6:

Landscape Design

Intent:

- To achieve a high quality landscape that features a variety of plant materials.
- To utilize landscape materials to strengthen and unify the planning area's design identity.
- To select plant materials that are relatively hardy and require minimal maintenance.
- To add color, texture, and interest to the center.
- To screen high-impact uses.

A. Landscape Plan Concept

Intent:

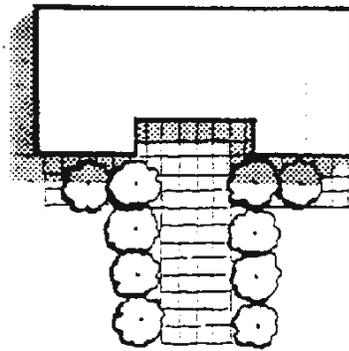
- To provide visual relief from large expanses of parking areas and integrate new construction into the natural environment.
- To provide some physical separation between vehicular and pedestrian traffic.
- To provide decorative landscaping as a focal setting for signs, special site elements, and/or pedestrian areas.
- To provide increased areas of permeable surfaces to allow for infiltration of surface water into groundwater resources, reduce the quantity of stormwater discharge, and improve the quality of stormwater discharge.

Requirements:

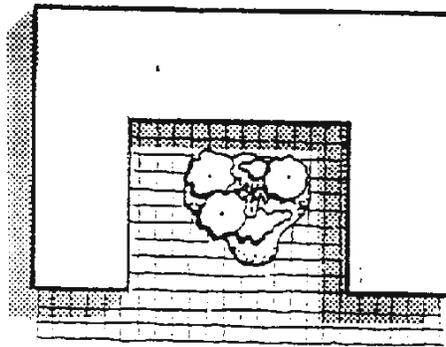
- I. Submit a landscape design plan and be prepared to demonstrate that the plan addresses the following considerations:
 - a. A unified pedestrian circulation system with amenities and plantings.
 - b. A coordinated system of open spaces and/or planted areas that provide the required pedestrian areas. The plan should indicate how the various spaces and plantings relate to the project's site design objectives of continuity, variety, activity, etc. The applicant should demonstrate that the landscaping treatment has a "concept" such as the example in Figure 23.
 - c. Screening of service or unsightly areas.
 - d. Plantings and/or site features that soften the appearance of buildings, and enhance the building's architectural qualities.

2. In addition, the design should consider the following landscape design objectives where appropriate:
 - a. Where feasible, coordinate the selection of plant material to provide a succession of blooms, seasonal color, and a variety of textures.
 - b. Provide a transition in landscaping design between adjacent sites, within a site, and from native vegetation areas in order to achieve greater continuity.
 - c. Design landscaping to create definition between public and private spaces.
 - d. Design landscaping to provide a transition between built structures (vertical planes) and the site (horizontal planes).
 - e. Use plantings to highlight significant site features and to define the function of the site, including parking, circulation, entries, and open space.

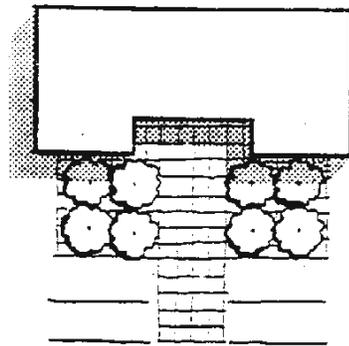
Figure 23. Examples of landscape designs associated with buildings.



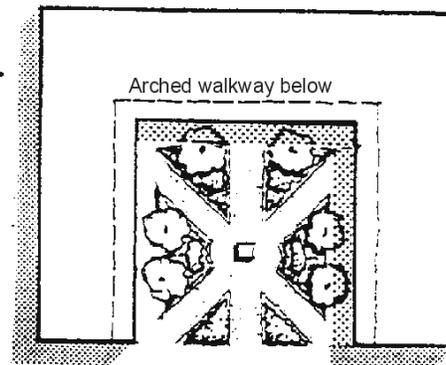
Axial symmetry along a path to enhance a building entry



Informal landscape island to soften open space



Base of trees to separate parking or service yard from building



Formal landscape elements to define pedestrian routes and reinforce building geometry

Figure 24. Utilizing landscaping to soften the appearance of buildings and enhancing their architectural qualities.



Image A uses a colorful mix of plantings in terraces to soften the appearance of the building from the street and add visual interest. Image B uses plantings and architectural walls as a focal point in front of the building. Image C below shows an unacceptable example without any type of softening shrubs or plantings beyond a single deciduous tree and lawn area, creating a stark image that detracts from the building's character.



B. Street Landscaping

Guidelines:

1. Sidewalks and pathways should be separated from the roadway by planting strips with street trees wherever possible.
2. Planting strips should generally be at least 5 feet in width. They should include evergreen shrubs no more than 4 feet in height and/or ground cover in accordance with the City of Monroe Landscape Standards (MMC Chapter 22.46), and canopy-type broadleaf trees placed an average of 25 feet on center. **EXCEPTIONS:** Where space is limited, planting strips less than 5 feet in width may be permitted by the City.
3. Street trees placed in tree grates may be more desirable in storefront settings when on-street parking is present.
4. Use of trees and other plantings with special qualities (e.g., spring flowers and/or good fall color) are strongly encouraged to unify development in the North Kelsey planning area.

Also see Guideline 3.B for building orientation provisions and parking lot screening provisions below.

C. Parking Lot Screening

Guideline:

Provide a landscaped drainage/stormwater treatment buffer between the sidewalk/street and parking area where possible. Size the buffer as necessary to perform required stormwater treatment function. Otherwise, a 5-foot wide landscaping buffer consistent with Type III landscaping as specified in MMC, Chapter 22.46, to provide a see-through buffer between public streets and parking lots is required. Integrate a low wall (36-42 inches tall) built of concrete, masonry, or other durable materials at the back end of the planting strip; EXCEPTION: The landscape buffer must be 10-foot wide between parking areas and sidewalks along Chain Lake Road.

Figure 25. Examples of acceptable parking lot screening.

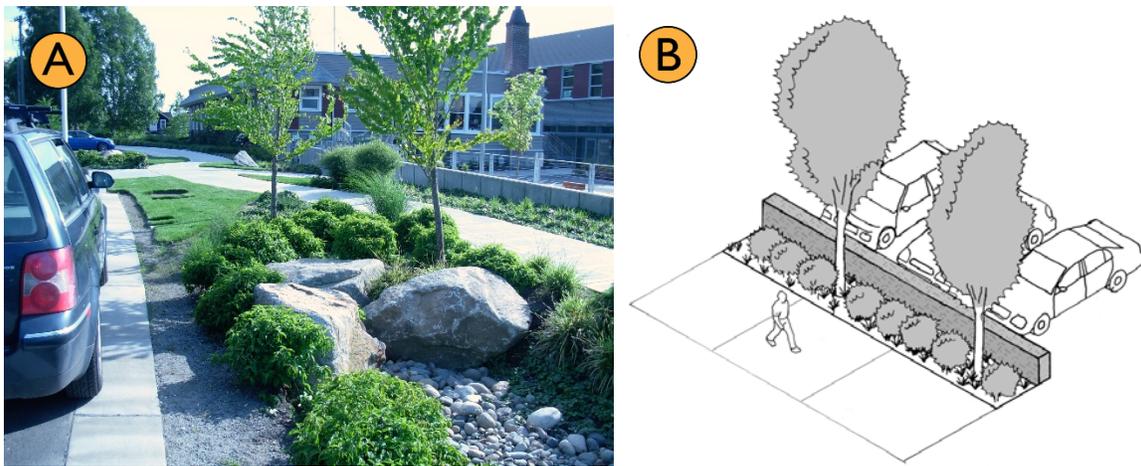


Image A is a good example of landscaped drainage/stormwater treatment buffer. Image B is a good example of landscaped combined with a low masonry wall on a parking lot perimeter.

D. Parking Lot Interior

Guideline:

Type IV landscaping as specified in MMC, Chapter 22.46, is required to provide shade and visual relief while maintaining clear site lines within parking areas.

E. Plaza/Pedestrian Area Landscaping within the Planned Development Area

These guidelines involve all other pedestrian-oriented spaces and open spaces.

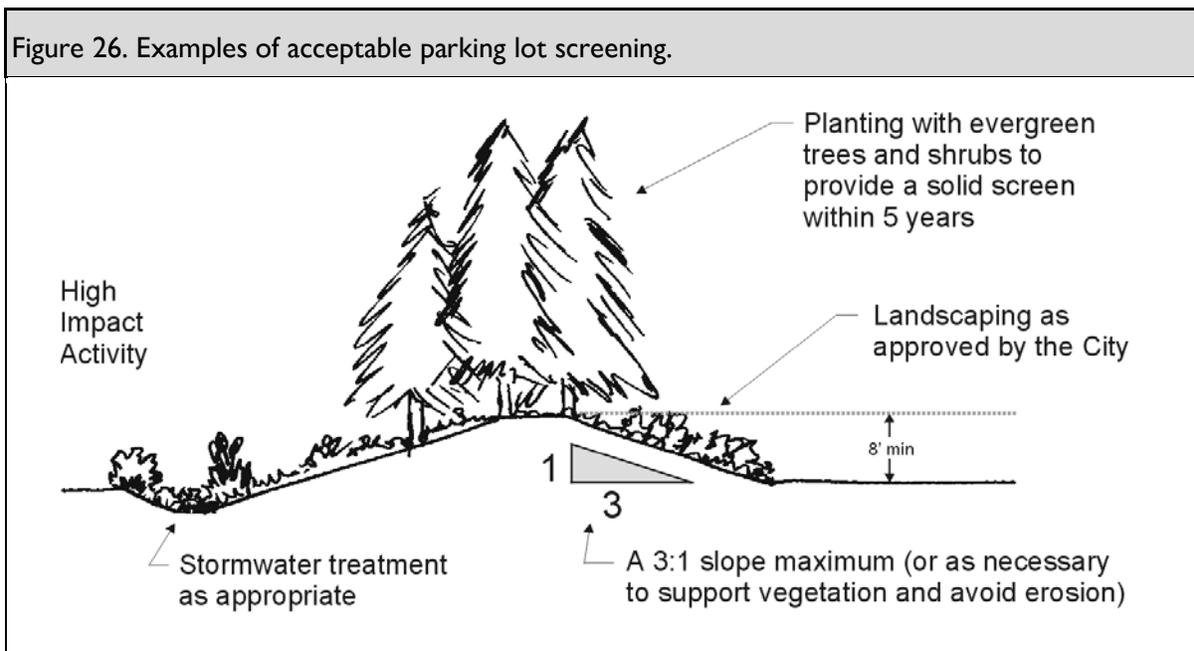
Guidelines:

1. A range of landscape materials—trees, evergreen shrubs, ground covers, and seasonal flowers—shall be provided for color and visual interest.
2. Planters or large pots with small shrubs and seasonal flowers may also be used to separate café seating from traffic flow and create protected areas within the plaza for sitting and people watching.
3. Creative use of plant materials, such as climbing vines or trellises, and use of sculpture groupings or similar treatments are also encouraged.
4. All landscaping shall be as approved by the City.
5. Sun angle at noon and wind pattern should be considered in the landscaping design of the plaza to maximize sunlight areas.

F. Screening High-Impact Uses

Guideline:

High impact uses such as sand and gravel mining operations, manufacturing, or public works facilities should be screened with a landscape berm per Figure 26 below.



CHAPTER 7: Signage and Lighting

A. Signs

Intent:

- To encourage signage that is both clear and of appropriate scale for the project.
- To enhance the visual qualities of signage through the use of complementary sizes, shapes, colors, and methods of illumination.
- To provide a comprehensive sign program that creates consistent design criteria for the entire North Kelsey planning area.

Guidelines:

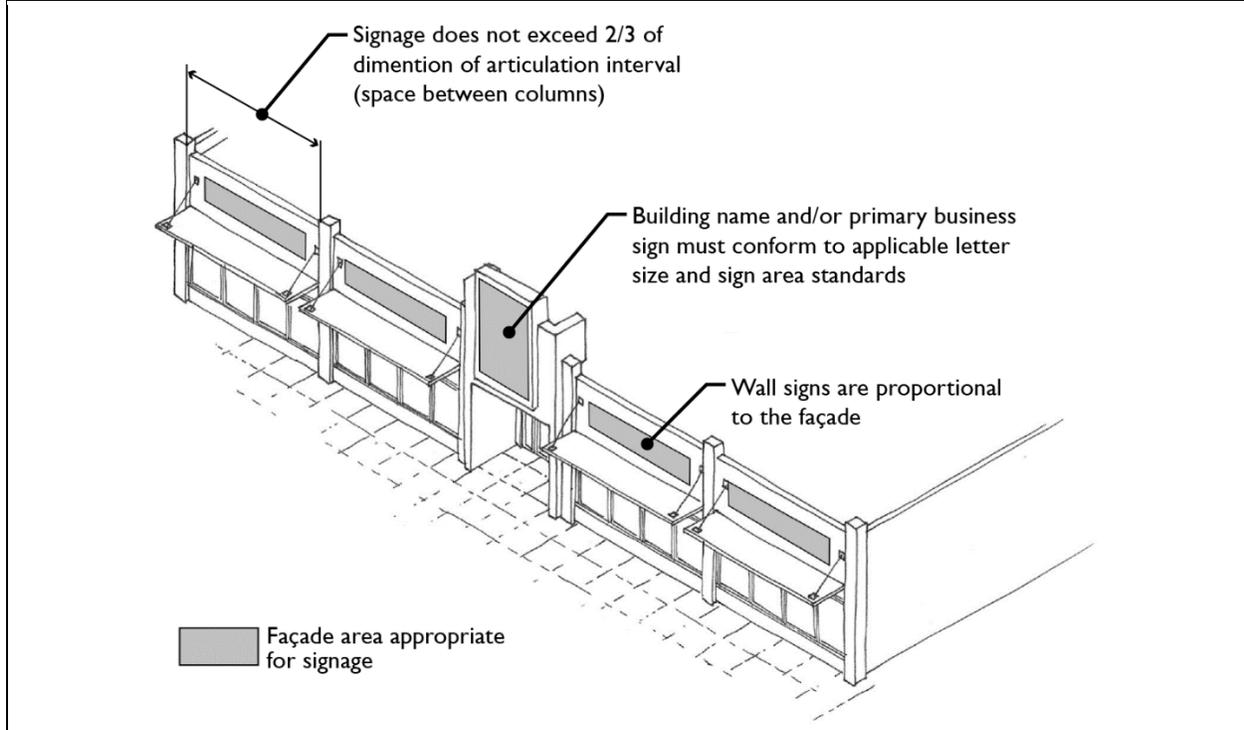
- I. Permitted sign illumination types. Table 4 below specifies permitted sign illumination types by zone.

Illumination Type		Permitted?	Other requirements
Channel letter. Light is emitted through the front or face of the letters.		Yes	May be incorporated into a permitted wall, pole, or monument sign
Halo illumination. Letter faces are opaque and light source provides halo effect through backlighting.		Yes	May be incorporated into a permitted wall, pole, or monument sign
Push-through. Letters are cut out of opaque sign face. Interior light shines through letter faces only.		Yes	May be incorporated into a permitted wall, pole, or monument sign
Neon.		Yes	May be incorporated into a permitted wall, projecting, window, pole, or monument sign

Table 4. Permitted signs illumination types.			
Illumination Type		Permitted?	Other requirements
Externally-illuminated sign.		Yes	Illumination techniques must focus the light on the sign and avoid glare to the sky, streets, sidewalks, and other public spaces, and adjacent uses.
Internally-illuminated cabinet signs. Sign face is illuminated through translucent casing. This includes internally illuminated changeable copy signs.		No	
Internally-illuminated awning signs. Awning face is illuminated through awning material.		No	
Electronic and video display signs. A sign which contains electronically-operated moving parts or which flashes or simulates motion by the use of electric lights.		No	

2. Signs projection over right-of-way. Only those projecting and suspended and under awning signs may be permitted to project into the public right-of-way, provided they meet all requirements relating to traffic, construction, safety and size, and are attached to an approved awning, canopy, marquee or porte cochere.
3. Wall sign location and design.
 - a. Wall signs must be proportional to the façade and are limited to 2/3 of individual façade width dimension. This standard also applies to upper level businesses.
 - b. Wall signs may not cover windows, building trim, an existing building name sign, or special ornamentation features. Preferred areas for installation of wall signs include blank areas above marquees, areas between vertical piers or columns, blank areas on a gabled roof, or upper reaches of a false fronted building.
 - c. Stacked words on wall signs are permitted. Generally, the primary business name is encouraged to be provided on one line, with additional text on rows above and/or below providing supporting information about the business in smaller fonts.

Figure 27. Illustrating wall sign guidelines.



B. Lighting

Intent:

- To enhance and encourage evening activities.
- To provide a distinctive character to the area.

Guidelines:

1. Uplighting on trees and provisions for seasonal lighting are encouraged.
2. Accent lighting on architectural and landscape features is encouraged to add interest and focal points.
3. Pedestrian-scaled lighting is required within the planned development area along all streets and in all public plazas and courts. Pedestrian-scaled lighting fixtures are generally 12-14 feet and of a character complementary to the building architecture.

Definitions

Articulation – Articulation is design emphasis placed on a particular architectural feature by special details, materials, change in building plane (recessed or extended from building surface), contrast in materials, or decorative artwork.

Blank Walls - walls subject to "blank wall" requirements meet the following criteria:

- Any wall or portion of a wall that has a surface area of 400 SF of vertical surface without a window, door, building modulation as defined below or other architectural feature (see figure below for measuring methods).
- Any ground level wall surface or section of a wall over 4' in height at ground level that is longer than 15' as measured horizontally without having a ground level window or door lying wholly or in part within that 15' section (see below).

Height – refers to vertical distance measured perpendicular to the ground surface.

Human Scale - The perceived size of a building relative to a human being. A building is considered to have "good human scale" if there is an expression of human activity or use that indicates the building's size. For example, traditionally sized doors, windows, and balconies are elements that respond to the size of the human body, so these elements in a building indicate a building's overall size.

Modulation - In the design guidelines, modulation is a stepping back or projecting forward of portions of a building face within specified intervals of building width and depth, as a means of breaking up the apparent bulk of a structure's continuous exterior walls.

Pathways – refer to any pedestrian route other than a *sidewalk*.

Pedestrian-Oriented Spaces - can be small to large widening of walking space, landscaped areas, areas for outdoor dining, or small play areas (see guidelines and requirements for *Pedestrian-Oriented Spaces* in Chapter 3).

Sidewalks - refer to concrete pedestrian routes adjacent to public right-of-ways.

“*Vertical building modulation*” means a stepping back or projecting forward vertical walls of a building face, within specified intervals of building width and depth, as a means of breaking up the apparent bulk of a structure’s continuous exterior walls.

Weather Protection – architectural features such as an awning, marquee, or canopy that protect pedestrians from rain and sunlight.

ZONING MAP

Zoning Districts

Residential Use

- Single-Family Residential - 4 Units per Acre (R4)
- Single-Family Residential - 7 Units per Acre (R7)
- Single-Family Residential - 15 Units per Acre (R15)
- Multifamily Residential (R25)

Mixed Use

- Mixed Use - Neighborhood (MN)
- Mixed Use - Medical (MM)
- Mixed Use - General (MG)

Commercial Use

- Tourist Commercial (TC)
- Downtown Commercial (DC)
- General Commercial (GC)
- Industrial Transition (IT)

Public Facility Use

- Institutional (IN)
- Transportation (TR)

Open Space Use

- Limited Open Space (LS)
- Parks (P)

Industrial Use

- Shoreline Industrial (SI)
- Light Industrial (LI)
- General Industrial (GI)
- + + + Airport Compatability Overlay

Zoning Overlay Districts

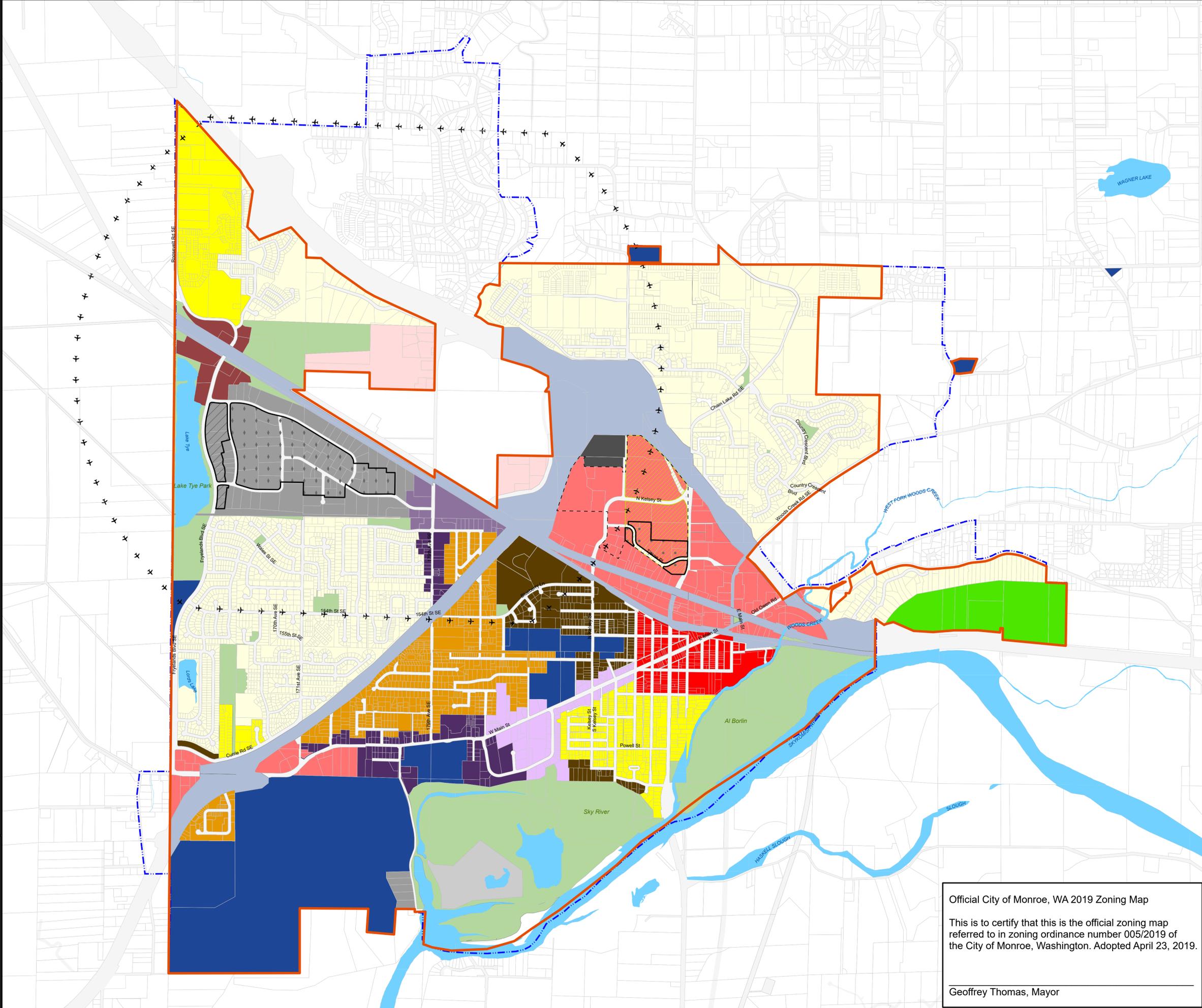
- ZoneDesc
- Adult Entertainment Overlay
 - Frylendans Commercial Overlay
 - North Kelsey Planned Development Area
 - North Kelsey Planning Area
 - North kelsey/Tjerne Place Overlay

- City Limits
- City Limits
 - Urban Growth Area



Map data shown is the property of the City of Monroe and Snohomish County. Inaccuracies may exist and the City of Monroe and 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 Planning and Permitting Department to verify the designation(s).

N:\GIS\CityMaps\ArcGIS Desktop Files\OfficialZoning\OfficialZoningOnline.aprx



Official City of Monroe, WA 2019 Zoning Map

This is to certify that this is the official zoning map referred to in zoning ordinance number 005/2019 of the City of Monroe, Washington. Adopted April 23, 2019.

Geoffrey Thomas, Mayor



CITY OF MONROE PLANNING COMMISSION STAFF ANALYSIS

A. GENERAL APPLICATION INFORMATION

File Number(s):	CA2020-02 (associated with SEPA2020-05)
Project Summary:	Proposed code text amendments to Chapter 22.14 and 22.26 of the Monroe Municipal Code (MMC), and amendments to the North Kelsey Development Plan Design Guidelines to allow stand-alone multi-family residential development.
Applicant:	City of Monroe
Location:	The affected geographic area includes the North Kelsey Planning Area and the North Kelsey Planned Development Area. Because other parcels in the North Kelsey Planning Area have been developed, the primary effect is on the remaining six (6) undeveloped parcels of the North Kelsey Planned Development Area. Those parcels are north of Tjerne Place SE, west of Chain Lake Road, and south of North Kelsey Street in Monroe, Washington. Parcel 27060100115100 is located south, adjacent to Providence Medical Group; parcels 27060100115200, 027060100115300, 27060100115400, 27060100115500, and 27060100115600 are located 400 feet south of Lowe's Home Improvement. These parcels are identified in the North Kelsey Development Plan Design Guidelines as the southern portion of the "North Kelsey Planned Development Area".
Public Hearing Date and Location:	Monday, November 23, 2020, at 7:00 PM via Zoom Virtual Meeting Platform
Staff Contact:	Anita Marrero, Senior Planner City of Monroe 806 West Main Street Monroe, WA 98272 (360) 863-4513 amarrero@monroewa.gov

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

The City of Monroe is proposing code text amendments to Chapter 22.14 and 22.26 of the Monroe Municipal Code (MMC), and amendments to the North Kelsey Development Plan Design Guidelines to allow stand-alone multi-family residential development. This is a nonproject action.

C. REVIEW PROCESS

1. Overview

MMC Table 22.84.060(B)(1): Project Permit Types, designates code amendments as Type IV project permits. Type IV permits require that the Planning Commission review the proposal and make a recommendation to the final decision authority, which is the City Council. The City is proposing amendments to the North Kelsey Development Plan Design Guidelines and code text amendments to Chapter 22.14 and 22.26 MMC, Zoning Maps and Districts and General

Commercial Zoning Districts, for consistency with the UDR. Therefore, a Planning Commission public hearing and recommendation to the City Council is required. The required public hearing in front of the Planning Commission was held on November 23, 2020.

Following the close of the public hearing, the Planning Commission will forward a recommendation to the City Council. According to MMC 22.84.030(D)(2), the Planning Commission shall make a written recommendation to the City Council regarding Type IV actions at the close of their final public hearing or at their next scheduled meeting. The written recommendation to the City Council shall be one of the following:

- a. Recommendation for additional time and/or resources on the application;
- b. Recommendation of approval of the legislative action;
- c. Recommendation of approval of the legislative action with modifications; or
- d. Recommendation of denial of the legislative action.

No earlier than December 8, 2020, the City Council will hold a first reading to consider the Commission's recommendation. Per MMC Table 22.84.060(B)(2), Decision-Making and Appeal Authorities, the City Council is the City's final decision authority on the proposed code amendments. The decision may be appealed subject to the judicial appeal provisions in MMC 22.84.080(D), Judicial Appeals.

2. Public Notification and Comments

- a. **Department of Commerce:** The proposed amendments were transmitted to the Washington State Department of Commerce for state agency review, in accordance with RCW 36.70A.106, on November 3, 2020. Expedited review (14 days rather than 60 days) was requested.
- b. **Notice of Public Hearing:** Notice of Public Hearing was provided in accordance with MMC 22.84.050(C) by posting the notice at City Hall and the Monroe Library, and publishing the notice in the Everett Daily Herald on November 12, 2020.

3. State Environmental Policy Act (SEPA) Review

Pursuant to WAC 197-11-704, the proposal is classified as a nonproject action under the State Environmental Policy Act. Nonproject actions involve "decisions on policies, plans, or programs," which includes the adoption of zoning ordinances [WAC 197-11-704(b)(ii)]. A SEPA Determination of Non-Significance (DNS) was issued on the proposed code amendments on November 7, 2020. The public comment and appeal periods for the DNS ended at 5:00 PM on November 21, 2020. One (1) agency comment was received. No appeals were received.

4. Public Hearing

The public hearing on this matter was held in front of the Planning Commission on November 23, 2020 at 7:00 PM via Zoom Virtual Meeting Platform, and was continued to December 14, 2020. No written comments were received prior to the public hearing.

D. FINDINGS OF FACT AND CONCLUSIONS OF LAW

Pursuant to MMC 22.72.040(E), Decision Criteria, an amendment to the unified development regulations shall not be granted unless the applicant demonstrates that all of the following criteria are met:

1. The proposed amendment to the development regulations is consistent with the policies and provisions of the Monroe comprehensive plan;
2. The amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title;
3. The subject property is suitable for development in conformance with the development regulations applicable under the proposed zoning district;
4. The proposed amendment advances the public interest of the community;

5. The amendment does not adversely affect public health, safety, or welfare; and
6. The amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.
7. In addition to those criteria in MMC 22.72.040(E)(1-6), amendments to the official zoning map (rezones) shall also meet all of the following criteria:
 - a. The amendment is consistent with the future land use map set out in the Monroe comprehensive plan;
 - b. The amendment is compatible with the uses and zoning of the adjacent properties;
 - c. The proposed reclassification does not constitute a “spot” zone;
 - d. Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;
 - e. The potential adverse environmental impacts of the types of development allowed by the proposed zone have been identified and can be mitigated taking into account all applicable regulations, or, the unmitigated impacts are acceptable; and
 - f. The proposed reclassification is an extension of an existing zone, or a logical transition between zones.

The following **Findings of Fact** have been made about the proposed code amendments, and the resulting **Conclusions of Law** were established from the Findings of Fact:

1. The proposed amendment to the development regulations is consistent with the policies and provisions of the Monroe comprehensive plan.

- a. **Findings of Fact:** The adopted 2015 – 2035 Monroe Comprehensive Plan contains applicable goals and policies, as shown below.

Policy/Action Item Number	Policy/Action Item Text
P.059, P.088, P.109	Sustain and enhance the Highway 2/North Kelsey commercial area as a local and regional draw, enhancing its range of retail, service and housing options.
P.063, P.095	Identify and promote the development of neighborhood commercial centers which serve and are compatible with surrounding residential areas, using location criteria and regulations.
P.096, P.111	Encourage the provision of higher density housing in close proximity to retail, health-care services, parks, and transportation routes.

- b. **Conclusions of Law:** Staff concludes the proposed amendment to the development regulations is consistent with policies and provisions of the Monroe comprehensive plan.

2. The amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title.

- a. **Findings of Fact:** The proposed amendments to the North Kelsey Design Guidelines are needed for consistency with the current UDR. The proposed code text amendments will incorporate the updated design guidelines, allow stand-alone multifamily, and allow uses that are consistent with the surrounding properties.
- b. **Conclusions of Law:** Staff concludes the amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title.

3. The subject property is suitable for development in conformance with the development regulations applicable under the proposed zoning district.

- a. **Findings of Fact:** The proposal is not site-specific. This criterion does not apply.
- b. **Conclusions of Law:** The proposal is not site-specific. This criterion does not apply.

4. The proposed amendment advances the public interest of the community.

- a. **Findings of Fact:** The application of these design guidelines will be a critical regulatory tool in implementing the community's design-related goals and objectives for the North Kelsey Planning Area and the North Kelsey Planned Development Area. These guidelines are directed to creating a development within the North Kelsey planning area that:
- Fosters a vibrant and accessible mixed-use district for the City of Monroe.
 - Enhances circulation for pedestrians and vehicles.
 - Features a spectrum of public open spaces and amenities.
 - Includes a mix of commercial, civic, recreational and residential activities
 - Accommodates retail, office, residential, and service development of various size and character as long as the development's perceived scale is appropriate for Monroe's character and the design quality is of the highest caliber.
 - Enhances the town's identity as a regional attraction.

The proposed amendments would advance the public interest by providing the opportunity for residential housing units which are greatly needed. The design guidelines will ensure that future development will match the character of the surrounding businesses and provide for a pedestrian friendly design.

- b. **Conclusions of Law:** Staff concludes the proposed amendment advances the public interest of the community.

5. The amendment does not adversely affect public health, safety, or welfare.

- a. **Findings of Fact:** The proposed amendments revises narrative, goals, and policies that will have no effect on public health, safety, or welfare. The North Kelsey Planning Area is fully served with infrastructure and within the capacity range for the City's sewer, water, and stormwater systems.
- b. **Conclusions of Law:** Staff concludes the amendment does not adversely affect public health, safety, or welfare.

6. The amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.

- a. **Findings of Fact:** The North Kelsey Design Guidelines need to be updated to address the changing circumstances of the city and for consistency with the current code. The market for retail and office space has fundamentally changed since the recession and the growing dominance of on-line sales and e-commerce retailers such as Amazon. In February 2018, the City Council selected a new broker team to market and sell the property. The current team is working to update the site plan to reflect changes in the retail and housing market.

The proposed code amendments in 2018 were included in the UDR update which provided for a combination of horizontal and vertical mixed-use, multifamily housing, retail space, and a public "village green" within the North Kelsey/Tjerne Place Planning Area. The revisions to the City's development regulations included allowing for residential development within the permitted land uses, increasing maximum building heights, and revising minimum parking standards to incorporate five stories of living space above parking in the North Kelsey/Tjerne Place Planning Area.

The current proposed amendments include amendments to the North Kelsey Design Guidelines to address medium box stores, service based industries like childcare, and multifamily development; amendments to the zoning map as the current zoning map inadvertently left out the original North Kelsey Planning Area and the North Kelsey Planned Development Area; and code text amendments to delete references to mixed-use development in the North Kelsey/Tjerne Place overlay district.

- b. **Conclusions of Law:** Staff concludes the amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.

7. ***In addition to those criteria in MMC 22.72.040(E)(1-6), amendments to the official zoning map (rezones) shall also meet all of the following criteria:***

- a. *The amendment is consistent with the future land use map set out in the Monroe comprehensive plan;*
 - b. *The amendment is compatible with the uses and zoning of the adjacent properties;*
 - c. *The proposed reclassification does not constitute a “spot” zone;*
 - d. *Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;*
 - e. *The potential adverse environmental impacts of the types of development allowed by the proposed zone have been identified and can be mitigated taking into account all applicable regulations, or, the unmitigated impacts are acceptable; and*
 - f. *The proposed reclassification is an extension of an existing zone, or a logical transition between zones.*
- i. **Findings of Fact:** The proposal does include an amendment to the official zoning map but it is not a change, rather a correction, as the current zoning map inadvertently left out the original North Kelsey Planning Area and the North Kelsey Planned Development Area when the zoning map was updated in 2019.
 - ii. **Conclusions of Law:** The criterion for amendments to the official zoning map have been met.

E. STAFF RECOMMENDATION

Based on the analysis and findings included herein, staff recommends to the Planning Commission the following:

Move to **DIRECT** staff to draft Findings of Fact and Conclusions of Law for the Planning Commission that **RECOMMEND** that the Monroe City Council **APPROVE** the proposed code text amendments to Chapter 22.14 and 22.26 of the Monroe Municipal Code (MMC), and amendments to the North Kelsey Development Plan Design Guidelines.



SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. Background

1. Name of proposed project, if applicable:

North Kelsey/Tjerne Place Overlay District Amendments to Comprehensive Plan and Monroe Municipal Code to allow single-purpose multi-family developments.

2. Name of applicant:

City of Monroe

3. Address and phone number of applicant and contact person:

*Ben Swanson, Community Development Director
City of Monroe
806 West Main Street, Monroe, Washington 98272
360-863-4544
BSwanson@monroewa.gov*

4. Date checklist prepared:

July 16, 2020

5. Agency requesting checklist:

City of Monroe, Department of Community Development

6. Proposed timing or schedule (including phasing, if applicable):

The project will be subject to the following steps. An exact schedule has not been established.

- *Planning Commission review*
- *Planning commission public hearing*
- *Department of Commerce mandatory 60-day review period*
- *Adoption of Comprehensive Plan Amendment by City Council*

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

This proposal is non-project action that would change the Title 22 of the Monroe Municipal Code (MMC). It is expected that one or more development applications will follow adoption of the proposed regulations.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

City of Monroe North Kelsey Sub Area Plan, Planned Action Final Supplemental Environmental Impact Statement, March 10, 2004

North Kelsey Sub-Area Trip Generation Analysis Memorandum, prepared by Fehr & Peers, dated June 27, 2018

Background

In 2004 the City of Monroe (City) adopted a Planned Action Ordinance for a 68-acre site that included mixed-use commercial and residential development of the North Kelsey Sub Area. These actions were evaluated in the North Kelsey Supplemental Environmental Impact Statement (SEIS) (City of Monroe 2004). Since 2004, large format retail, a shopping center, a clinic and medical offices, and a fast food restaurant have been constructed in the North Kelsey Sub Area.

The City is currently considering a proposal for the remaining undeveloped portion of the North Kelsey Sub Area to allow construction of approximately 200 units of multifamily housing accompanied by 54,000 square feet of retail with the commercial development in a separate building or buildings (See Attachment 1).

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

As of the date of this writing, no other proposal applications are pending government approvals that affect the North Kelsey Sub Area.

10. List any government approvals or permits that will be needed for your proposal, if known.

- *Comprehensive Plan Amendment*
- *Ordinance adopting changes to MMC*
- *Washington State Department of Commerce review process*

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The proposal is to change the use and development standards for the North Kelsey/Tjerne Place Overlay District (NK/TP-O) to allow multifamily development that is not in a mixed-use building. Under current zoning, multifamily residential units would only be allowed in a mixed-use type of structure, with both commercial and multifamily in the same structure. The proposed change would allow single purpose or stand-alone multifamily buildings, but would not increase the allowable density of either commercial or residential development.

While this is a non-project action, it pertains to the development of a specific site in Monroe, Washington. The affected geographic area includes the entire North Kelsey Sub Area, but because other parcels in that area have been recently redeveloped, the primary effect is on the remaining six undeveloped parcels of the North Kelsey Sub Area.

The City is currently considering a proposal for the remaining undeveloped portion of the North Kelsey Sub Area to allow construction of approximately 200 units of multifamily housing accompanied by 54,000 square feet of retail with the commercial development in a separate building or buildings (Attachment 1). Because this is the likely density of development that could occur under the proposed change in regulations, this analysis uses that proposed development as a reasonable approximation of the impacts that could result from this proposed change in regulations. However, any project built on the site would be subject to project level SEPA review.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The affected geographic area includes the entire North Kelsey Sub Area, but because other parcels in that area have been recently redeveloped, the primary effect is on the remaining six undeveloped parcels of the North Kelsey Sub Area. Those parcels are north of Tjerne Place SE, west of Chain Lake Road, and south of North Kelsey Street in Monroe, Washington. Parcels 27060100115000 and 27060100115100 are located south, adjacent to Providence Health; parcels 27060100115200, 027060100115300, 27060100115500, and 27060100115400 are located approximately 400 feet south of Lowe's Home Improvement (Attachment 1). These parcels are identified in the North Kelsey Development Plan as the southern portion of the "North Kelsey South Area".

B. Environmental Elements

1. Earth

- a. General description of the site:

The affected geographic area is characterized by generally very flat topography and was graded to its current configuration during previous development.

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other:

- b. What is the steepest slope on the site (approximate percent slope)?

The affected geographic area is flat; steepest slopes are less than 3%.

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

The soils in the affected geographic area are predominantly Everett very gravelly sandy loam, 0 to 8 percent slopes (NRCS 2020).

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

No, there are no indications or history of unstable soils.

- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

This is a non-project level SEPA Checklist and no filling, excavation or grading is proposed. These types of activities will be evaluated in a project-level SEPA for a specific project.

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

This is a non-project level SEPA Checklist and no filling, excavation or grading is proposed. Individual projects will be required to comply with the policies and regulations of the MMC.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

The affected geographic area is approximately 10% impervious surfaces. The majority is undeveloped.

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

This is a non-project level SEPA Checklist, measures to reduce or control erosion, or other earth impacts will be evaluated in a project level SEPA evaluation for a specific project. Individual projects will be required to comply with the policies and regulations of the MMC.

2. Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

This is a non-project level SEPA Checklist, and no activities that would result in air impacts are proposed. Impacts to the air from a specific project will be evaluated in a project level SEPA evaluation and will be required to comply with the policies and regulations of the MMC.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

This is a non-project level SEPA Checklist, and emissions or odors would not affect the proposal. Emissions or odors associated with Lakeside Industries, an asphalt plant, may affect future proposed residential developments. Potential impacts were evaluated in the North Kelsey SEIS (City of Monroe 2004). Lakeside Industries operates according to federal and state laws that regulate the types and levels of emissions considered to be acceptable. Potential impacts will be evaluated for a specific project in a project level SEPA evaluation.

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

This is a non-project level SEPA Checklist, measures to reduce or control emissions, or other impacts to air will be evaluated in a project level SEPA evaluation for a specific project.

3. Water

- a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

No, there are no known water bodies in the vicinity of the affected geographic area. There are two constructed stormwater ponds in the vicinity.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
NOT APPLICABLE.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
NOT APPLICABLE.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
NOT APPLICABLE.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

No.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

This is a non-project level SEPA Checklist and no discharge of waste material is proposed. These types of activities will be evaluated in a project level SEPA for a specific project. Individual projects will be required to comply with the policies and regulations of the MMC.

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

This is a non-project level SEPA Checklist and no withdrawal from a well or discharge to groundwater is proposed. These types of activities will be evaluated in a project level SEPA for a specific project. Individual projects will be required to comply with the policies and regulations of the MMC.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

This is a non-project level SEPA Checklist and no discharge to the ground is proposed. These types of activities will be evaluated in a project level SEPA for a specific project. Individual projects will be required to comply with the policies and regulations of the MMC.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

This is a non-project level SEPA Checklist and no sources of runoff proposed. These types of activities will be evaluated in a project level SEPA for a specific project. Individual projects will be required to comply with the policies and regulations of the MMC.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

NOT APPLICABLE.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

NOT APPLICABLE.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

NOT APPLICABLE.

4. Plants

- a. Check the types of vegetation found on the site:

deciduous tree: alder, maple, aspen, other

evergreen tree: fir, cedar, pine, other

shrubs

grass

pasture

crop or grain

Orchards, vineyards or other permanent crops.

wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

water plants: water lily, eelgrass, milfoil, other

other types of vegetation

- b. What kind and amount of vegetation will be removed or altered?

This is a non-project level SEPA Checklist and no vegetation removal or alternation is proposed. These types of activities will be evaluated in a project level SEPA for a specific project.

- c. List threatened and endangered species known to be on or near the site.

No threatened or endangered species are known to be on or near the site (WDNR 2020).

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

NOT APPLICABLE.

- e. List all noxious weeds and invasive species known to be on or near the site.

There are no known noxious weeds or invasive species known to be on or near the affected geographic area.

5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.

Animals likely to occur are typical urban animals and birds.

Fish: not applicable

Amphibians: none known

Reptiles: none known

Birds: species adapted to urban areas such as gulls, American crow, rock pigeon, chickadee, robin, Steller's jay.

Mammals: species adapted to urban areas such as Norway rat, raccoon, opossum.

b. List any threatened and endangered species known to be on or near the site.

No threatened or endangered species are known to be on or near the affected geographic area (WDFW 2020).

c. Is the site part of a migration route? If so, explain.

The project affected geographic area is located within the Pacific Flyway, which is a flight corridor for migrating waterfowl and other avian fauna. The Pacific Flyway extends from Alaska south to Mexico and South America. No portion of the proposed project would interfere with or alter the Pacific Flyway.

d. Proposed measures to preserve or enhance wildlife, if any:
NOT APPLICABLE.

e. List any invasive animal species known to be on or near the site.

There are no known invasive animals species on or near the affected geographic area.

6. Energy and Natural Resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

This is a non-project level SEPA Checklist and energy will not be needed. Energy needs will be evaluated as part of individual projects.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.
NOT APPLICABLE.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:
These types of activities will be evaluated in a project level SEPA for a specific project. Individual projects will be required to comply with the policies and regulations of the MMC.

7. Environmental Health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

This is a non-project level SEPA Checklist and there would not be environmental health hazards as a result of the proposal. These types of activities will be evaluated in a project level SEPA for a specific project and be required to comply with the policies and regulation of the MMC.

- 1) Describe any known or possible contamination at the site from present or past uses.

There are no known contaminations at the affected geographic area. Lakeside Industries Mining previously operated on the North Kelsey North Site, just north of the affected geographic area (Ecology 2020).

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

None known.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

This is a non-project level SEPA Checklist and there would be no hazardous chemicals stored or used as a result of the proposal. These types of activities will be evaluated in a project level SEPA for a specific project and be required to comply with the policies and regulation of the MMC.

- 4) Describe special emergency services that might be required.

This is a non-project level SEPA Checklist and there would be no special emergency services required as a result of the proposal.

- 5) Proposed measures to reduce or control environmental health hazards, if any:
NOT APPLICABLE.

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

For the North Kelsey SEIS (City of Monroe 2004), Noise analysis was conducted that focused on noise from the Lakeside Industries operations (conveyor belts moving gravel and the truck traffic), previously located on the property now occupied by Walmart. The noise analysis, detailed in the SEIS, determined that the noise impacts were not significant and would not create adverse impacts (City of Monroe 2004). Lakeside Industries has moved to north of the Galaxy Theater in 2006-2007, which is further from the affected geographic area.

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

This is a non-project level SEPA Checklist and there would be no noise associated with the proposal. These types of activities will be evaluated in a project level SEPA for a specific project and be required to comply with the policies and regulation of the MMC.

3) Proposed measures to reduce or control noise impacts, if any:
NOT APPLICABLE.

8. Land and Shoreline Use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

The affected geographic area is currently undeveloped. Adjacent properties are commercial uses, a medical center, restaurants, and hotels. The proposal would change the zoning to allow stand alone multi-family residential, however, the number of residences is not greater than was evaluated in the North Kelsey SEIS (City of Monroe 2004). Thus the proposal is not expected to affect adjacent land uses.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

Farming and forestry have occurred historically in the area. It is not known if the affected geographic area was a working farm or forest.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

No.

c. Describe any structures on the site.

None.

- d. Will any structures be demolished? If so, what?

No.

- e. What is the current zoning classification of the site?

General Commercial (GC) - North Kelsey/Tjerne Place Overlay District (NK/TP-O)

- f. What is the current comprehensive plan designation of the site?

General Commercial (GC)

- g. If applicable, what is the current shoreline master program designation of the site?

NOT APPLICABLE.

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

No.

- i. Approximately how many people would reside or work in the completed project?

This is a non-project level SEPA Checklist and there would be no residents associated with the proposal. Individual projects will be required to comply with the policies and regulations of the MMC. The proposal would change zoning allowing stand alone multifamily residential development in the North Kelsey/Tjerne Place Overlay District; however, the number of residences allowed would not increase.

- j. Approximately how many people would the completed project displace?

None.

- k. Proposed measures to avoid or reduce displacement impacts, if any:

NOT APPLICABLE.

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

NOT APPLICABLE.

- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

NOT APPLICABLE.

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

This is a non-project level SEPA Checklist and there would be no residences constructed directly as a result of the change in use and development standards. The proposal would facilitate residential development of approximately 200 units on the undeveloped portion of the North Kelsey Sub Area. Individual projects will be required to undergo a project level SEPA review and comply with the policies and regulations of the MMC. It is not known what income level the housing would be targeted toward.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

None.

- c. Proposed measures to reduce or control housing impacts, if any:
NOT APPLICABLE.

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

This is a non-project level SEPA Checklist and there would be no structures constructed as a result of the change in zoning to allow stand-alone multifamily development. Structure height would be evaluated in a project level evaluation and would be required to comply with the North Kelsey Development Pan Design Guidelines (2012, or as amended) and MMC.

- b. What views in the immediate vicinity would be altered or obstructed?

This is a non-project level SEPA Checklist and there would be no changes to view associated with the proposal. Changes to views would be evaluated in a project level evaluation and would be required to comply with the North Kelsey Development Pan Design Guidelines (2012) and MMC.

- c. Proposed measures to reduce or control aesthetic impacts, if any:
NOT APPLICABLE.

11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

This is a non-project level SEPA Checklist and there would be no light or glare associated with the proposal. Light and glare would be evaluated in a project level evaluation and would be required to comply with the North Kelsey Development Pan Design Guidelines (2012) and MMC.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

NOT APPLICABLE.

- c. What existing off-site sources of light or glare may affect your proposal?

Off-site sources of light or glare include parking lot and building lighting from surrounding commercial properties. Light and glare from traffic and lighting on Highway 2 may also affect the proposal. Potential effects would be evaluated in a project level SEPA for a specific development proposal.

- d. Proposed measures to reduce or control light and glare impacts, if any:

NOT APPLICABLE.

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?

The affected geographic area is surrounded by commercial development and recreational opportunities in the immediate vicinity are quite limited.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

This is a non-project level SEPA Checklist and there would be no changes to recreation. Potential impacts to recreation will be evaluated in a project level SEPA for a specific project and be required to comply with the policies and regulation of the MMC.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

NOT APPLICABLE.

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

There are no known buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers. Historic and cultural resources were not identified as an element of concern in the North Kelsey SEIS (City of Monroe 2004). Historic and cultural resources will be evaluated for a specific project application.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

No.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

This is a non-project level SEPA Checklist and no land disturbance is proposed. Specific projects will be evaluated in a project level SEPA evaluation and required to comply with the policies and regulation of the MMC.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

This is a non-project level SEPA Checklist and no land disturbance is proposed.

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

Public streets serving the affected geographic area are Tjerne Place SE to the south, Chain Lake Road to the east, and North Kelsey Street to the north. US-2 also runs east west south of the affected geographic area.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Transit to Monroe is provided by Community Transit. Buses 270, 271 and 424 stop at the Monroe Park and Ride which is approximately 1.3 miles from the affected geographic area. Buses 270 and 271 also stop at Highway 2 and Woods Creek Rd approximately 0.3 miles from the affected geographic area.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

This is a non-project level SEPA Checklist and there would be no parking changes associated with the proposal. Parking would be evaluated in a project level evaluation and would be required to comply with MMC.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

This is a non-project level SEPA Checklist and there would be no transportation facility changes associated with the proposal. Transportation impacts would be evaluated in a project level evaluation and would be required to comply with MMC.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No.

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

This is a non-project level SEPA Checklist and there would be no changes to vehicle trips associated with the proposal. Peak hour trip generation was evaluated for the proposed development on the undeveloped parcels, to compare with the evaluation in the North Kelsey Sub Ara Planned Action Ordinance. That analysis found the development would generate approximately 300 to 325 trips during the PM peak hour, the highest volume period during the day. This was found to be less than anticipated when considered together with all development that has occurred under the Planned Action.

Vehicle trips would be evaluated in a project level evaluation and would be required to comply with MMC.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No.

- h. Proposed measures to reduce or control transportation impacts, if any:

NOT APPLICABLE.

15. Public Services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

This is a non-project level SEPA Checklist and there would be no increased need for public services associated with the proposal. Impacts to public services would be evaluated at the project level.

- b. Proposed measures to reduce or control direct impacts on public services, if any.
NOT APPLICABLE.

16. Utilities

- a. Circle utilities currently available at the site:

electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,

other _____

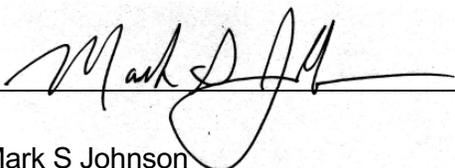
The affected geographic area is currently undeveloped, but all necessary utilities are available at the site, or will be extended as needed with a development proposal.

- d. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

This is a non-project level SEPA Checklist and there are no utilities proposed with the change in use and development standards. Impacts to public services would be evaluated at the project level.

C. Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____


Name of signee Mark S Johnson

Position and Agency/Organization: Environmental Science Associates, on behalf of the City of Monroe.

Date Submitted: July 16, 2020

NOTE: SEE SECTION D BELOW

D. Supplemental sheet for non-project actions

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

As a non-project action, revising the comprehensive plan and use and development regulations within the affected geographic area would not increase discharges to water; emissions to air; production of noise; production, storage, or releases of toxic or hazardous substances. The North Kelsey Sub Area Plan included multi-family residential and the North Kelsey Sub Area Plan SEIS (City of Monroe 2004) included evaluation of multi-family residential in potential mixed-use developments. The following potential impacts were identified in the North Kelsey Sub Area Plan SEIS (City of Monroe 2004), and are not likely to increase a result of the proposal:

- **Discharges to Water:** *Newly created impervious surface could result in contamination of surface water, streams, rivers, and ground water resources by vehicles by-products and industrial operations. Untreated surface water runoff could include increased sedimentation loads, and water mixed with vehicle oils and heavy metals. To avoid impacts of these pollutants, a surface water management facility was required. Stormwater ponds were constructed to collect stormwater from Chainlake Road and Tjerne Place and the proposed courtyard area in the original sub area plan. Any new development will have to install private stormwater facilities.*
- **Emissions to Air.** *Commercial and residential development was not expected to create significant air quality impacts. An evaluation of traffic from the anticipated types of development showed that traffic impacts would be the same or less, therefore air emissions would similarly be no greater than found in the SEIS.*
- **Production of Noise.** *Development scenarios were not expected to generate significant adverse noise impacts.*
- **Production, Storage, or Release of Toxic or Hazardous Substances.** *No significant impacts were anticipated.*

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Impacts to plants, animal, fish or marine life are not expected. Potential impacts to plants or animals from a stand-alone Multi-family residential development would be the same or less than for a mixed use development. The number of occupants and level of activity would be the same or less. Additionally, the affected geographic area is an undeveloped grass area with limited habitat. Development would comply with applicable MMC as well as the North Kelsey Development Plan Design Guidelines (City of Monroe 2012).

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

Development would comply with applicable MMC as well as the North Kelsey Development Plan Design Guidelines (City of Monroe 2012, as amended).

3. How would the proposal be likely to deplete energy or natural resources?

Energy demand for multi-family development would be the same or less than for a general commercial type development.

Proposed measures to protect or conserve energy and natural resources are:

Development would comply with applicable MMC as well as the North Kelsey Development Plan Design Guidelines (City of Monroe 2012 as amended).

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

There are no known environmentally sensitive areas parks, wilderness, wild and scenic rivers, threatened or endangered species, historic or cultural sites, wetlands, floodplains, or prime farmland in the immediate vicinity of the affected geographic area.

Proposed measures to protect such resources or to avoid or reduce impacts are:

None required.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The affected geographic area is not in the shoreline. The proposal to allow stand-alone multi-family development would be compatible with existing uses in the affected geography. While generally compatible with the Comprehensive Plan and Sub Area plan, these would be amended to clarify that these types of uses are considered compatible.

Proposed measures to avoid or reduce shoreline and land use impacts are:

Development would comply with applicable MMC as well as the North Kelsey Development Plan Design Guidelines (City of Monroe 2012 as amended).

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The number of occupants and level of activity expected with multi-family residential would be the same or less than with mixed use development, therefore the demand for public services and utilities would not increase. A Trip Generation Analysis was conducted in 2018 (Fehr & Peers) that evaluated the potential number of trips for a multi-family development and compared it to trips evaluated in the North Kelsey Sub Area SEIS (City of Monroe 2004). The study showed that a multi-family development would fall within the range of capacity defined in the SEIS. The SEIS found the impacts would not be significant if transportation improvements were developed per the plan. All roads proposed in the plan have been developed already.

Proposed measures to reduce or respond to such demand(s) are:

None. Development will be required to comply with MMC impact fees and other requirements.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

No conflicts are anticipated with any local, state or federal laws or requirements protection the environment. Any development would be subject to compliance with the MMC. The proposed changes do not supersede other agencies' authority to regulate projects within their jurisdiction (e.g., U.S. Army Corps of Engineers, Washington Department of Fishing and Wildlife, Washington Department of Ecology, Washington Department of Natural Resources, etc.).

REFERENCES

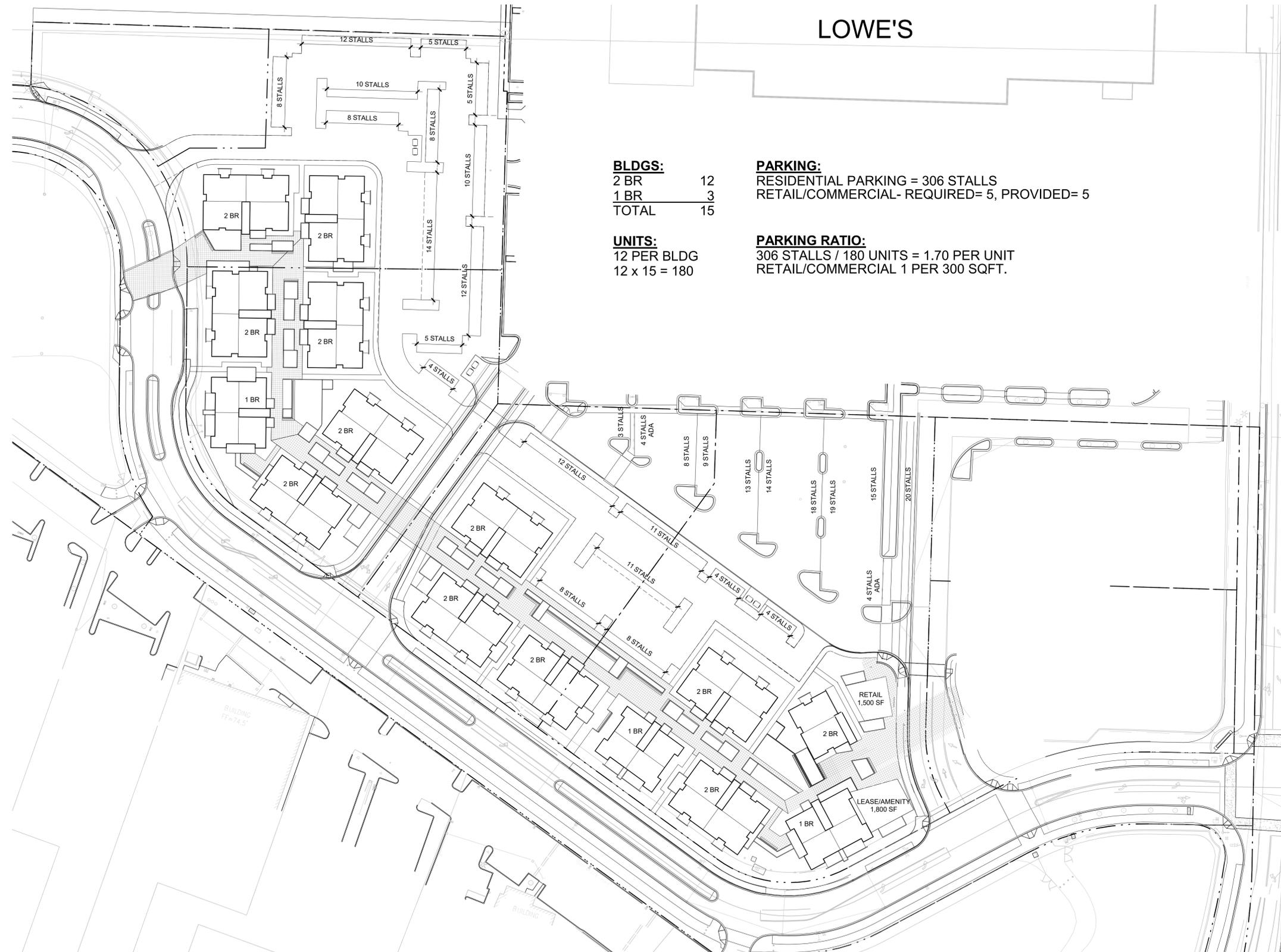
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ATTACHMENT 1

SITE PLANS

EXHIBIT A: CONCEPTUAL SITE PLAN

SUBJECT TO CHANGE



BLDGS:
 2 BR 12
 1 BR 3
 TOTAL 15

UNITS:
 12 PER BLDG
 12 x 15 = 180

PARKING:
 RESIDENTIAL PARKING = 306 STALLS
 RETAIL/COMMERCIAL- REQUIRED= 5, PROVIDED= 5

PARKING RATIO:
 306 STALLS / 180 UNITS = 1.70 PER UNIT
 RETAIL/COMMERCIAL 1 PER 300 SQFT.

LOWE'S

1 ARCHITECTURAL SITE PLAN
 1" = 50'-0"



PROJECT:
 NEW CONSTRUCTION
MONROE MULTIFAMILY
 ADDRESS
 ADDRESS
 ADDRESS

REVISIONS

NO.	DATE	DESCRIPTION

DATE
 Issue Date
 BCRA NO.
 Project Number
 DRAWN BY:
 REVIEWED BY: Reviewer
 SHEET TITLE
 SITE PLAN

EXHIBIT B: Conceptual Sections

DESIGN

Legend

- 01 Bocce Ball Court
- 02 Linear Park
- 03 2 Bedroom Unit
- 04 Planter/Landscape
- 05 Sidewalk
- 06 Drive lane/parking

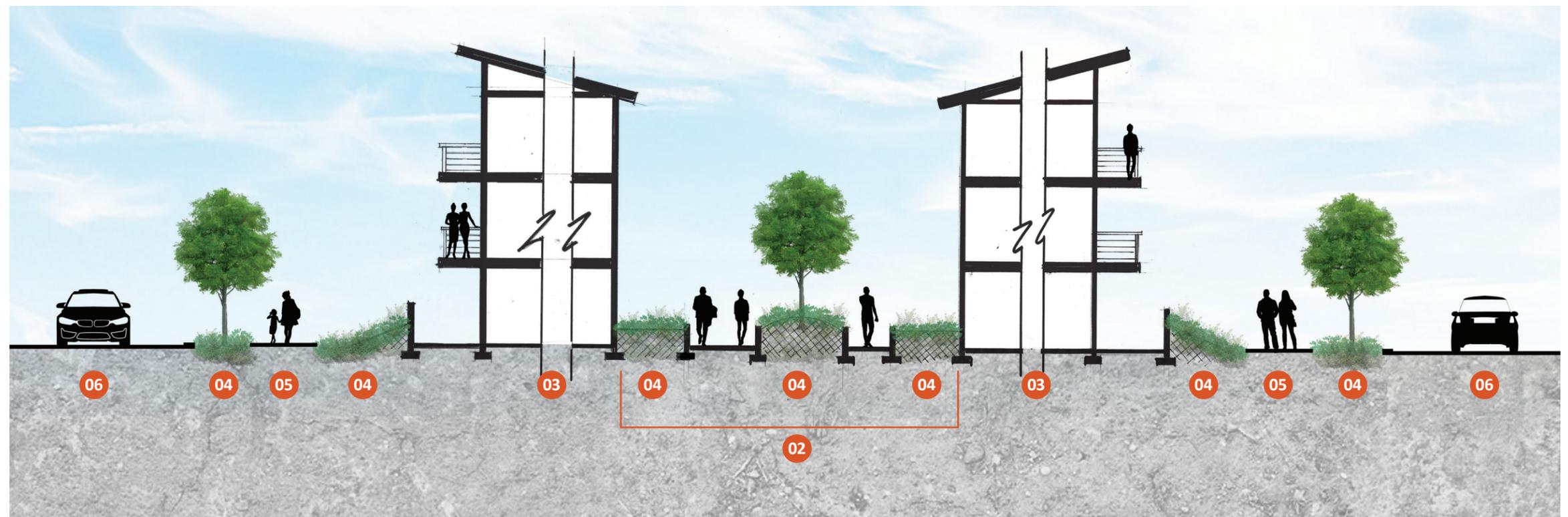
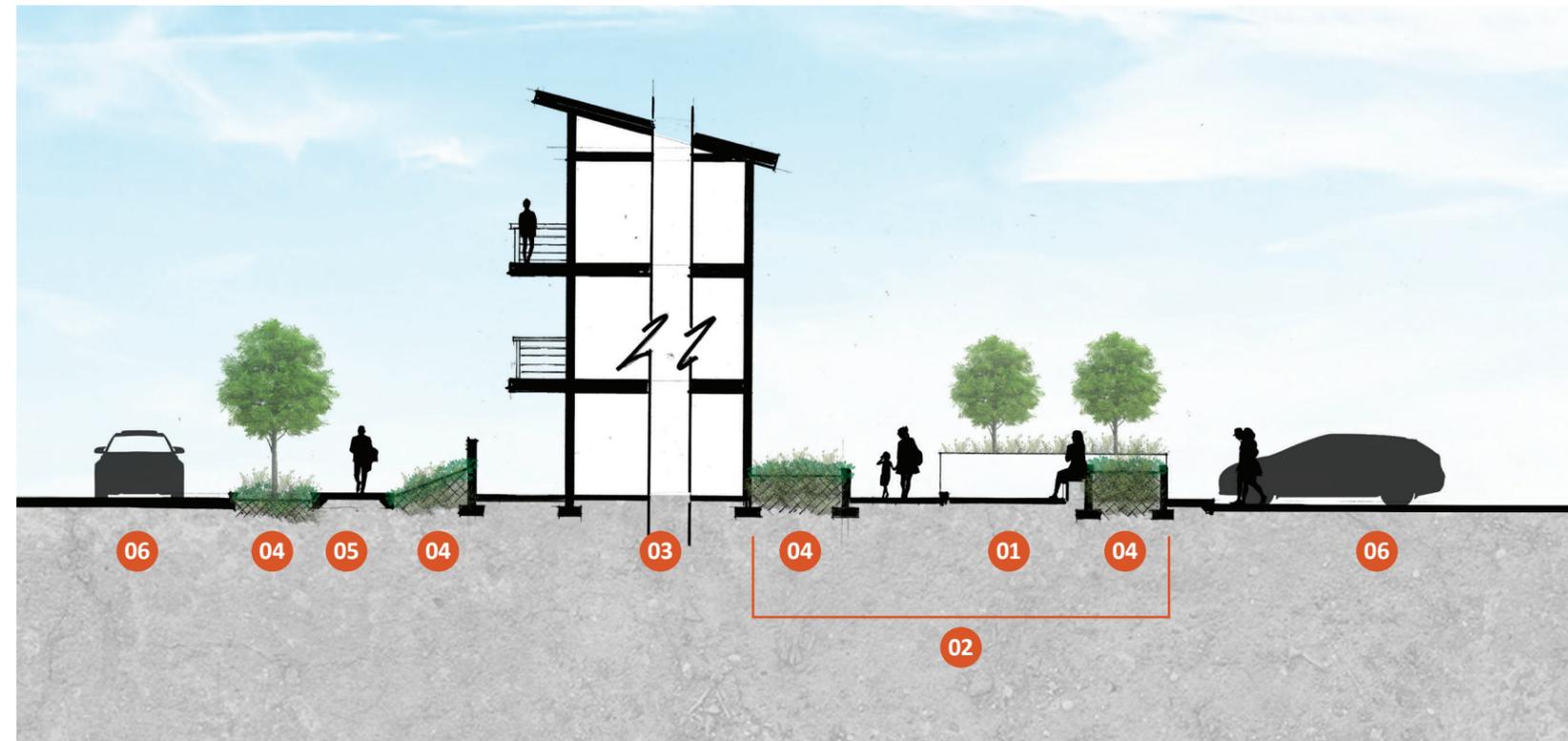
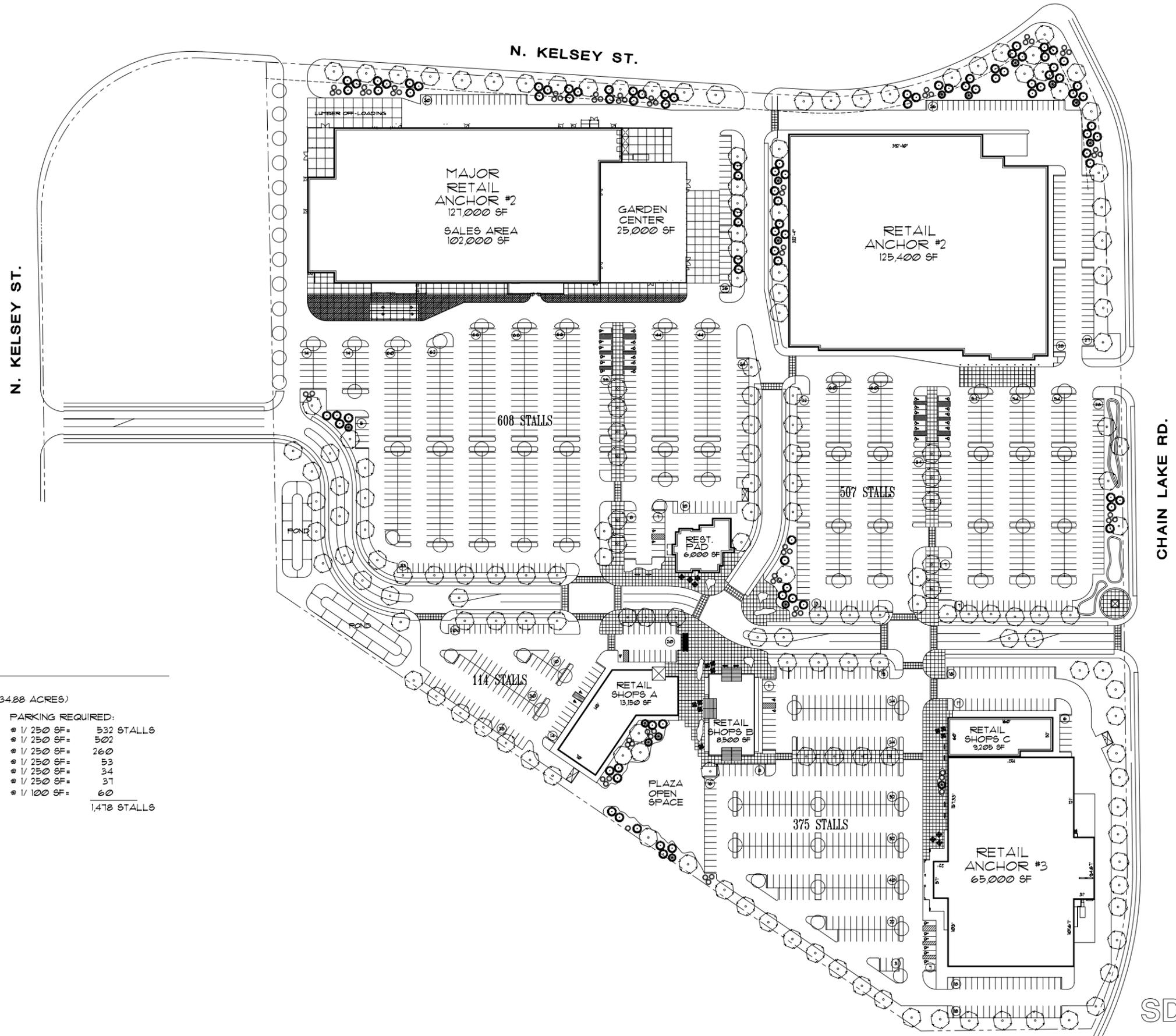


Exhibit D: Aerial with Site Plan Overlay



Exhibit D: Aerial with Site Plan Overlay





PROJECT DATA

SITE AREA:		±1,519,786 SF (34.88 ACRES)	
BUILDING AREA:			
RETAIL ANCHOR #1:	127,000 SF	● 1/ 250 SF =	532 STALLS
RETAIL ANCHOR #2:	125,400 SF	● 1/ 250 SF =	502
RETAIL ANCHOR #3:	60,000 SF	● 1/ 250 SF =	260
RETAIL SHOPS A:	13,150 SF	● 1/ 250 SF =	53
RETAIL SHOPS B:	8,500 SF	● 1/ 250 SF =	34
RETAIL SHOPS C:	9,205 SF	● 1/ 250 SF =	37
RESTUARANT PAD:	6,000 SF	● 1/ 100 SF =	60
TOTAL:	349,255 SF		1,418 STALLS
PARKING PROVIDED:		1,604 STALLS	
PARKING RATIO:		1/218 SF	

PRELIMINARY SITE PLAN
SCALE: 1" = 60'

MONROE RETAIL
SWC NORTH KELSEY STREET

MONROE, WASHINGTON

DONAHOU DESIGN GROUP ARCHITECTS, L.L.C.
2150 NORTH 107TH ST. SUITE 300 SEATTLE, WASHINGTON 98153 TEL: (206)563-1900 FAX: (206)563-1788

PRELIMINARY SITE PLAN

SD-3

DATE: 6-23-03
JOB #: 2003-10
FILE NAME: a1site.DWG



MEMORANDUM

Date: June 27, 2018
To: Deborah Knight and Ben Swanson, City of Monroe
From: Sarah Peters and Kendra Breiland
Subject: **N. Kelsey Sub-Area Trip Generation Analysis**

PT18-0011

In 2004 the City of Monroe adopted the North Kelsey Sub-Area Plan and the associated North Kelsey Supplemental Environmental Impact Statement (SEIS). The plan approved a land use program that includes a mix of retail, office, and housing. Since 2004, large format retail, a shopping center,, a clinic and medical offices, and a fast food restaurant have been constructed in the North Kelsey area. The City is currently considering a land use proposal to construct 200 units of multifamily housing accompanied by 54,022 square feet (sf) of retail. To understand whether the proposed development would create traffic impacts and require mitigations beyond what was foreseen in the SEIS, this memorandum compares afternoon peak hour trip generation for land uses approved in 2004 to trip generation for the already-constructed and proposed land uses.

Land Uses

The North Kelsey Sub-Area is a 68-acre site located north of US Highway 2 in the City of Monroe, generally extending along North Kelsey Street (north of Tjerne Place SE) and along Galaxy Way. Adopted in 2004, the North Kelsey Sub-Area Plan SEIS identified land uses, infrastructure needs, and design standards to guide the development of the Sub-Area. Since 2004, new construction has used some of the development capacity defined in the SEIS. Approved, already-constructed, and proposed land uses are described in **Table 1** and discussed below.



Table 1: Land Use Scenarios				
Scenario		Land Use Summary	Size	Unit
1	Action Alternative 1 (2014 Full Build-out)¹	Office	100	KSF
		Retail	500	KSF
		Multifamily Housing	150	DU
		Community Center	37.75	KSF
		<i>Lakeside Industries (relocation)</i>	38	<i>employees</i>
2	Constructed since 2004²	Retail/Services: Fast Food (Carl's Junior)	2.97	KSF
		Retail: Discount Super Store (Walmart)	156.82	KSF
		Retail: Hardware/Paint Store (Lowe's)	139.41	KSF
		Retail: Shopping Center (Kelsey Road Station)	21.02	KSF
		<i>Retail Subtotal</i>	<i>320.22</i>	<i>KSF</i>
		Medical: Clinic (Providence Medical)	41.90	KSF
3	Proposed development³	Retail	54.02	KSF
		Multifamily Housing	200	DU

1. Source: North Kelsey Sub Area Planned Action Final SEIS, March 20, 2004.

2. Source: City of Monroe staff via email, June 2018. Two currently operating uses, Galaxy Theater and the Lakeside Industries asphalt plant, were already operating in 2004.

3. Source: City of Monroe staff via email, June 2018.

KSF=thousand square feet; DU=dwelling units.

Adopted Land Uses

The City of Monroe adopted Action Alternative 1 (2014 Full Buildout) described in the North Kelsey Sub-Area SEIS, which includes 100,000 sf of office space, 500,000 sf of retail space, 150 multifamily housing units, and a 37,750 sf community center. The SEIS also analyzed the relocation of the Lakeside Industries asphalt plant within the Sub-Area, which would not add any new trips.

Already-Constructed Land Uses

Several commercial sites have been developed since the SEIS was adopted in 2004. A total of 320,220 sf of retail space, including a Carl's Junior fast food restaurant, a Walmart discount store, a Lowe's hardware store, and the Kelsey Road Station shopping center have been built and are currently operating. The Providence Medical Clinic, totaling 41,986 sf, provides urgent care and family and internal medicine appointments.

Proposed Land Uses

The current development proposal includes 200 multifamily housing units and 54,022 sf of retail space.



Trip Generation

To assess whether the proposed development would create traffic impacts and require mitigations beyond what was evaluated in the SEIS, afternoon peak hour trip generation estimates were prepared for three scenarios: the land uses adopted in the SEIS, already-constructed land uses, and the current proposed land uses.

Methods

Vehicle trip generation estimates were prepared using two approaches:

- 1) Trip generation estimates using rates from the Institute of Transportation Engineers *Trip Generation* (9th Edition)¹
- 2) Trip generation estimates adjusted using MainStreet, a tool developed by Fehr & Peers that adjusts ITE trip generation estimates to account for urban context and the interactions between land uses.

Trip generation rates published by ITE have been used to estimate the impacts of development for decades and are commonly used as a first step in travel demand modeling. When conducting a stand-alone analysis, however, ITE rates tend to overestimate trip generation for developed areas that combine different land uses. The MainStreet/MXD+ trip generation method combines two trip estimation approaches (the NCHRP 684 method and the EPA MXD method) to assess the traffic impacts of mixed use development within a specific transportation context. This approach reduces vehicle trip generation estimates to account for vehicle trips made within a single area (internal trips) and trips made by walking, bicycling, or transit.

In most places, the afternoon peak hour has the highest level of traffic congestion during the day and sees the greatest level of traffic impacts. This is true in Monroe, where traffic congestion is considerably higher during the afternoon than during the morning. Consistent with transportation planning practice and per direction of City of Monroe staff, this analysis uses PM peak hour trip generation to assess the remaining development capacity.

¹ A 10th Edition of *Trip Generation*, published in 2017, includes substantial changes to trip rates for several employment land uses. Rates from the 9th Edition were used to provide consistency with the analysis approach that would have been used in the 2004 SEIS to assess impacts and infrastructure needs for the Sub-Area.



Results

Trip generation estimates for the three development scenarios are shown below and in **Table 2**.

- 1) Action Alternative 1 (Full Buildout):** The adopted land use alternative would generate approximately 2,025 to 2,200 trips during the afternoon peak hour. The high estimate (ITE) is based on standard trip generation methods; the low estimate (MXD+) accounts for trips made between land uses in the Sub-Area. Trip estimates for Action Alternative 1 define the upper limit of total trip generation that can occur in in the Sub-Area while remaining consistent with the 2004 SEIS.
- 2) Constructed since 2004:** Already-constructed development in the Sub-Area is estimated to generate approximately 1,600 trips (MXD+) to 1,750 trips (ITE). Subtracting this from the estimates for Action Alternative 1 yields a remaining capacity of 400 to 450 trips.
- 3) Proposed development:** The proposed development would generate approximately 300 to 325 trips during the PM peak hour, falling within the remaining capacity defined by Action Alternative 1 and the already-constructed uses.

Land Use		Land Use Summary	ITE ⁴	MXD+ ⁵
1	Action Alternative 1 (2014 Full Build-out)¹	Office: 100 KSF Retail: 500 KSF Multifamily Housing: 150 units Community Center: 37.75 KSF	2,195	2,021
2	Constructed since 2004²	Fast Food (Carl's Junior): 2.97 KSF Discount Super Store (Walmart): 156.82 KSF Hardware/Paint Store (Lowe's): 139.41 KSF Shopping Center (Kelsey Road Station): 21.02 KSF Clinic (Providence Medical): 41.896 KSF	1,749	1,606
Remaining Trip Capacity (1-2)			446	415
3	Proposed development³	Shopping Center: 54 KSF Apartment: 200 units	324	294
Remaining Trip Capacity (1-2-3)			122	121

1. Source: North Kelsey Sub Area Planned Action Final SEIS, March 20, 2004.

2. Source: City of Monroe staff via email, June 2018. Does not include Galaxy Theater or Lakeside Industries asphalt plant, which were already operating in 2004.

3. Source: City of Monroe staff via email, June 2018.

4. Calculated using average trip rates for peak hour of adjacent streets, ITE Trip Generation, 9th Edition.

5. Calculated using MainStreet trip generation tool. Accounts for trip internalization; does not account for pass-by trip reductions.



Next Steps for Analysis

Taken together with development that has been constructed since 2004, the proposed development would not generate more afternoon peak hour trips than were evaluated in the 2004 SEIS. Based on this assessment, there is no need to conduct additional analysis to identify traffic impacts and mitigations.

However, the development that has been constructed since 2004 differs somewhat from what was evaluated in the SEIS. While the overall number of trips may be approximately the same, the routes they take may differ from what was originally evaluated. Given that, the City may want to reexamine the mitigations originally called for in the SEIS and develop updated operational forecasts based on an updated trip distribution. These forecasts could be used to identify new mitigation approaches for any locations where improvements have not yet been constructed.



Attachments

Attachment A: Trip generation results tables

Attachment B: Notes from check-in calls with City staff



Attachment A: Trip generation results tables

Alternative A

Land Use	Units1	ITE Code	Quantity	PM Trips		
				In	Out	Total
Net New Uses						
(710) - General Office Building (Pk Hr, AM & PM)	1000 sq ft gross floor area	7102	100	25	124	149
(820) - Shopping Center (Adj Streets, 7-9A, 4-6P)	1000 sq ft leasable area	8203	500	890	965	1,855
(220) - Apartment (Adj Streets, 7-9A, 4-6P)	Dwelling Units	2204	150	60	33	93
(495) - Recreational Community Center (Adj Streets, 7-9A, 4-6P)	1000 sq ft gross floor area	4955	35.75	48	50	98
Net Raw Project Trips				1,023	1,172	2,195
Reductions						
Internal Capture				-21	-25	-46
External Walk, Bike, and Transit				-60	-68	-128
Internal Capture and Walk/Bike/Transit Trips				-81	-93	-174
Net New Project Trips				942	1,079	2,021

2004-2018 Growth

Land Use	Units	ITE Code	Quantity	PM Trips		
				In	Out	Total
Net New Uses						
(934) - Fast-Food with Drive-Through Window (Adj Streets, 7-9A, 4-6P)	1000 sq ft gross floor area	9342	2.971	50	47	97
(813) - Free Standing Discount Super Store (Adj streets, 7-9A, 4-6P)	1000 sq ft gross floor area	8133	156.82	334	348	682
(816) - Hardware/Paint Store (Adj Streets, 7-9A, 4-6P)	1000 sq ft gross floor area	8164	139.412	317	358	675
(820) - Shopping Center (Adj Streets, 7-9A, 4-6P)	1000 sq ft leasable area	8205	21.018	37	41	78
(630) - Clinic (Adj Streets, 7-9A 4-6P)	1000 sq ft gross floor area	6306	41.896	89	128	217
Net Raw Project Trips				827	922	1,749
Reductions						
Internal Capture and Walk/Bike/Transit Trips				-67	-76	-143
Net New Project Trips				760	846	1,606

Proposed Development

Land Use	Units	ITE Code	Quantity	PM Trips		
				In	Out	Total
Net New Uses						
(220) - Apartment (Adj Streets, 7-9A, 4-6P)	Dwelling Units	2202	200	81	43	124
(820) - Shopping Center (Adj Streets, 7-9A, 4-6P)	1000 sq ft leasable area	8203	54.022	96	104	200
Net Raw Project Trips				177	147	324
Reductions						
Internal Capture and Walk/Bike/Transit Trips				-17	-13	-30
Net New Project Trips				160	134	294



Attachment B: Notes from calls with City staff



Check-in call – June 13, 2018

City of Monroe: Ben Swanson
Fehr & Peers: Sarah Peters

Direction from City staff in **bold text**.

Question: What are the current proposed land uses?

Response: Allow mixed use: co-locate MFH and commercial. Ben to re-send site plan.

Question: Which alternative should we compared the proposed land uses to (i.e. which of the SEIS alternatives was adopted)?

- o Action Alternative 1 - 2014 Full Build-out
- o Action Alternative 2 - 2008 Limited Growth

Response: Ben will provide direction. [Note: Per email received 6/18/2018, Action Alternative 1 was selected.]

Question: Can you point us to the appendices for the N. Kelsey SEIS? The transportation assessment is the most critical item. This will help us refine the trip generation estimates for the adopted alternative and existing land uses.

Response: Refer to City of Monroe Traffic Improvement Study (Entranco, 2004), which used the same information and analysis approach as the SEIS. [Note: Fehr & Peers received copy of study via overnight mail on June 18, 2018.]

Question: What has already been constructed and/or approved within the sub-area? So far we have received TIAs for the following:

- o 155,845 retail store at N. Kelsey St./Galaxy Way
- o ~~35 single family homes (Leighty Estates)~~
- o ~~25 single family homes (Raspberry Hill)~~

Response: Include Wal-Mart at N. Kelsey and Galaxy, Loew's, and Providence Medical. Do not include housing – these developments fall outside the Sub-Area. Ben to send list of buildings developed since 2004. [Note: Fehr & Peers received list of developments in sub-area via email on 6/18/2018. See table below.]

The following are a list of structures in the sub-area:

Business Name	Square feet
Carl's Jr	2,971
Walmart	156,820
Lowe's	139,412
Kelsey Road Station (mini mall)	21,018
Galaxy Movie Theater	61,020
Lakeside Ind. (Asphalt manufacturing)	2,534
Providence Medical	41,896

General Direction: North Kelsey Plan Sub-Area – may need to differentiate public and privately owned land and associated development envelopes. Ben to provide direction.



Initial results review – June 19, 2018

City of Monroe: Ben Swanson

Fehr & Peers: Sarah Peters

Direction from City staff in **bold text**.

- Initial assessment shows that adequate development envelope exists for proposed development. (See table below.)
- Based on the technical approach used in 2004 Entranco study, the trip generation for the 2004 SEIS was likely prepared using a travel demand model. To provide a consistent analysis, Fehr & Peers will use ITE trip rates/MainStreet tool to evaluate all land use scenarios.
- Priority time period is PM peak hour – this is when impacts would be identified given existing traffic patterns in Monroe.

Land Use	Land Use Summary	Vehicle Trips**		
		Daily	AM	PM
Action Alternative 1 (2014 Full Build-out)*	Office: 100 KSF Retail: 500 KSF Multifamily Housing: 150 units Community Center: 37.75 KSF	23,305	699	2,021
Constructed since 2004 (does not include Galaxy Theater or Lakeside Industries asphalt plant)	Fast Food (Carl's Junior): 2.97 KSF Discount Super Store (Walmart): 156.82 KSF Hardware/Paint Store (Lowe's): 139.41 KSF Shopping Center (Kelsey Road Station): 21.02 KSF Clinic (Providence Medical): 41.896 KSF	17,998	539	1,606
<i>Remaining Capacity</i>		5,307	160	415
Proposed development	Retail: 54 KSF Multifamily Housing: 200 units	3407	137	294
<i>Remaining Capacity</i>		1,900	23	121
* Source: North Kelsey Sub Area Planned Action Final SEIS, March 20, 2004				
** Estimated using MainStreet trip generation tool. Accounts for trip internalization; does not account for pass-by trip reductions.				



DETERMINATION OF NON-SIGNIFICANCE (DNS)

File Number: SEPA 2020-05 (associated with CA2020-02)

Name of Proposal: Amendments to Monroe Municipal Code (MMC) Chapter 22.14 Zoning Maps and Districts, Chapter 22.26, General Commercial Zoning Districts, and amendments to the North Kelsey Development Plan Design Guidelines.

Description of Proposal: The City of Monroe is proposing text amendments to Chapter 22.14 and 22.26 of the Monroe Municipal Code (MMC), and amendments to the North Kelsey Development Plan Design Guidelines to allow stand-alone multi-family residential development.

Proponent(s): City of Monroe, 806 West Main Street, Monroe, WA 98272

Location of Proposal: The affected geographic area includes the North Kelsey Planning Area and the North Kelsey Planned Development Area. Because other parcels in the North Kelsey Planning Area have been developed, the primary effect is on the remaining six (6) undeveloped parcels of the North Kelsey Planned Development Area. Those parcels are north of Tjerne Place SE, west of Chain Lake Road, and south of North Kelsey Street in Monroe, Washington. Parcel 27060100115100 is located south, adjacent to Providence Medical Group; parcels 27060100115200, 027060100115300, 27060100115400, 27060100115500, and 27060100115600 are located 400 feet south of Lowe's Home Improvement. These parcels are identified in the North Kelsey Development Plan Design Guidelines as the southern portion of the "North Kelsey Planned Development Area".

Lead Agency: City of Monroe

Threshold Determination: The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) IS NOT required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public for review upon request at Monroe City Hall, 806 West Main Street, Monroe, WA 98272 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

- There is no comment period for this DNS.
- This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.
- This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date below.

Responsible Official: Ben Swanson, Community Development Director
SEPA Responsible Official
(360) 863-4544
Monroe City Hall

806 West Main Street
Monroe, WA 98272
bswanson@monroewa.gov

Date: 11/04/2020 **Signature:** *Ben Swanson*

Date of Issuance: November 7, 2020

Deadline for Submitting Comments: No later than 5:00 p.m. on November 21, 2020

Appeals: You may appeal this determination to the City of Monroe Hearing Examiner at Monroe City Hall, which is located at 806 West Main Street, Monroe, WA 98272, no later than **5:00 p.m. on November 21, 2020**. You should be prepared to make specific factual objections; and you shall set forth the specific reason, rationale, and/or basis for the appeal. Appeals must be made in person on City appeal forms, which are available through the Community Development Department at Monroe City Hall. Appeals must be filed in original form in accordance with MMC Chapter 22.84. Payment of the appeal fee, as specified in the city's fee resolution, shall occur at the time the appeal is filed. Please contact Kim Shaw, Land Use Permit Supervisor, by email at kshaw@monroewa.gov or by phone at (360) 863-4532 to read or ask about the procedures for SEPA appeals.

Staff Contact: Questions about the proposal may be directed to Anita Marrero, Senior Planner, at amarrero@monroewa.gov or (360) 863-4513.

From: [McConnell, David](#)
To: [Kim Shaw](#); [Anita Marrero](#)
Cc: [McConnell, David](#); [Swan, Sharon](#)
Subject: Re: City of Monroe Determination of Non-Significance for Code Amendments
Date: Monday, November 9, 2020 12:58:18 PM
Attachments: [DNS - North Kelsey Design Guidelines.pdf](#)
[SEPA Checklist\(1\).pdf](#)

Good Afternoon Kim and Anita,

After reviewing the DNS and SEPA checklist sent by the City of Monroe for this proposal I see that the City is proposing multi-family housing for the 6 parcels noted in the documents. Snohomish County Department of Parks, Recreation and Tourism would like to submit the comment below.

The code changes described in the attached DNS and SEPA checklist will lead to the construction of multi-family housing if approved by the City. The Evergreen State Fairgrounds and Evergreen Speedway are both close to the proposed new housing and there will be periodic noise from the fairgrounds and speedway as a result of normal operations. Residents should be informed of the potential for noise from these facilities prior to moving in to their new residences.

Thanks,

Dave McConnell

Associate Parks Planner

Snohomish County Department of Parks, Recreation & Tourism
 6705 Puget Park Drive
 Snohomish, WA 98296
 Office (425) 388-6600 Ext. 6627
 Mobile (425) 420-0193
David.McConnell@snoco.org
snocoparks.org



From: Kim Shaw <KShaw@monroewa.gov>
Sent: Friday, November 6, 2020 2:11 PM
To: Kim Shaw <KShaw@monroewa.gov>
Cc: Kim Shaw <KShaw@monroewa.gov>

Subject: City of Monroe Determination of Non-Significance for Code Amendments

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Good afternoon,

Attached is a Determination of Non-Significance and SEPA Checklist for City of Monroe Code amendment to the North Kelsey Guidelines under File #CA2020-02.

If you have any questions or need additional information on this project, please contact Anita Marrero, Senior Planner, at (360) 863-4513 or amarrero@monroewa.gov.

Thank you,
Kim



Kim Shaw, CPT | Land Use Permit Supervisor
806 West Main Street | Monroe, WA 98272
360-863-4532 | kshaw@monroewa.gov

NOTE: This email is considered a public record and may be subject to public disclosure.



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

11/03/2020

Ms. Anita Marrero
Senior Planner
City of Monroe
806 W Main Street
Monroe, WA 98272

Sent Via Electronic Mail

Re: City of Monroe--2020-S-1993--Request for Expedited Review / Notice of Intent to Adopt Amendment

Dear Ms. Marrero:

Thank you for sending the Washington State Department of Commerce (Commerce) the Request for Expedited Review / Notice of Intent to Adopt Amendment as required under [RCW 36.70A.106](#). We received your submittal with the following description.

Proposed text amendments to Chapter 22.14 and 22.26 of the Monroe Municipal Code (MMC), amending the North Kelsey Design Guidelines, and amendments to the city's zoning map for consistency with the current code.

We received your submittal on 11/03/2020 and processed it with the Submittal ID 2020-S-1993. Please keep this letter as documentation that you have met this procedural requirement. Your 60-day notice period ends on 01/02/2021.

You requested expedited review under [RCW 36.70A.106\(3\)\(b\)](#). We have forwarded a copy of this notice to other state agencies for expedited review and comment. If one or more state agencies indicate that they will be commenting, then Commerce will deny expedited review and the standard 60-day review period (from date received) will apply. Commerce will notify you by e-mail regarding of approval or denial of your expedited review request. If approved for expedited review, then final adoption may occur no earlier than fifteen calendar days after the original date of receipt by Commerce.

If you have any questions, please contact Growth Management Services at reviewteam@commerce.wa.gov, or call Kirsten Larsen, (360) 280-0320.

Sincerely,

Review Team
Growth Management Services



CITY OF MONROE
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Planning Commission Recommendation

A. GENERAL APPLICATION INFORMATION

File Number(s):	CA2020-02 (associated with SEPA2020-05)
Project Summary:	Proposed code text amendments to Chapter 22.14 and 22.26 of the Monroe Municipal Code (MMC), and amendments to the North Kelsey Development Plan Design Guidelines to allow stand-alone multi-family residential development.
Applicant:	City of Monroe
Location:	The affected geographic area includes the North Kelsey Planning Area and the North Kelsey Planned Development Area. Because other parcels in the North Kelsey Planning Area have been developed, the primary effect is on the remaining six (6) undeveloped parcels of the North Kelsey Planned Development Area. Those parcels are north of Tjerne Place SE, west of Chain Lake Road, and south of North Kelsey Street in Monroe, Washington. Parcel 27060100115100 is located south, adjacent to Providence Medical Group; parcels 27060100115200, 027060100115300, 27060100115400, 27060100115500, and 27060100115600 are located 400 feet south of Lowe's Home Improvement. These parcels are identified in the North Kelsey Development Plan Design Guidelines as the southern portion of the "North Kelsey Planned Development Area".
Public Hearing Date and Location:	Monday, November 23, 2020, at 7:00 PM via Zoom Virtual Meeting Platform
Staff Contact:	Anita Marrero, Senior Planner City of Monroe 806 West Main Street Monroe, WA 98272 (360) 863-4513 amarrero@monroewa.gov

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

The City of Monroe is proposing code text amendments to Chapter 22.14 and 22.26 of the Monroe Municipal Code (MMC), and amendments to the North Kelsey Development Plan Design Guidelines to allow stand-alone multi-family residential development. This is a nonproject action.

C. REVIEW PROCESS

1. Overview

MMC Table 22.84.060(B)(1): Project Permit Types, designates code amendments as Type IV project permits. Type IV permits require that the Planning Commission review the proposal and make a recommendation to the final decision authority, which is the City Council. The City is

proposing amendments to the North Kelsey Development Plan Design Guidelines and code text amendments to Chapter 22.14 and 22.26 MMC, Zoning Maps and Districts and General Commercial Zoning Districts, for consistency with the UDR. Therefore, a Planning Commission public hearing and recommendation to the City Council is required. The required public hearing in front of the Planning Commission was held on November 23, 2020.

Following the close of the public hearing, the Planning Commission will forward a recommendation to the City Council. According to MMC 22.84.030(D)(2), the Planning Commission shall make a written recommendation to the City Council regarding Type IV actions at the close of their final public hearing or at their next scheduled meeting. The written recommendation to the City Council shall be one of the following:

- a. Recommendation for additional time and/or resources on the application;
- b. Recommendation of approval of the legislative action;
- c. Recommendation of approval of the legislative action with modifications; or
- d. Recommendation of denial of the legislative action.

No earlier than December 8, 2020, the City Council will hold a first reading to consider the Commission's recommendation. Per MMC Table 22.84.060(B)(2), Decision-Making and Appeal Authorities, the City Council is the City's final decision authority on the proposed code amendments. The decision may be appealed subject to the judicial appeal provisions in MMC 22.84.080(D), Judicial Appeals.

2. Public Notification and Comments

- a. **Department of Commerce:** The proposed amendments were transmitted to the Washington State Department of Commerce for state agency review, in accordance with RCW 36.70A.106, on November 3, 2020. Expedited review (14 days rather than 60 days) was requested.
- b. **Notice of Public Hearing:** Notice of Public Hearing was provided in accordance with MMC 22.84.050(C) by posting the notice at City Hall and the Monroe Library, and publishing the notice in the Everett Daily Herald on November 12, 2020.

3. State Environmental Policy Act (SEPA) Review

Pursuant to WAC 197-11-704, the proposal is classified as a nonproject action under the State Environmental Policy Act. Nonproject actions involve "decisions on policies, plans, or programs," which includes the adoption of zoning ordinances [WAC 197-11-704(b)(ii)]. A SEPA Determination of Non-Significance (DNS) was issued on the proposed code amendments on November 7, 2020. The public comment and appeal periods for the DNS ended at 5:00 PM on November 21, 2020. One (1) agency comment was received. No appeals were received.

4. Public Hearing

The public hearing on this matter was held in front of the Planning Commission on November 23, 2020 at 7:00 PM via Zoom Virtual Meeting Platform, and was continued to December 14, 2020. No written comments were received prior to the public hearing.

D. FINDINGS OF FACT AND CONCLUSIONS OF LAW

Pursuant to MMC 22.72.040(E), Decision Criteria, an amendment to the unified development regulations shall not be granted unless the applicant demonstrates that all of the following criteria are met:

1. The proposed amendment to the development regulations is consistent with the policies and provisions of the Monroe comprehensive plan;
2. The amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title;

3. The subject property is suitable for development in conformance with the development regulations applicable under the proposed zoning district;
4. The proposed amendment advances the public interest of the community;
5. The amendment does not adversely affect public health, safety, or welfare; and
6. The amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.
7. In addition to those criteria in MMC 22.72.040(E)(1-6), amendments to the official zoning map (rezones) shall also meet all of the following criteria:
 - a. The amendment is consistent with the future land use map set out in the Monroe comprehensive plan;
 - b. The amendment is compatible with the uses and zoning of the adjacent properties;
 - c. The proposed reclassification does not constitute a "spot" zone;
 - d. Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;
 - e. The potential adverse environmental impacts of the types of development allowed by the proposed zone have been identified and can be mitigated taking into account all applicable regulations, or, the unmitigated impacts are acceptable; and
 - f. The proposed reclassification is an extension of an existing zone, or a logical transition between zones.

The following **Findings of Fact** have been made about the proposed code amendments, and the resulting **Conclusions of Law** were established from the Findings of Fact:

1. The proposed amendment to the development regulations is consistent with the policies and provisions of the Monroe comprehensive plan.

- a. **Findings of Fact:** The adopted 2015 – 2035 Monroe Comprehensive Plan contains applicable goals and policies, as shown below.

Policy/Action Item Number	Policy/Action Item Text
P.059, P.088, P.109	Sustain and enhance the Highway 2/North Kelsey commercial area as a local and regional draw, enhancing its range of retail, service and housing options.
P.063, P.095	Identify and promote the development of neighborhood commercial centers which serve and are compatible with surrounding residential areas, using location criteria and regulations.
P.096, P.111	Encourage the provision of higher density housing in close proximity to retail, health-care services, parks, and transportation routes.

- b. **Conclusions of Law:** Staff concludes the proposed amendment to the development regulations is consistent with policies and provisions of the Monroe comprehensive plan.

2. The amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title.

- a. **Findings of Fact:** The proposed amendments to the North Kelsey Design Guidelines are needed for consistency with the current UDR. The proposed code text amendments will incorporate the updated design guidelines, allow stand-alone multifamily, and allow uses that are consistent with the surrounding properties.
- b. **Conclusions of Law:** Staff concludes the amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title.

3. The subject property is suitable for development in conformance with the development regulations applicable under the proposed zoning district.

- a. **Findings of Fact:** The proposal is not site-specific. This criterion does not apply.
- b. **Conclusions of Law:** The proposal is not site-specific. This criterion does not apply.

4. *The proposed amendment advances the public interest of the community.*

- a. **Findings of Fact:** The application of these design guidelines will be a critical regulatory tool in implementing the community's design-related goals and objectives for the North Kelsey Planning Area and the North Kelsey Planned Development Area. These guidelines are directed to creating a development within the North Kelsey planning area that:
 - Fosters a vibrant and accessible mixed-use district for the City of Monroe.
 - Enhances circulation for pedestrians and vehicles.
 - Features a spectrum of public open spaces and amenities.
 - Includes a mix of commercial, civic, recreational and residential activities
 - Accommodates retail, office, residential, and service development of various size and character as long as the development's perceived scale is appropriate for Monroe's character and the design quality is of the highest caliber.
 - Enhances the town's identity as a regional attraction.

The proposed amendments would advance the public interest by providing the opportunity for residential housing units which are greatly needed. The design guidelines will ensure that future development will match the character of the surrounding businesses and provide for a pedestrian friendly design.

- b. **Conclusions of Law:** Staff concludes the proposed amendment advances the public interest of the community.

5. *The amendment does not adversely affect public health, safety, or welfare.*

- a. **Findings of Fact:** The proposed amendments revises narrative, goals, and policies that will have no effect on public health, safety, or welfare. The North Kelsey Planning Area is fully served with infrastructure and within the capacity range for the City's sewer, water, and stormwater systems.
- b. **Conclusions of Law:** Staff concludes the amendment does not adversely affect public health, safety, or welfare.

6. *The amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.*

- a. **Findings of Fact:** The North Kelsey Design Guidelines need to be updated to address the changing circumstances of the city and for consistency with the current code. The market for retail and office space has fundamentally changed since the recession and the growing dominance of on-line sales and e-commerce retailers such as Amazon. In February 2018, the City Council selected a new broker team to market and sell the property. The current team is working to update the site plan to reflect changes in the retail and housing market.

The proposed code amendments in 2018 were included in the UDR update which provided for a combination of horizontal and vertical mixed-use, multifamily housing, retail space, and a public "village green" within the North Kelsey/Tjerne Place Planning Area. The revisions to the City's development regulations included allowing for residential development within the permitted land uses, increasing maximum building heights, and revising minimum parking standards to incorporate five stories of living space above parking in the North Kelsey/Tjerne Place Planning Area.

The current proposed amendments include amendments to the North Kelsey Design Guidelines to address medium box stores, service based industries like childcare, and

multifamily development; amendments to the zoning map as the current zoning map inadvertently left out the original North Kelsey Planning Area and the North Kelsey Planned Development Area; and code text amendments to delete references to mixed-use development in the North Kelsey/Tjerne Place overlay district.

- b. **Conclusions of Law:** Staff concludes the amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.

7. In addition to those criteria in MMC 22.72.040(E)(1-6), amendments to the official zoning map (rezones) shall also meet all of the following criteria:

- a. *The amendment is consistent with the future land use map set out in the Monroe comprehensive plan;*
- b. *The amendment is compatible with the uses and zoning of the adjacent properties;*
- c. *The proposed reclassification does not constitute a "spot" zone;*
- d. *Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;*
- e. *The potential adverse environmental impacts of the types of development allowed by the proposed zone have been identified and can be mitigated taking into account all applicable regulations, or, the unmitigated impacts are acceptable; and*
- f. *The proposed reclassification is an extension of an existing zone, or a logical transition between zones.*

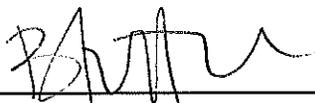
- i. **Findings of Fact:** The proposal does include an amendment to the official zoning map but it is not a change, rather a correction, as the current zoning map inadvertently left out the original North Kelsey Planning Area and the North Kelsey Planned Development Area when the zoning map was updated in 2019.

- ii. **Conclusions of Law:** The criterion for amendments to the official zoning map have been met.

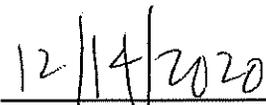
E. PLANNING COMMISSION RECOMMENDATION

Based on the analysis and findings included herein, the Planning Commission recommends the following:

Move that the Planning Commission **ADOPT** these Findings of Fact and Conclusions of Law, **AUTHORIZE** the Planning Commission Chair to sign the Findings on behalf of the Commission, and recommend that the Monroe City Council **APPROVE** the proposed amendments to Monroe Municipal Code Chapters 22.14 and 22.26, Zoning Map Amendment, and the North Kelsey Plan Design Guidelines.



Bridgette Tuttle, Planning Commission Chair



Date

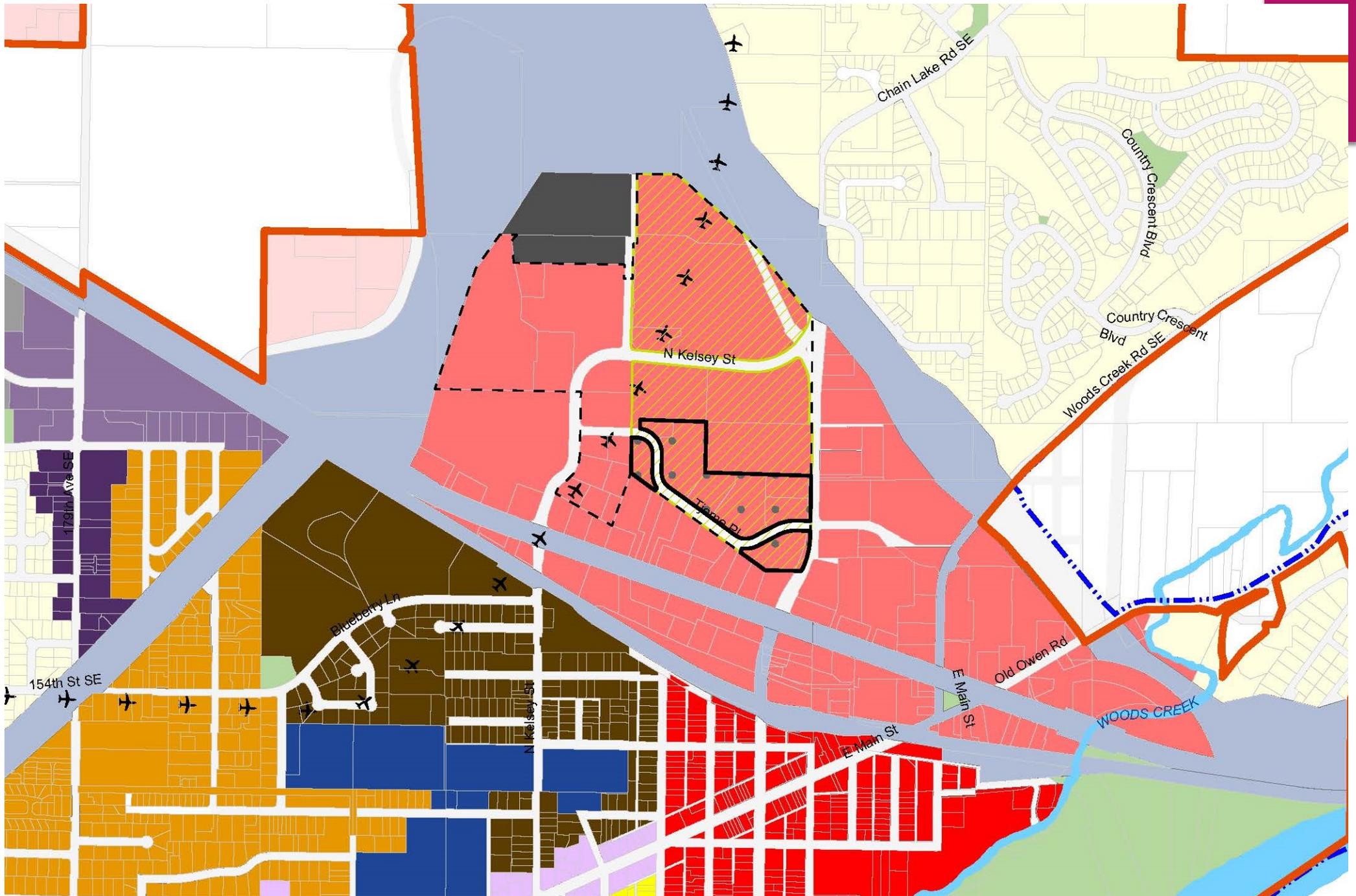


North Kelsey Design Guidelines/Code Amendments

CITY OF MONROE
CITY COUNCIL MEETING
FEBRUARY 9, 2020 7:00 PM

Introduction

- ▶ The North Kelsey Development Plan Design Guidelines are a regulatory tool
- ▶ Ensures that development is consistent with the goals and objectives of the North Kelsey Planning Area and the North Kelsey Planned Development Area
- ▶ First adopted in 2003
- ▶ Amended in 2007 and 2012



Background

- ▶ Amendments to the guidelines are needed to address the changing circumstances of the city and for consistency with the current code
- ▶ Makers drafted the original and updated design guidelines
- ▶ ESA completed the environmental documents
- ▶ Discussed at PC on October 12th and November 9th
- ▶ Public Hearing on November 23rd
- ▶ PH continued to December 14th
- ▶ PC recommended approval to City Council on December 14th

Code Changes

- ▶ Allowing stand-alone multifamily
- ▶ Updating code sections to reference the updated guidelines (2020)
- ▶ Permitted uses:
 - Child care centers
 - Emergency and Relief Services
 - Recreational Facilities, Indoor
 - Sports and Recreation Instruction, Indoor
 - Consumer Goods
 - Motor Vehicles
 - Boutique Gym
 - Home Improvement Centers
 - Retirement Housing and Assisted Living Facilities

Public Comments

- ▶ One agency comment received
- ▶ No SEPA appeals

Recommended Action

- ▶ Move to accept as first reading Ordinance No. 001/2021, amending Monroe Municipal Code Chapters 22.14, 22.26, and 22.42, Zoning Map Amendment, and amending the North Kelsey Plan Design Guidelines; setting forth legislative findings; providing for severability; and establishing an effective date.



AGENDA BILL

Meeting Date: February 09, 2021

Staff Contact: Mike Farrell, Parks & Recreation
Director

Department: Parks & Recreation

SUBJECT: January 2021 Parks Department Report

REQUESTED ACTION:

Discussion Only

POLICY CONSIDERATIONS:

NA

DESCRIPTION/BACKGROUND:

NA

FISCAL IMPACTS:

NA

TIME CONSTRAINTS:

NA

ALTERNATIVES TO REQUESTED ACTION:

NA

ATTACHMENTS:

[ParksDeptUpdateJanuary21](#)



Mission

Protect and enhance the natural beauty of Monroe through the development of a vibrant system of parks, open space and trails. Provide citizens of all age's positive recreational opportunities in clean, safe and accessible recreation facilities. Enhance health, quality living and the natural environment for future generations.

Department Update

Governor's Office COVID-19 Update:

On January 5, 2021, Governor Inslee announced the [Healthy Washington - Roadmap to Recovery plan](#), which lays out the process to safely reopen Washington state. The plan includes guidance for certain businesses and industries including outdoor recreation activities to help protect Washingtonians and minimize the spread of COVID-19. This plan replaces the Governor's previous Safe Start Reopening Plan

The full Healthy Washington phased chart is available [here](#).

Updated Guidance for Sports, Recreation and Fitness:

- [Fitness and Training](#)
- [Outdoor Recreation](#)
- [Water Recreation](#)
- [Sporting Activities: recreational, K-12, higher education and professional](#)
- [Racing: non-motorized and motorized](#)
- [Golf](#)

To find more information about City Operations during the COVID 19 pandemic visit go [here](#).

Operations

Parks and Recreation Department team members were busy in January with this winter with scheduled maintenance, park improvements such as landscape winterization and repair work on facilities, equipment and landscaped areas. In addition, the crew planted the two donated living Christmas trees at the North end of Lake Tye. They also worked to replace the light pole banners around Main Street and North Kelsey, which were purchased with CARES Act funding. Each banner includes COVID safety messaging.



Left: Base repair at Rotary Field. Middle: Live Christmas trees planted at Lake Tye. Right: New light pole banners being installed.

Parks, Recreation, and Open Space (PROS) Plan Survey Launch

The City of Monroe is updating our long-range plan for our community’s park, recreation, and open space system. We have launched a survey asking the community’s help in determining what types of park facilities and programs are needed to meet the recreation needs of our growing community. Participants contribution will help shape the future of our parks.

The survey launched on December 16, 2020 and closed January 15, 2021. Appreciation and thanks to our community for their active participation, as the survey had a total of 996 responses, representing a strong turnout. Results are being tabulated, with a summary report expected to be ready in two weeks. We believe resident involvement during this long-range plan update process will benefit from widescale participation, and the outcome has the potential to positively impact our schools, families and businesses.



Monroe Park Board

During their January 2021 meeting, the Monroe Park Board reviewed and approved their 2020 Annual Report to the Monroe City Council, summarizing their work and activity during the past year (see attached).

City Parks Unmarked Trails Inspections

In 2017, a weekly maintenance monitoring emphasis by park staff was initiated on unmarked trails at Al Borlin and Sky River Parks to identify and resolve, in cooperation with our Police Department, any unlawful encampments that may occur in City parks. Attached is the comprehensive data from 2017 to the present. The following is a summary of data for the past month:

Locations: Al Borlin Park, Sky River Park

DATE	TOTAL LABOR HOURS	# BAGS OF LITTER COLLECTED	NOTES
1/5	6	12	Police Contacted, Al Borlin Park Camp Removed.
1/12	5.5	0	
1/19	6	0	
1/26	7.5	1	Police Contacted, Al Borlin & Sky River Park Camp Removed.
Avg.	6.25	3.25	
			See attached Parks Homeless Response Data 2017- 2020

Volunteer Opportunities

Due to COVID-19 the City of Monroe’s volunteering has been temporarily suspended. If you have any questions or would like additional information, please contact Katie Darrow at (360) 863-4519.

Visit the City website www.monroewa.gov for information on upcoming programs and events.

January 21, 2021

TO: Monroe City Council

FROM Monroe Park Board

2020 Annual Report

The Monroe Park Board respectfully submits the following summary of its work and activity for 2020:

Administration

- **2021 Work Plan** – Prepared annual work plan for 2021 to present to City Council

Capital Projects

- **Grant Applications** – Supported staff RCO State grant application for acquisition funding for a North Hill Park.
- **Lake Tye All Weather Fields Design/Construction Documents** – Reviewed and discussed staff updates
- **N. Hill Neighborhood Park** – Reviewed and supported letter of intent and purchase and sale agreement to purchase future park site
- **2020 Park Bond Election** – Reviewed and supported park bond election ordinance (since rescinded due to COVID-19 community impacts)

Tourism/Park Planning

- **6-year CIP** - Reviewed and supported Park 6-year CIP
- **PROS Plan Update** – Reviewed and supported consultant selection for PROS Plan Update; participated in joint project kick-off meeting with Planning Commission
- **City's Planning** – Reviewed and discussed briefings: Snohomish county Arrivalist Tourism Data, Homelessness Policy Advisory Committee
- **Park COVID-19 Response** – Reviewed and discussed staff updates
- **City Gateway, Wayfinding and Park Entry Signage Plan**- Reviewed preliminary drafts, provided feedback and endorsed final revisions for City gateway, wayfinding and park entry signage design plan
- **Monroe Heritage Tree Walk and Living Christmas Tree Programs** – Reviewed and accepted tree nominations, Arranged and conducted first annual Heritage Tree Walk July 2019
- **Earth and Arbor Day** - Supported Earth Day & Arbor Day Proclamation and virtual tree-planting
- **Tree City USA** – support efforts to successfully earn 'Tree City USA' renewal

Partnerships

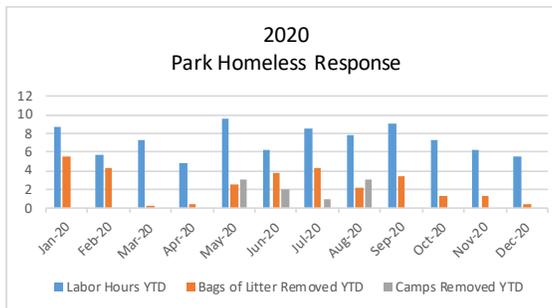
- **Western Washington University Trail Design** – reviewed and supported WWU Student's Sustainable Communities partnership project to study feasibility of temporary trail with DOT US 2 bypass property.
- **Skykomish – Snohomish River Recreation Plan Interpretation and Wayfinding**– Reviewed and supported wayfinding and interpretive project commencement

2017-2020
Park Homelessness Response

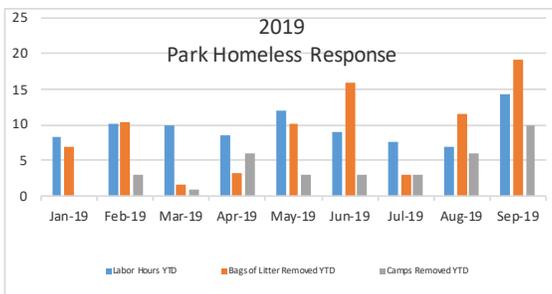
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-20	6.25	3.25	3
Feb-20			
Mar-20			
Apr-20			
May-20			
Jun-20			
Jul-20			
Aug-20			
Sep-20			
Oct-20			
Nov-20			
Dec-20			
Total 2021	6.25	3.25	3



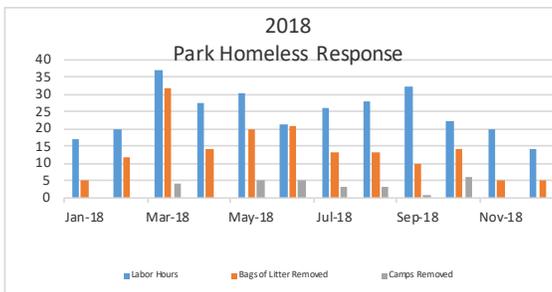
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-20	8.75	5.5	0
Feb-20	5.67	4.33	0
Mar-20	7.25	0.25	0
Apr-20	4.9	0.4	0
May-20	9.625	2.5	3
Jun-20	6.25	3.75	2
Jul-20	8.5	4.25	1
Aug-20	7.875	2.25	3
Sep-20	9	3.4	0
Oct-20	7.25	1.25	0
Nov-20	6.25	1.25	0
Dec-20	5.5	0.5	0
Total 2020	86.82	29.63	9



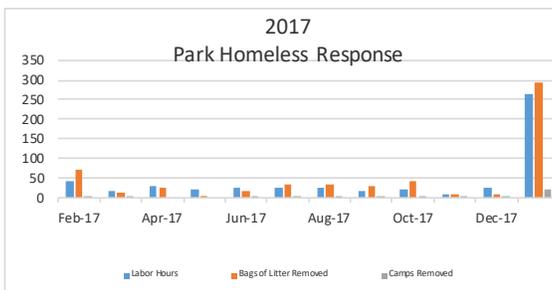
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-19	8.3	7	
Feb-19	10.2	10.3	3
Mar-19	10	1.5	1
Apr-19	8.5	3.25	6
May-19	11.9	10.25	3
Jun-19	9	16	3
Jul-19	7.5	3	3
Aug-19	6.9	11.5	6
Sep-19	14.25	19.25	10
Oct-19	7.3	19.4	6
Nov-19	7.5	0.875	4
Dec-19	7.3	1.2	3
Total 2019	108.65	103.525	48



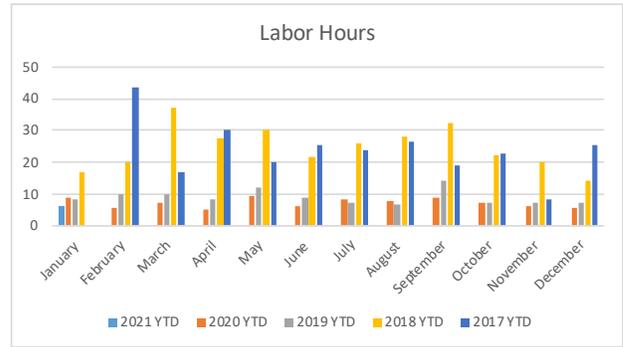
	Labor Hours	Bags of Litter Removed	Camps Removed
Jan-18	17	5	0
Feb-18	20	12	0
Mar-18	37	32	4
Apr-18	27.5	14	0
May-18	30.5	20	5
Jun-18	21.5	21	5
Jul-18	26	13	3
Aug-18	28	13	3
Sep-18	32.5	10	1
Oct-18	22.5	14	6
Nov-18	20	5	0
Dec-18	14	5	0
Total 2018	296.5	164	27



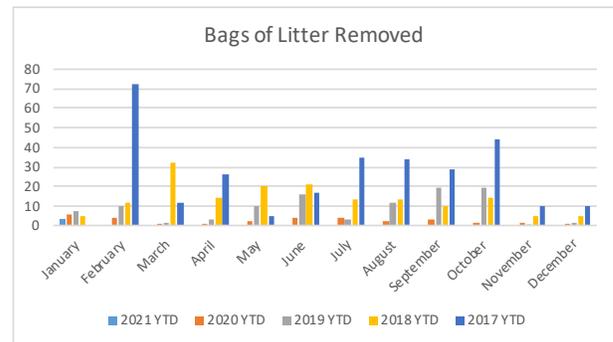
	Labor Hours	Bags of Litter Removed	Camps Removed
Feb-17	43.5	72.5	4
Mar-17	17	12	3
Apr-17	30	26	0
May-17	20	5	0
Jun-17	25.5	17	2
Jul-17	24	35	3
Aug-17	26.5	34	3
Sep-17	19	29	2
Oct-17	23	44	1
Nov-17	8.5	10	3
Dec-17	25.5	10	1
Total 2017	262.5	294.5	22



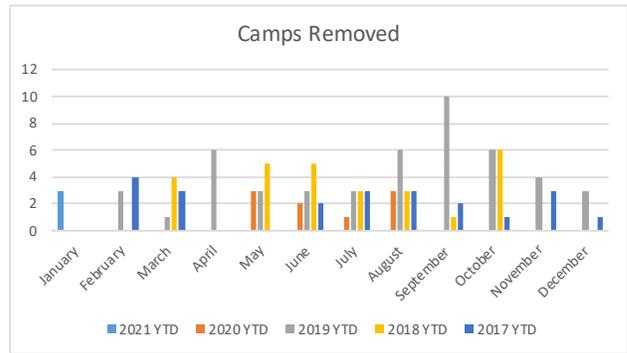
Labor Hours	2021 YTD	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	6.25	8.75	8.3	17	0
February		5.67	10.2	20	43.5
March		7.25	10	37	17
April		4.9	8.5	27.5	30
May	9.625	11.9	30.5	20	
June	6.25	9	21.5	25.5	
July	8.5	7.5	26	24	
August	7.875	6.9	28	26.5	
September	9	14.25	32.5	19	
October	7.25	7.3	22.5	23	
November	6.25	7.5	20	8.5	
December	5.5	7.3	14	25.5	



Bags of Litter Removed	2021 YTD	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	3.25	5.5	7	5	0
February		4.33	10.3	12	72.5
March		0.25	1.5	32	12
April		0.4	3.25	14	26
May		2.5	10.25	20	5
June		3.75	16	21	17
July		4.25	3	13	35
August		2.25	11.5	13	34
September		3.4	19.25	10	29
October		1.25	19.4	14	44
November		1.25	0.875	5	10
December		0.5	1.2	5	10



Camps Removed	2021 YTD	2020 YTD	2019 YTD	2018 YTD	2017 YTD
January	3	0	0	0	0
February		0	3	0	4
March		0	1	4	3
April		0	6	0	0
May		3	3	5	0
June		2	3	5	2
July		1	3	3	3
August		3	6	3	3
September		0	10	1	2
October		0	6	6	1
November		0	4	0	3
December		0	3	0	1





AGENDA BILL

Meeting Date: February 09, 2021

Staff Contact: Jakeh Roberts, Deputy Public Works Director

Department: Public Works

SUBJECT: Public Works Department Report

REQUESTED ACTION:

None

POLICY CONSIDERATIONS:

None

DESCRIPTION/BACKGROUND:

None

FISCAL IMPACTS:

None

TIME CONSTRAINTS:

None

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

[Public Works 2021-2 Council Update v3](#)

PUBLIC WORKS DEPARTMENT



FEBRUARY 2020 UPDATE

Police Station Locker Room Improvement Project:

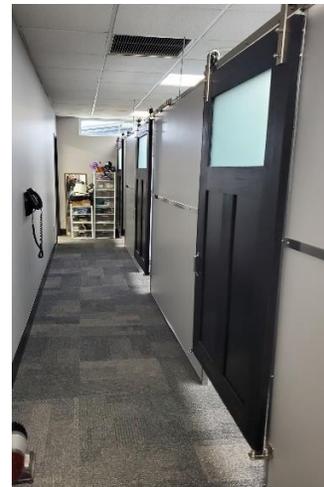
In 2020 the City Council approved funding for improvements to be made to the locker room in the Monroe Police Station. Due to COVID, the project was delayed substantially and is nearing completion now in early 2021. Significant improvements have been made to the space. The project has created private changing spaces for officers, added shower facilities, upgraded flooring, and refurbished obsolescent plumbing fixtures. The work completed for this project is an example of work City staff can accomplish that provides cost-effective improvements to buildings the City campus.

Description	Cost
Materials	\$29,164
Labor	\$28,056
Project Total	\$57,220

To the right: three changing spaces with barn style privacy access doors and lockers

Below left: The men's restroom joint compound drywall finishing nearing completion

Below right: The women's restroom finishing up the paint before final installation of flooring, toilets, and privacy panels



PUBLIC WORKS DEPARTMENT



FEBRUARY 2020 UPDATE

Urban Forestry Renewal Project:

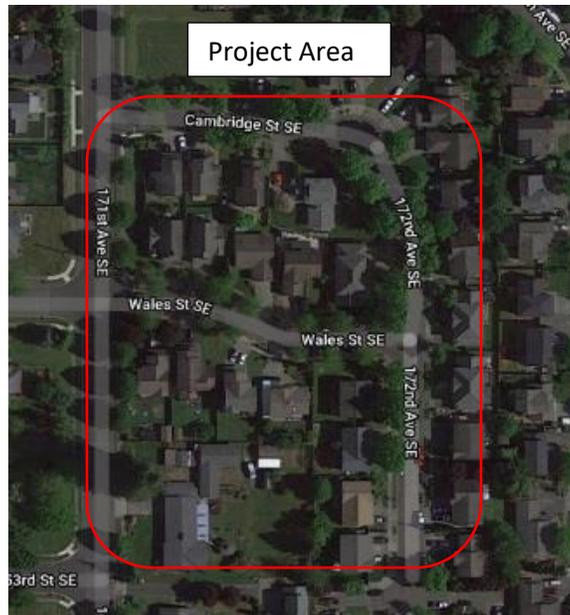
In October of 2020 Public Works staff responded to multiple instances of fallen trees in the Cambridge Park neighborhood near Wales St. & 171st AVE SE during a windstorm event.

After the event, staff hired an arborist to complete an assessment of trees in the neighborhood to determine the health of the remaining tree species. Unfortunately, the arborist found most trees were either diseased, or dying.

The poor condition of the urban forest necessitated the removal of most living trees in the area to protect people and property.

In late December of 2020, tree service contractors began the replanting effort placing trees in suitable locations that should allow for the eventual return of the urban forest canopy.

City staff worked with the local homeowners group to select a tree species that is suitable for the neighborhood. The tree selected is a deciduous Katsura, which provides an array of leaf colors throughout the year, and is said to have bark that smells somewhat like cotton candy.

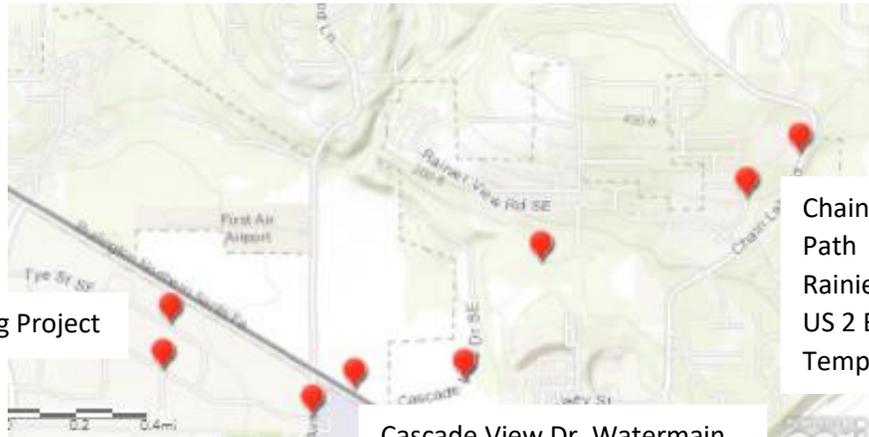


PUBLIC WORKS DEPARTMENT



FEBRUARY 2020 UPDATE

2020 Annual Paving Project



Chain Lake Rd. Shared Path
Rainier View Rd. PRV
US 2 Bypass
Temporary Trail

Cascade View Dr. Watermain
2020 Annual Paving Project
147th Signal Project

SR 522



2020 Annual Paving

DOC Second Reservoir

PUBLIC WORKS DEPARTMENT



FEBRUARY 2020 UPDATE

Key Metrics:

Key metrics for the month of January 2021

Metric	Value
Sweeping Miles / Brush Cutting Hours	463/0
Underground Utility Locates	314
Drinking Water Sold (Millions of Gallons)	49 (est)
WWTP Maximum Daily Flow (Millions of Gallons)	3.3
WWTP Average Daily Flow (Millions of Gallons)	2.3
Tons of Biosolids Processed	227
Private Development Review & inspection Hours	400 (est)
Public Project Review & inspection Hours	160 (est)



AGENDA BILL

Meeting Date: February 09, 2021

Staff Contact: Jessica Ness, Municipal Court
Judge

Department: Municipal Court

SUBJECT: Municipal Court 2020 Annual Report

REQUESTED ACTION:

Discussion

POLICY CONSIDERATIONS:

This is an opportunity for the City Council to review activities performed by the City's municipal court during the year.

DESCRIPTION/BACKGROUND:

The City's municipal court was formed by the City Council in 2015. In 2020, the city conducted a formal Court Assessment. The Court Assessment reviewed the types and complexity of cases, staffing levels, and facilities. The report included a number of recommended changes and investments to improve the functionality of the court.

The attached annual report summarizes court activities for 2020 and provides an update on implementing some of the recommendations from the Court Assessment.

FISCAL IMPACTS:

n/a

TIME CONSTRAINTS:

n/a

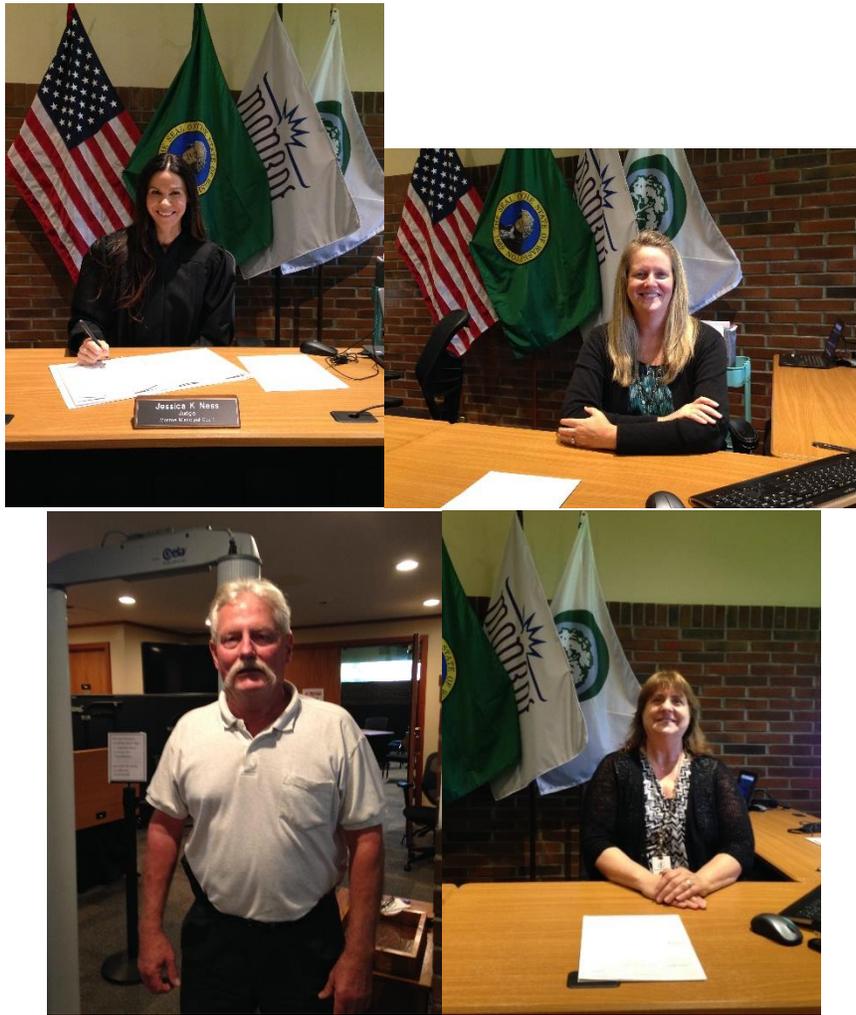
ALTERNATIVES TO REQUESTED ACTION:

n/a

ATTACHMENTS:

[2020 Court Annual Report](#)

MONROE MUNICIPAL COURT



2020 Annual Report

Court Overview

Monroe Municipal court is organized under RCW 3.50 as a limited jurisdiction court to hear misdemeanor crimes and civil infractions within the city limits.

The mission of the Monroe Municipal Court is to provide a venue for the timely resolution of alleged violations of the law in a respectful, independent, and impartial manner. The Monroe Municipal Court is dedicated to its partnership with the City of Monroe in enhancing the quality of life and safety of our community.

The court is open from 8:00 a.m. to 5 p.m., Monday through Friday and hears cases on Wednesdays and Fridays. Due to Covid-19, we operate a split schedule whereby one staff member works in the morning and the other staff member in the afternoon. The Court consists of:

Judge: The Judge is appointed by the Mayor and confirmed by the City Council. Judge Jessica Ness was appointed in January 2020 to fill the prior judge's un-expired term.

Court Administrator: Pam Haley reports directly to the Judge. She oversees daily court operations, implements policies and procedures, is the liaison to the City's executive leadership team, acts as the court budget coordinator, and handles all probation matters.

Legal Specialist: Shelene Rosenbach is responsible for processing cases from arraignment to disposition, traffic infractions, and the court's front counter customer service representative.

Bailiff: Tim Freil is responsible for ensuring the safety of the courtroom and lobby.

Year in Review

The primary focus of the Monroe Municipal Court is to provide exceptional service to the community and value to the City. The Court understands that it represents the City of Monroe and that it is the face of justice in the courtroom for defendants, victims of crime, and concerned citizens.

This was an unprecedented year as the Court found innovative ways to operate in the midst of the global COVID-19 pandemic. The Court created protocols and procedures to design a work plan that would allow the court to remain operational, keeping in mind the safety of staff and court participants. To that end, the Court created a Zoom "virtual" courtroom, live streamed hearings, and instituted traffic hearings via written statement. For court participants appearing in person, a socially distanced courtroom was created with safety protocols in place.

The Court would like to thank the City for supporting the Court's needs during COVID-19. The City assisted the Court with accessing CARES Act funds that were

critical to the Court continuing to operate. Mayor Geoffrey Thomas authorized the Court re-opening after City Hall closed; facilities staff provided dividers for our lobby, outdoor restroom facilities, and a covered outdoor waiting area; the IT department established live-streaming of court hearings and our online payment program thereby reducing the number of people appearing in person.

Filings

	2018	2019	2020
Infractions	2275	2272	1432
Traffic Misdemeanors	115	159	177
Nontraffic Misdemeanors	503	502	477
Parking	78	78	70

Judge Ness signed 53 search warrants for the Monroe Police Department in 2020.

The court anticipates an increase in 2021 infraction filings as COVID restrictions are modified throughout the region.

Court Assessment

In 2019, the City retained Anne Pflug and Karen Reed to assess the Monroe Municipal Court. The assessment evaluated court case loads, staffing levels, facilities, and costs. Study findings show that the court is understaffed and workload is twice that of comparable municipal courts in Western Washington. The assessment recommended an additional .25 FTE administrative assistant and a probation officer.

Probation services supervise and support offenders with chemical dependency, homelessness, and mental health issues that interfere with an offender’s ability to make positive behavior changes. Probation services promote community safety through the use of evidence-based practices and appropriate interventions. This is a preventative and proactive probation model, as opposed to the traditional punitive method of fines and/or jail time.

Monroe Municipal Court is unable to proactively supervise defendants without a probation officer, limiting alternatives and treatment options at sentencing. In the absence of a probation officer, the Court Administrator is responsible for monitoring cases for compliance. This not only opens the City up to potential liability, but also impedes the Court Administrator’s ability to fully perform official job duties. The lack of a dedicated probation officer also reduces the Court’s ability to thoroughly review matters in a timely fashion.

As caseloads continue to rise, the disparity between the current workload and understaffing will need to be addressed. Probation services will also need to be addressed.

Two additional recommendations from the assessment have been implemented for better customer service with limited staff. The Court webpage has been updated with relevant information for the public and will be updated regularly in the future as needed. Also, an online payment program will soon be available on the City website to pay court fines and fees.

Court Alternatives to Confinement

The Court has been active in seeking alternatives to traditional criminal confinement, provide opportunities for defendants to participate in life-changing programs that benefit the community, and avoid the expense of incarceration. One such example is the Court's successful partnership with the Monroe Police Department, public defender, and prosecutor to release offenders directly from jail to in-patient treatment. A handful of chronic offenders have successfully completed in-patient treatment, graduated into clean-and-sober living facilities, and obtained employment, becoming productive members of society. This not only benefits the offender, but our entire community.

Judge Ness Update

In addition to her in-court and administrative duties, Judge Ness seeks to enhance the reputation and service of the Monroe Municipal Court through open communication and engagement with law enforcement and the community.

Over the past year, Judge Ness conducted a law enforcement training for the Monroe Police Department. She had the honor of swearing-in three new Monroe Police Officers. She spoke to the Monroe Chamber of Commerce and participated at a community outreach event as a panelist with city leaders at St. Mary's Catholic Church.

Judge Ness was nominated and appointed to be the District and Municipal Court Judge's Association representative for the Board for Judicial Administration's Public Trust and Confidence Committee. The Committee is responsible for coordinating work to improve the public level of trust and confidence in the judicial system. The Committee includes representatives from the judiciary, media, legislature, Washington State Bar Association, and general public. Judge Ness will serve a two-year term.

2021 Goals

- Continue to provide a safe environment for court proceedings during COVID.
- Continue to partner with Monroe Police Department, public defender, and prosecutor to find alternatives to incarceration.
- Procure part time administrative assistant position.
- Establish Probation Department.



MONROE CITY COUNCIL EXTENDED AGENDA

Current as of 02/05/2021
TENTATIVE LISTING, SUBJECT TO CHANGE

Mayor
Geoffrey Thomas

Councilmembers
Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Ed Davis; Jason Gamble;
Jeff Rasmussen; & Kirk Scarborough

TUESDAY 02/16/2021 PofA Rasmussen

5:30 p.m. City Council Finance/HR Committee Meeting
• 2021 Work Plan; Preliminary 2020 Year End Revenue analysis; ACH/Electronic Payment policy (tentative)

7 p.m. City Council Regular Study Session
• Economic Development Update
• Fireworks Regulations
• Staff Report – Emergency Mngt

TUESDAY 02/23/21 PofA Rousey

6 p.m. City Council P3 Committee Meeting
• WRIA; Sewer Code review/Proposed Code revisions

7 p.m. City Council Regular Business Meeting
• Presentation – Snohomish Health District
• Consent Agenda: ILA Public Works Mutual Aid
• NB: Committee work plans; ILA with Sunnyside – inmate housing
• Reports: Finance, Police, Comm Dev, Econ Dev, HR/IT; ILA WSDOT (Roberts)
• Executive Session

TUESDAY 03/02/21 PofA Davis

6 p.m. Public Safety Committee Meeting
• TBD

7 p.m. City Council Regular Study Session
• Staff Report – Emergency Mngt

TUESDAY 03/09/21 PofA Scarboro

6 p.m. Legislative Affairs Committee Meeting
• TBD

7 p.m. City Council Regular Business Meeting
• Consent Agenda: WWTP CIP1 Engineering Services Amendment
• Reports: Parks; Public Works, Emerg Mgt; Court

TUESDAY 03/16/2021 PofA Gamble

5:30 p.m. City Council Finance/HR Committee Meeting
• TBD

7 p.m. City Council Regular Study Session
• Legislative Session Update
• Council meeting Zoom/In person hybrid format
• Staff Report – Emergency Mngt

TUESDAY 03/23/21 PofA Cudaback

6 p.m. City Council P3 Committee Meeting
• TBD

7 p.m. City Council Regular Business Meeting
• Consent Agenda: TBD
• NB:
• Reports: Finance, Police, Comm Dev, Econ Dev, HR/IT; Emergency Mngt
• Executive Session

TUESDAY 03/30/21 PofA Hanford

7 p.m. City Council Meeting - Retreat
• Image Monroe update (tentative)
• Strategic position/FTE discussion (tentative)
• Update on 2020 year end budget v actual

CITY COUNCIL MEETING LOCATION

(unless otherwise noted):

City Hall, Council Chambers: 806 W Main Street, Monroe

COUNCIL COMMITTEE MEETING LOCATION

(unless otherwise noted):

City Hall, Permit Assistance Center: 806 W. Main Street, Monroe

UPCOMING ITEMS:

- Financial Reserves Policy
- Retirement Recognition
- Wireless Regulations
- Criminal Justice System Priorities
- Solid Waste Contract Renewal
- TAC Recommendations
- Econ dev – demographics demonstration by consultants
- Legislative Session Update **March 16th SS**



MONROE THIS WEEK

February 5, 2021 • Volume 7/Edition 5



Thank you for reading Monroe This Week.

This week's edition includes details on Groundhog Day 2021, limited in-person services offered by the Monroe Community Senior Center, progress of COVID-19 vaccination distribution in Snohomish County, the election of Chairperson for two City Council legislative committees, the reopening of the Monroe Historical Museum, and the completion of the Rotary Field netting installation project.



Please contact me with any and all feedback regarding the articles below. I can be reached at GThomas@MonroeWA.gov.

Yours in Service,

Mayor Geoffrey Thomas

PUNXSUTAWNEY PHIL PREDICTS SIX MORE WEEKS OF WINTER

On Tuesday, February 4, Punxsutawney Phil emerged from his burrow to perform his annual duty. Seeing his shadow, Phil predicted six more weeks of wintery weather. As the tradition of Groundhog Day says, if Phil had not seen his shadow, that would have meant spring was coming early.



The tradition of Groundhog Day at Punxsutawney, Pennsylvania dates back to 1887. While the COVID-19 pandemic turned the event mostly virtual this year, the annual festival was still held, with members of Phil's Inner Circle physically present. Cardboard cutouts, purchased by over 150 festivals fans and featuring pictures of themselves sporting Groundhog Day apparel, were placed across the Punxsutawney hillside; a livestream of the event registered over 15,000 views.

SENIOR CENTER OFFERING IN-PERSON SERVICES BY APPOINTMENT

The [Monroe Community Senior Center](#) (MCSC) is offering limited in-person services by appointment. Services currently available include:

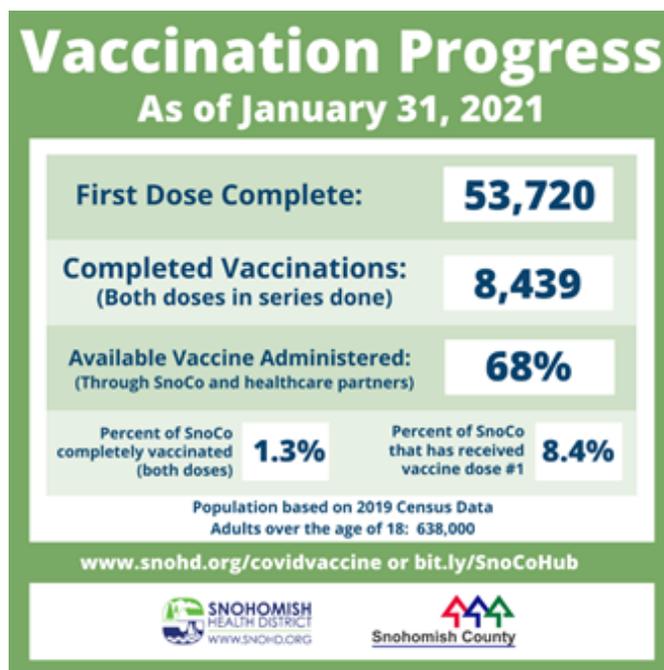
- Foot Care
- Haircuts
- Teeth Cleaning
- Tech Help
- 2-1-1 Assistance
- Hearing Clinic
- Reflexology
- AARP Tax Aid
- Legal Help
- Notary Services

In addition to these services, sack lunches are available at 12:00 noon Monday thru Friday at the MCSC front door; the Thrift Store is also open Monday thru Friday from 10:00 a.m. to 2:00 p.m., and is accepting donations. To schedule an appointment for any of the above services, or to schedule transportation to the grocery store, doctor, or pharmacy, please call the MCSC at (360) 794-6359.



FIRST VACCINE DOSE ADMINISTERED TO MORE THAN 53,000 COUNTY RESIDENTS

As of January 31, 2021, more than 53,000 Snohomish County residents have received at least the first dose of the COVID-19 vaccination. As reported by the Snohomish Health District, 53,720 first doses were administered in January, with an additional 8,439 second doses administered. Demand for the vaccine has been high, with 88% of available first doses administered. Visit the Health District's [COVID Vaccine Info webpage](#) for more data and to determine your eligibility phase for the vaccine.



2021 CHAIRPERSONS ELECTED FOR TWO CITY COUNCIL COMMITTEES

As I shared in a recent edition of *Monroe This Week*, at its January 12, 2021 Regular Business Meeting, the Monroe City Council confirmed members to its four legislative committees for 2021. On January 19 and January 26, the Transportation/Planning, Parks & Recreation, and Public Works (P3) Committee and the Public Safety Committee held their first meetings of the year. Councilmember Heather Rousey was elected Chairperson of the P3 Committee, and Councilmember Ed Davis was elected Chairperson of the Public Safety Committee; both committees also approved their respective 2021 work plans. I thank Councilmembers Rousey and Davis for agreeing to serve as Chairperson of these committees, and all seven Councilmembers for their



service to our community. Chairpersons of the Legislative Affairs Committee and the Finance and Human Resources Committee will be elected at their meetings on February 9 and February 16.

MONROE HISTORICAL MUSEUM REOPENS SATURDAY

Tomorrow, Saturday, February 6, the Monroe Historical Museum reopens. Featuring the elements instrumental to the settlement of Monroe, the Museum will be open between 12:00 noon and 3:00 p.m. Due to the small space of the museum building, visitors will be limited to five at a time, facial coverings will be required, and the standard COVID-19 guidelines will be followed. Admission is free of charge, but donations are greatly appreciated.



ROTARY FIELD NETTING INSTALLATION PROJECT COMPLETED

In December 2020, the Parks Department completed the installation of new netting at Rotary Field. Funded through the Parks Capital Improvement fund, this new 20-foot-high netting will protect the adjacent parking lot. The contracted company, All City Fence Company, installed 200 lineal feet of netting, which will protect vehicles from potential damage from batted balls. I



would like to thank the dedicated professionals of the Parks Department and All City Fence Company for seeing this project through to completion!

UPCOMING CITY COUNCIL MEETING SCHEDULE

The City Council will meet in a Regular Business Meeting on Tuesday, February 9, 2021. The meeting will be held via the Zoom remote meeting platform and participation information will be posted with the February 9 agenda, which can be accessed by clicking the button below.

[Council Agendas/Minutes](#)

CITY COUNCIL MEMBERS



Councilmember
Patsy Cudaback

Councilmember
Kevin Hanford

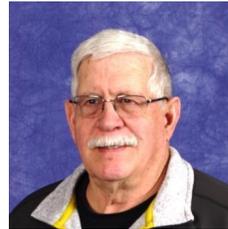
Councilmember
Ed Davis



Councilmember
Jason Gamble



Councilmember
Jeff Rasmussen



Councilmember
Kirk Scarboro



Councilmember
Heather Rousey

Have a question for your Councilmembers?
Contact them at councilmembers@monroewa.gov



City of Monroe | (360) 794-7400 | 806 West Main Street, Monroe, WA 98272

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