MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, February 23, 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 Scarboro

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 Rasmussen

4. ANNOUNCEMENTS/PRESENTATIONS

4.1. Proclamation - Women's History Month 4
Proclamation - Women's History Month and International Women's Day

4.2. Snohomish Health District - Carrie Parker, Assistant Director for Prevention Services 5 - 23
Snohomish Health District Update

5. PUBLIC HEARING

5.1. 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; Public Hearing and Final Reading - Anita Marrero 24 - 212

Agenda Bill - North Kelsey Plan Design Guidelines - Pdf

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. 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.”

7. CONSENT AGENDA

7.1.	City Council Meeting Minutes 02-02-21 - Becky Hasart Agenda Bill - CC Minutes 02-02-21 - Pdf	213 - 228
7.2.	City Council Meeting Minutes 02-09-21 - Becky Hasart Agenda Bill - CC Meeting Minutes 02-09-21 - Pdf	229 - 249
7.3.	City Council Meeting Minutes 02-16-21 - Becky Hasart Agenda Bill - CC Minutes 02-16-21 - Pdf	250 - 253
7.4.	AP Packet 02-09-21 - Becky Hasart Agenda Bill - AP Packet 02-09-21 - Pdf	254 - 261
7.5.	AP Packet 02-16-2021 - Becky Hasart Agenda Bill - AP Packet 02-16-2021 - Pdf	262 - 268
7.6.	Interlocal Agency Agreement for public works mutual aid during a local agency emergency - Jakeh Roberts Agenda Bill - Public Works Emergency Response Interlocal - Pdf	269 - 276
7.7.	Approval of Council Committee Workplans for 2021 - Deborah Knight Agenda Bill - Council Committee Workplans 2021 - Pdf	277 - 282
7.8.	Approval of Request for Proposal (RFP) for the 2021 Human Services Needs Assessment - Rachel Adams Agenda Bill - Draft Request for Proposal (RFP): 2021 Human Services Needs Assessment	283 - 295
7.9.	Adopt 2022-2027 Transportation Improvement Plan (TIP) - Scott Peterson	296 - 300

Agenda Bill - Resolution Adopting 2022-2027 Transportation Improvement Plan (TIP) - Pdf

8. COUNCILMEMBER REPORTS

8.1. Legislative Affairs Committee Report - Councilmember Hanford, Chair

8.2. Finance/HR Committee Report - Councilmember Gamble, Chair

9. STAFF/DEPARTMENT REPORTS

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Agenda Bill - January Finance Report - Pdf

9.2. HR/IT Department Report for February 2021 - Tyler Christian 326 - 327
Agenda Bill - Human Resources and Information Technology - Pdf

9.3. Police Department January 2021 Report - Jeff Jolley 328 - 331
Agenda Bill - Police Department Council Report - Pdf

9.4. Economic Development February 2021 Report - Rich Huebner 332 - 339
Agenda Bill - Economic Development February 2021 Report - Pdf

9.5. Emergency Management Report - Brad Feilberg

10. MAYOR/ADMINISTRATIVE REPORTS

10.1. City Administrator Update - Deborah Knight 340
Extended Agenda

10.2. Mayor's Update 341 - 347
Monroe This Week - Volume 7 Edition 7

11. EXECUTIVE SESSION

11.1. If needed.

12. ADJOURNMENT

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

Proclamation

Recognizing Women's History Month and *International Women's Day*

WHEREAS, in 1987 Congress designated the month of March as Women's History Month, to honor women's contributions through history, and the theme for 2021 is "*Valiant Women of the Vote*" in honor of the women who strongly advocated for suffrage rights for women; and

WHEREAS, March 8th is International Women's Day, a day dedicated to the global celebration of women's achievements, the recognition of biases against women, and a call for action for equality, equity, inclusion, and justice for women everywhere; and

WHEREAS, women serve in our community in many places including in businesses, non-profits, and government, and I am thankful for the contributions of each of the women working for the City of Monroe, including the following women in leadership roles: Councilmember Patsy Cudaback, Councilmember and Mayor Pro Tem Heather Rousey, Judge Jessica Ness, City Administrator Deborah Knight, Finance Director Becky Hasart, Court Administrator Pam Haley, and Administrative Bureau Director Debbie Willis; and

WHEREAS, women have historically, and still today, perform a significant amount of uncompensated and undercompensated work, including at home, and we recognize and honor their substantial contributions that support families and our community; and

WHEREAS, we are a better people and a better local, national, and global community as a result of the strength, compassion, leadership, ingenuity, advocacy, and contributions of women from every background and lived experience; and

WHEREAS, despite the value that women bring to our society and inherently have as people, there remain biases in cultural and institutional systems across the globe, including in the United States, that restrict women's opportunities to be equals to men in important segments of life and society, thereby marginalizing and at times silencing women's voices while limiting their liberty to fully participate in government, our economy, and their own families, or even to exercise their natural freedom of personal choice in their own lives and futures; and

WHEREAS, while there have been advances in ensuring equal rights, we as a people need to do better to effectuate reforms across all segments of our society, economy, and government to ensure that women genuinely can realize the blessings of liberty in all its forms as men can.

NOW THEREFORE, I, Geoffrey Thomas, do herby recognize March 2021 as

Women's History Month

and March 8, 2021 as

International Women's Day

AND FURTHER, I call upon everyone to listen to women's voices, to genuinely honor the inherent value of every woman, and to take actions to remove inequities, unjust rules, and cultural norms that limit women from realizing the blessings of liberty in all its forms as men can.

Geoffrey Thomas, Mayor

SNOHOMISH HEALTH DISTRICT
WWW.SNOHD.ORG

Resiliency & Recovery for a Healthy, Thriving Community

City of Monroe

Carrie Parker, Assistant Director for Prevention Services
Snohomish Health District

February 2021

2020 in
REVIEW (NON-COVID)

Rebuilding the Agency

- ✓Online service delivery
- ✓IT infrastructure
- ✓Rucker Building improvements
- ✓Transparency and accountability
  - ClearGov

Public Health Activities Continue

4,500+

Inspections on restaurants, grocery stores, espresso stands, caterers and mobile food vehicles

1,000+

Complaints addressed (food, pools, septic and solid waste)

~500

Permits for pools and spas that we routinely inspect

200+

Public and private schools with kitchen permits and required safety inspections

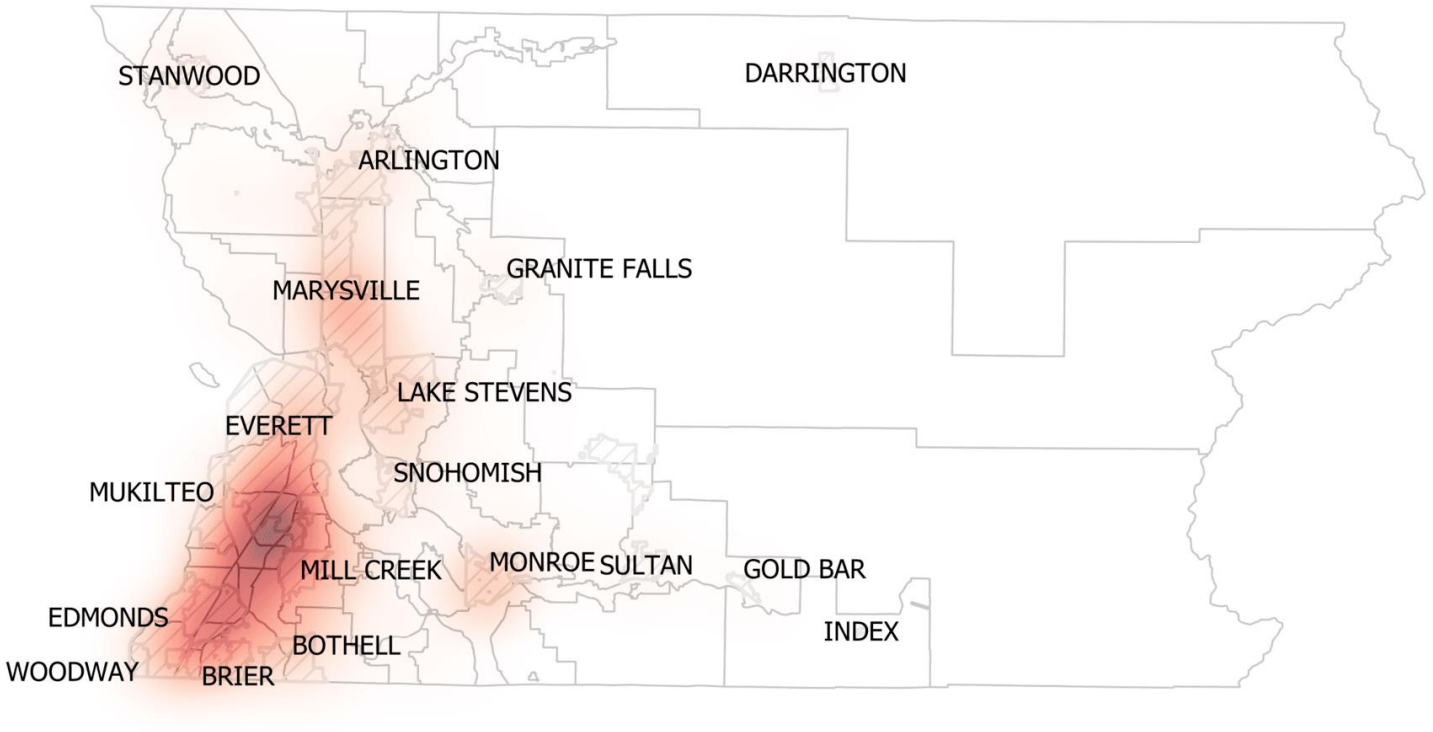
In Your Community

- ✓ Collaborating with Monroe community and partners through HRSA Rural Opioid Response grant.
- ✓ Supported cold weather shelter operations in Monroe.
- ✓ 171 annual food establishment permits, 8 change of ownership inspections, and 6 temporary food inspections
- ✓ Followed up on 44 complaints involving food establishments
- ✓ 39 child care providers received consultations through Child Care Health Outreach program, and 116 continuing education courses completed by providers in or from Monroe.
- ✓ 16 children served through Children with Special Healthcare Needs program
- ✓ Tested nearly 1,700 Monroe residents at our community-based COVID testing events

COVID-19 RESPONSE

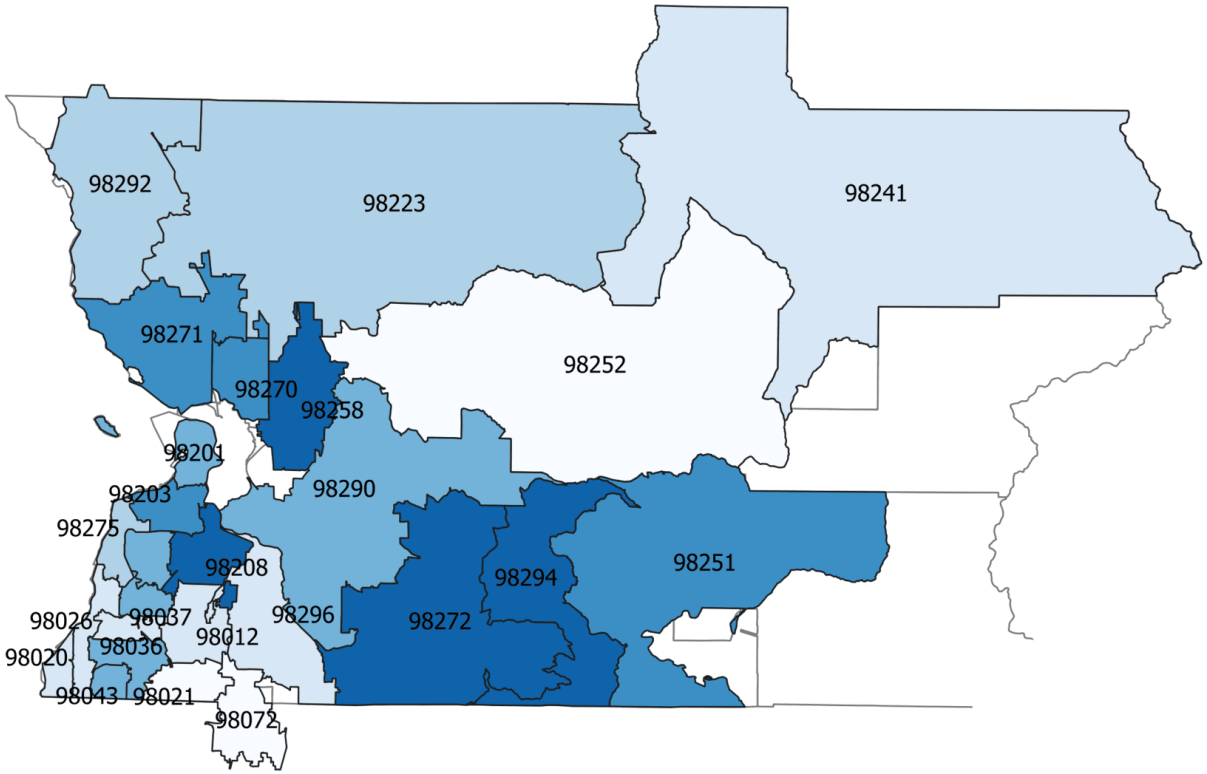
Web Resources (www.snohd.org/covid)

COVID-19 Heat Map--Cumulative



Through January 23, 2021

Rate by Zip Code (Jan. 10-23)



Through January 23, 2021

COVID-19 Looking Ahead

- Healthcare System
  - Continue work with hospitals, LTCFs, DSHS, and other resources to improve flow through the discharge system
- Disease Prevention & Containment
  - Continue testing, case, contact and outbreak investigations
  - Support schools in implementing statewide guidance
- Vaccine
  - Work with Vaccine Taskforce to increase supply to meet capacity
  - Develop reporting information on demographics, etc.
  - Collaborate with partners to increase access for underserved
  - Continue to follow prioritization in vaccination phases

COVID-19 Vaccine Dashboard

	Total first doses received (weeks 1-8)	Total second doses received (weeks 4-8)	No. of approved providers that received vaccine	Number of first doses administered*	Number of second doses administered	Increase in all doses administered since last week	Expected first dose allocation for week 9	Expected second dose allocation for week 9	Total number of approved providers
Moderna	67,500	29,700	63	58,712	10,435	18,513	3,700	11,500	91
Pfizer	10,725	5,850	2	12,000	4,544	5,019	5,850	0	4
Total	**78,225**	**35,550**	**64**	**70,712**	**14,979**	**25,532**	**9,550**	**11,500**	**93**

**Note: These numbers are preliminary based on what has been entered into the Washington Immunization Information System (WAIIS).*

Does not include federal-pharmacy partnership addressing nursing homes and assisted living facilities

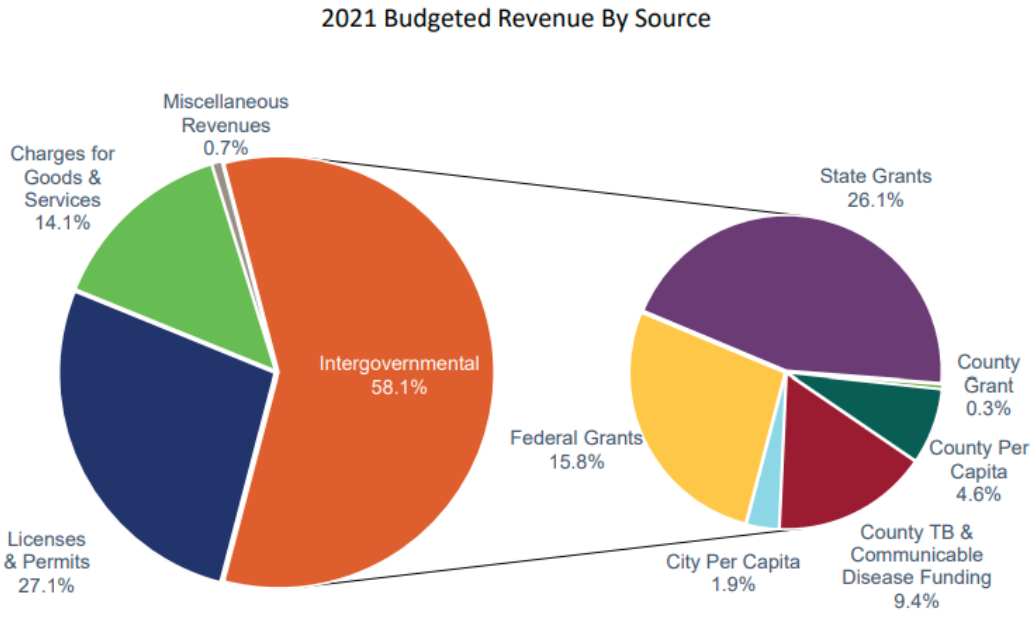
Moving FORWARD

Implementing Our Strategic Plan

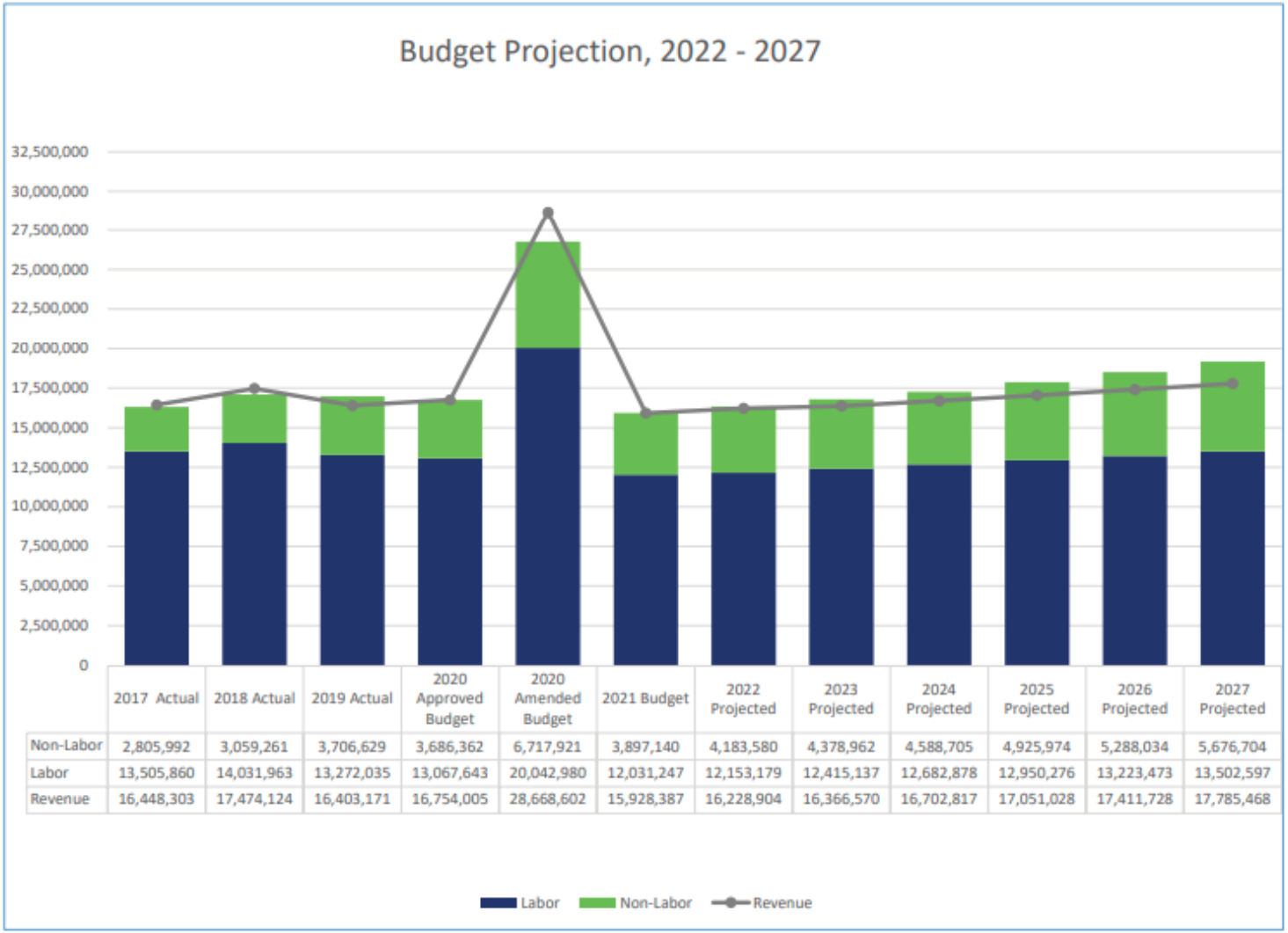
- Reduce the rate of communicable disease and other notifiable conditions
- Prevent or reduce chronic diseases and injuries
- Provide high-quality environmental health services
- Improve maternal, child, and family health outcomes
- Provide legally required vital records
- Address ongoing, critical public health issues
- Support increased access to medical, oral, and mental health care
- Build a more sustainable organization

Projected Revenues

	2017 Actual	2018 Actual	2019 Actual	2020 Amended Budget	2021 Proposed Budget
Licenses & Permits	3,860,426	4,008,199	3,787,452	3,577,892	4,314,297
Intergovernmental Revenue	10,147,984	11,046,367	9,913,452	22,383,413	9,260,321
Charges for Goods & Services	2,140,985	1,838,729	2,578,610	2,449,479	2,239,463
Miscellaneous Revenues	298,909	580,829	401,213	257,818	114,557
	16,448,304	**17,474,124**	**16,680,727**	**28,668,602**	**15,928,387**



Updated Six-Year Forecast



	2017 Actual	2018 Actual	2019 Actual	2020 Approved Budget	2020 Amended Budget	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected	2027 Projected
Non-Labor	2,805,992	3,059,261	3,706,629	3,686,362	6,717,921	3,897,140	4,183,580	4,378,962	4,588,705	4,925,974	5,288,034	5,676,704
Labor	13,505,860	14,031,963	13,272,035	13,067,643	20,042,980	12,031,247	12,153,179	12,415,137	12,682,878	12,950,276	13,223,473	13,502,597
Revenue	16,448,303	17,474,124	16,403,171	16,754,005	28,668,602	15,928,387	16,228,904	16,366,570	16,702,817	17,051,028	17,411,728	17,785,468

Looking Ahead

- ✓ COVID Funding - continue engaging with federal delegation and local partners to ensure extended & expanded
- ✓ Sustainable Funding - while 2021-2025 are fairly stable, current trends would leave the District with an inadequate total fund balance to cover reserves starting in 2026.
- ✓ Increased Revenue – finalizing renovations to lease out space in Rucker Building, as well as Sound Foundation for Public Health getting up and running.

Sound Foundation for Public Health

- New Foundation board members selected
- Anticipate filing paperwork Q1
- Finalizing MOU between Foundation and Health District

Purpose: *To provide support for priorities identified in community health assessments, community health improvement plans, and/or emerging public health issues in Snohomish County.*

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Social Media

Follow us on Facebook, Twitter, YouTube, and Instagram

Thank you

contact information

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Administrative Officer
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SFrederick@snohd.org

Carrie Parker
Prevention Services Asst. Director
425.339.8634
CParker@snohd.org

AGENDA BILL

Meeting Date: February 23, 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; Public Hearing and Final Reading

PREVIOUS DISCUSSION:

February 9, 2021

PUBLIC HEARING(S):

February 23, 2021

REQUESTED ACTION:

1. *(after public 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.
3. Move to accept as final 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.

The proposed North Kelsey code amendments were brought before City Council on February 9,2021. The Council requested that staff remove the use of "motor vehicles" in the permitted use table. The change has been made and a public hearing is scheduled for the council meeting to be held on February 23, 2021.

Per RCW 36.70A.35(2)(a), Except as otherwise provided in (b) of this subsection, if the legislative body for a county or city chooses to consider a change to an amendment to a comprehensive plan or development regulation, and the change is proposed after the opportunity for review and comment has passed under the county's or city's procedures, an

opportunity for review and comment on the proposed change shall be provided before the local legislative body votes on the proposed change. The public hearing has been properly noticed.

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 were adopted in 2018 by Ordinance No. 032/2018 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 stand-alone 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.
The code amendments also include adding the following permitted uses to the North Kelsey/Tjerne Place overlay district:

- Child care centers
- Emergency and Relief Services
- Recreational Facilities, Indoor

- Sports and Recreation Instruction, Indoor
- Consumer Goods
- Boutique Gym
- Home Improvement Centers
- Retirement Housing and Assisted Living Facilities

Review and Public Notice

Discussions regrading 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.

The proposed North Kelsey code amendments were brought before City Council on February 9,2021. The Council requested that staff remove the use of "motor vehicles" in the permitted use table. The change has been made and a public hearing is scheduled for the council meeting to be held on February 23, 2021.

Per RCW 36.70A.35(2)(a), Except as otherwise provided in (b) of this subsection, if the legislative body for a county or city chooses to consider a change to an amendment to a comprehensive plan or development regulation, and the change is proposed after the opportunity for review and comment has passed under the county's or city's procedures, an opportunity for review and comment on the proposed change shall be provided before the local legislative body votes on the proposed change. The public hearing has been properly noticed.

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

ATTACHMENTS:

NK Design Guidelines PowerPoint Presentation-2_23_2021-CC
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

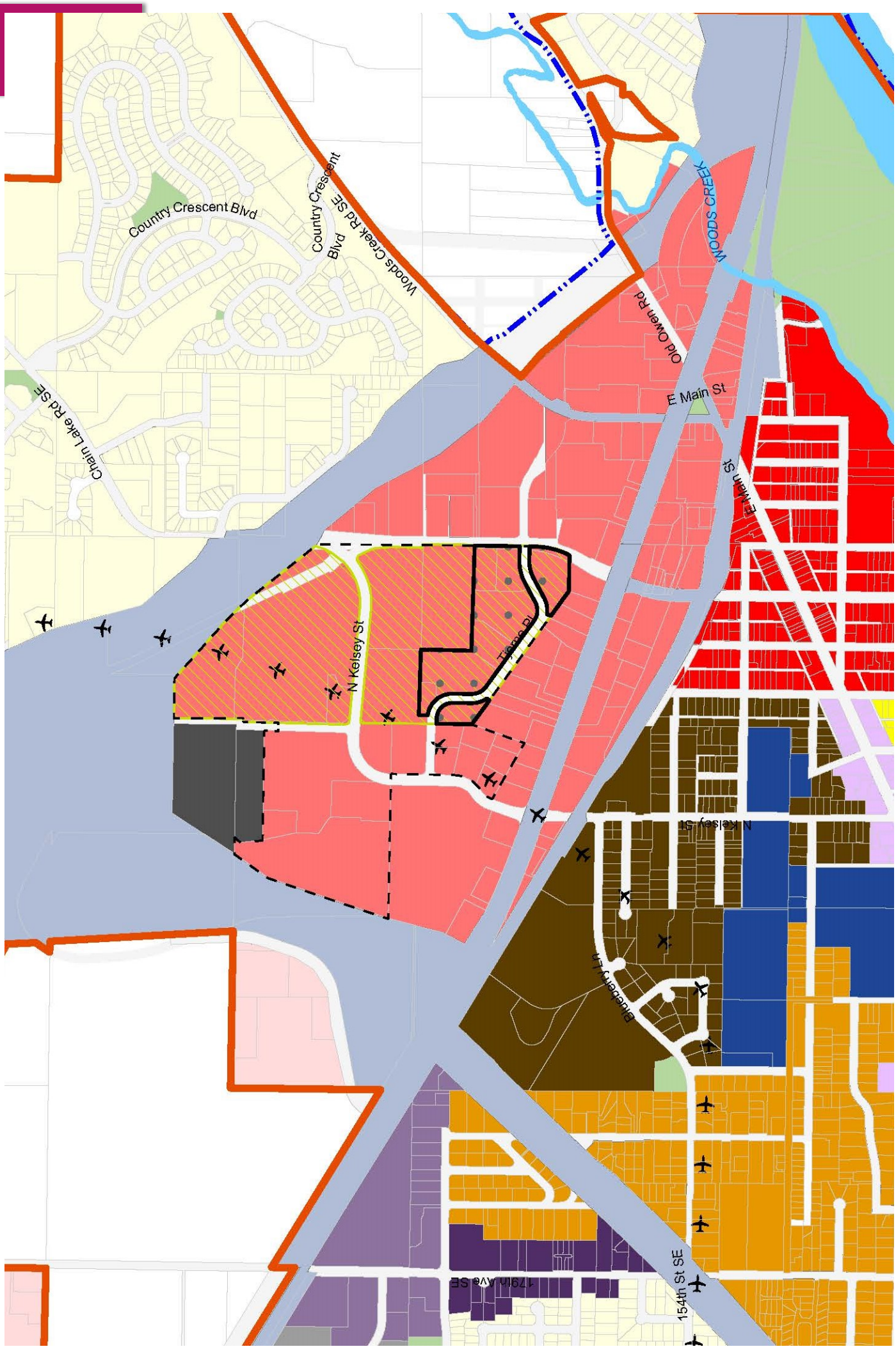
North Kelsey Design Guidelines/Code Amendments

CITY OF MONROE
CITY COUNCIL MEETING
PUBLIC HEARING
FEBRUARY 23, 2021 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

Monroe
Woods Creek Rd
Old Owen Rd
Chain Lake Rd
Lewis St
State Route 2
Main St
Turn Ln
W Stretch St
E Stretch St
Butler St
Railroad Ave
E Hill St
North St
Elizabeth St
Maple St
Killarney
Oaks St
Eagle Dr
Galaxy Way
Cascade View Dr SE
N Kelsey St
Lenton Pl SE
143rd Pl SE
143rd St SE
144th Pl SE
146th St SE
Ridge Rd SE
Woolery Ln SE
Golden Ln SE
Autumn Ave SE
Ravenwood Rd SE
Deerfield Dr SE
High Meadows Rd SE
Country Cres SE
Rustic View Rd SE
Springbrook Rd SE
Glenview Ln SE
Corbridge Rd SE
Horizon Way SE
Ingraham
207th Ave SE
210th Ave SE
211th Ave SE
212th Dr SE
Calhoun Rd
E Rivmont Dr
W Rivmont Dr
Monroe
State Route 2


Country Crescent Blvd
Country Crescent Blvd
Woods Creek Rd SE
WOODS CREEK
Old Owen Rd
E Main St
E Main St
Chain Lake Rd SE
N Kelsey St
Tiffany Pl
N Kelsey St
Blueberry Ln
179th Ave SE
154th St SE

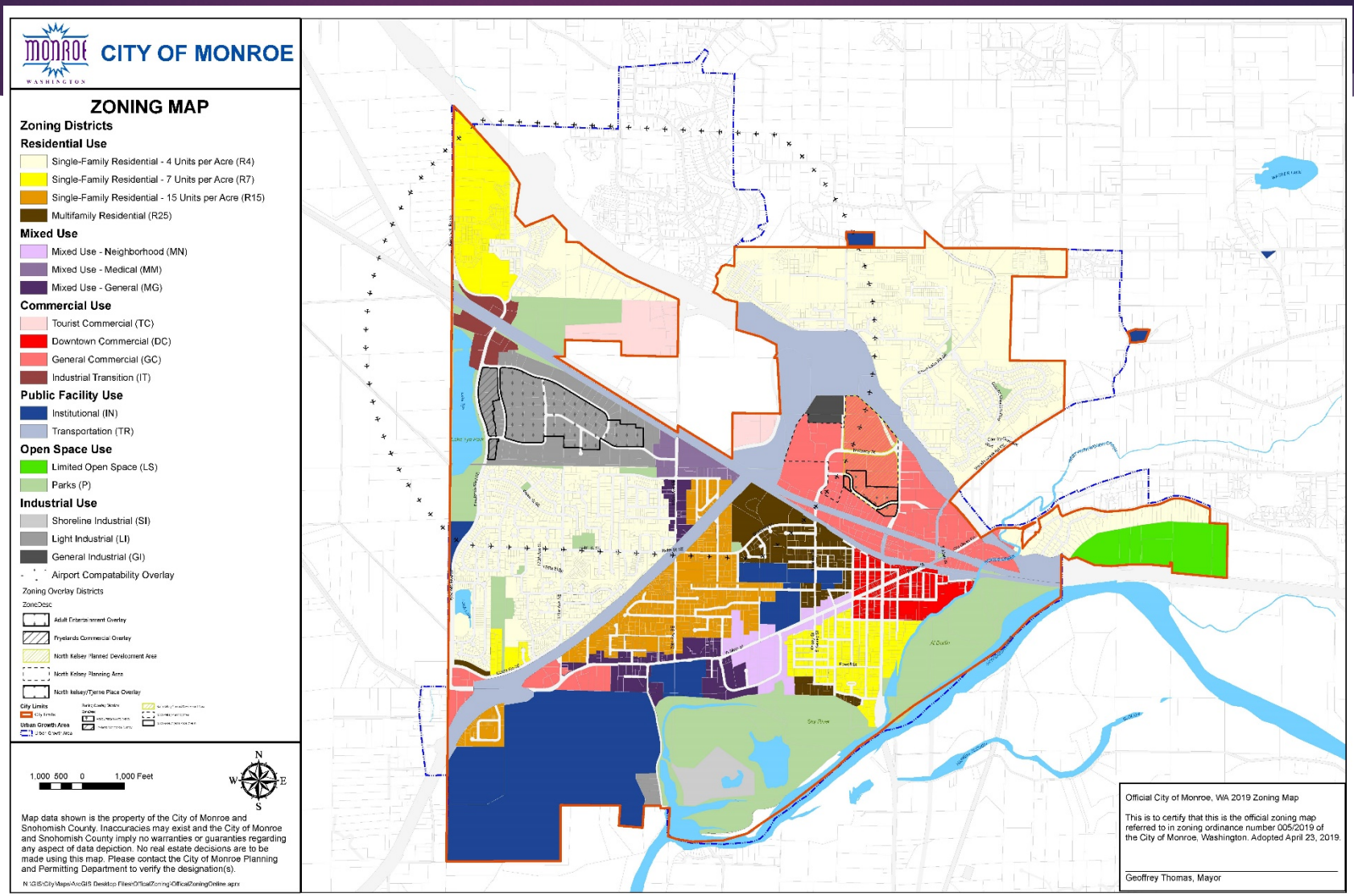
Background

- 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
- City Council directed staff to delete the use of “motor vehicles” at the February 9th council meeting
- Public Hearing scheduled for February 23rd

Code Changes (Revised)

- Allowing stand-alone multifamily
- Updating code sections to reference the updated guidelines (2021)
- 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

Map Amendment



Public Comments

- One agency comment received
- No SEPA appeals

Recommended Action

- Move to accept as final 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.

North Kelsey Development Plan Design Guidelines Update 2021

APPENDIX 1

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.

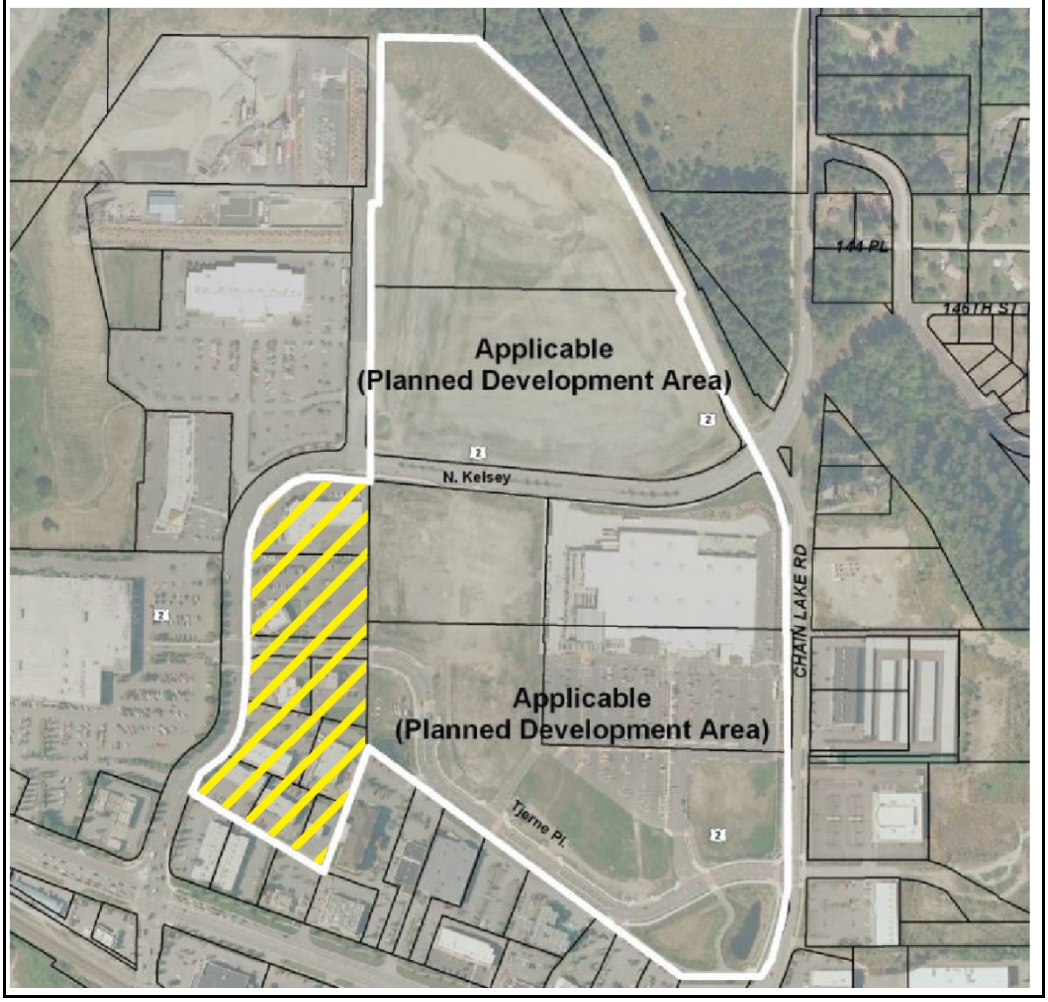
C. Application of Design Guidelines

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.

Figure 1. Applicable properties. Hatched areas are only subject to Chapters 5 through 7 of these Design Guidelines.



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:

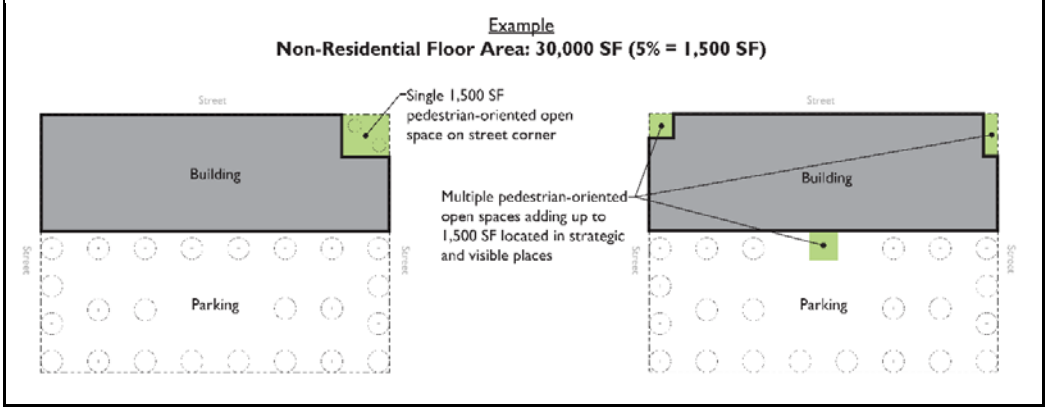
- To provide pedestrian-oriented spaces in commercial areas that enhance the employees' and public's opportunity for active and passive activities, such as dining, resting, people watching, and recreational activities.
- To enhance the development character and attractiveness of commercial development.
- 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.

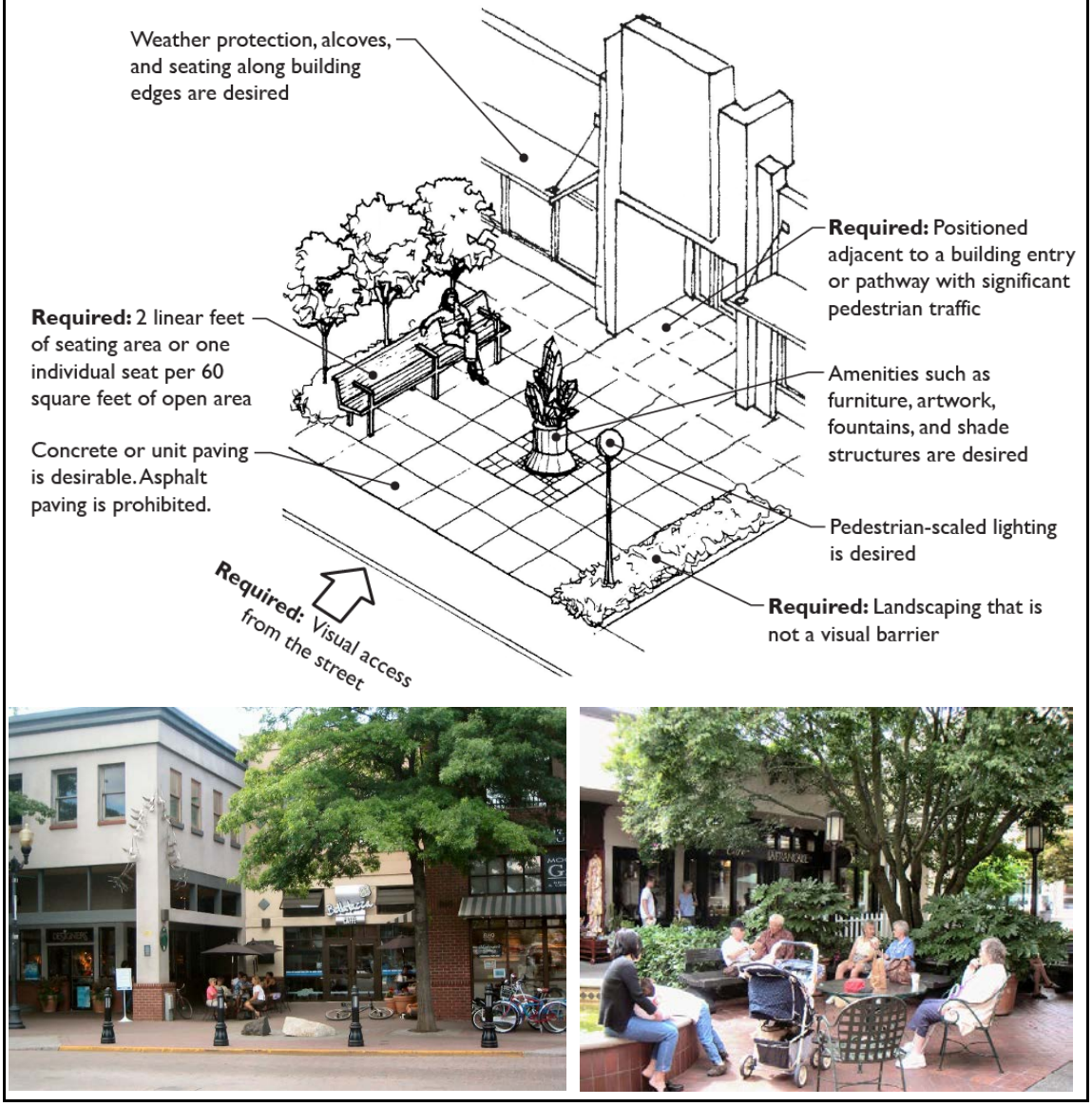
   DEPARTURE: Open space area may be reduced to 2-1/2-percent of the non-residential floor area if the City finds the project includes exceptional design features and elements that meet the intent of the guidelines. This includes open spaces that feature a combination of design (materials, amenities, and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

Figure 3. Example development integrating the required pedestrian-oriented space.



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 1 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.

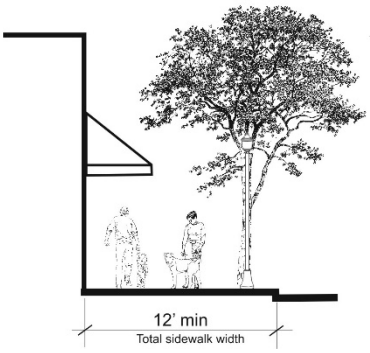
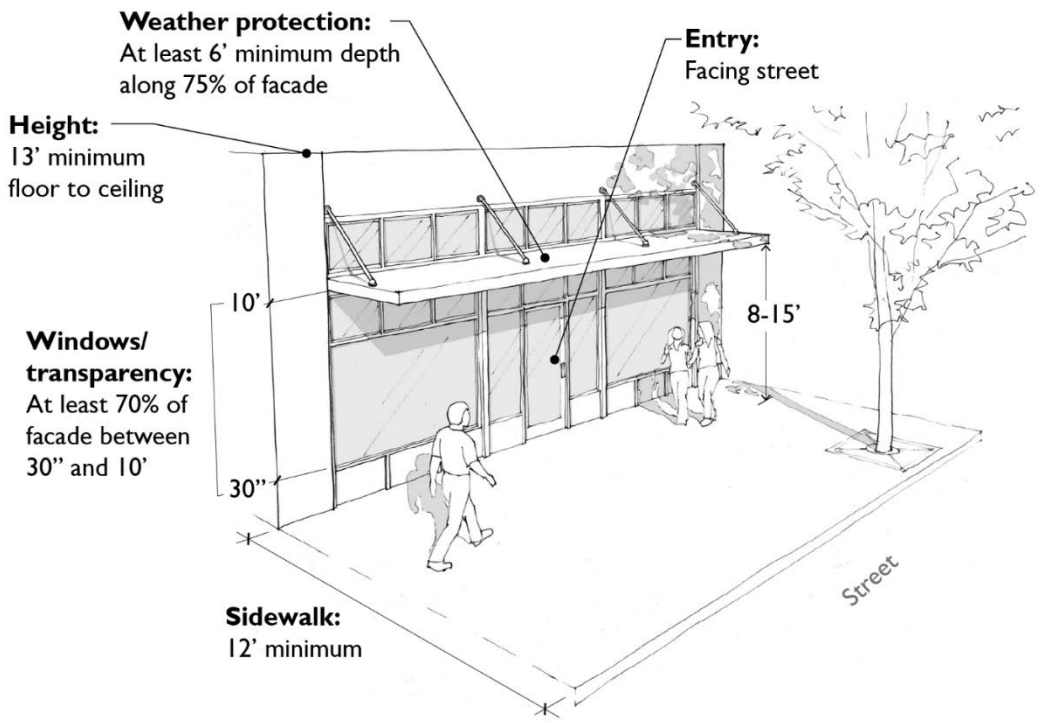
Table 1. Storefront Design.		
The ➲ symbol refers to DEPARTURE opportunities. See special departure criteria in the right column.		
Element	**Guidelines**	**Examples & Departure Criteria**
	window area. Also, mirrored glass and highly-reflective or darkly-tinted windows must not be counted as transparent windows.	
Weather protection	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. ➲ Weather protection must not interfere with street trees, street lights, street signs, or extend beyond the edge of the sidewalk.	Departure criteria: Alternative design treatments must provide equivalent weather protection benefits.
Sidewalk/pathway width	12' minimum between the curb edge and the storefront façade (including clear/buffer zone with street trees). Setbacks and utility easements must also be considered and may result in a larger minimum sidewalk width.	

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. ➲	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	Provide privacy for people living in the adjacent dwelling units through all of the following measures: • 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: o The ground level of adjacent residential units must be raised above the sidewalk grade by an average of 30". o 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. o 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 emphases 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:

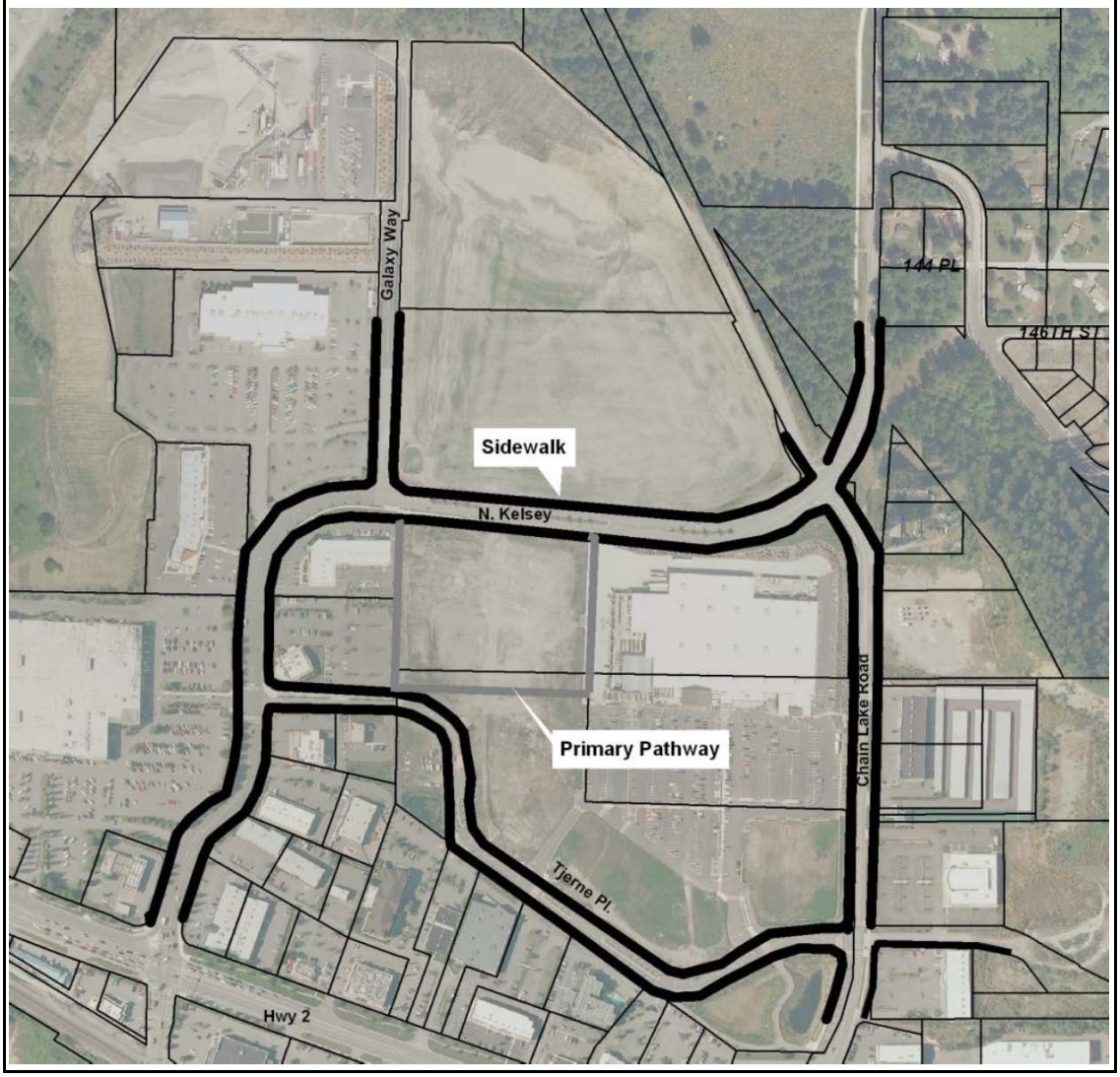
- To provide a safe environment for pedestrians to move throughout the North Kelsey planning area and separation of pedestrian and vehicular traffic.
- To create a varied and rich environment to encourage people to explore the area on foot.

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:

1. 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

1. 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.

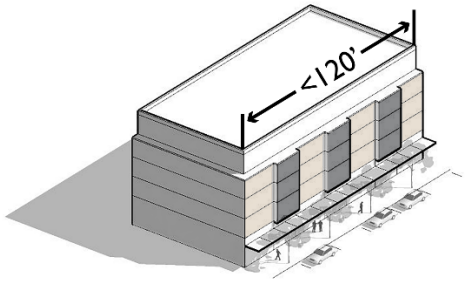
    c. Façade employs building walls with contrasting articulation that make it appear like multiple distinct buildings. To qualify for this option, these contrasting façades must employ all of the following:

        i. Different building materials and/or configuration of building materials.

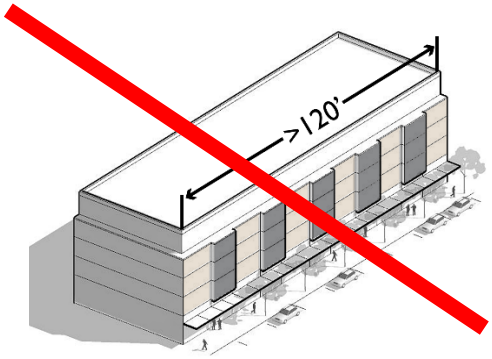
        ii. Contrasting window design (sizes or configurations).

    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.

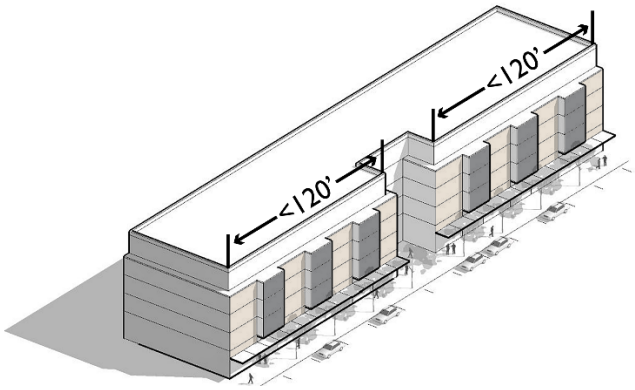


Less than 120' wide: Meets guideline.



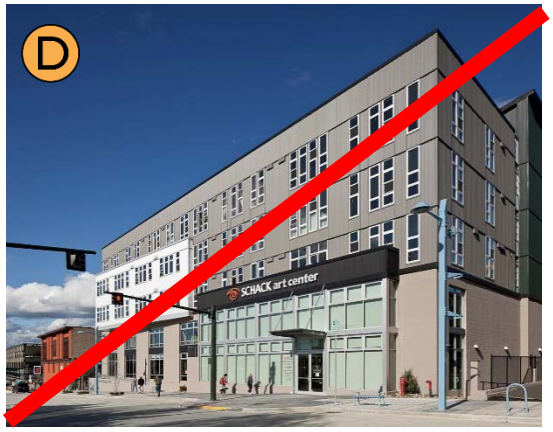
More than 120' wide: Does not meet guideline.

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:

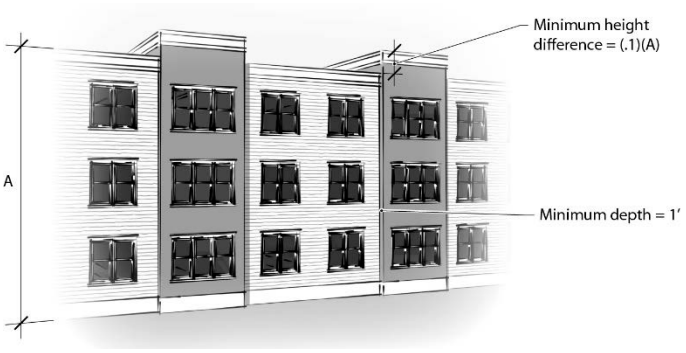
    a. For flat roofs or façades with horizontal eave, fascia, or parapet, the minimum vertical dimension of roofline modulation is the greater of two-feet or 0.1 multiplied by the wall height (finish grade to top of the wall) when combined with vertical building modulation techniques described in subsections 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:

1. 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.1 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.

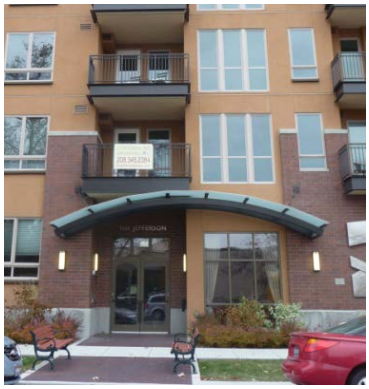
Figure 16.Examples of buildings employing a distinctive roofline that effectively provides an identifiable "top" to the building.

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:

1. 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 building in Image A integrates a range of metal siding with masonry and other materials. The building in Image B with continuous metal siding would not meet the guidelines herein.

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.

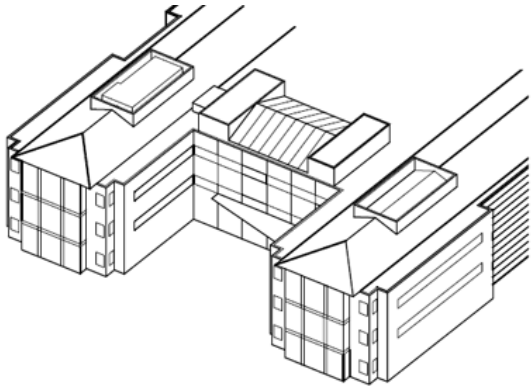
Exception: Roof-mounted wind turbines, solar energy systems, and rainwater reuse systems do not require screening.

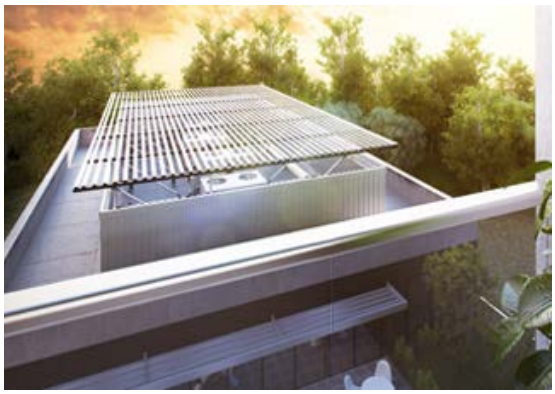
b. For rooftop equipment, all screening devices must be well integrated into the architectural design through such elements as parapet walls, false roofs, roof wells, clerestories, or equipment rooms. Screening walls or unit-mounted screening is allowed but less desirable. Wood must not be used for screens 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:

1. 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.

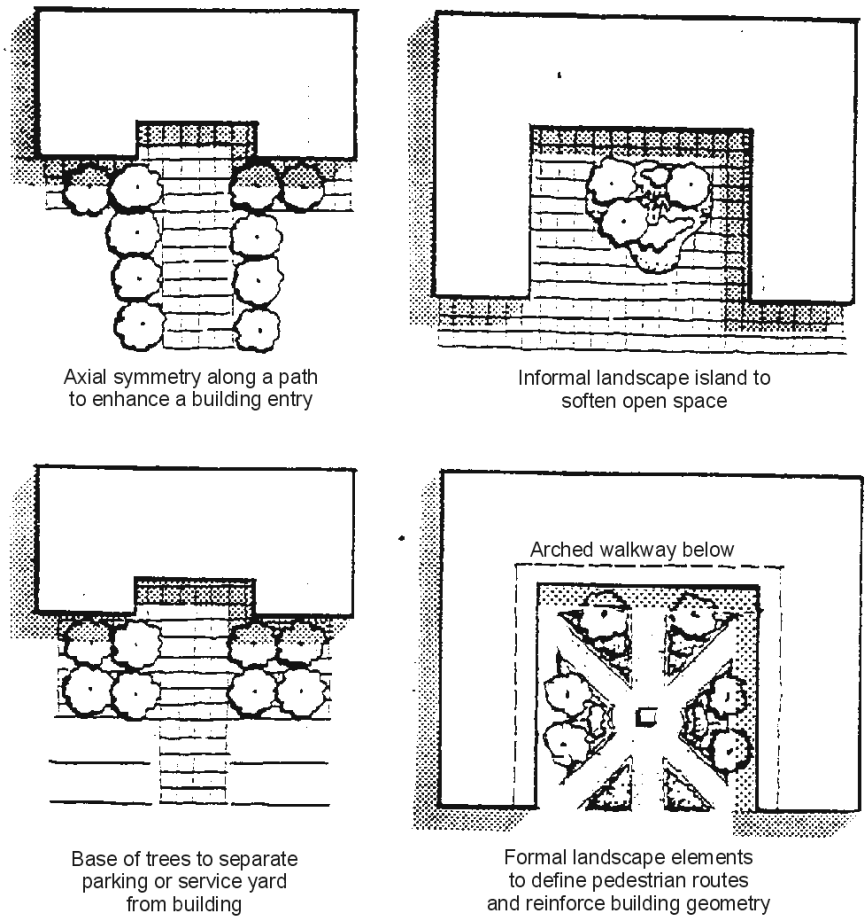
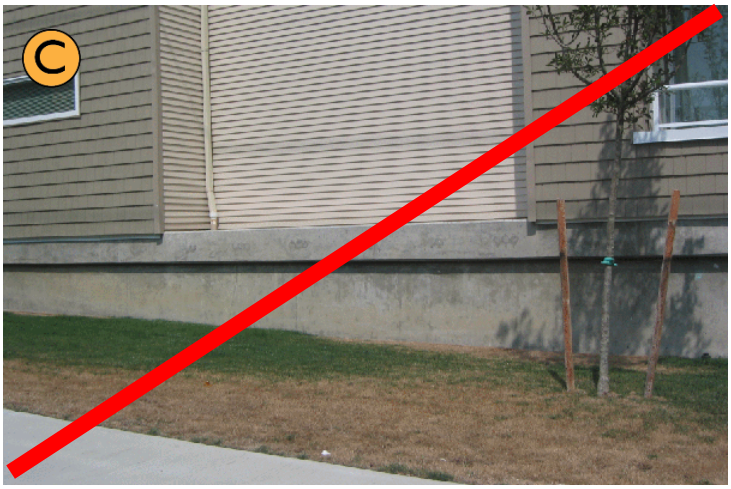


Figure 24. Utilizing landscaping to soften the appearance of buildings and enhancing their architectural qualities.

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-feet 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-feet wide between parking areas and sidewalks along Chain Lake Road.

Figure 25. Examples of acceptable parking lot screening.

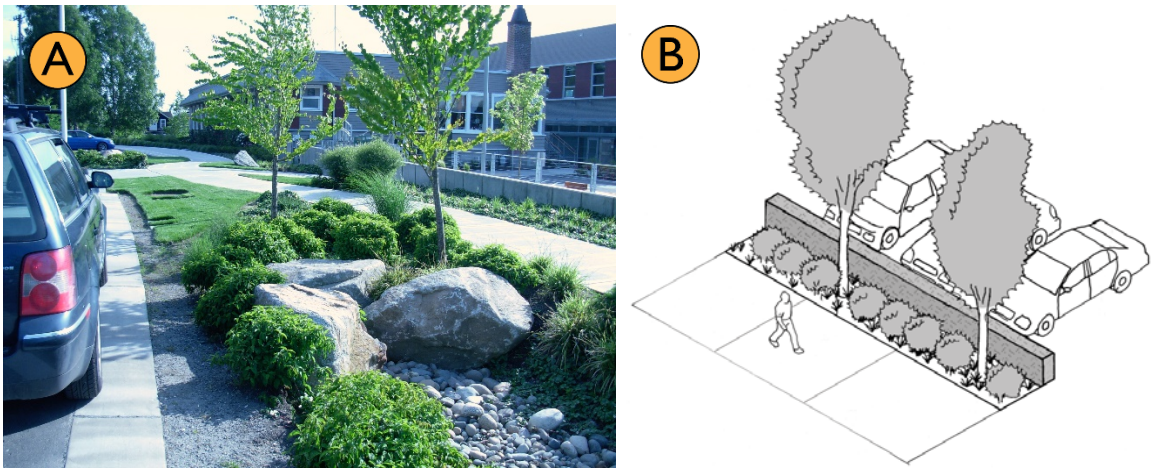


Image A is a good example of landscaped drainage/stormwater treatment buffer. Image B is a good example of landscaped combined with a low masonry wall on a parking lot perimeter.

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:

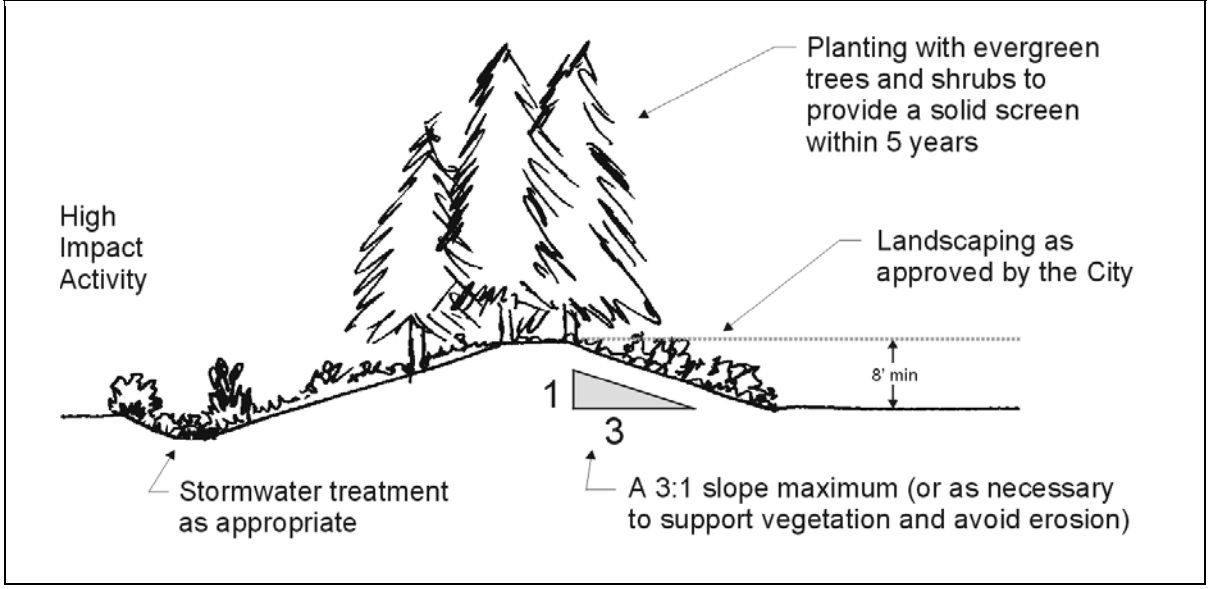
1. A range of landscape materials—trees, evergreen shrubs, ground covers, and seasonal flowers—shall be provided for color and visual interest.
2. Planters or large pots with small shrubs and seasonal flowers may also be used to separate café seating from traffic flow and create protected areas within 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.

Figure 26. Examples of acceptable parking lot screening.



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:

1. 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

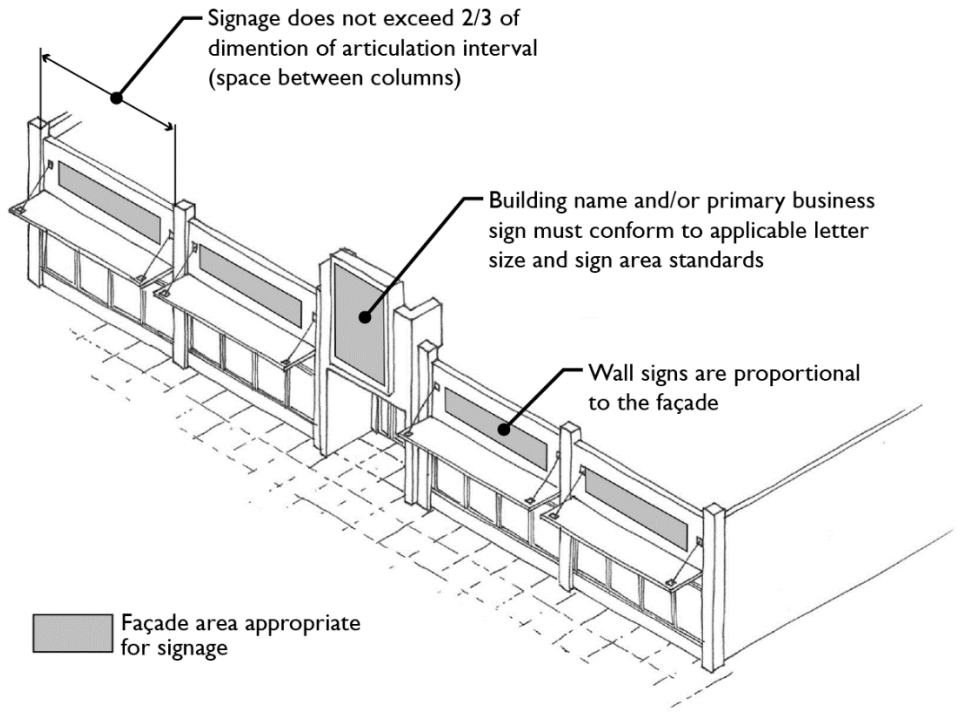
Table 4. Permitted signs illumination types.			
Illumination Type		**Permitted?**	**Other requirements**
Neon.		Yes	May be incorporated into a permitted wall, projecting, window, pole, or monument sign
Externally-illuminated sign.		Yes	Illumination techniques must focus the light on the sign and avoid 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.

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 buildings 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, on December 11, 2018, the Monroe City Council adopted Ordinance No. 032/2018, providing for horizontal and vertical mixed-use development that incorporates multifamily housing, retail space, and open space in the North Kelsey Planned Development 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. 21-014 and 21-073 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 **Design Guidelines**, 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	
Retirement Housing and Assisted Living Facilities		**P**	
2. COMMERCIAL LAND USES			
Building Material and Garden Supply Establishments			
• Hardware Stores	P	P	P
• Home Improvement Centers	P	**P**	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	**P**	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	**P**	P
• Motor Vehicles	P		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	**C**	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
Boutique Gym	**P**	**P**	**P**
Recreational Facilities, Indoor	P	**P**	P
Recreational Facilities, Outdoor	P		P
Sports and Recreation Instruction, Indoor	P	**P**	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 1

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.

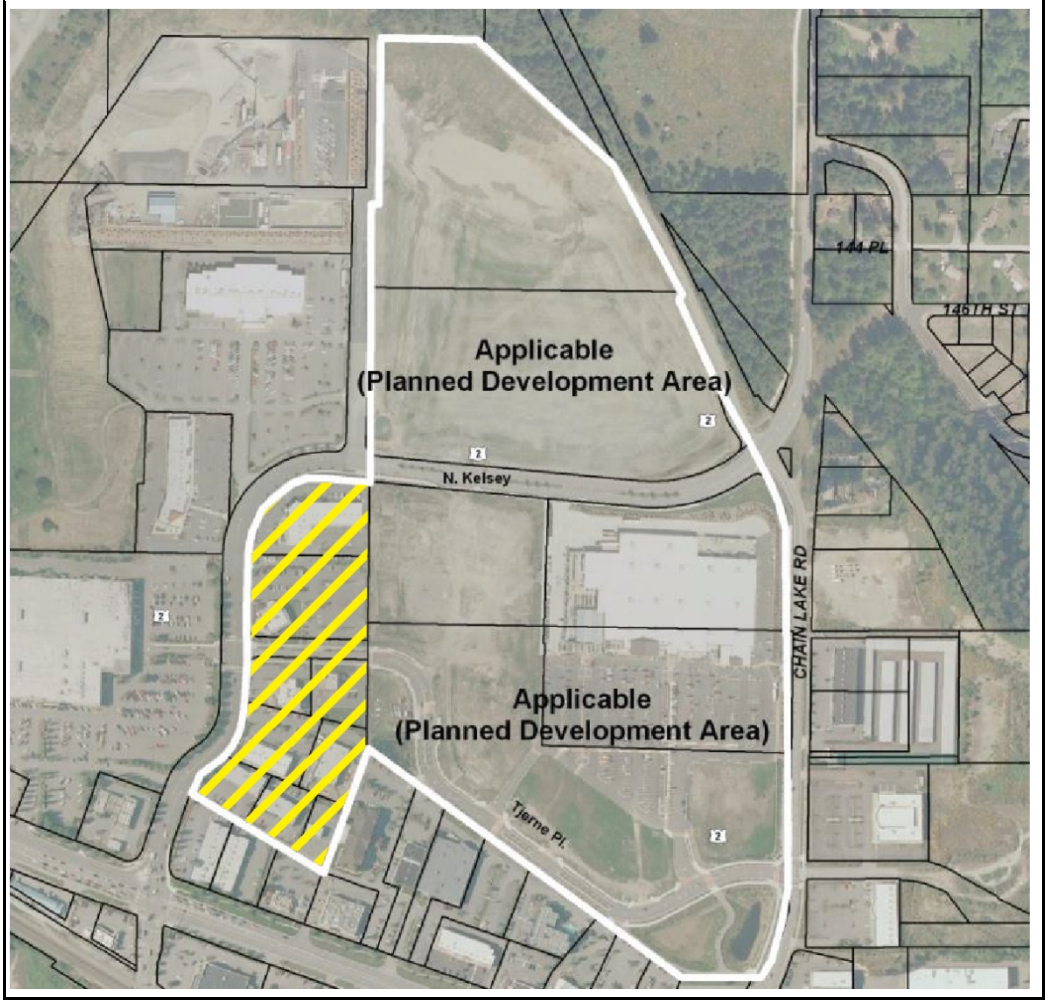
C. Application of Design Guidelines

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.

Figure 1. Applicable properties. Hatched areas are only subject to Chapters 5 through 7 of these Design Guidelines.



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:

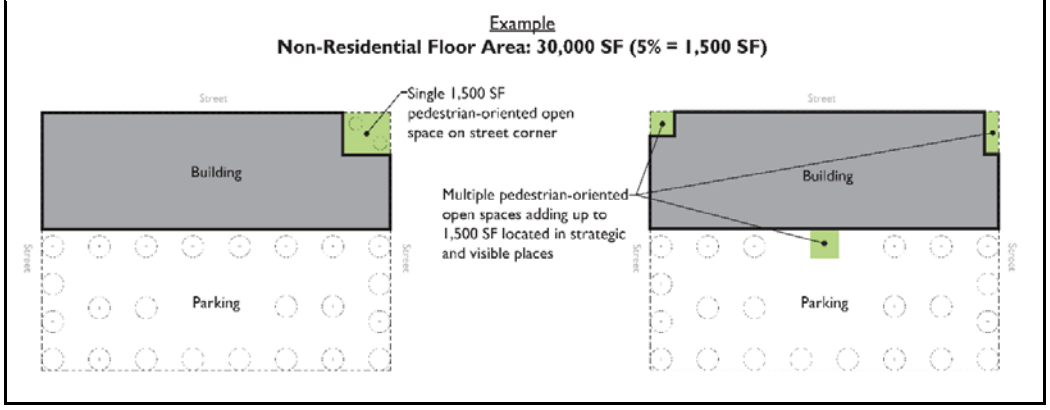
- To provide pedestrian-oriented spaces in commercial areas that enhance the employees' and public's opportunity for active and passive activities, such as dining, resting, people watching, and recreational activities.
- To enhance the development character and attractiveness of commercial development.
- 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.

Figure 3. Example development integrating the required pedestrian-oriented space.



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.

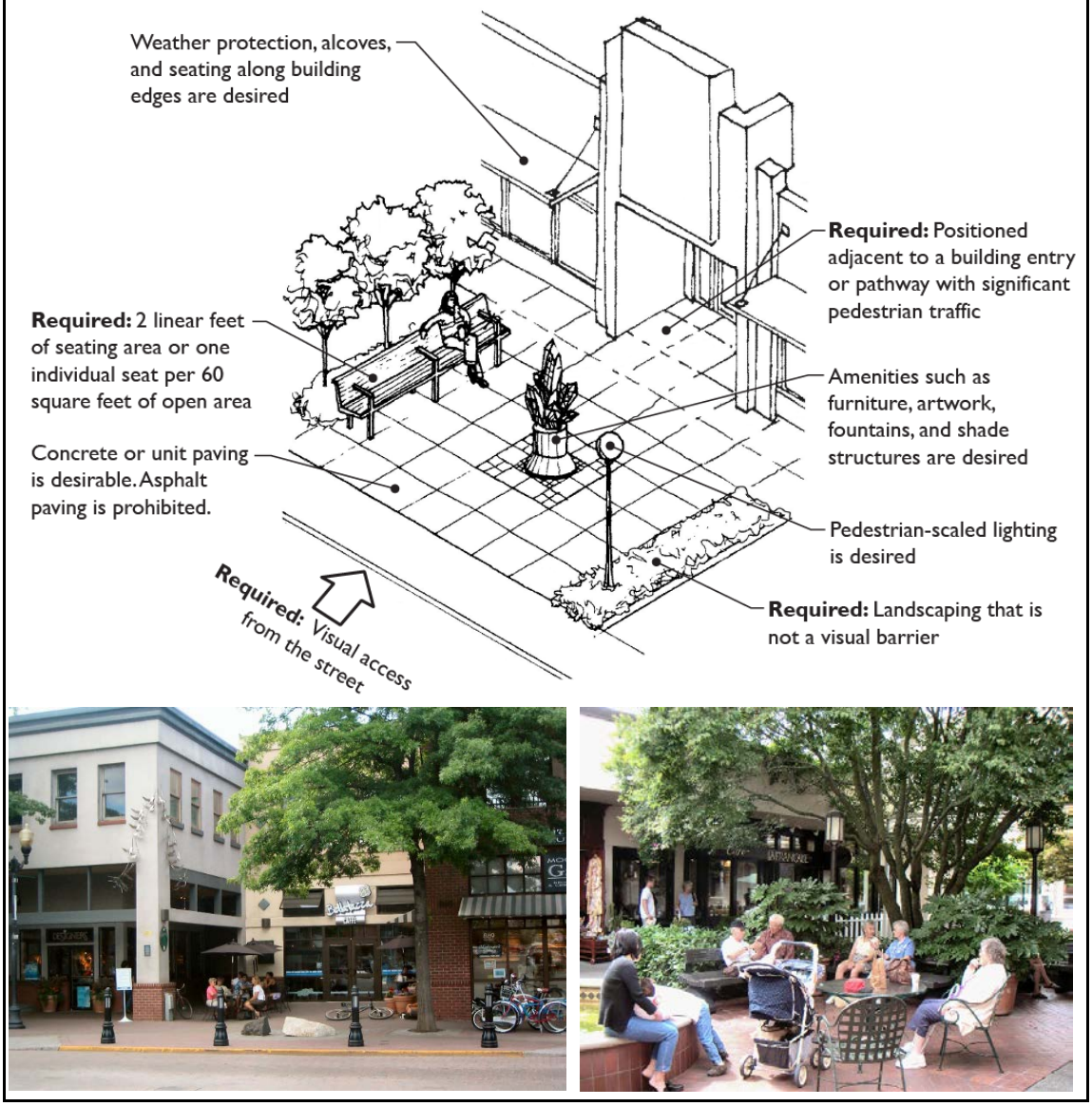
ii. Adjacent service areas (e.g., trash areas, loading docks) that are not separated with landscaping, as required by MMC 22.46.050.

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 1 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.

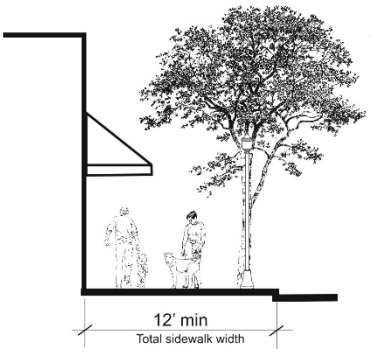
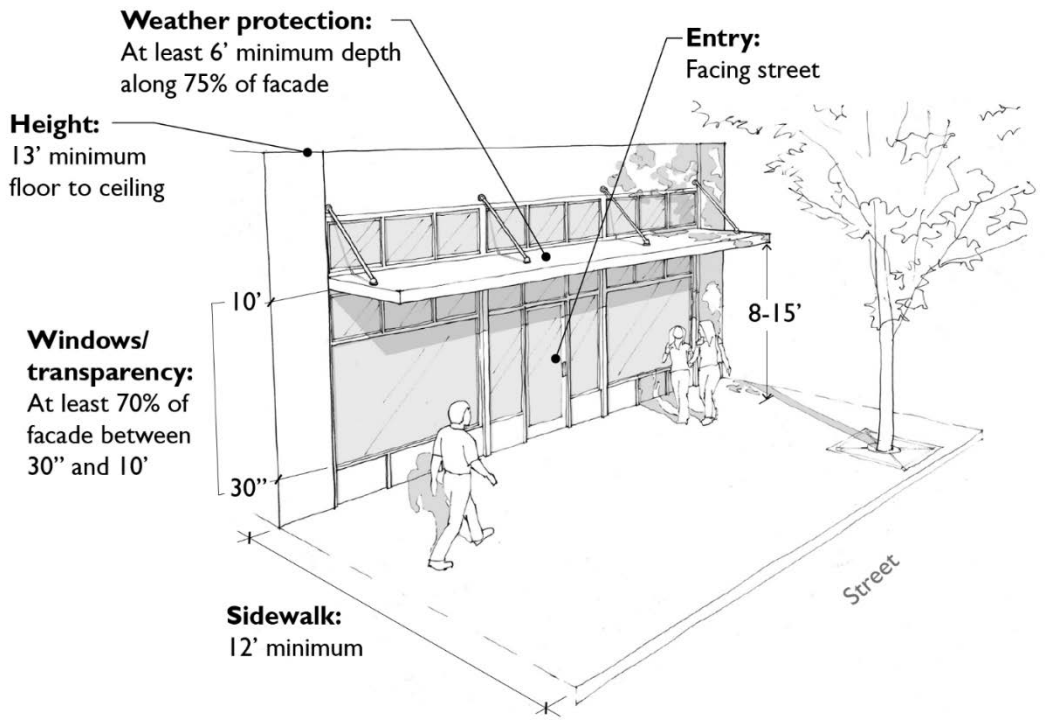
Table 1. Storefront Design.		
The ➲ symbol refers to DEPARTURE opportunities. See special departure criteria in the right column.		
Element	**Guidelines**	**Examples & Departure Criteria**
Weather protection	Weather protection over the sidewalk/pathway is required along at least 75% of the storefront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

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	Provide privacy for people living in the adjacent dwelling units through all of the following measures: • 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: o The ground level of adjacent residential units must be raised above the sidewalk grade by an average of 30". o 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. o 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 emphases 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:

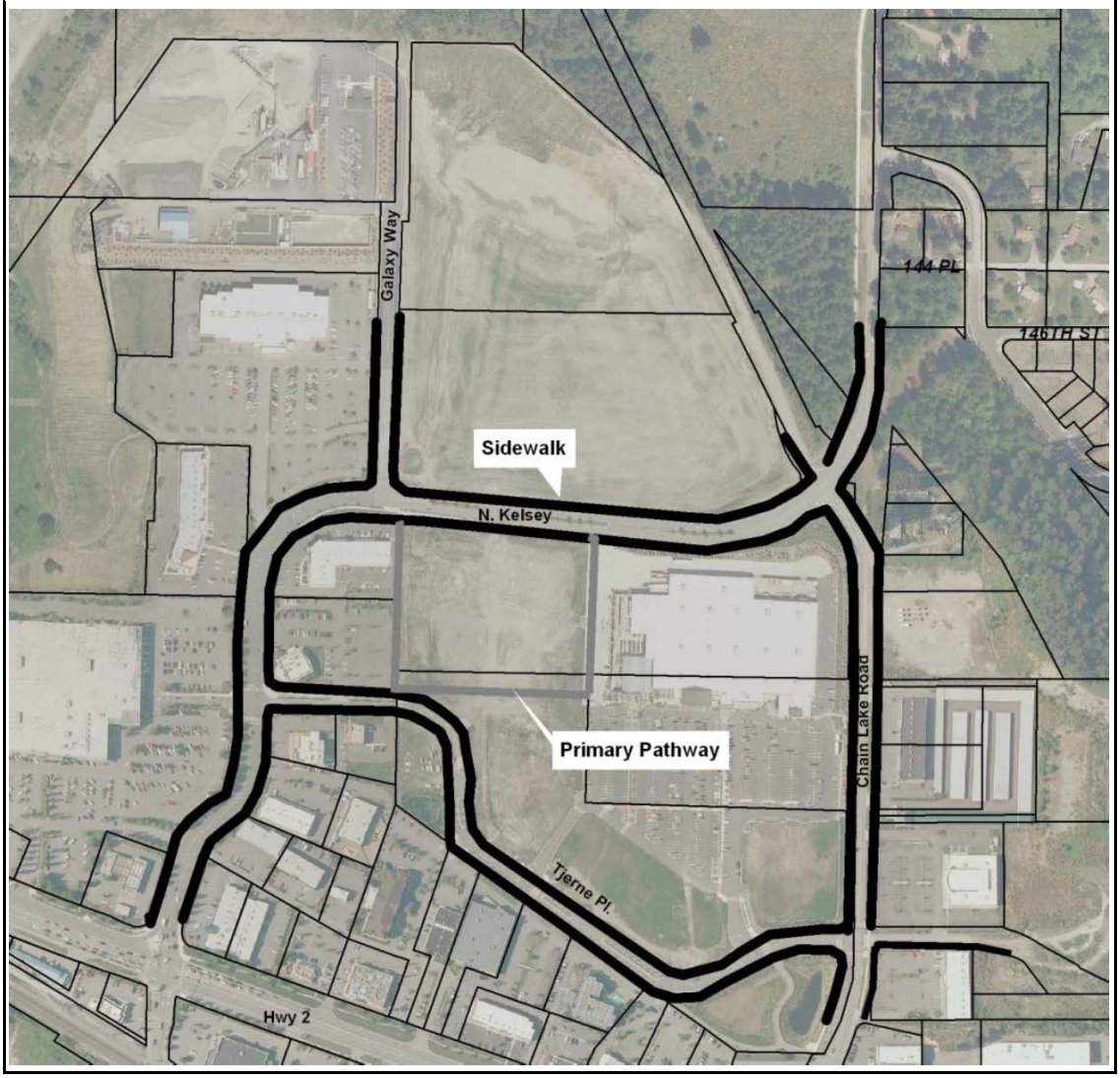
- To provide a safe environment for pedestrians to move throughout the North Kelsey planning area and separation of pedestrian and vehicular traffic.
- To create a varied and rich environment to encourage people to explore the area on foot.

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:

1. 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

1. 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.

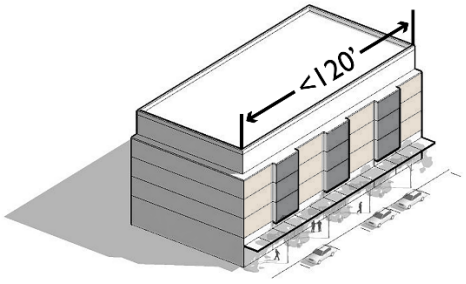
c. Façade employs building walls with contrasting articulation that make it appear like multiple distinct buildings. To qualify for this option, these contrasting façades must employ all of the following:

   i. Different building materials and/or configuration of building materials.

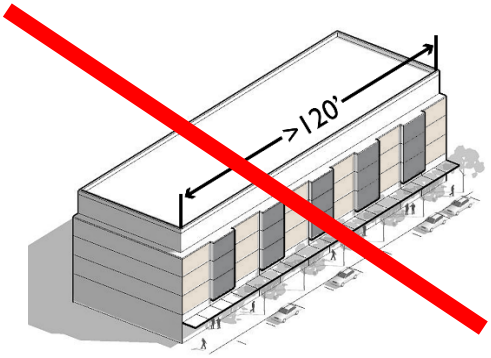
   ii. Contrasting window design (sizes or configurations).

d. Elevations with a prominent bend or curve of at least 25-degrees, so that no one straight segment exceeds 120-feet.

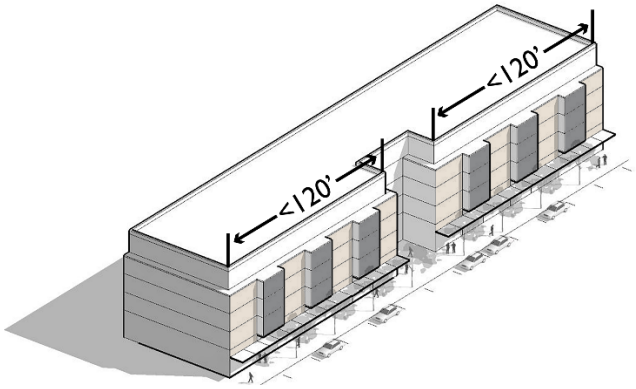
Figure 10. Illustrating maximum façade width guidelines and good and bad examples.



Less than 120' wide: Meets guideline.



More than 120' wide: Does not meet guideline.



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

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:

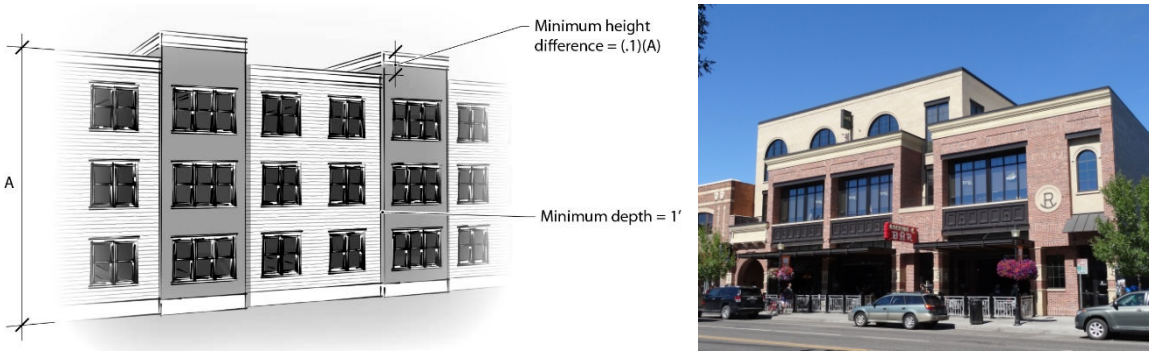
   a. For flat roofs or façades with horizontal eave, fascia, or parapet, the minimum vertical dimension of roofline modulation is the greater of two-feet or 0.1 multiplied by the wall height (finish grade to top of the wall) when combined with vertical building modulation techniques described in subsections 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:

1. 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.1 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:

1. 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.

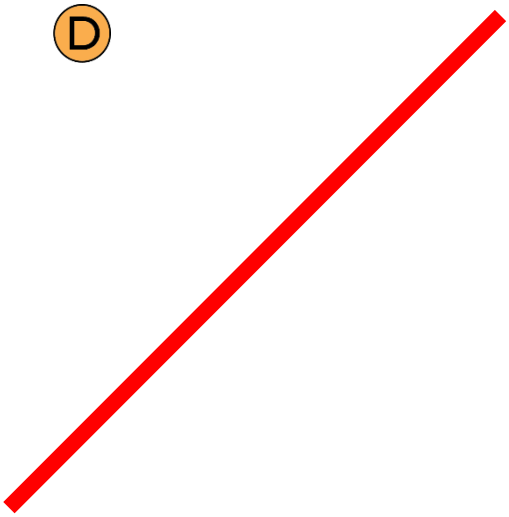
   iii. Integrate corner and edge trim that covers exposed edges of the siding material.

See Figure 18 below for acceptable and unacceptable examples.

Figure 18. Acceptable sheet material siding examples.

The building in Image A integrates a range of metal siding with masonry and other materials. The building in Image B with continuous metal siding would not meet the guidelines herein.

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.

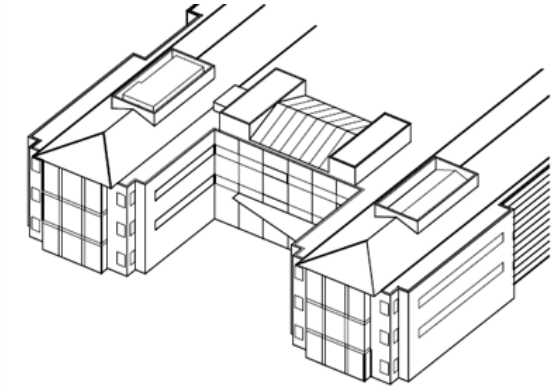
Exception: Roof-mounted wind turbines, solar energy systems, and rainwater reuse systems do not require screening.

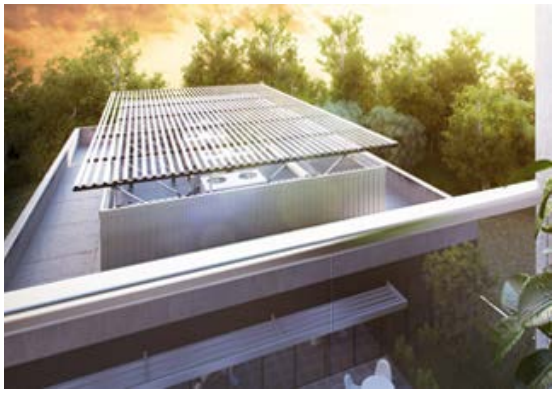
b. For rooftop equipment, all screening devices must be well integrated into the architectural design through such elements as parapet walls, false roofs, roof wells, clerestories, or equipment rooms. Screening walls or unit-mounted screening is allowed but less desirable. Wood must not be used for screens 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:

1. 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.

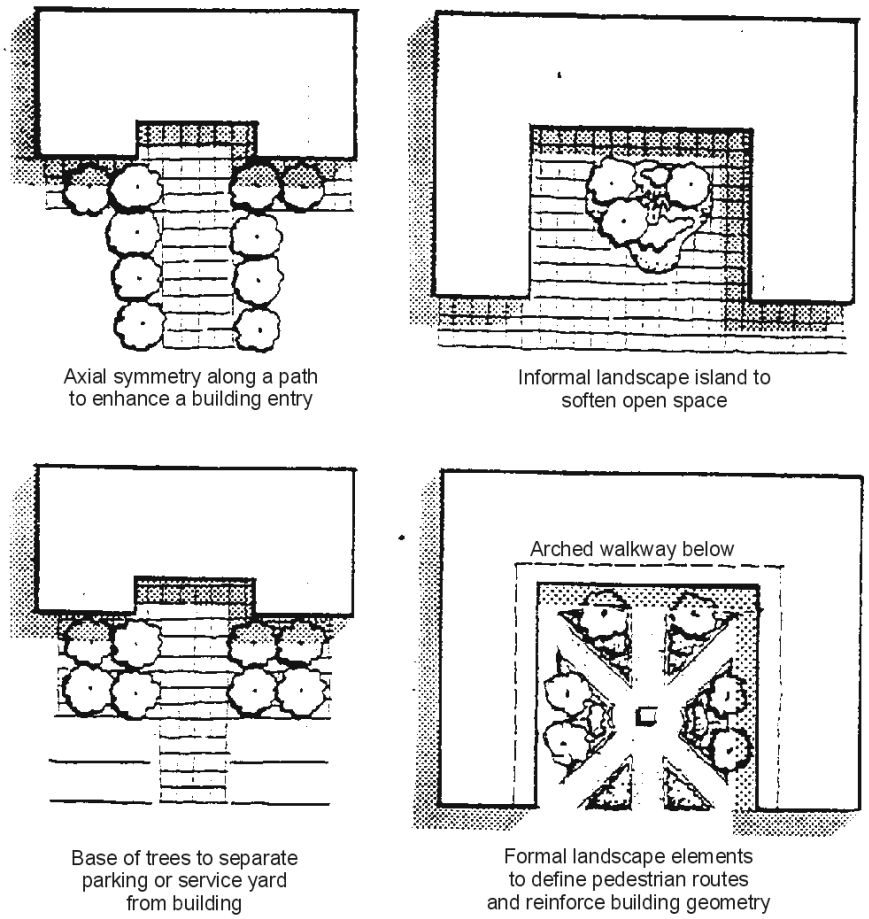
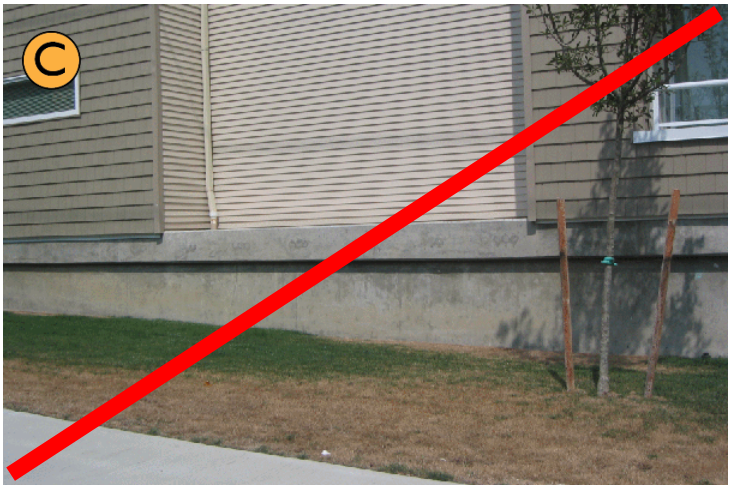


Figure 24. Utilizing landscaping to soften the appearance of buildings and enhancing their architectural qualities.

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-feet 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-feet wide between parking areas and sidewalks along Chain Lake Road.

Figure 25. Examples of acceptable parking lot screening.

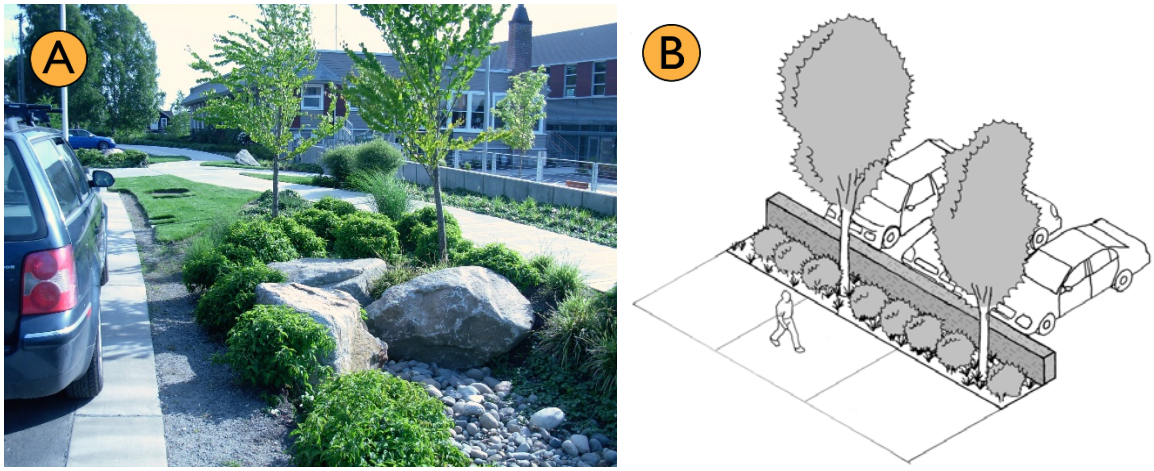


Image A is a good example of landscaped drainage/stormwater treatment buffer. Image B is a good example of landscaped combined with a low masonry wall on a parking lot perimeter.

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:

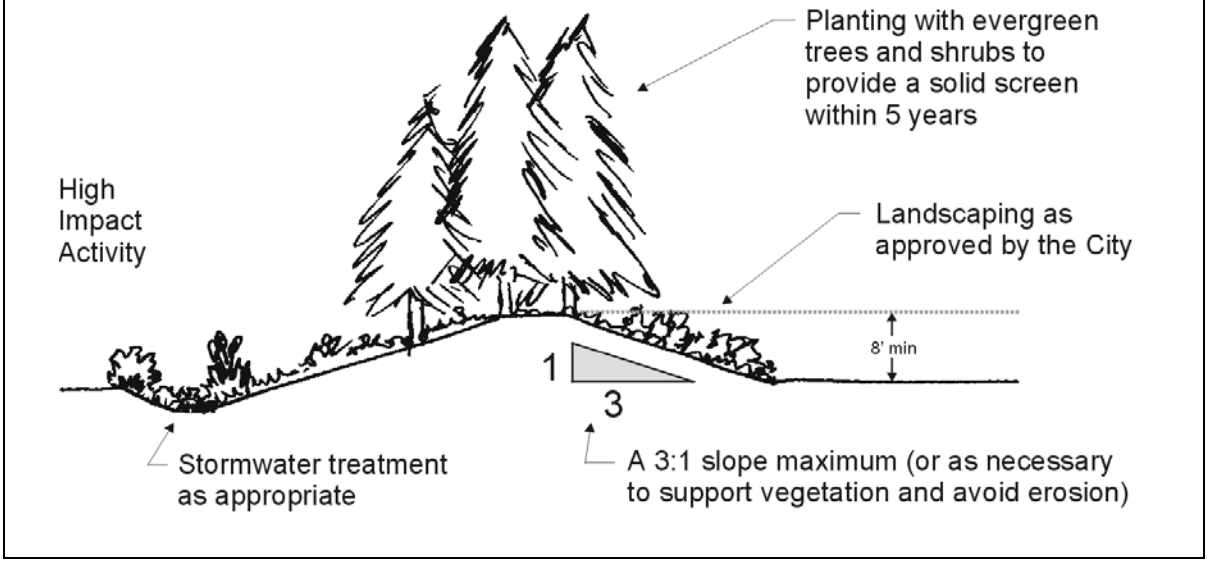
1. A range of landscape materials—trees, evergreen shrubs, ground covers, and seasonal flowers—shall be provided for color and visual interest.
2. Planters or large pots with small shrubs and seasonal flowers may also be used to separate café seating from traffic flow and create protected areas within 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.

Figure 26. Examples of acceptable parking lot screening.



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:

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

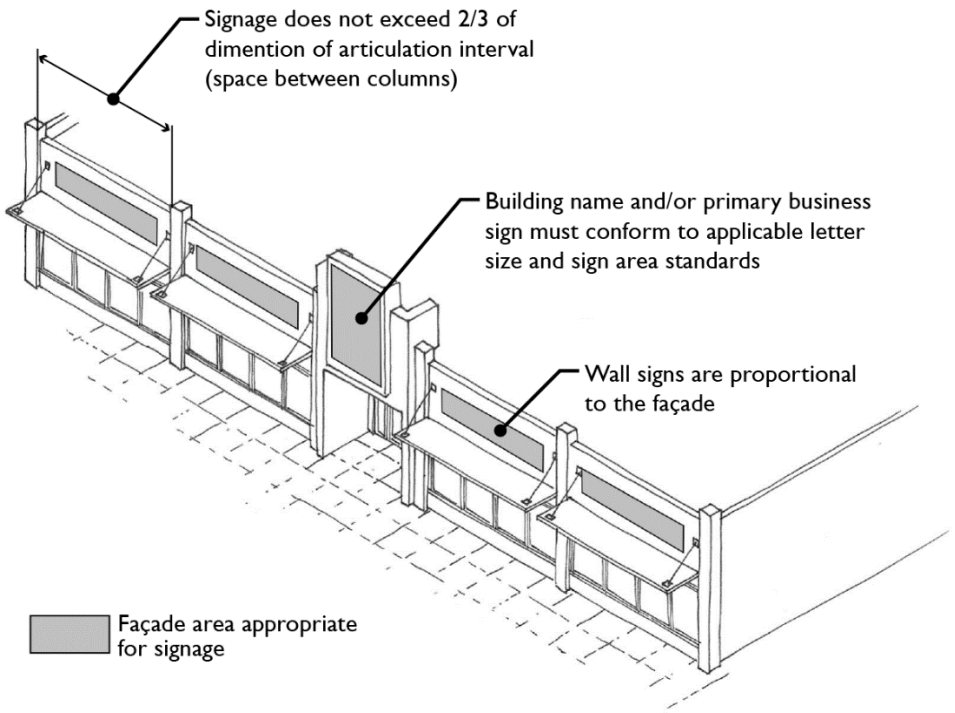
Table 4. Permitted signs illumination types.

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
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 buildings 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

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
- Fryelands Commercial Overlay
- North Kelsey Planned Development Area
- North Kelsey Planning Area
- North kelsey/Tjerne Place Overlay

City Limits

- City Limits

Urban Growth Area

- Urban Growth Area

Zoning Overlay Districts
ZoneDesc
Adult Entertainment Overlay
Fryelands Commercial Overlay
North Kelsey Planned Development Area
North Kelsey Planning Area
North kelsey/Tjerne Place Overlay

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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\OfficalZoning\OfficalZoningOnline.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.

TO BE COMPLETED BY APPLICANT

EVALUATION FOR
AGENCY USE ONLY

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:

__X_deciduous tree: alder, maple, aspen, other

____evergreen tree: fir, cedar, pine, other

____shrubs

__X_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`e 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 ___

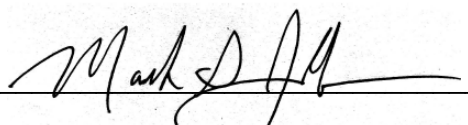
The affected geographic area is currently undeveloped, but all necessary utilities are available at the site, or will be extended as needed with a development proposal.

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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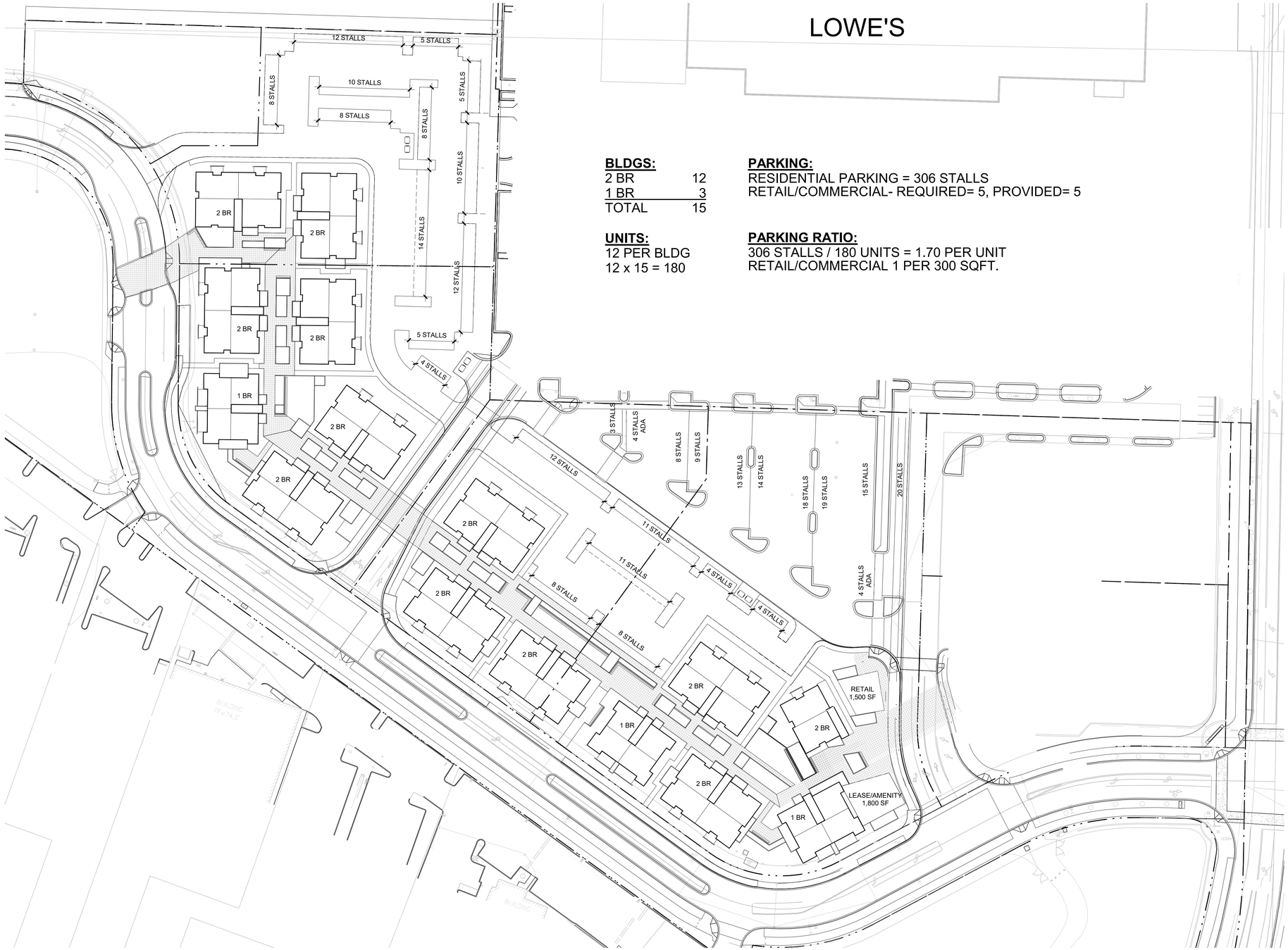
ATTACHMENT 1

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.

1 ARCHITECTURAL SITE PLAN
1" = 50'-0"

TRUE NORTH

IF SHEET MEASURES LESS THAN 24"X36", IT IS A REDUCED PRINT. REDUCE SCALE ACCORDINGLY

bcra
T 253.627.4367 F 253.627.4395 WWW.BCRADESIGN.COM
2106 PACIFIC AVENUE, SUITE 300, TACOMA, WA 98402

SEAL

PROJECT
NEW CONSTRUCTION
MONROE MULTIF-FAMILY
ADDRESS
ADDRESS
ADDRESS

REVISIONS

DATE
Issue Date

BCRA NO.
Project Number

DRAWN BY:

REVIEWED BY: Reviewer

SHEET TITLE
SITE PLAN

bcra
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SHEET

A-111

PROJECT STATUS

24x36 6/18/2019 11:21:09 AM

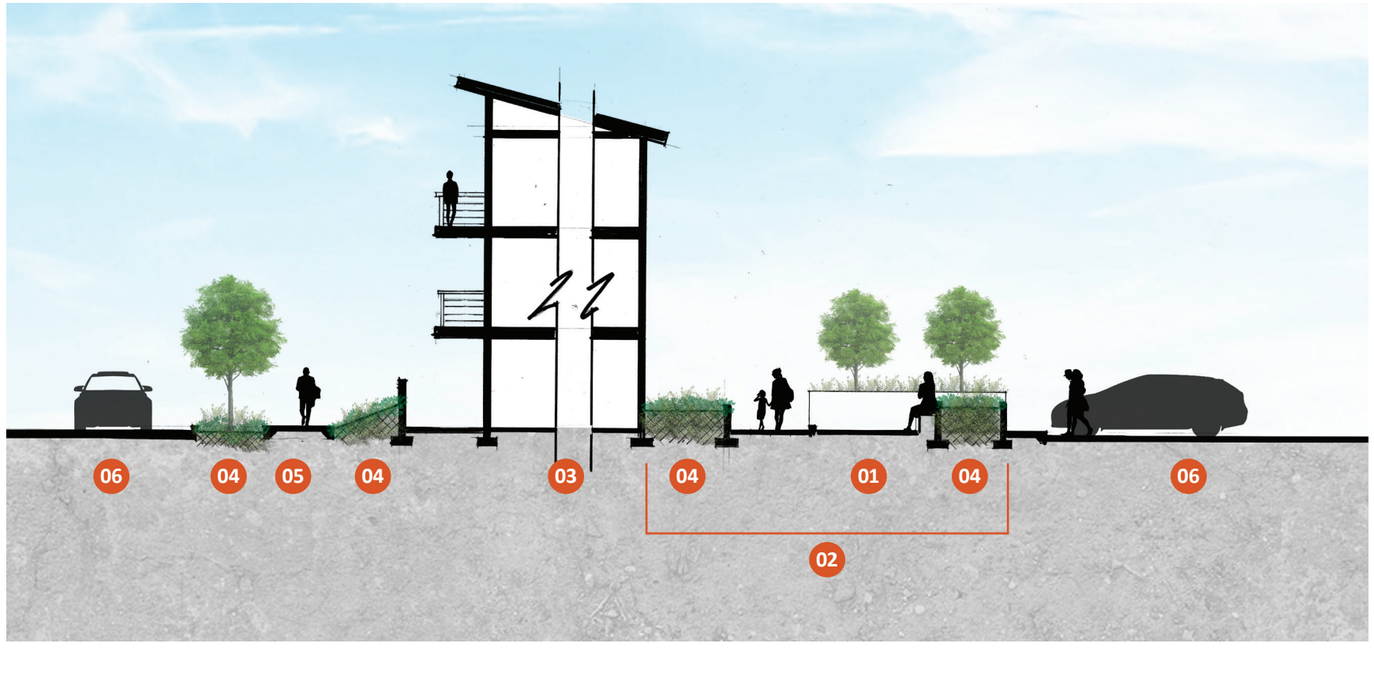
EXHIBIT B: Conceptual Sections

DESIGN

bcra

Legend

- 01 Bocce Ball Court
- 02 Linear Park
- 03 2 Bedroom Unit
- 04 Planter/Landscape
- 05 Sidewalk
- 06 Drive lane/parking



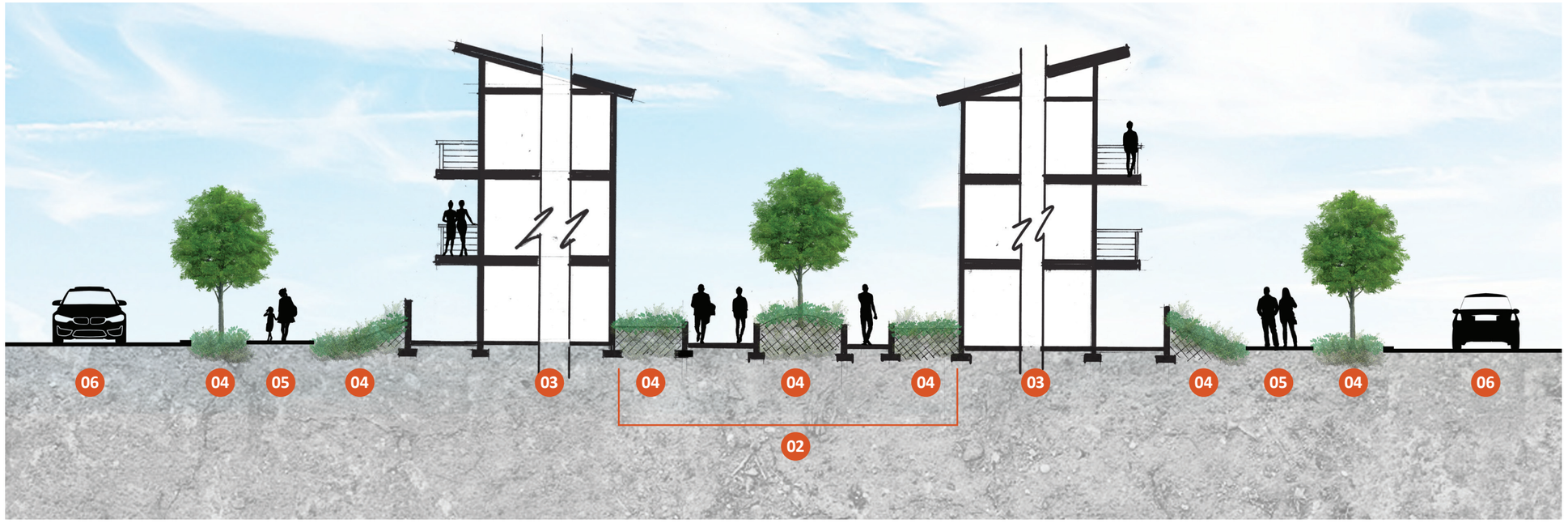
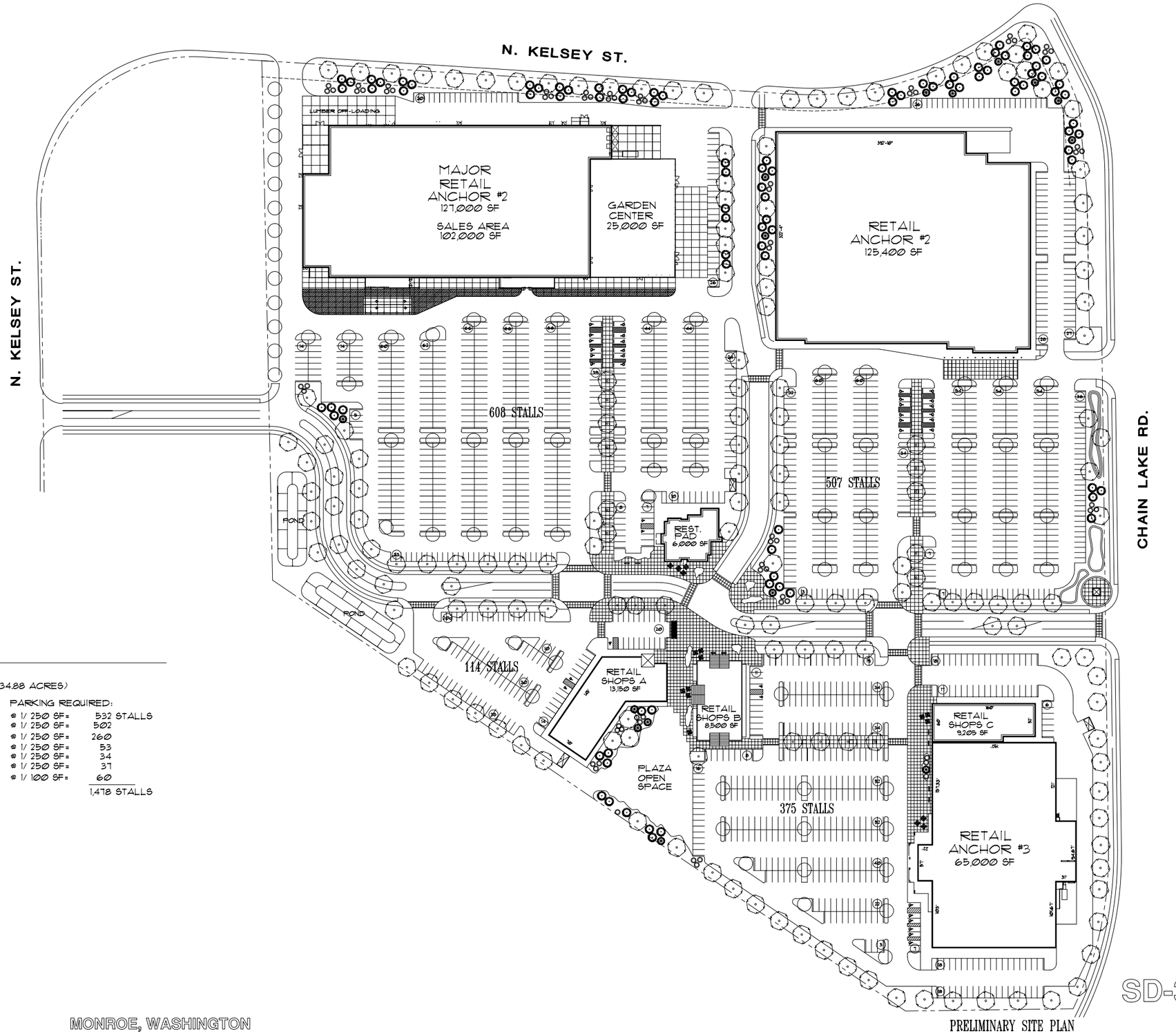


Exhibit D: Aerial with Site Plan Overlay

Exhibit D: Aerial with Site Plan Overlay



PROJECT DATA

SITE AREA:	±1,519,786 SF (34.88 ACRES)			
BUILDING AREA:		PARKING REQUIRED:		
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		1,478	STALLS
PARKING PROVIDED:	1,604 STALLS			
PARKING RATIO:	1/218 SF			

PRELIMINARY SITE PLAN
SCALE: 1" = 60'

MONROE RETAIL

SWC NORTH KELSY STREET

MONROE, WASHINGTON

PRELIMINARY SITE PLAN

SD-3

DONAHOU DESIGN GROUP ARCHITECTS, L.L.C.
2150 NORTH 107TH ST. SUITE 320 SEATTLE, WASHINGTON 98133 TEL: (206)363-1960 FAX: (206)363-1788

DATE:	6-23-03
JOB #:	2003-10
FILE NAME:	altsite.DWG

FEHR PEERS

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
		Lakeside Industries (relocation)	*38*	*employees*
2	***Constructed since 2004[2]***	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
		Retail Subtotal	*320.22*	*KSF*
		Medical: Clinic (Providence Medical)	41.90	KSF
3	***Proposed development[3]***	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.

Table 2: PM Peak Hour Vehicle Trips by Land Use Scenario

	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 2004[2]***	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 development[3]***	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

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**

Land Use	Units	ITE Code	Quantity	PM Trips In	PM Trips Out	PM Trips 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)?

- Action Alternative 1 - 2014 Full Build-out
- 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:

- 155,845 retail store at N. Kelsey St./Galaxy Way
- ~~35 single family homes (Leighty Estates)~~
- ~~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
	Remaining Capacity	5,307	160	415
Proposed development	Retail: 54 KSF Multifamily Housing: 200 units	3407	137	294
	Remaining Capacity	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

12/14/2020
Date

AGENDA BILL

Meeting Date: February 23, 2021

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

Department: Clerk

SUBJECT: City Council Meeting Minutes 02-02-21

REQUESTED ACTION:

Approve the minutes through approval of the consent agenda.

ALTERNATIVES TO REQUESTED ACTION:

Do not approve and direct staff to areas of concern.

ATTACHMENTS:

MCC Minutes 02-02-2021

MONROE CITY COUNCIL

Regular Study Session Meeting
Tuesday, February 2, 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, Hanford, Davis, Rasmussen, and Scarboro

Mayor Thomas noted the excused absence of Councilmembers Cudaback and Gamble. There were no objections.

Staff present:
Knight, Hasart, Swanson, Feilberg, Jolley, Haley, Criswell, Huebner, and Christian
Consultant Adams

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Rousey.

PUBLIC COMMENTS

County Councilmember Sam Low gave an update on Highway 522. Appreciated Mayor Thomas calling in to testify to the state legislature in support of Highway 522 efforts as did the County. Highway 522 was in good shape, is part of Senator Hobbs' transportation package fully funded. Still waiting on the project list from the house side where funding seems to be lower than Senator Hobbs' proposal. Mr. Low thanked the City Council, Mayor, and staff for their continued hard work with #Finish522.

Councilmember Scarboro inquired if the whole Highway 522 project was funded. County Councilmember Low clarified it is currently but may change during reconciliation with the house projects.

Mayor Thomas thanked County Councilmember Low for coming this evening and providing this update. Mayor Thomas also thanked Mr. Low for all his work on Highway 522 and other projects, such as the synthetic turf fields at Lake Tye, the Boys and Girls Club, the Monroe Community Senior Center, Take the Next Step, and others. Thank you for your advocacy.

STAFF/DEPARTMENT REPORTS

1. Mr. Feilberg provided an Emergency Management update to include information regarding Snohomish County's move to Phase II of the Healthy Washington Roadmap to Recovery. Mr. Feilberg shared what that means for us and stressed that we should continue social distancing and personal protection measures currently being taken. Mr. Feilberg also shared the current framework for recovery as shared in the Council packet.

COUNCILMEMBER REPORTS

1. Councilmember Scarboro shared he has received his first vaccination shot. It was a relatively easy process and he is looking forward to his second shot.

2. Councilmember Rousey gave an update on the P3 committee meeting last week and also shared that she attended the Snohomish County Tomorrow annual assembly last Wednesday.

MAYOR/ADMINISTRATIVE REPORTS

1. City Administrator Update. Ms. Knight reviewed the extended agenda included in the packet materials.

   Ms. Knight shared the results of the Department of Health District 5 representative vote. There was a split vote for our representation and the Health District asked if we wished to reconsider our vote. The respective Mayors of the five cities within District 5 will be meeting to discuss this situation. Mayor Thomas clarified that Councilmember Redmon from City of Snohomish needed a supermajority of the cities to be reappointed; Councilmember Neigel from City of Sultan needed a simple majority to be named. Mayor Thomas asked if Council would like to reconsider their appointment. Councilmember Rasmussen wished to stay with Mr. Neigel. Councilmember Hanford concurred. Councilmember Scarboro also agreed. Councilmember Rousey mentioned she had voted for Ms. Redmon but she would go with the majority in this case. Councilmember Davis mentioned his preference would be to not change the current appointment of Mr. Neigel. Councilmember Hanford mentioned that Councilmembers Gamble and Cudaback supported Neigel at the last meeting. Mayor Thomas reiterated that the Council does not wish to change at this time.

   Ms. Knight provided an update on Imagine Monroe. Two of the three focus groups have been assembled. Still working to find additional Latinx representation for the Spanish speaking focus group. Also currently scheduling and conducting one on one interviews, all of which is designed for data gathering. An update will come before Council on March 16, 2021. Project remains on schedule and on budget.

   Ms. Knight shared that as part of the COVID outreach for Phase II to businesses performed by Mr. Palmer, the City has received several messages of thanks for the information being provided, that it is timely and understandable. One comment from Mr. Whitfield stated that this information was helpful both for his business and in his role as a school board member.

   Ms. Knight shared that Mr. Swanson had mentioned previously that the implementation of the new building code went into effect on February 1, 2021 and the City was expecting to see an increase in permit activity prior to this date. The City received 105 permits of which 19 were single family residential in December and 92 in January of which 26 were single family residential. Both were significant increases over normal levels for these two months. Ms. Knight stated that the Building Department staff is doing a phenomenal job.

2. Mayor Thomas mentioned that the City has welcomed two new officers in the last week, Officer Travis Munguia, a Monroe native and resident of the valley, and Officer Kaitlin Fisher, a lateral from the City of Duvall. Very happy to have them. Mayor Thomas mentioned that last week there was opportunity to provide testimony to the Senate Transportation Committee at the state legislature. Was able to and was convenient to do remotely. Gave testimony in support of Highway 522. When he was asked about preferences for funding, Mayor Thomas expressed there is no current preference but that we are supportive of having Highway 522 finished.

DISCUSSION

8.1. 2020 Human Services Annual Report. Ms. Adams provided a PowerPoint presentation (attached) which recapped the annual report and thanked Ms. Knight, Mr. Huebner, and Mr. Christian for all their help.

Councilmember Hanford appreciated the report and the data presented.

Councilmember Scarboro brought up the temporary encampment code and the various discussions to date. He asked about what specifically was discussed and asked how the discussion groups felt about the code. Ms. Adams clarified that the current code is interim to bring it into alignment with the state. Discussions were around duration of the code and length of stay. Councilmember Scarboro asked if we have a homeless count for Monroe. Ms. Adams did not have a number but mentioned that numbers are decreasing due to the success of the Monroe outreach team, specifically getting people to diversion centers and treatment. Councilmember Scarboro mentioned he is asked about homeless counts frequently and this information would be helpful. Ms. Adams will follow up with this information.

Mayor Thomas expressed his appreciation for all the work that Ms. Adams, the CHSAB, and all the community partners are doing. He also thanked the Council for making this investment into the community to help our more vulnerable population.

Ms. Knight also thanked Ms. Adams and staff for all the work everyone is doing. We have come a long way over the last year. She is really proud of the work we are doing together.

8.2. 2021 Legislative Priorities – Public Safety. Ms. Knight introduced this topic and provided a framework for tonight's discussion. Ms. Knight recapped the information provided in the agenda packet to includes those bills being supported by the Association of Washington Cities (AWC) and stated tonight's focus is on two specific bills, House Bill (HB) 1203 and HB 1054, and how they affect police operations. Ms. Knight invited Chief Jolley to share his operational perspective on these bills.

Chief Jolley expressed appreciation for the opportunity to address these issues and began by stating there is a lot that law enforcement agrees on, arbitration reform, decertification, and tactical limits. But changes must improve trust and support the men and women of law enforcement and keep the community safe. The job must be done the right way every day. We are fortunate that Monroe is a supportive community and Monroe has a great Council that provides the tools needed to provide adequate safety. Chief Jolley shared that the Washington Association of Sheriffs and Police Chiefs (WASPC) also supports many of the same bills as AWC. Chief Jolley shared his opinion that 90 percent of all law enforcement agencies are doing well and doing the right thing. Much of this legislation is blanketed across many states. Washington is introducing over 65 bills that target law enforcement and there has been little to no input from the law enforcement community. The Chief shared that he feels that those departments with problems are matters of culture and lack of training. Larger departments

can't get to each officer in the same way that smaller departments can. Defunding does not equal more accountability or equity, just more poorly trained officers. We need more training, not less.

Chief Jolly recapped the specifics contained in HB 1054 as detailed in the agenda packet and shared the potential consequences of each item. Of specific note was the banning of the use of K9 units for the apprehension of individuals. Chief Jolley gave an example of when you would use a K9 and how he would be reluctant to send an officer, for safety reasons, into the same situation. Chief Jolley expressed that he felt there was no evidence based or scientific research for making these changes. Law enforcement has been provided evidence as to why these tools are best practice. It may be that more training or the method of use may need to be improved, but not the removal of the tool itself. Councilmember Scarboro asked about the amendments to HB 1054 to date and shared his concern about the removal of the use of K9s also. Chief Jolley believed that one iteration stated the K9 had to be on a leash but that it changed when it came out of committee. Chief Jolley shared his concern that due to officer safety issues, lack of K9 use would lead to having to walk away from certain situations which could be unsafe for the community. Chief Jolley highlighted other specifics in the bill, including the banning the use of tear gas and certain types of military equipment. Chief Jolley clarified he does support banning some military style equipment but there are tools that come from the federal government that improves and supports officer safety. This bill has potential unintended consequences. WASPC has reached out to the author of this bill to provide input. WASPC opposes this bill as does the Chief. This bill is currently out of committee but has not yet moved to the Senate.

Mayor Thomas clarified that both WASPC and AWC are working on amendments to the bill and inquired about the likelihood of HB 1054 moving to the Senate. Staff responded the likelihood is high.

Councilmember Hanford also expressed his concerns and concurred with the Chief's concerns regarding this bill. He expressed appreciation for the Chief's leadership and report.

Councilmember Rousey also concurred with Councilmember Hanford. Agrees this is not helpful to our department but is aimed at departments with problems. This bill will create problems in Washington and when the time comes, she will support opposing this bill.

Chief Jolley recapped the specifics contained in HB 1203 as provided in the agenda packet. Chief Jolley shared his concerns to include how this community board would have access to any investigation, access to any crime scene and evidence, and the right to subpoena documents and compel testimony. More people would have access to sensitive information about ongoing investigations. Could be a loophole for defense attorneys and could compromise investigations. Bill also mandates that the Mayor would have to hire Police Chiefs from a list provided by this board and not by a recruitment process chosen by the Mayor or Council. Also of concern is the diversion of funding from the police department to fund the oversight board, creating a new layer of government outside the Council's control as the elected representatives. WASPC opposes this bill as does the Chief.

Mayor Thomas clarified that even if the Mayor had to use the board's list for potential Chief candidates, the Council would still be involved with the appointment. The Council is not precluded from the process but that the recruitment for potential candidates could be truncated.

Mayor Thomas inquired about who appoints this oversight group. Does the Council have this authority? Chief Jolley stated that is still uncertain.

Mayor Thomas shared his concern that if the board is not appointed by the Council, it takes oversight away from the voters who elect the Council. Also, funding for this board is not in line with how other City boards are funded. This is one of many concerns regarding this board for the Mayor.

Mayor Thomas inquired regarding the status of HB 1203. Staff will follow up on and shared this is a bill of concern for the AWC.

Councilmember Hanford concurs with all the concerns raised for all the same reasons. The Mayor acknowledged seeing affirmative head nods and thumbs up from the remaining Council to Councilmember Hanford's statement.

Chief Jolley shared he has been invited to testify before committee on these bills and would welcome the opportunity to do so. He reiterated there are good bills out there that address police accountability and decertifying officers. He is very supportive of holding his profession more accountable. He does not support taking away tools that hold criminals accountable and that safeguard communities. Chief Jolley appreciates the Mayor and Council giving him the opportunity to speak to these bills this evening.

Mayor Thomas stated it appears that he and the Council are supportive of the Chief testifying to those aspects of these bills that would have an adverse or concerning effect on police operations. Mayor Thomas expressed that the Chief has demonstrated that there are positive proposals along with those that are negative and those that are not relevant and that the Chief is taking a balanced approach when analyzing the impacts of the proposed bills. The Chief is not being reactive without thinking these things through. The Mayor asked to receive continued updates on these items and asked to be informed about when it would be prudent for the Council to take a formal stand regarding these bills. Mayor Thomas expressed appreciation to the Chief for tonight's update as well as expressed his support for our law enforcement and our community. He also appreciates how intentional we are being about these issues and stated that the Chief has support to provide comment/testimony in the same manner as how he presented tonight.

Ms. Knight expressed appreciation for the opportunity to update the Council on these issues. These are fast moving legislation so we want to keep Council apprised of any potential changes or new bills that would need Council's attention.

ADJOURNMENT

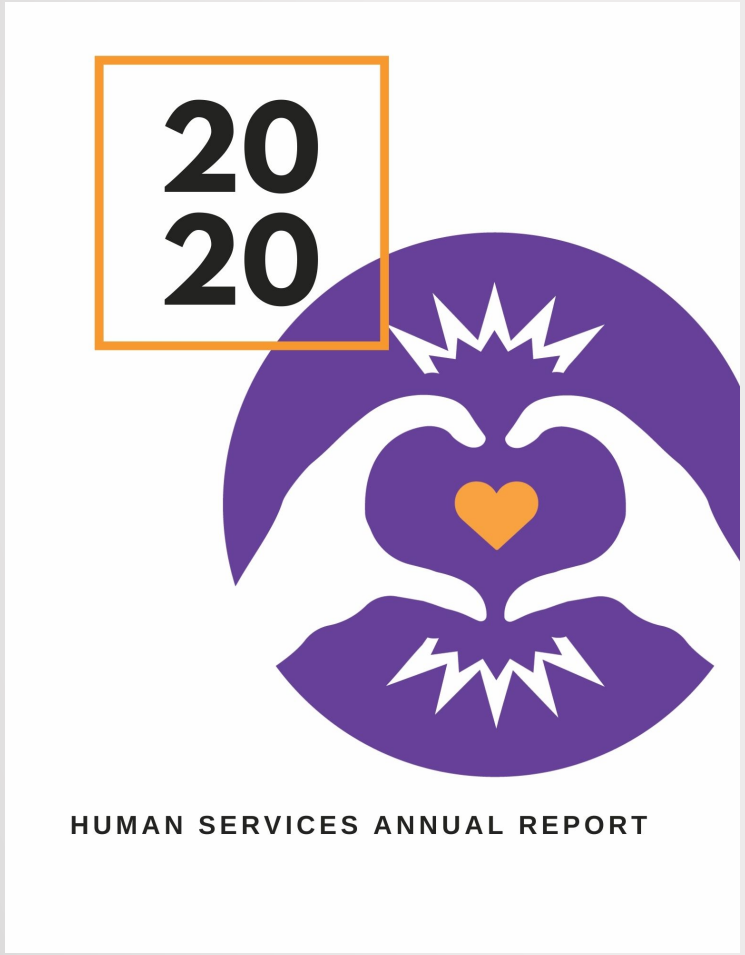
There being no further business, Councilmember Davis moved to adjourn the meeting. Councilmember Hanford seconded. Motion passed 5-0.

MEETING ADJOURNED: 8:20 p.m.

Geoffrey Thomas, Mayor

Rabecca R. Hasart, Interim City Clerk

2020 Annual Human Services Report



Presented By:

City of Monroe

Project Management Consultant

Rachel Adams

Hindsight is 2020

- Relationships
- Capacity

Covid19 Human Services Response

- Outreach
- Grants
- Partnerships

Housing

- Affordable Housing
- Sheltering Solutions
- Sky Valley Cold Weather Shelter

Partners

- Stakeholders
- Subject Matter Experts
- Technical Advisory Committee

Support Services

- Service Provider Check Ins
- East County Coordinated Entry

Policy & Budget

- HPAC Recommendations
- CHSAB Established

Public Safety

- Existing Programs
- New Services

Prevention

- Communications Plan
- We Are Monroe Campaign

Thank you!

AGENDA BILL

Meeting Date: February 23, 2021

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

Department: Clerk

SUBJECT: City Council Meeting Minutes 02-09-21

REQUESTED ACTION:

Approve the meeting minutes through approval of the consent agenda.

ALTERNATIVES TO REQUESTED ACTION:

Do not approve and direct staff to areas of concern.

ATTACHMENTS:

MCC Minutes 02-09-2021

MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, February 9, 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, Farrell, Jolley, Haley, Criswell, Roberts, Peterson, Huebner, Christian, Marrero, Judge Ness, and City Attorney Lell

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Local Troop and Pack 148.

PUBLIC HEARING

Mr. Feilberg gave an overview via PowerPoint (attachment 1) regarding the proposed 2022-2027 Transportation Improvement Plan (6 Year TIP) after which Mayor Thomas opened the public hearing.

There were no public comments received.

Motion: Move to close the public testimony portion of the public hearing. Councilmember Cudaback moved. Councilmember Hanford seconded. Motion passed 7-0.

Motion: Move to close the public hearing. Councilmember Cudaback moved. Councilmember Rousey seconded. Motion passed 7-0.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

6.1. Approval of City Council Meeting Minutes for 01/26/2021
6.2. AP/ACH Payment Approvals 01/26/2021
6.3. January 2021 Payroll Warrant Approval
6.4. Contract Addendum to Gateway & Wayfinding Plan and Design Consultant Agreement

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

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

Ms. Marrero presented a PowerPoint which detailed the substance of the agenda bill (attachment 2) and history of the North Kelsey Zone

Councilmember Scarboro inquired about Planning Commission's input regarding motor vehicle sales. Staff responded the Commission was okay with that; there was not much discussion regarding that type of use. Councilmember Scarboro felt this warranted more discussion among the Council.

Councilmember Scarboro inquired about specific design guideline recommendations as presented in the packet and inquired if staff wanted specific comments on the guidelines presented. Councilmember Scarboro shared his preferences.

Mr. Swanson expanded on the specific changes incorporated in this proposed zoning change and update to design guidelines. Specifically, the zoning change would allow standalone multi-family development and the design guidelines would better reflect the look Monroe desires.

Mayor Thomas inquired if the proposal before Council tonight increases building heights. Staff responded it does not.

Councilmember Rousey also stated the current code already addresses building heights. Tonight's discussion does not change that but covers design guidelines and permitted uses. Councilmember Rousey stated she likes the proposed design guidelines.

Councilmember Gamble stated he too was going to emphasize what Councilmember Rousey stated. Councilmember Gamble also mentioned the difference is the City owns the property so the Council will have a vote on any potential interest in the property.

Councilmember Hanford concurred with everything said and likes what is being presented.

Councilmember Scarboro stated he felt that this would not be the right area of town for motor vehicle sales. Mr. Swanson informed Council that the Planning Commission process added this use, but this could go either way. Staff does not have a strong recommendation either way.

Councilmember Cudaback inquired about the reasons for the inclusion of motor vehicle sales by Planning Commission. Staff responded that they felt the commission was just brainstorming potential uses that would make the property marketable but they may not have a strong preference for it. Councilmember Cudaback agrees with Councilmember Scarboro that car dealerships do not make sense for this area with the other recommended uses.

Motion: Move to provide direction to the Mayor and staff to remove motor vehicle sales as an allowable use under the design guidelines. Councilmember Scarboro moved. Councilmember Cudaback seconded. Motion passed 6-1. Councilmember Rousey opposed.

Motion: Move to accept for 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 as amended to remove motor vehicle sales as an allowable use; setting forth

legislative findings; providing for severability; and establishing an effective date. Councilmember Hanford moved. Councilmember Rousey seconded. Motion passed 7-0.

Mayor Thomas thanked the Council for the thoughtful discussion and engagement on this issue.

STAFF/DEPARTMENT REPORTS

8.1. Parks Report – Mr. Farrell presented the report as included in the meeting packet.

8.2. Public Works Report – Mr. Roberts presented the report as included in the meeting packet.

Councilmember Scarboro asked if staff new about the status of this year's fair. Staff will follow up.

8.3. Municipal Court 2020 Annual Report – Judge Ness presented the report as included in the meeting packet.

Judge Ness highlighted three areas of her report: COVID-19 and how it affected the court; discussed specific sections of the recent court assessment to include the web site update and the need for a probations officer; and shared "an exciting" partnership among the Court and various partners. Councilmember Scarboro inquired about the percentage of cases adjudicated on Zoom. Judge Ness responded about 50% of criminal cases. Councilmember Scarboro asked if using Zoom means we can outsource court. Judge Ness responded that this means we can adapt to current needs and provide great customer service. Councilmember Scarboro clarified he supports having a local court and commented that there is advantages to being able to conduct court in person. He also shared his concerns about having our current Court Administrator also doing probation; this is above and beyond for her and he supports having a Probation Officer. Judge Ness concurred and thanked Councilmember Scarboro for his support.

Mayor Thomas shared his recent meeting with Ms. Knight at which staffing, including the need for a Probations Officer, was discussed. This is scheduled to come to Council for discussion in early to mid-June if not earlier with the 2021 budget amendment. Mayor Thomas appreciated Councilmember Scarboro's thoughts and comments on the Probation Officer.

8.4. Emergency Management Report – Mr. Feilberg provided an update on potential adverse weather conditions and presented the report as included in the meeting packet and shared information regarding Snohomish County's COVID-19 Recovery Coordination.

COUNCILMEMBER REPORTS

There were no Councilmember reports this evening.

MAYOR/ADMINISTRATIVE REPORTS

City Administrator Update. Ms. Knight reviewed the extended agenda as presented in the meeting packet. Ms. Knight noted that Council Committee work plans would be presented under consent agenda.

Ms. Knight gave a legislative update to include a request to support an SR203 study. The City of Duvall asked if our Council would be willing to provide non-financial support at the state level to conduct this

study. There was no objection from Council. Ms. Knight gave a legislative update on how local governments are being asked to provide their transportation priorities to the state. This is an unusual process compare to the past and requires additional effort. The City of Monroe's priorities include full funding for #Finish522, improvements to the Paradise Lake Interchange on State Route 522, and for a Monroe Highway 2 bypass. Deadline to provide transportation priorities to the state is Friday, February 12, 2021.

Councilmember Scarboro asked for clarification regarding the full funding of highway 522. Staff clarified that the Governor's budget does not provide funding for 522; the funding is going to other priorities. The state legislative budget, which is developed separately, includes funding for 522 through Senator Hobbs' transportation bill. Mayor Thomas clarified that last weeks reference to funding for 522 was in relation to the Senate's transportation bill.

Ms. Knight shared that she and members of the Economic Development Advisory Board were able to tour the new restaurant Lewis & Main with Executive Chef Josh Soult. It is exciting to have a new restaurant opening during our current economic climate.

Mayor's Report. Mayor Thomas informed Council he attended the Monroe Equity Council (MEC) meeting last Wednesday with Chief Jolley and Sergeant Ryan. Chief Jolley and Sergeant Ryan presented on how Monroe's law enforcement works with our different communities. The MEC seemed very appreciative of the information and the Chief's and Sergeant's time.

Mayor Thomas informed the Council about his monthly meetings with Judge Ness, the most recent being this last Friday. It was a good update and discussion included how the prosecutor, public defender, court, and law enforcement personnel are working together and achieving good progress on past areas of concern.

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 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 8:37 p.m. for 5 minutes.

At 8:37 p.m. the executive session was extended to 8:42 p.m.
At 8:42 p.m. the executive session was extended to 8:44 p.m.
At 8:44 p.m. the executive session was extended to 8:46 p.m.

The executive session ended at 8:46 p.m.

The Council meeting reconvened to regular session at 8:47 p.m.

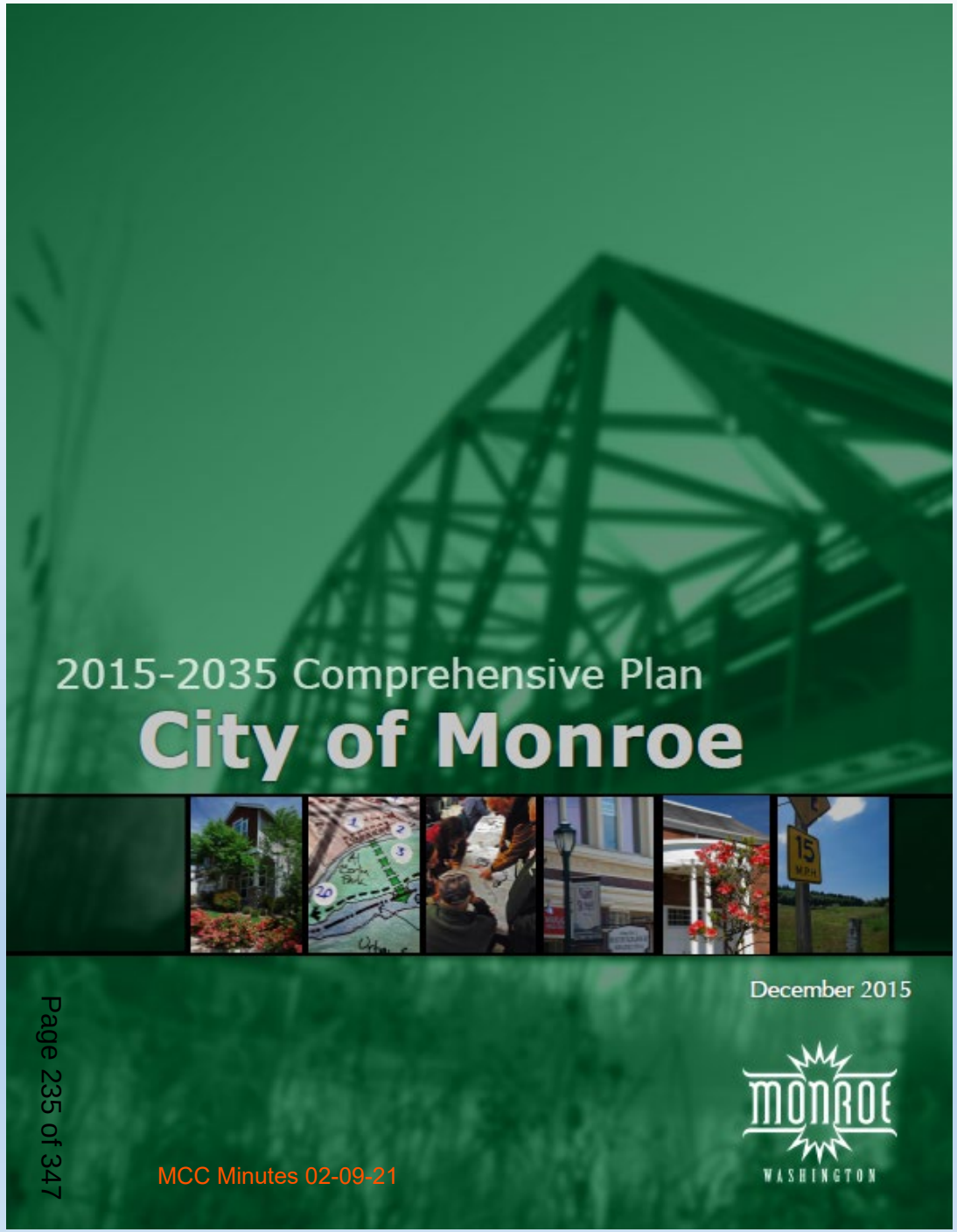
ADJOURNMENT

Motion: Move to adjourn. Councilmember Davis moved. Councilmember Scarboro seconded. Motion passed 7-0.

MEETING ADJOURNED: 8:47 p.m.

Geoffrey Thomas, Mayor

Rabecca R. Hasart, Interim City Clerk



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

2021-2026 Capital Facilities Plan (CFP)

Six Year Capital Improvement Plan

EXHIBIT A

Project		Estimate					Project
		2021	2022	2023	2024	2025	2026	Total
General Government	Fund #							
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
Municpal Campus Ph I - Design of Court/Council/Entra	330		120,000	0	0	0	0	120,000
Municpal Campus Ph II - Design & CN/CM of Court/C	330		2,580,000	2,580,000	0	0	0	5,160,000
Municpal Campus Ph III - Design of Police Station Sec	330		0	0	800,000	500,000	0	1,300,000
Municpal Campus PH IV - Design & CN/CM Police St	330		0	0	0	0	0	0
Municpal Campus PH IV - CN/CM Police Station Secu	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		
			3,362,302	5,537,739	13,896,814	3,472,873	3,429,843	2,654,009	32,353,580	City Funds	Other Funds
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 Sidew alk 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 Sidew alk 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 Utiities (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	

2022-2027 TIP / 2021-2026 CFP
Street List & Locations

1. Annual Road Maintenance – Transportation Benefit District (citywide)
2. Train Noise Reduction Area
3. 147th Signal
4. Chain Lake Road Phase IIB
5. Annual Sidewalk Improvements (citywide)
6. Annual Sidewalk Development (EDAB) (citywide)
7. Railroad Crossing/Tracks
8. Underground Overhead Utilities (EDAB)
9. ADA Transition Plan (citywide)

Questions?

Next Step

Adopt Resolution on February 23rd, 2021

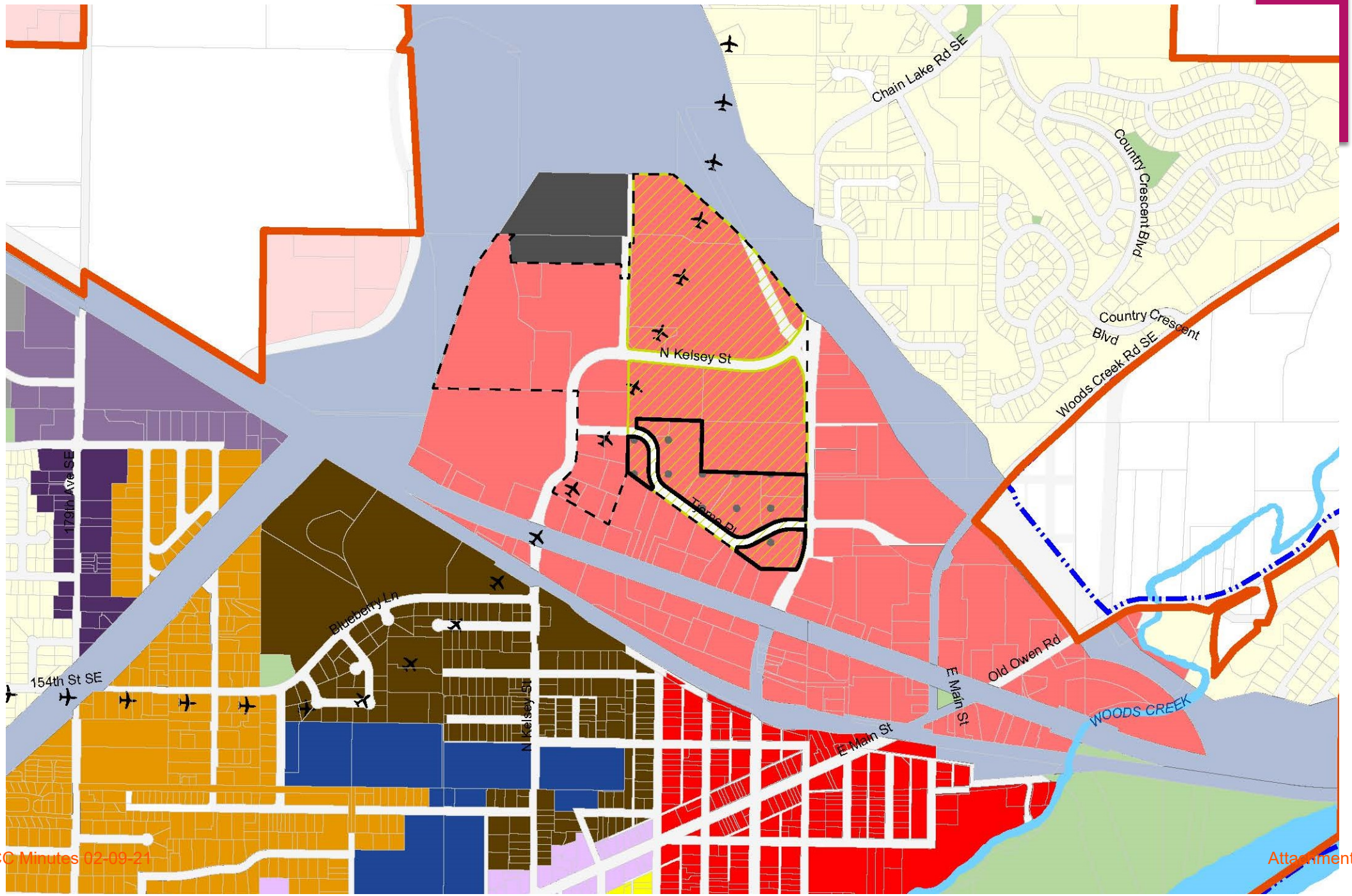
North Kelsey Design Guidelines/Code Amendments

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

Monroe
Woods Creek Rd
Old Owen Rd
Lake Chain Rd
Kelsey St
Lewis St
Main St
Turn Ln
W Stretch St
E Stretch St
Butler St
E Hill St
North St
Elizabeth St
Maple St
Killarney
Oaks St
Eagle Dr
Railroad Ave
State Route 2
Galaxy Way
Cascade View Dr SE
143rd Pl SE
143rd St SE
144th Pl SE
146th St SE
Ridge Rd SE
Woolery Ln SE
Golden Ln SE
Ravenwood Rd SE
Autumn Ave SE
Ramblewood Rd SE
Deerfield Dr SE
High Meadows Rd SE
Country Cres SE
Rustic View Rd SE
Springbrook Rd SE
Glenview Ln SE
Corbridge Rd SE
Horizon Way SE
Ingraham
197th Ave SE
207th Ave SE
210th Ave SE
211th Ave SE
212th Dr SE
Calhoun Rd
E Rivment Dr
W Rivment Dr
Lenton Pl SE
Grant Ln
Orr St
Polk Ln
Taylor Ln
Madison St
Blakeley St
Tyler Ln
Eagle Dr


Chain Lake Rd SE
Country Crescent Blvd
Country Crescent Blvd
Woods Creek Rd SE
N Kelsey St
Tigard Pl
179th Ave SE
Blueberry Ln
154th St SE
N Kelsey St
E Main St
E Main St
Old Owen Rd
WOODS CREEK

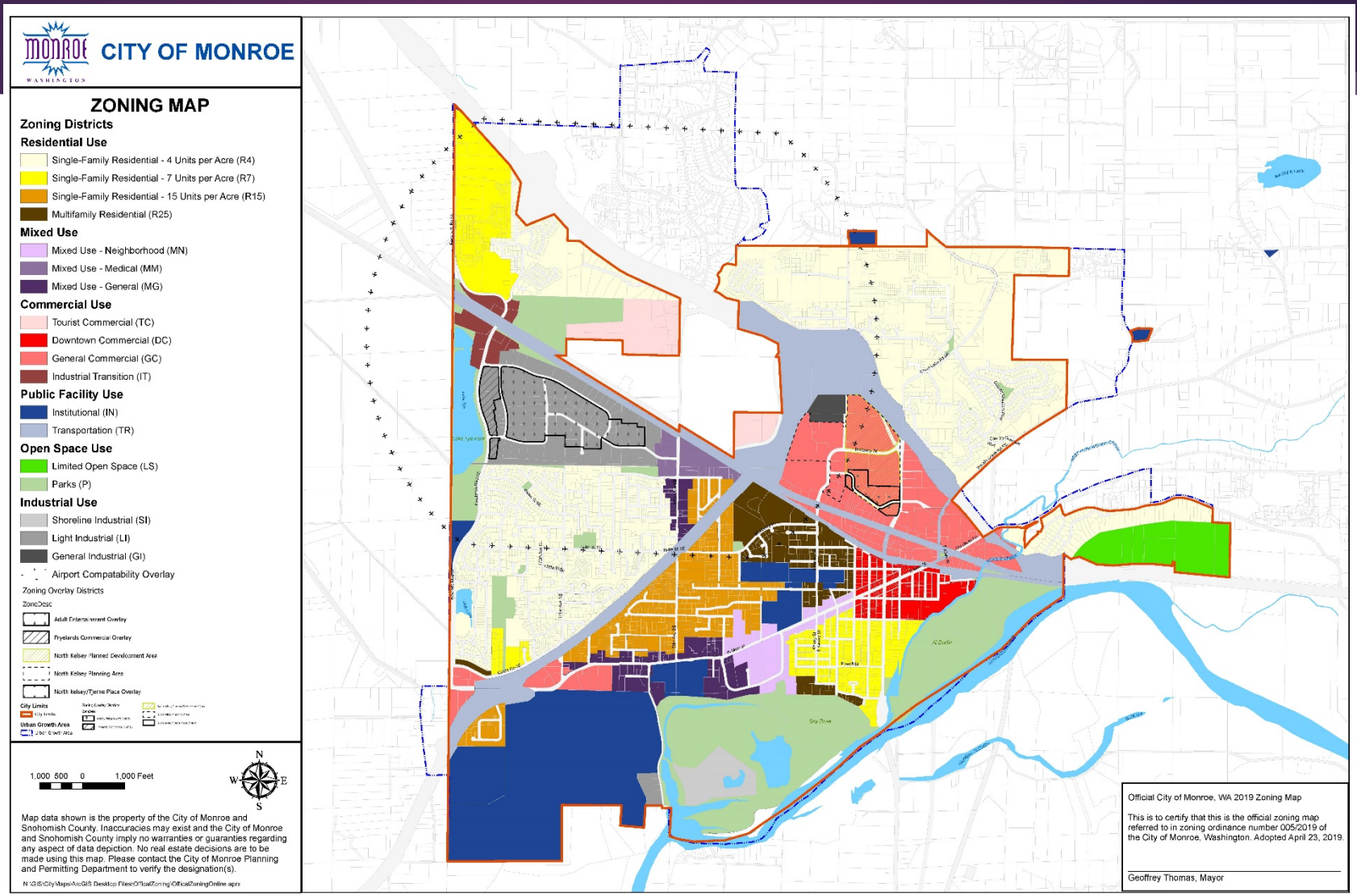
Background

- 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

Map Amendment



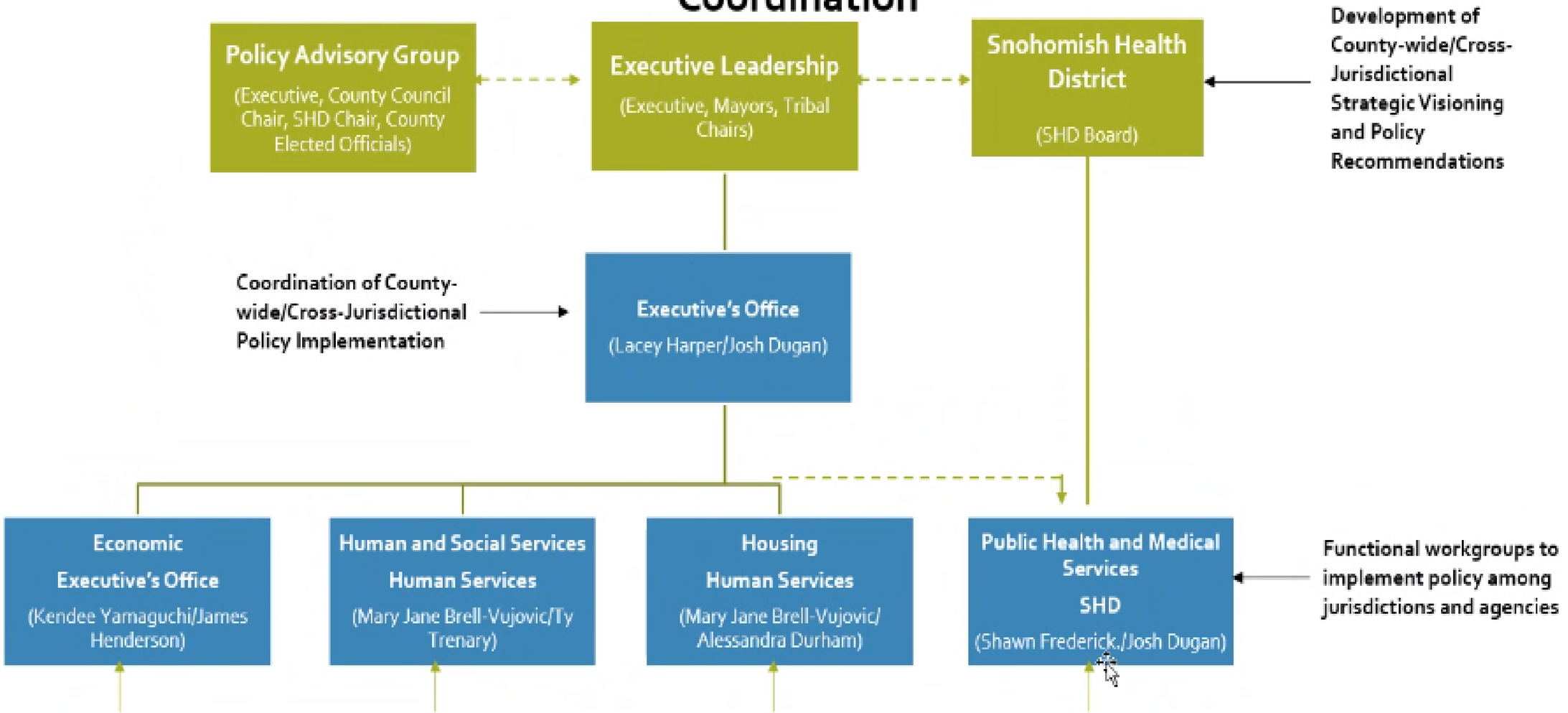
Public Comments

- 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.

Snohomish County COVID-19 Recovery Coordination



AGENDA BILL

Meeting Date: February 23, 2021

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

Department: Clerk

SUBJECT: City Council Meeting Minutes 02-16-21

REQUESTED ACTION:

Approve the City Council Meeting Minutes of 02/16/2021 through approval of the consent agenda.

POLICY CONSIDERATIONS:

n/a

DESCRIPTION/BACKGROUND:

n/a

FISCAL IMPACTS:

n/a

TIME CONSTRAINTS:

n/a

ALTERNATIVES TO REQUESTED ACTION:

n/a

ATTACHMENTS:

MCC Minutes 02-16-2021

MONROE CITY COUNCIL

Regular Study Session Meeting
Tuesday, February 16, 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 7:00 p.m.

ROLL CALL

Councilmembers present:
Rousey, Cudaback, Hanford (arrived 7:02 p.m.), Gamble (arrived 7:03 p.m.), Rasmussen, and Scarboro

Mayor Thomas noted the excused absence of Councilmember Davis.

Staff present:
Knight, Hasart, Feilberg, Jolley, Criswell, Huebner, and Christian
Consultant Palmer and Cohen

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Cudaback.

PUBLIC COMMENTS – none

STAFF/DEPARTMENT REPORTS

Mr. Feilberg provided an Emergency Management update to include information that COVID numbers are down, Snohomish County remains in Phase 2, and there are various grants available for rental assistance and other COVID related impacts. Councilmember Cudaback thanked the staff for the recent road clearing efforts due to the winter storm. It was greatly appreciated. Mayor Thomas asked to also share his and the Council's appreciation for the quick road clearing response.

COUNCILMEMBER REPORTS

Councilmember Cudaback inquired regarding vaccine efforts at the fairgrounds. Mr. Feilberg shared that there are approximately 80,000 vaccines being administered at four Snohomish County sites. The Fairgrounds site is only administering second doses this week.

MAYOR/ADMINISTRATIVE REPORTS

1. City Administrator Update. Ms. Knight reviewed the extended agenda included in the packet materials.

2. Mayor Thomas informed the Council that staff was able to submit our transportation capital requests to the state legislature by last Friday's deadline. Mayor Thomas also informed Council that he is working to meet with County Councilmember Sam Low and other Mayors to have a meeting to continue discussions regarding #Finish522 and to have a letter finalized regarding the importance of widening SR522 and the interchange with Highway 2.

DISCUSSION

8.1. Economic Development Update – Mr. Huebner introduced the topic and provided a brief history regarding the path to this project. Project was to create a comprehensive data profile of the City to include an interactive dashboard for the website. Project also makes six recommended investments for economic development, as detailed in the agenda materials. Mr. Huebner demonstrated the dashboard. Councilmember Cudaback clarified this information can be used by new residents also and inquired if it would include local schools' analytics. Staff responded school information is not yet included. Mr. Palmer emphasized this presentation is also being done to receive feedback on what data should be included in this project. Part of the exercise is to determine what data is available as we develop our economic profile and how we can obtain the correct data points to prepare the City for economic recovery.

Dr. Cohen, High Peak Strategy, reviewed the project via PowerPoint as presented in the agenda materials. Discussion ensued regarding number of local workers, unemployment figures, education data, benchmarking against the local region, comparable cities, and the state, specifically to education levels, inclusion of crime statistics, etc. Discussion also ensued on if and how this information is affected by the local prison population and if this information can isolate out the prison demographics. Dr. Cohen expanded on the recommendations presented as part of the project and how they can improve the City's economic development efforts. Dr. Cohen also described how the dashboard has been designed so that the City can easily maintain this data into the future, the process of which he will provide to the City. Councilmember Scarboro cautioned that any efforts to increase tourism and population numbers should also consider the impacts created to existing residents, specifically as it pertains to our transportation grid.

Mayor Thomas thanked the team for the work put into this project and looks forward to any follow up on the questions that resulted from tonight's discussion. Mayor Thomas also expressed his appreciation for all the comments and discussion on this topic and the information already presented.

8.2. 2020 Fireworks Report – Chief Jolley gave an update on firework activity during 2020 and history on past activity data. Chief Jolley clarified the timeframes associated with any changes to local fireworks regulations. Discussion ensued about the need to include fire department data, potential reasons as to why call volumes are down, how firework activity can affect veterans, pets, others; that the lack of formal complaints does not necessarily mean there is not a problem. Discussion also included the timeframes associated with when fireworks can legally be discharged in the City, when sales can occur, that many purchases happen outside City limits, that some non-profits use the sales of legal fireworks as a fund raiser, there are potentially as many that would support allowing legal discharge as would want fireworks banned, that as the City grows and becomes denser, the need for a ban may change, the effectiveness of bans without a strong enforcement strategy, etc. Chief Jolley acknowledged that the data does not reflect the actual conditions during discharge periods but that any decision regarding fireworks is not a law enforcement decision but a livability decision. Council requested additional data to include fire district information, non-profit activity, and the Veterans Administration (VA) input.

ADJOURNMENT

There being no further business, Councilmember Gamble moved to adjourn the meeting. Councilmember Cudaback seconded. Motion passed 6-0.

MEETING ADJOURNED: 8:51 p.m.

Geoffrey Thomas, Mayor

Rabecca R. Hasart, Interim City Clerk

AGENDA BILL

Meeting Date: February 23, 2021

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

Department: Finance

SUBJECT: AP Packet 02-09-21

REQUESTED ACTION:
Move to approve the Accounts Payable payments through approval of the consent agenda.

POLICY CONSIDERATIONS:
n/a

DESCRIPTION/BACKGROUND:
n/a

FISCAL IMPACTS:
Total AP this packet = $281,741.19

TIME CONSTRAINTS:
n/a

ALTERNATIVES TO REQUESTED ACTION:
n/a

ATTACHMENTS:
AP Packet 2-9-21

ROUTING SLIP - CHECK APPROVAL

2/9/2021

ROUTED:

FINANCE DIRECTOR
CITY ADMINISTRATOR
MAYOR

CLAIMS:

				Check Numbers	
Date:	12/31/2020	$	68,023.97	92143-92154	Period 13
	1/22/2021	$	5,915.62	92155-92159	
	1/27/2021	$	2,637.07	92160-92171	
	12/31/2020	$	13,963.00	92172-92173	Period 13
	2/9/2021	$	109,096.89	92174-92188	
	Check Total:		199,636.55		
Date:	2/9/2021	$	82,104.64	ACH	
Date:		$	-		
	Electronic Total:		82,104.64		
	Total Claims This Period:		281,741.19		

APPROVED FOR PAYMENT: AUDIT COMMITTEE

Signed _____ Date: _____
City Councilperson

Signed _____ Date: _____
City Councilperson

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 02/05/2021 - 11:55AM
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module Clear Date	Amount
92143	12/31/2020	All City Fence Co.	AP		28,221.06
92144	12/31/2020	BNSF Railway Company	AP		8,638.43
92145	12/31/2020	City of Monroe	AP		2,842.00
92146	12/31/2020	Department of Labor & Industries	AP		5.35
92147	12/31/2020	Special Programs Division Department of	AP		100.73
92148	12/31/2020	Employment Security Department	AP		9,080.47
92149	12/31/2020	Great Western Installations	AP		434.96
92150	12/31/2020	PH Consulting LLC	AP		5,499.60
92151	12/31/2020	Scott's Electric Service, LLC	AP		1,126.00
92152	12/31/2020	Sky Performing Arts	AP		101.24
92153	12/31/2020	Snohomish County Fire District #7	AP		11,685.00
92154	12/31/2020	Ziply Fiber	AP		289.13
92172	12/31/2020	Tangram Design, LLC	AP		6,000.00
92173	12/31/2020	Trane U.S. Inc.	AP		7,963.60
92155	1/22/2021	Beaver Equipment Specialty Company In	AP		900.63
92156	1/22/2021	HealthEquity Employer Services	AP		14.75
92157	1/22/2021	Platt Electric Supply	AP		128.10
92158	1/22/2021	Puget Sound Energy	AP		2,362.72
92159	1/22/2021	Puget Sound Energy Inc	AP		2,509.42
92160	1/27/2021	All Things New Construction LLC	AP		122.18
92161	1/27/2021	Russel Brown	AP		762.73
92162	1/27/2021	Amanda & Jesse Cable	AP		38.76
92163	1/27/2021	Jonathan Ebert	AP		26.42
92164	1/27/2021	Anna Muckenthaler Leeson	AP		75.00
92165	1/27/2021	Maston Properties & Construction LLC	AP		130.91
92166	1/27/2021	Graciela or Norma Obispo	AP		155.27
92167	1/27/2021	Matthew or Susan Reeder	AP		28.69
92168	1/27/2021	Adam Robinson	AP		48.47
92169	1/27/2021	Debbie or Jeffrey Schmeck	AP		134.91
92170	1/27/2021	Elke Steffanowski	AP		300.00
92171	1/27/2021	Jeremiah Tibbitts	AP		813.73
92174	2/9/2021	Ademco Inc. dba ADI	AP		322.35
92175	2/9/2021	Advantage Building Services	AP		3,618.18
92176	2/9/2021	Chandler's Tree&Stump Services, Inc.	AP		2,390.65
92177	2/9/2021	Christopher Leif Griffen	AP		2,100.00
92178	2/9/2021	International Assoication of Chiefs of Pol	AP		380.00
92179	2/9/2021	KCDA Purchasing Cooperative	AP		3,600.00
92180	2/9/2021	Moore Iacofano Goltsman, Inc	AP		6,524.38
92181	2/9/2021	Jessica Ness	AP		6,867.00
92182	2/9/2021	PSRC	AP		6,254.00
92183	2/9/2021	Snohomish County Sheriff's Office	AP		11,418.61
92184	2/9/2021	Snohomish County Sheriffs Office	AP		37,581.81
92185	2/9/2021	SNOPAC911	AP		25,637.60
92186	2/9/2021	Sonitrol	AP		162.31
92187	2/9/2021	Veritone, Inc.	AP		2,000.00
92188	2/9/2021	Washington Public Treasurers Assoc	AP		240.00

Total Check Count: 46

Total Check Amount: 199,637.15

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 02/05/2021 - 12:02PM
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	2/9/2021	Rachel Adams	AP		2/5/2021	4,000.00
0	2/9/2021	AFTS	AP		2/5/2021	3,081.48
0	2/9/2021	BHC Consultants LLC	AP		2/5/2021	6,939.73
0	2/9/2021	Golden Rule LLC	AP		2/5/2021	5,467.00
0	2/9/2021	Grainger Inc	AP		2/5/2021	303.65
0	2/9/2021	Hutchison Law Office	AP		2/5/2021	600.00
0	2/9/2021	Inland Environmental Resources Inc	AP		2/5/2021	10,798.58
0	2/9/2021	Lowe's Home Centers Inc	AP		2/5/2021	5,571.29
0	2/9/2021	Quality Controls Corporation	AP		2/5/2021	2,497.74
0	2/9/2021	Smarsh Inc	AP		2/5/2021	27,443.62
0	2/9/2021	SoftwareOne	AP		2/5/2021	271.81
0	2/9/2021	State Auditor's Office	AP		2/5/2021	315.00
0	2/9/2021	Utilities Underground Location Center	AP		2/5/2021	394.74
0	2/9/2021	Zachor & Thomas Inc. P.S.	AP		2/5/2021	14,420.00

Total Check Count: 14

Total Check Amount: 82,104.64

Bank Reconciliation

Disbursement Detail

User: Cheri
Printed: 02/05/2021 - 12:09PM
Date Range: 02/06/2021 - 02/09/2021
Systems: 'Accounts Payable'

Check#	Check Date	Payable To	Purpose		Amount
Fund: 001 General Fund					
0	02/09/2021	Lowe's Home Centers Inc			1,592.53
0	02/09/2021	Golden Rule LLC			5,467.00
0	02/09/2021	Hutchison Law Office			600.00
0	02/09/2021	State Auditor's Office			315.00
0	02/09/2021	Zachor & Thomas Inc. P.S.			14,420.00
0	02/09/2021	Rachel Adams			4,000.00
92146	12/31/2020	Department of Labor & Industries	QTR 4 Volunteer 2020		5.35
92147	12/31/2020	Special Programs Division Department of	Leashold tax L00150699196 Oct, Nov and Dec 2020		100.73
92148	12/31/2020	Employment Security Department	4th QTR Benefit Charge 2020		9,080.47
92149	12/31/2020	Great Western Installations	Replacement Parts Lake Tye Playground		434.96
92156	01/22/2021	HealthEquity Employer Services	HSA monthly payment		14.75
92174	02/09/2021	Ademco Inc. dba ADI	AF583-000		322.35
92176	02/09/2021	Chandler's Tree&Stump Services, Inc.			2,390.65
92177	02/09/2021	Christopher Leif Griffen			2,100.00
92178	02/09/2021	International Assoication of Chiefs of Po	Ryan Irving		380.00
92181	02/09/2021	Jessica Ness	Judge's Salary - Jessica Ness		6,867.00
92182	02/09/2021	PSRC	2021 Dues Renewal		6,254.00
92183	02/09/2021	Snohomish County Sheriff's Office			11,418.61
92184	02/09/2021	Snohomish County Sheriffs Office			37,581.81
92185	02/09/2021	SNOPAC911			25,637.60
92187	02/09/2021	Veritone, Inc.			2,000.00
92188	02/09/2021	Washington Public Treasurers Assoc	BH KF KR VT CH BH		240.00
			Total for Fund:001 General Fund	131,222.81	
Fund: 109 Tourism					
92152	12/31/2020	Sky Performing Arts	Sky Performing Arts LTAC Grant		101.24
			Total for Fund:109 Tourism	101.24	

Check#	Check Date	Payable To	Purpose		Amount
Fund: 317 Parks CIP Fund					
92143	12/31/2020	All City Fence Co.	Rotary Field Netting		28,221.06
92145	12/31/2020	City of Monroe	Rotary Field Netting - All City Fencing		2,842.00
92172	12/31/2020	Tangram Design, LLC	10/16/2020 to 1/22/2021 services		6,000.00
92180	02/09/2021	Moore Iacofano Goltsman, Inc			6,524.38
			Total for Fund:317 Parks CIP Fund	43,587.44	
Fund: 318 Streets CIP Fund					
92144	12/31/2020	BNSF Railway Company	Quiet Zone Feasibility Study		8,638.43
92150	12/31/2020	PH Consulting LLC	Qiet Zone Feasibility Study PH Consulting		5,499.60
			Total for Fund:317 Parks CIP Fund	14,138.03	
Fund: 411 Water Maintenance & Operations					
0	02/09/2021	Lowe's Home Centers Inc			609.07
0	02/09/2021	AFTS	Postage - Utilities		1,027.06
0	02/09/2021	Utilities Underground Location Center	locates		394.74
92160	01/27/2021	All Things New Construction LLC	Refund Check		122.18
92161	01/27/2021	Russel Brown	Refund Check		133.23
92162	01/27/2021	Amanda & Jesse Cable	Refund Check		38.76
92163	01/27/2021	Jonathan Ebert	Refund Check		5.04
92164	01/27/2021	Anna Muckenthaler Leeson	Refund Check		14.29
92165	01/27/2021	Maston Properties & Construction LLC	Refund Check		24.96
92166	01/27/2021	Graciela or Norma Obispo	Refund Check		138.95
92167	01/27/2021	Matthew or Susan Reeder	Refund Check		28.69
92168	01/27/2021	Adam Robinson	Refund Check		48.47
92169	01/27/2021	Debbie or Jeffrey Schmeck	Refund Check		25.71
92170	01/27/2021	Elke Steffanowski	Refund Check		57.18
92171	01/27/2021	Jeremiah Tibbitts	Refund Check		296.89
			Total for Fund:411 Water Maintenance & Operations	2,965.22	

Check#	Check Date	Payable To	Purpose		Amount
Fund: 421 Sewer Maintenance & Operations					
0	02/09/2021	Lowe's Home Centers Inc			1,377.09
0	02/09/2021	AFTS	Postage - Utilities		1,027.05
0	02/09/2021	Grainger Inc			303.65
0	02/09/2021	Inland Environmental Resources Inc			10,798.58
0	02/09/2021	Quality Controls Corporation			2,497.74
92154	12/31/2020	Ziply Fiber	Sewer phones December 2020		289.13
92155	01/22/2021	Beaver Equipment Specialty Company I	Valve Actuator		900.63
92161	01/27/2021	Russel Brown	Refund Check		547.52
92163	01/27/2021	Jonathan Ebert	Refund Check		18.60
92164	01/27/2021	Anna Muckenthaler Leeson	Refund Check		52.79
92165	01/27/2021	Maston Properties & Construction LLC	Refund Check		92.15
92166	01/27/2021	Graciela or Norma Obispo	Refund Check		14.20
92169	01/27/2021	Debbie or Jeffrey Schmeck	Refund Check		94.97
92170	01/27/2021	Elke Steffanowski	Refund Check		211.17
92171	01/27/2021	Jeremiah Tibbitts	Refund Check		449.48
			Total for Fund:421 Sewer Maintenance & Operations	18,674.75	
Fund: 422 Sewer Capital Projects					
92173	12/31/2020	Trane U.S. Inc.	WWtP ECP PHIII		7,963.60
			Total for Fund:422 Sewer Capital Projects	7,963.60	
Fund: 431 Stormwater Maint & Operations					
0	02/09/2021	Lowe's Home Centers Inc			100.87
0	02/09/2021	AFTS	Postage - Utilities		1,027.37
92161	01/27/2021	Russel Brown	Refund Check		81.98
92163	01/27/2021	Jonathan Ebert	Refund Check		2.78
92165	01/27/2021	Maston Properties & Construction LLC	Refund Check		13.80
92166	01/27/2021	Graciela or Norma Obispo	Refund Check		2.12
92169	01/27/2021	Debbie or Jeffrey Schmeck	Refund Check		14.23
92170	01/27/2021	Elke Steffanowski	Refund Check		31.65
92171	01/27/2021	Jeremiah Tibbitts	Refund Check		67.36
			Total for Fund:431 Stormwater Maint & Operations	1,342.16	
Fund: 432 Stormwater Capital Projects					
0	02/09/2021	BHC Consultants LLC			6,939.73
			Total for Fund:432 Stormwater Capital Projects	6,939.73	

Check#	Check Date	Payable To	Purpose		Amount
Fund: 510 Information & Tech Services					
0	02/09/2021	Smarsh Inc			27,443.62
0	02/09/2021	SoftwareOne			271.81
			Total for Fund:510 Information & Tech Services	27,715.43	
Fund: 530 Facilities Management					
0	02/09/2021	Lowe's Home Centers Inc			1,899.65
92175	02/09/2021	Advantage Building Services			3,618.18
92186	02/09/2021	Sonitrol			162.31
			Total for Fund:530 Facilities Management	5,680.14	
Fund: 631 Agency Fund					
92151	12/31/2020	Scott's Electric Service, LLC	B&G Club Lighting - Scott's Electric		1,126.00
92153	12/31/2020	Snohomish County Fire District #7	4th QTR Fees - Plan review and permits 10/1-12/31		11,685.00
92157	01/22/2021	Platt Electric Supply	Supplies		128.10
92158	01/22/2021	Puget Sound Energy	PSE 769 Village Way #Facility		2,362.72
92159	01/22/2021	Puget Sound Energy Inc	Park Place PS - 17866 W Main		2,509.42
92179	02/09/2021	KCDA Purchasing Cooperative			3,600.00
			Total for Fund:631 Agency Fund	21,411.24	
			Grand Total	281,741.79	

AGENDA BILL

Meeting Date: February 23, 2021

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

Department: Finance

SUBJECT: AP Packet 02-16-2021

REQUESTED ACTION:
Move to approve the accounts payable payments through approval of the consent agenda.

POLICY CONSIDERATIONS:
n/a

DESCRIPTION/BACKGROUND:
n/a

FISCAL IMPACTS:
Total amount of this AP packet = $456,362.51

TIME CONSTRAINTS:
n/a

ALTERNATIVES TO REQUESTED ACTION:
n/a

ATTACHMENTS:
AP Packet 2-16-21

ROUTING SLIP - CHECK APPROVAL

2/16/2021

ROUTED:

FINANCE DIRECTOR
CITY ADMINISTRATOR
MAYOR

CLAIMS:

				Check Numbers
Date:	2/9/2021	$	3,479.65	92189 - 92198
	2/12/2021	$	76,291.39	92189 - 92198
		$	-	
		$	-	
		$	-	
	Check Total:		79,771.04	
Date:	2/12/2021	$	376,591.47	ACH
Date:		$	-	
	Electronic Total:		376,591.47	
	Total Claims This Period:		456,362.51	

VOIDED CHECK: **92179** **$3,600.00**

APPROVED FOR PAYMENT: AUDIT COMMITTEE

Signed _____ Date: _____
City Councilperson

Signed _____ Date: _____
City Councilperson

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 02/12/2021 - 4:05PM
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module Clear Date	Amount
92189	2/9/2021	Justin or Janay Bradley	AP		35.07
92190	2/9/2021	Linda Fish	AP		109.47
92191	2/9/2021	KCDA Purchasing Cooperative	AP		3,000.00
92192	2/9/2021	Pat Leland	AP		34.35
92193	2/9/2021	Michael & Susan Maroney	AP		14.97
92194	2/9/2021	Clint Reed	AP		45.87
92195	2/9/2021	Nathanael Rodriguez	AP		54.00
92196	2/9/2021	Paul Siegel	AP		75.00
92197	2/9/2021	Brian & Megan Vanden-Heuvel	AP		76.50
92198	2/9/2021	Wesley Wright	AP		34.42
92199	2/12/2021	All City Fence Co.	AP		2,842.00
92200	2/12/2021	Allstream NW 5814	AP		106.57
92201	2/12/2021	Barclay Dean	AP		1,236.00
92202	2/12/2021	City of Monroe	AP		671.38
92203	2/12/2021	D.A. Hogan & Associates	AP		1,160.10
92204	2/12/2021	Department of Health	AP		9,451.40
92205	2/12/2021	Department of Transportation	AP		72.57
92206	2/12/2021	Garibaldi Lake, LLC	AP		340.00
92207	2/12/2021	Robert & Denise Harp	AP		125.00
92208	2/12/2021	Lexipol LLC	AP		4,264.00
92209	2/12/2021	Monroe School District	AP		35,584.50
92210	2/12/2021	National Pen Co., LLC	AP		321.34
92211	2/12/2021	PUD	AP		27.98
92212	2/12/2021	Snohomish County Auditor	AP		17,066.84
92213	2/12/2021	US Bank NA-Custody Treasury Div-Mor	AP		90.00
92214	2/12/2021	United States Postal Service USPS-Hasle	AP		2,755.71
92215	2/12/2021	Ziply Fiber	AP		176.00

Total Check Count: 27

Total Check Amount: 79,771.04

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 02/12/2021 - 4:09PM
Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	2/12/2021	Bill Abell	AP		2/12/2021	148.50
0	2/12/2021	The Blueline Group, LLC	AP		2/12/2021	12,058.25
0	2/12/2021	City of Everett- Everett Utilities	AP		2/12/2021	140,660.32
0	2/12/2021	Contract Land Staff LLC	AP		2/12/2021	660.00
0	2/12/2021	Department of Ecology	AP		2/12/2021	185,659.73
0	2/12/2021	ISOutsource	AP		2/12/2021	5,354.60
0	2/12/2021	Kennedy/Jenks Consultants, Inc	AP		2/12/2021	10,369.59
0	2/12/2021	NorthStar Chemical Inc.	AP		2/12/2021	593.50
0	2/12/2021	Ogden Murphy Wallace PLLC	AP		2/12/2021	14,110.50
0	2/12/2021	Ricoh USA Inc	AP		2/12/2021	555.90
0	2/12/2021	Springbrook Finance Holdings, Inc	AP		2/12/2021	2,192.58
0	2/12/2021	S360 Strategies 360, Inc	AP		2/12/2021	4,000.00
0	2/12/2021	Mark Wakefield	AP		2/12/2021	148.50
0	2/12/2021	Washington State Patrol	AP		2/12/2021	79.50

Total Check Count: 14

Total Check Amount: 376,591.47

Ban

Disbursement Detail

User: Cheri
Printed: 02/12/2021 - 4:11PM
Date 02/09/2021 -
Systems: 'Accounts Payable'

Check#	Check Date	Payable	Purpos		Amount
Fund: 001 General Fund					
0	02/12/2021	Ogden Murphy Wallace PLLC			14,110.50
0	02/12/2021	Bill Abell			148.50
0	02/12/2021	Mark Wakefield			148.50
0	02/12/2021	S360 Strategies 360, Inc			4,000.00
92208	02/12/2021	Lexipol LLC			4,264.00
92210	02/12/2021	National Pen Co., LLC			321.34
92212	02/12/2021	Snohomish County Auditor	Voter Registration 2020		17,066.84
92213	02/12/2021	US Bank NA-Custody Treasury Div-Money Cent			90.00
92214	02/12/2021	United States Postal Service USPS-Hasler			2,311.59
			Total for Fund:001 General Fund	42,461.27	
Fund: 307 Capital Improvements CIP					
92214	02/12/2021	United States Postal Service USPS-Hasler			24.30
			Total for Fund:307 Capital Improvements CIP	24.30	
Fund: 317 Parks CIP Fund					
92203	02/12/2021	D.A. Hogan & Associates			1,160.10
			Total for Fund:317 Parks CIP Fund	1,160.10	
Fund: 318 Streets CIP Fund					
0	02/12/2021	Contract Land Staff LLC			660.00
0	02/12/2021	The Blueline Group, LLC			12,058.25
92205	02/12/2021	Department of Transportation	RE-313-ATB10119112 invoice		72.57
92206	02/12/2021	Garibaldi Lake, LLC	Project Parcels #11, #14 & #15/Garibaldi Lake LLC		340.00
92207	02/12/2021	Robert & Denise Harp	Project Parcel #16 - Harp		125.00
			Total for Fund:318 Streets CIP Fund	13,255.82	

Check#	Check Date	Payable	Purpos		Amount
Fund: 411 Water Maintenance & Operations					
0	02/12/2021	Springbrook Finance Holdings, Inc	Springbrook Transactions		723.55
0	02/12/2021	City of Everett- Everett Utilities	water purchased for resale		140,660.32
92189	02/09/2021	Justin or Janay Bradley	Refund Check		6.68
92190	02/09/2021	Linda Fish	Refund Check		21.09
92192	02/09/2021	Pat Leland	Refund Check		22.11
92193	02/09/2021	Michael & Susan Maroney	Refund Check		14.97
92194	02/09/2021	Clint Reed	Refund Check		45.87
92195	02/09/2021	Nathanael Rodriguez	Refund Check		19.57
92196	02/09/2021	Paul Siegel	Refund Check		17.53
92197	02/09/2021	Brian & Megan Vanden-Heuvel	Refund Check		76.50
92198	02/09/2021	Wesley Wright	Refund Check		34.42
92204	02/12/2021	Department of Health	55820 1 003861		9,451.40
92211	02/12/2021	PUD			27.98
92214	02/12/2021	United States Postal Service USPS-Hasler			225.39
			Total for Fund:411 Water Maintenance & Operations	151,347.38	
Fund: 421 Sewer Maintenance & Operations					
0	02/12/2021	Department of Ecology			185,659.73
0	02/12/2021	NorthStar Chemical Inc.			593.50
0	02/12/2021	Springbrook Finance Holdings, Inc	Springbrook Transactions		723.55
92189	02/09/2021	Justin or Janay Bradley	Refund Check		24,69
92190	02/09/2021	Linda Fish	Refund Check		75.63
92195	02/09/2021	Nathanael Rodriguez	Refund Check		29.47
92196	02/09/2021	Paul Siegel	Refund Check		49.18
92214	02/12/2021	United States Postal Service USPS-Hasler			107.14
92215	02/12/2021	Ziply Fiber			176.00
			Total for Fund:421 Sewer Maintenance & Operations	187,438.89	
Fund: 422 Sewer Capital Projects					
0	02/12/2021	Kennedy/Jenks Consultants, Inc			10,369.59
			Total for Fund:422 Sewer Capital Projects	10,369.59	
Fund: 431 Stormwater Maint & Operations					
0	02/12/2021	Springbrook Finance Holdings, Inc	Springbrook Transactions		745.48
92189	02/09/2021	Justin or Janay Bradley	Refund Check		3.70
92190	02/09/2021	Linda Fish	Refund Check		12.75
92192	02/09/2021	Pat Leland	Refund Check		12.24
92195	02/09/2021	Nathanael Rodriguez	Refund Check		4.96
92196	02/09/2021	Paul Siegel	Refund Check		8.29
92214	02/12/2021	United States Postal Service USPS-Hasler			87.29
			Total for Fund:431 Stormwater Maint & Operations	874.71	

Check#	Check Date	Payable	Purpos		Amount
Fund: 510 Information & Tech Services					
0	02/12/2021	ISOutsource			5,354.60
0	02/12/2021	Ricoh USA Inc	PD Ricoh copier lease MPC3502		555.90
92200	02/12/2021	Allstream NW 5814			106.57
			Total for Fund:510 Information & Tech Services	6,017.07	
Fund: 631 Agency Fund					
0	02/12/2021	Washington State Patrol			79.50
92191	02/09/2021	KCDA Purchasing Cooperative			3,000.00
92199	02/12/2021	All City Fence Co.			2,842.00
92201	02/12/2021	Barclay Dean	Release Retainage		1,236.00
92202	02/12/2021	City of Monroe	Rainier View Rd PRV		671.38
			Total for Fund:631 Agency Fund	7,828.88	
Fund: 636 School Mitigation Fees					
92209	02/12/2021	Monroe School District			35,584.50
			Total for Fund:636 School Mitigation Fees	35,584.50	
			Grand Total	456,362.51	

AGENDA BILL

Meeting Date: February 23, 2021

Staff Contact: Jakeh Roberts, Deputy Public Works Director

Department: Public Works

SUBJECT: Authorize the Mayor to sign Interlocal Agency Agreement allowing the City of Monroe to provide or receive public works mutual aid during a local agency emergency event with no proclamation of emergency

REQUESTED ACTION:

Authorize the Mayor to sign Interlocal Agency Agreement GCB 3207 allowing the City of Monroe to provide or receive public works mutual aid during a local agency emergency event with no proclamation of emergency.

POLICY CONSIDERATIONS:

This Agreement is based upon the authority of RCW 39.34.030, which allows public agencies to cooperate and jointly exercise their powers in ways that provide the most efficient use of resources.

Section 4.10(f) of the City of Monroe Procurement Policies & Procedures states that "*Initial Interlocal agreements of any amount...require Council authorization.*"

The policy question for the city council is whether to enter into the Interlocal Agency Agreement (Attachment 1) and allow the City to receive and provide public works mutual aid services and materials in instances where a proclamation of emergency has not been declared.

DESCRIPTION/BACKGROUND:

This public works mutual aid emergency response assistance agreement (Attachment 1) is designed to provide for public works-based assistance including staffing, equipment, and supplies to be exchanged by agencies throughout the State.

The agreement is specific to the exchange of goods and services to be deployed in response localized emergencies that are not proclaimed to be a state-wide emergency by the Washington State Governor. Typical examples of mutual aid exchanges could include snow removal, storm debris clean-up, and localized flooding response assistance.

At this time there over 130 City and County agencies in Washington that have executed this interlocal which is hosted by the Washington State Department of Transportation (WSDOT).

Execution of this agreement does not create a requirement for the City of Monroe to provide assistance when requested. Response is always optional. Termination of the agreement requires 30 days notice to be provided in writing to WSDOT.

The City of Monroe has previously executed a similar agreement (GCB-3187) which is designed to provide for public works-based assistance including staffing, equipment, and supplies to be exchanged by agencies throughout the State when the Washington State Governor has declared and emergency.

FISCAL IMPACTS:

None at this time. If the city receives aid in the future, reimbursement of costs are required to be made to the responding party in a manner consistent with Section 6 of the Agreement. This includes reimbursement for staff time, equipment, and supplies at the agencies adopted, usual, and customary rates.

TIME CONSTRAINTS:

Authorization of this agreement is not time sensitive.

ALTERNATIVES TO REQUESTED ACTION:

1. Do not enter into the Agreement
2. Request further information for reconsideration

ATTACHMENTS:

Attachment 1 GCB 3207
Attachment 2 GCB 3207 Exhibit A

GCB 3207
(Local Agency Emergency Event – NO PROCLAMATION)
PUBLIC WORKS EMERGENCY RESPONSE ASSISTANCE MUTUAL AID AGREEMENT

This Agreement is between those Government Agencies (local, county, tribal or state), herein after "Agency" or "Agencies," that have executed the Agreement, as indicated by the signatures at the end of this document.

1. This Agreement is authorized by Washington State Chapter 39.34 RCW (Interlocal Agreement Act), which provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity, or undertaking, which each public agency entering into the contract is authorized by law to perform.

2. The purpose of this pre-disaster agreement between the Agencies is to provide for immediate assistance to protect life and property by facilitating the cooperation between Agencies to assist in a disaster in the absence of a "Proclamation of Emergency" as that term is defined in Chapter 38.52 RCW.

3. A separate agreement, GCB 3187 (Emergency Proclamation) PUBLIC WORKS EMERGENCY RESPONSE ASSISTANCE MUTUAL AID AGREEMENT, has been prepared to address those events where a Proclamation of Emergency has been declared invoking the broader statutory emergency powers provided to agencies in Chapter 38.52 RCW.

4. The parties to this Agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, and related systems during routine and emergency conditions.

5. Each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, and related systems and other support.

NOW, THEREFORE pursuant to Chapter 39.34 RCW and in consideration of the terms, conditions, and performances contained herein, the recitals as stated above, and the attached Exhibits which are incorporated and made a part hereof,

It is Mutually Agreed as Follows:

1. Request

   If confronted with an emergency situation requiring personnel, equipment or material not available to it, the requesting party (Requestor) may request assistance from any of the other parties who have executed this Agreement.

The Requestor may make the Emergency Response Assistance (Work) request by contacting the Designated Primary Contact of a participating agency, from the signatory Agencies list maintained by the WSDOT Office of Emergency Management (OEM), by phone or email.

2. Response

   Upon receipt of such request, the party receiving the request (Responder) shall immediately take the following action:

   A. Determine whether it has the personnel, equipment, or material available to respond to the request.

   B. Determine what available personnel and equipment should be dispatched and/or what material should be supplied.

   C. Dispatch available and appropriate personnel and equipment to the location designated by the Requestor.

   D. Provide appropriate access to the available material.

   E. Advise the Requestor immediately in the event all or some of the requested personnel, equipment, or material is not available.

NOTE: It is understood that the integrity of dedicated funds needs to be protected. Therefore, Agencies funded with road funds are limited to providing services for road activities; sewer funds are limited to providing services for sewer activities and so on.

3. Incident Commander

   The Incident Commander of the emergency shall be designated by the Requestor, and shall be in overall command of the operations under whom the personnel and equipment of the Responder shall serve. The personnel and equipment of the Responder shall be under the immediate control of a supervisor of the Responder. If the Incident Commander specifically requests a supervisor of the Responder to assume command, the Incident Commander shall not, by relinquishing command, relieve the Requestor of responsibility for the incident.

4. Documentation

   Documentation of hours worked, and equipment or materials used or provided will be maintained on a shift by shift basis by the Responder, and provided to the Requestor as needed.

5. Release of Personnel and Equipment

   All personnel, equipment, and unused material provided under this Agreement shall be returned to the Responder upon release by the Requestor, or on demand by the Responder.

6. Compensation

It is hereby understood that the Responder will be reimbursed (e.g. labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates. Compensation may include:

A. Compensation for workers at the Responder's current pay structure, including call back, overtime, and benefits.

B. Compensation for equipment at Responder's established rental rate.

C. Compensation for materials, at Responder's cost. Materials may be replaced at Requestor's discretion in lieu of cash payment upon approval by the Responder for such replacement.

D. The Responding Agency shall submit a Mutual Aid Cost Recovery Submittal (Exhibit A) and itemized voucher of costs to the Designated Primary Contact of the Requesting Agency within sixty (60) days after completion of Work). Unless otherwise agreed, the Responding Agency shall receive reimbursement within ninety (90) days after the voucher submittal date.

(Note: after execution of the Agreement the participating agency Designated Representative will be provided the electronic fillable pdf of Exhibit A)

7. Indemnification

The Responding Agency shall have no responsibilities or incur any liabilities because it does not provide resources and/or services to any other party to this Agreement.

A. To the extent permitted by law, the Requesting Agency shall protect, defend, hold harmless and indemnify all other Responding signatory Agencies, and their officers and employees from any and all claims, suits, costs, damages of any nature, or causes of action, including the cost of defense and attorney's fees, by reason of the acts or omissions, whether negligent, willful, or reckless, of its own officers, employees, agency or any other person arising out of or in connection with any acts or activities authorized by this Agreement, and will pay all judgments, if any, rendered. This obligation shall not include such claims, costs, damages or other expenses which may be caused by the sole negligence of the Responding Agencies or their authorized agents or employees.

8. Worker Compensation Withholdings and Employer Liability

Each party shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each party shall insure, self-insure, or both, its own employees as required by Washington Revised Code of Washington (RCW).

9. The Agreement

A. It is understood that all parties may not execute this Agreement at the same time. It is the intention of the parties that any governmental entity in the State of Washington may enter into this Agreement and that all parties who execute this Agreement will be considered to be equal parties to the Agreement.

The individual parties to this Agreement may be "Requestor" or "Responder's" as referred to in Section 1. and 2. above, to all others who have entered this Agreement.

B. Authorization and approval of this Agreement shall be in a manner consistent with the Agency's current procedures. This Agreement shall be effective upon approval by two or more Agencies and shall remain in effect as long as two or more Agencies are parties to this Agreement. Upon execution of this Agreement, the Agency shall send an original or a certified copy of the Agreement to the Washington State Department of Transportation, Office of Emergency Management (OEM). The OEM shall maintain a list of all signatory Agencies.

1) Written notice of intent to terminate this Agreement must be given to all other parties on the master list of parties at least 30 days prior to termination date. This notice shall automatically terminate the Agreement as to the terminating party on the date set out in the notice unless rescinded by that party in writing prior to that date.

2) Termination will not affect a party's obligations for payment arising prior to the termination of this Agreement.

10. Non-exclusive

This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance or mutual aid agreements with any other entity. No such separate agreement shall terminate any responsibility under this Agreement.

11. Parties to This Agreement

Participants in this Agreement are indicated on the following pages, one party per page.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Emergency Response Assistance to be executed by duly authorized representatives as of the date of their signatures.

WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION

Pasco Bakotich III, P.E. — Date
State Maintenance Engineer
Washington State Department of Transportation

APPROVED AS TO FORM

Scott L. Lockwood — Date
Assistant Attorney General

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Emergency Response Assistance to be executed by duly authorized representatives as of the date of their signatures.

_____
Agency

_____
Jurisdiction

_____
Authorized Representative

_____
Date

Designated Primary Contact:

Office	Contact Name:	Phone Number:
_____	_____	_____

Email: _____

Emergency 24 Hour Phone Number: _____

GCB 3207
Public Works Emergency Response Assistance under Chapter 39.34 RCW

EXHIBT A - Mutual Aid Cost Recovery Submittal

Agreement No.	WSDOT GCB 3207
Responder Work Order No.	

payment codes must be provided by requestor

Responding Designated Primary Contact	Phone	email	
Mailing Address			

Requesting Designated Primary Contact	Phone	email	
Mailing Address			

Project Information

Project Title	
State Route, Street or Road	County(s)

Emergency Response Schedule

Start Date	End Date

Cost

Invoice No.		**Amount**
	Total Amount →	

Scope of Emergency Response

Provide a brief description of Work and attach back up documents (include detailed description of work and actual cost).

Requesting Agency	FED ID or Vendor Number		
Billing Address			
Phone	Fax	Email	

Distribution: Originals: ☐ Contracting Agency ☐ Accounting Copies: ☐ File ☐ Other _____

AGENDA BILL

Meeting Date: February 23, 2021
Staff Contact: Deborah Knight, City Administrator
Department: Executive

SUBJECT: Approval of Council Committee Workplans for 2021

PREVIOUS DISCUSSION:

01/26/2021 Public Works, Planning and Parks Committee (P3)
02/02/2021 Public Safety Committee
02/09/2021 Legislative Affairs
02/16/2021 Finance/Human Resources

REQUESTED ACTION:

Review and approve the City Council Committee workplans in accordance with Section 14A.1 of the City Council Rules of Procedure.

POLICY CONSIDERATIONS:

This is an opportunity for the City Council to review the draft workplans approved by Council Committees. The City Council may choose to add, change, or delete draft workplan items. Workplan items are identified based on current information. The City Council may choose to assign other emerging issues to Council Committees throughout the year.

DESCRIPTION/BACKGROUND:

Section 14A.1 of the City Council Rules of Procedures states, "Committees will address issues assigned to them by the City Council." City Council Committee assignments are outlined in the workplans (Attachment 1). Other emerging issues may be assigned by the City Council to Committees throughout the year.

FISCAL IMPACTS:

There are no direct fiscal impacts associated with adopting Council Committee workplans. Council Committees are supported by City staff under current operating budgets. Specific items discussed by Council Committees may have budget impacts. Specific budget impacts will be provided to the Council Committees at the time issues are presented and discussed.

TIME CONSTRAINTS:

Council Committees meet monthly on Tuesdays prior to Council meetings. Ideally, the City Council will approve committee workplans in order to allow committee work to continue.

ALTERNATIVES TO REQUESTED ACTION:

The City Council may want to discuss and propose changes to draft committee workplans.

ATTACHMENTS:

2021 Finance HR Committee Workplan
2021 Legislative Committee Workplan
P3_Workplan2021 DRAFT
2021 Public Safety Work Plan

2021
MONROE CITY COUNCIL
Finance & Human Resources Committee

Councilmembers
Patsy Cudaback
Jason Gamble
Kirk Scarboro

2021 WORK PLAN*

February	Finance	ACH/Electronic Payment Policy Preliminary 2020 Revenue analysis
March	Finance	Reserve Policy update
April	Finance	2020 Annual Report review 2021 Budget Amendment
May	Finance	To be determined
June	Finance	Begin Travel/Expense Reimbursement Policy review/update
July	Finance	Next Budget Cycle Revenue Assumptions 6 year utility rate model review
August	Finance	2020 Audit update
	HR	Mid-Year Performance Review Update
September	Finance	General Fund six year projection
October	Finance	Old business close out
November	Finance	Old business close out
December	Finance	Meeting Traditionally cancelled

**The work plan items are subject to change as needed; and Regular Meetings held the third Tuesday of each month at 5:30 p.m.; unless otherwise noted.*

DRAFT

2021 LEGISLATIVE COMMITTEE WORK PLAN*

The primary purpose of the Legislative Affairs Committee is to review and advise upon legislative matters at county, state, and federal levels of interest to the City Council; and City Council policies and procedures.

Month	Lead	Agenda Item
February	City Administrator	Elect Chair 2021 Work Plan
March	City Administrator	Puget Sound Regional Council Multi-County Planning Policies Legislative Update
April	Community Development	Snohomish County Draft Countywide Planning Policies Legislative Update
May	City Administrator	Legislative Update
June		
July		
August		
September	City Administrator	Recommendations Economic Development Advisory Board & Community Human Service Advisory Board
October	City Administrator	Legislative Priorities
November		
December		

Monroe City Council Subcommittee 2021 Workplan
Public Works, Planning, and Parks

The draft work plan is based on the 2021 annual work plans developed by City Staff to implement the 2021 budget adopted by the City Council. The City Council may want to add, change or delete tasks proposed in the P3 Committee. 2021 Work Plan

- UDR Housekeeping
- Annual Comp Plan Amendments
- Affordable Housing code/action plan
- Small Cell Regulations
- North Kelsey Property
- Multifamily Tax Exemption Code
- 2022-2027 Capital Facilities Plan
- Municipal Campus
- Neighborhood Traffic Operations
- Watershed Inventory Resource Area Watershed Restoration and Enhancement Committee Plan
- Utility Franchises
- Utility Codes
- Parks, Recreation, and Open Space Plan
- Park Security Camera Policy
- US2 Bypass Trail

Public Safety
Council Committee Draft Workplan 2021

The draft work plan is based on the 2021 annual work plans developed by City Staff to implement the 2021 budget adopted by the City Council. The City Council may want to add, change or delete tasks proposed for the Public Safety Committee.

- 2021 Work Plan
- End of Year Report
- Emergency Management Plans
- Court Assessment Implementation
- Judge Ness Update
- Prosecuting Attorney update
- Code Enforcement Updates
- Police Training Update
- MATRIX / LEMAP Update Staffing Update
- MPD Strategic Goal(s) review
- Community Outreach Team Update 2020

AGENDA BILL

Meeting Date: February 23, 2021

Staff Contact: Rachel Adams, Project Management Consultant

Department: Executive

SUBJECT: Draft Request for Proposal (RFP) for a Consultant to perform the 2021 Human Services Needs Assessment

REQUESTED ACTION:

Move to approve the draft Request for Proposal (RFP) for a Consultant to perform the 2021 Community Needs Assessment.

POLICY CONSIDERATIONS:

It is up to the Mayor and the City Council to review this RFP before it can be released to the public.

The RFP has been reviewed by the Technical Advisory Committee (TAC) and the Community Human Services Advisory Board (CHSAB). This is the opportunity for the Mayor and Council to review the draft RP and provide direction to Mayor and city staff before it is released to the public.

DESCRIPTION/BACKGROUND:

The Homeless Policy Advisory Committee (HPAC) recommendations were approved by Resolution 007/2020 of the Mayor and City Council on February 25, 2020. City Staff has assembled a group of Subject Matter Experts and Community Stakeholders referred to as the TAC to advise the City on the implementation of the HPAC recommendations.

The TAC met regularly between January 2020 – August 2020 and was facilitated by Jody Beisner. The TAC initiated planning with the priority of creating a “One Stop Shop.” The TAC was unable come to a consensus on the Scope of Work. A small subsect of TAC members was selected to define the scope of work for the RFP. This groups consisted of Angelique Leone of the Snohomish County Community Foundation, Joe Neigel of the Community Foundation, Laron Olson of Take the Next Step, and Inga Paige of St. Vincent de Paul, and City Staff. All recommendation of these individuals were brought back to the TAC for consideration.

It was the consensus that the city hire a consultant to perform a Needs Assessment and Gap Analysis. This recommendation was taken back to the TAC and forwarded along to the CHSAB. The recommendation to hire a consultant to perform a Community Needs

Assessment was approved by both groups and was included in the Mayor's 2021 budget. A hybrid group consisting of TAC and CHSAB members Angelique Leone (TAC), Joe Neigel (TAC), Aisha Sial (CHSAB), Jose Luis de Guzman (CHSAB), and Tony Balk (CHSAB) have been working together with City Staff to create a draft of the RFP to hire a Consultant to perform the Community Needs Assessment.

This is the Mayor and City Council's opportunity to recommend, or make specific changes to, the draft RFP before it is released to the public. The Asset Mapping Approach is to identify resources currently available in the Skykomish Valley, the capabilities of those resources, and the needs of the Skykomish Valley community.

The key features of Asset Mapping are:
• Asset based – identifying/uncovering resources
• Internally Focused – communities assets (not including those outside the community)
• Relationship Driven – networking among people, institutions, or organizations.

The importance of Asset Mapping is creating awareness. Local resources and their collaborative uses can be identified with the goal of creating community connections, meeting community needs, and facilitating services. It recognizes and values the resources in the community and builds relationships among local assets. Through documented exploration, assets can mobilized to meet identified needs, hear from those in need of services, and engage the community in long-term planning.

Asset Mapping will be a data driven plan for long term service improvements.

The qualified consultant will be responsible for the coordination of a fully completed Community Needs Assessment and Facilitated Program Development that includes specific data and analysis.

The deliverables for this project are:
• An executive summary report with findings.
• Preliminary budget assumptions of priority projects.
• A SWOT Analysis facilitated in cooperation with the TAC, CHSAB and City Staff.
• A LEAN Analysis facilitated in cooperation with the TAC, CHSAB and City Staff.
• Presentation(s) to the Mayor and Monroe City Council, TAC and CHSAB.

The goal is to complete this work in time to inform human service priorities for the 2022 budget.

FISCAL IMPACTS:

The RFP will be advertised for two weeks in the Daily Journal of Commerce and cost approximately $1,500. The 2021 budget includes $50,000 to fund the Needs Assessment.

TIME CONSTRAINTS:

Delay in approving the draft RFP will delay the City releasing the RFP for a consultant to perform the needs assessment.

Preliminary Schedule:

CHSAB RFP Review	February 4, 2021
City Council Review	February 23, 2021
Publish RFP	February 24 – March 1, 2021
RFP Due Date	March 22, 2021
Hybrid Group Reviews RFP	March 23, 2021
City Council reviews RFP Applicant	April 1, 2021
Recommend final report to Mayor and Council	September 7, 2021

ALTERNATIVES TO REQUESTED ACTION:

Provide direction to Mayor Thomas and city staff to make specific requested changes to the RFP before it is released to the public

Do not approve the RFP and provide direction to Mayor Thomas and city staff.

ATTACHMENTS:

RFP for Community Needs Assessment and Faciltated Program Development Services draft 2.5.2021

(RFP) REQUEST FOR PROPOSAL FOR

COMMUNITY NEEDS ASSESSMENT AND FACILITATED PROGRAM DEVELOPMENT

DRAFT

Proposals must be received no later than:

March 22, 2021 at 3:30pm

Deliver proposals to Monroe City Clerk:
Rabecca Hasart, Interim City Clerk City of Monroe
806 W. Main Street
Monroe, WA 98272

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Exhibits:

Exhibit A – HPAC Recommendations
Exhibit B – Location Map
Exhibit C – City of Monroe Professional Services Agreement – EXAMPLE

DRAFT

REQUEST FOR PROPOSAL (RFP) COMMUNITY NEEDS ASSESSMENT AND FACILITATED PROGRAM DEVELOPMENT CONSULTING SERVICES

1. INTRODUCTION

The City of Monroe is soliciting proposals for a Consultant to conduct a community needs assessment, gap analysis and facilitate program development for the City of Monroe and the Skykomish Valley (Sky Valley) including the cities of Snohomish, Sultan, Gold Bar and unincorporated Snohomish County. The assessment will be used to inform the Mayor, Monroe City Council, and community stakeholders of the human service needs in the Sky Valley area. This needs assessment will aid elected officials, service providers, and subject matter experts, in gathering accurate data to support people seeking housing and human services in our community.

The City of Monroe is seeking a consultant or firm to work collaboratively with and facilitate local service providers to identify current human service priorities, identify funding sources, develop a preliminary budget to implement recommendations to meet priority needs, and identify metrics to measure success. The City is seeking to begin this project in March 2021 and anticipates the final report and findings to be made available by August 2021.

BACKGROUND

The City of Monroe is a community of approximately 18,000 residents serving more than 90,000 people located in and around the Skykomish River Valley. The City is strategically located just 33 minutes east of Paine Field and 15 miles east of Everett along the I-5 Corridor at the intersection of several major highways - US Highway 2, the second busiest east-west transportation corridor in Washington State; State Route 522 connecting Monroe to I-405 and Seattle; and State Route 203 connecting Monroe to I-90 and Snoqualmie Pass.

The Skykomish Valley, nicknamed Sky Valley, is a region in eastern Snohomish County, that extends approximately 29 miles along the Skykomish River. It stretches east of Highway 9 from the City of Snohomish to the Cascade Mountains, terminating near Skykomish, Washington. For purposes of this study, the cities covered include Gold Bar, Sultan, Monroe, Snohomish, and the unincorporated areas of Snohomish County surrounding these communities. (Scaled scope proposals may also be considered).

The key not-for-profit agencies with a physical presence in the Sky Valley and serving the community include St. Vincent DePaul, Volunteers of America, Take the Next Step, SeaMar, Sky Valley Food Bank, Monroe Library, Monroe Senior Center, and Cascade Community Church. There are other agencies serving niche needs such as the Sky Valley YMCA, Boys & Girls Club, Miracles and Memories Academy, Provide Hope Food Rescue, Food Share and Red Cedar Mutual Aid. Community stakeholder groups for this effort are the Homeless Response Group, Community Coalition, Monroe Equity Council, the Faith Community Leadership, the Monroe Chamber of Commerce, and the Community Human Services Advisory Board.

2. NEEDS STATEMENT

The consultant should use a "nothing about us without us" approach to conducting the needs assessment. This is to prevent assumption-based recommendations and to provide a foundation for data driven programs and solutions.

The stories of homeless individuals and system users should be respected and shared by a consultant who has had prior experience with this type of work and a trauma informed care approach.

The consultant will need to work with City Staff and the advisory bodies of the Sky Valley Technical Advisory Committee (TAC) and the City of Monroe Community Human Services Advisory Board (CHSAB) to facilitate reporting findings, reviewing recommendations, suggesting priorities for implementation, and funding sources.

The consultant will need to be knowledgeable of what services and programs Federal, State, County and not-for-profit funders are financially supporting.

In order to assess community readiness, the report and findings need to be generated in a way that creates opportunities for all voices to be heard from stakeholders, clients, and the community. The consultant will need to incorporate the voices of those who only want to address the symptoms created by community need and those who truly desire to help by addressing the root causes of community need.

The report should seek out and hear a wide range of voices around the issues that impact our community with a particular emphasis upon those with lived experience. Some of these voices may include those from neighborhoods, social media, and the local businesses.

The report and findings will be expected to prioritize the areas that will show the greatest impact on addressing homelessness and providing human services to those in need.

3. REQUEST FOR PROPOSAL (RFP)

The City of Monroe ("the City") is accepting proposals from qualified Consultants to render professional services to the City to conduct and produce a Community Needs Assessment and Facilitated Program Development. The goal is to determine the human service needs of people residing in Monroe and the Sky Valley through an evaluation of existing infrastructure that provides services locally and regionally. The final report should include:

- Analysis of existing service providers to determine how their services meet the needs of the community.
- The barriers that prevent residents from finding the services they need.
- The gaps in service.
- Recommendations to close the gaps in service

- Implementation plan identifying stakeholder roles
- Funding sources
- Realistic timeline and budget to implement the plan

The City will select the most capable, cost-effective Consultant to complete the assessment.

4. TIMELINE/DUE DATES

RFP Release Date: February 24, 2021
Consultant Proposal Due to City: March 22, 2021
Notice of Award: April 13, 2021

5. INQUIRIES

Questions regarding this RFP are to be submitted to Rachel Adams with "Community Needs Assessment and Facilitated Program Development" in the subject line at RAdams@monroewa.gov Questions regarding this RFP will only be accepted by email.

6. SUBMITTING PROPOSALS

An electronic copy of the proposal shall be submitted by email addressed to Rabecca Hasart with "Community Needs Assessment and Facilitated Program Development in the subject line at RHassart@monroewa.gov

A paper copy of the proposal shall be submitted in a sealed package/envelope marked:

Attn: Rabecca Hasart, Interim City Clerk City of Monroe
806 W. Main Street
Monroe, WA 98272

All proposals must be received on or before 3:30 PM, March 15, 2021. Proposals received after the due date may be rejected. The proposal offer acknowledges the right of the City to accept or reject any or all proposals and to waive any informality in any proposal received.

7. INFORMATION REQUIRED WITH PROPOSAL

Proposals must include:

a) Introduction of Consultant summarizing company's background, resources and relevant experience.

b) Examples of past projects, preferable of a similar size and scope.

c) References from at least three (3) past projects, preferably matching those projects used as examples in B above.

d) Proposed budget for the project. Budget should include a suggested work plan and a breakdown of fees for professional services, hours, and administrative services.

e) Proposed schedule for the project, including project stages, milestones, and payments.

f) A list of personnel on the project team and any possible sub-Consultants and sub-consultants, their professional experience/CV, and their roles.

g) Identify the Project Leader as the main point of contact – name, title, phone, and email address must be included.

h) The proposal may be submitted on letter size paper by mail or as an electronic copy by email to the City Clerk. Each page shall be numbered and have the name of the company on it.

i) Consultants and/or sub-Consultants who have bilingual and cultural competency will be given preference.

8. DESCRIPTION OF SERVICES

The qualified Consultant will be responsible for the coordination of a fully completed Community Needs Assessment and Facilitated Program Development that includes specific data and analysis in addition to the following:

a) An Executive Summary;

b) Collection of demographic data and analysis of population currently residing in the City and the Sky Valley from multiple sources. This description should include, but is not limited to data from the Census, Monroe School District, local colleges, Snohomish County and Public Health District, and focus group meetings, community partner surveys and client surveys;

c) The City of Monroe, with support for the Technical Advisory Committee, will identify persons for key stakeholder interviews and focus groups should be conducted to contextualize research findings. Focus groups will be needed to be conducted in other languages, including Spanish.

d) Customer, staff and community input of the impacts of poverty, needs within the communities and recommendations for further addressing those needs;

e) An in-depth explanation on the impact of poverty and its effect on the residents of the City of Monroe, and the Sky Valley.

f) Provide the collection and analysis of the following information about the Sky Valley service areas:
    1. An analysis of information collected directly from low-income individuals to assess needs and resources;
    2. Collection of information from key sectors of the community to assess needs and resources. These sectors would include at minimum: community-based

organizations, faith-based organizations, private sector, public sector, and educational institutions;

3. Collection of current data specific to poverty and its prevalence related to gender, age, disability, and race/ethnicity;
4. Collection and analysis of both qualitative and quantitative data for each area served;
5. Description of key findings on the causes and conditions of poverty.

g) Compare/contrast and analysis of demographic within Sky Valley, data and economic trends including, but not limited to:
    1. Basic needs trends (i.e., food, nutrition, housing, food, childcare, health costs, transportation);
    2. Population trends;
    3. Location of low-income seniors 60+;
    4. Migration/relocation trends;
    5. Birth and death trends;
    6. Health (including pre-natal care, health insurance, immunizations, oral health, etc.)
    7. Nutrition trends (including overweight and underweight children, nutrition education offerings and free/reduced lunch counts, etc.);
    8. Aging trends;
    9. Household composition;
    10. Type of disabilities;
    11. Service providers for residents with disabilities;
    12. Housing data: rental vs. ownership/affordable housing availability;
    13. Transportation.
h) Data Analysis and Presentations - The Consultant will provide an in-depth analysis and recommendations to assess the City's success in meeting the needs and priorities of Monroe residents, including:
    1. Demographics summary
    2. Process approach
    3. Results of survey and data collection at county, city, community partners, other nonprofits and client levels including trend data if available.
    4. Develop an asset map of existing community services in the City along with a detailed description of those services. Additionally, identify other non-local community services providers and the specific types of services delivered within the City.
    5. Comparison to similar communities, particularly in Snohomish County
    6. The analysis should determine services that are needed (and not currently provided) in the Sky Valley and future trends (short-and-long term) and community service needs. The gap analysis should prioritize community services the Sky Valley should address as a result of research.
    7. Formatted tables and charts illustrating major points
    8. Project findings, including an analysis of the match of demographics and current services received by Monroe and Sky Valley residents. This analysis will also include the language ability of the current City population and the providers of services. Diversity,

cultural competency, and language are a high priority for the City.

9. Policy recommendations a result of the research, short-and-long term trends and analysis
10. Conclusions
11. Implementation plan identifying stakeholder roles
12. Realistic timeline and budget to implement the plan
13. Presentations to the Technical Advisory Committee (TAC) and Community Human Services Advisory Board (CHSAB).
14. Facilitated community forum to receive feedback on the draft recommendations with the ability to communicate bilingually.

9. AWARD OF CONTRACT

Award of the contract resulting from this RFP will be based upon the most responsive Consultant whose offer will be the most advantageous to the City in terms of cost, functionality, experience, quality of past work, and other factors as specified elsewhere in this RFP.

The City reserves the right to:

a) Consider proposals based on their relative merit, risk, and values to the organization;
b) Negotiate with all service providers.
c) Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Consultant, when it is in the Agency's best interest;
d) Accept other than the lowest priced offer.
e) Proposals received shall be judged by The City solely on the following selection criteria:
f) Consultant's understanding of stakeholders and the scope of this project;
g) Proposed price of the entire project;
h) Expected timeline for completing the project;
i) Consultant's demonstrated experience in similar projects for both corporate audiences and non-profit organizations.

Proposals will be evaluated upon the Consultant's responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful Consultant may be asked to participate in negotiations and may be asked to revise their proposal based on their negotiations. In submitting a proposal, each Consultant acknowledges that they have read and understand these requirements.

Competitive proposals will be considered and will result in a Fixed Price Contract.

10. EVALUATION CRITERIA

The following elements will be reviewed, scored and a decision made based on the responses:

a) Skill and experience of key personnel
b) Description of Services
c) Timeline of project broken into three sections:
    1. Data and Timeline
    2. Data compilation and draft analysis
    3. Final report production
d) Budget/Cost

e) Sample of similar work projects that have been completed by the applicant while with their current firm
f) Demonstrated experience with Community Needs Assessments or similar projects
g) Compliance with administrate requirements of the request for proposal format, due dates, etc.
h) Results of communications with reference supplied by Consultant
i) Ability/commitment to meeting time deadlines
j) Consultant's financial stability
k) Bilingual Consultants will be given preference
l) Commitment to a Trauma Informed Care approach
m) Experience working with populations most impacted by racism

11. REJECTION OF PROPOSALS

The City reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of the City of Monroe

12. PROJECT DELIVERABLES

a) An executive summary report with findings.
b) Preliminary budget assumptions of priority projects.
c) A SWOT Analysis facilitated in cooperation with the TAC, CHSAB and City Staff.
d) A LEAN Analysis facilitated in cooperation with the TAC, CHSAB and City Staff.
e) Presentation(s) to the Mayor and Monroe City Council, TAC and CHSAB.

13. COST OF PROPOSAL

The Respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid and City of Monroe shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

14. DISCLOSURES & RESERVATIONS

a) The City reserves the right to select the proposal which, in its sole judgment, best meets the needs of the City. The lowest proposed cost will not be the sole criterion for recommending the contract award. The recommended selection of the evaluation committee is final and subject only to review and final approval by the Mayor and the City Council.

b) The City reserves the right to reject any or all proposals and to waive technicalities and informalities when such waiver is determined by the City to be in the City's best interest.

c) The City reserves the right to retain all accepted proposals, including proprietary documentation, regardless of which proposal is selected. No proposals will be returned to proposers.

d) The City reserves the right to request any supplementary information it deems necessary to evaluate proposer's experience or qualifications. This may include supplemental financial

information, additional interview(s), and/or additional presentation by the proposer.

e) The City reserves the right to reconsider any proposal submitted at any stage of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information.

f) Furthermore, the City reserves the right to delete or add functionality (i.e., modules and components) until the final contract signing.

g) The City reserves the right to cancel, in part or in its entirety, this RFP, including, but not limited

h) to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises this RFP, all proposers will be notified in writing by the City.

i) The City reserves the right to revise the RFP prior to the date that proposals are due. The City will communicate changes through addendum to this RFP. All registered proposers will be notified of revisions to the RFP. The City reserves the right to extend the date by which the proposals are due.

j) The City reserves the right to split the award from this RFP between multiple proposals when such split award is determined to be in the best interests of the City.

k) The City reserves the right, in its sole discretion, to reject any and all proposals and to waive informalities and minor irregularities in any proposals received. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer, in the sole discretion of the City. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.

l) This RFP does not commit the City to award a contract. All proposals submitted in response to this RFP become the property of the City and public records, and as such, may be subject to public review.

m) The City shall not be liable for any pre-contractual expenses incurred by prospective vendors or selected Consultants, including but not limited to costs incurred in the preparation or submission of proposals.

n) The City shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

o) If the successful proposer defaults, the City may award this RFP to the next best proposal and may recover the loss occasioned by the successful proposer against a surety bond, if any, or by suit against the successful proposer.

p) The City reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to: selection procedures, submittal date, and submittal requirements. If the City cancels or revises the RFP, all interested firms will be notified.

END OF RFP

AGENDA BILL

Meeting Date: February 23, 2021

Staff Contact: Scott Peterson, Deputy City Engineer

Department: Public Works

SUBJECT: Adopt 2022-2027 Transportation Improvement Plan (TIP)

PREVIOUS DISCUSSION:
02/09/2021

PUBLIC HEARING(S):
02/09/2021

REQUESTED ACTION:
Move to approve Resolution No. 002/2021, adopting a six-year transportation improvement plan for the years 2022-2027.

POLICY CONSIDERATIONS:
RCW 35.77.010 requires the City Council to adopt a six-year Transportation Improvement Plan each year by July 1st.

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 Improvement Plan presented to Council in November 2020. The proposed 6-Year TIP reflects the street-related projects identified in the Capital Improvement 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.

A public hearing was held on February 09, 2021. No public comment was received, and council had no discussion on the plan.

FISCAL IMPACTS:
Adoption of the TIP in itself has no budget impacts.

TIME CONSTRAINTS:
Per 37.77.010 RCW the six-year transportation program is to be adopted before July 1, 2020.

ALTERNATIVES TO REQUESTED ACTION:

None.

ATTACHMENTS:

RES 002-2021 Adopting 2022-2027 TIP
2022-2027 TIP PDF

CITY OF MONROE
RESOLUTION NO. 002/2021

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

CITY OF MONROE 2022-2027 TRANSPORTATION IMPROVEMENT PLAN

Priority	PROJECT		2022	2023	2024	2025	2026	2027	Total		
			3,362,302	5,537,739	13,896,814	3,472,873	3,429,843	2,654,009	32,353,580	City Funds	Other Funds
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 Utiities (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	

EXHIBIT A
PAGE 1 OF 1

RESOLUTION
AGENDA BILL

AGENDA BILL

Meeting Date: February 23, 2021

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

Department: Finance

SUBJECT: January2021 Finance Report

REQUESTED ACTION:

Information Only

POLICY CONSIDERATIONS:

This is an opportunity for the City Council to review the January 2021 finance report and ask questions.

DESCRIPTION/BACKGROUND:

N/A

FISCAL IMPACTS:

N/A

TIME CONSTRAINTS:

N/A

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

1-02-23-2021 Council Report
2-02-23-2021 Council Report addendum
3-January 2021 Rev Exp Summary Report
4-2021 Sales Tax Analysis
5-January 2021 Sales Taxes by Category
6-2021 REET
7-2021 Lodging Tax Analysis
8-January 2021 Balance Sheet
9-2020 Preliminary Revenue Analysis
10-January 2021 Investment Report
11-donation tracking 2021

806 West Main Street
Monroe, WA 98272-2198
(360) 794-7400 Fax: (360) 794-4007
www.monroewa.gov

MEMORANDUM

TO: Monroe City Council, Mayor Thomas, and City Administrator Knight

FROM: Becky Hasart, Finance Director

DATE: February 23, 2021

RE: January 2021 Finance Department Report

Please find attached the January 2021 financial monthly report. Straight line trending would be eight point three percent (8.3%). However, it is too early in the year to analyze the City's budget as there are many invoices, specifically in the City-Wide expense category, that are paid once a year at the beginning of the year.

The January 2021 Sales Tax, 2021 REET, and 2021 Lodging Tax reports are attached for your review. All three reports are trending better than the weighted budget expectations. Again, it is too early in the year to identify trends.

The balance sheet report for January is included in this report.

Preliminary 2020 Revenue Analysis

Included in this month's financial report is a preliminary 2020 Revenue Analysis. This report analyzed Real Estate Excise Taxes, Lodging Taxes, Sales Tax – both aggregate and construction only – and Admission Taxes. While the City receives other revenues, these four sources are the most sensitive to potential COVID impacts.

While 2020 Sales Taxes were ahead of 2019 receipts, the construction only category within the sales taxes are down by over 14%. This is similar to the decrease experienced by our REET receipts. There are many factors which could explain these decreases, including the impacts COVID had on slowing down new construction activity, slow downs in construction supply chains, temporary shutdowns of both real estate sales activities and construction activities, lack of land and inventory, etc. The City traditionally uses its REET receipts to help fund various parks and street capital projects, usually in conjunction with the related impact fees. Construction sales taxes are considered one-time revenues and are traditionally earmarked for one-time expenditures/opportunities.

Both Lodging Taxes and Admission Taxes are significantly down from prior years; 32% and 70% respectively. Lodging Taxes are traditionally used to support tourism based economic development. Admission taxes support General Fund operations. It is safe to speculate that this impact was a direct result of COVID related closures, specifically for the fairgrounds, Evergreen Speedway, and Galaxy Theater.

Investment Report

The January 2021 investment report is attached for your convenience. Interest rates continue to decrease in the current environment, which is reflected in our short-term investments (LGIP). These rates continue to be volatile based on national and world events (Covid-19 concerns, various new international tariffs, changes in international leadership, etc.).

Donation Report

The January 2021 Donation report is attached for your convenience. We received one monetary donation for our K9 program during January.

806 West Main Street
Monroe, WA 98272-2198
(360) 794-7400 Fax: (360) 794-4007
www.monroewa.gov

MEMORANDUM

TO: Monroe City Council, Mayor Thomas, and City Administrator Knight

FROM: Becky Hasart, Finance Director

DATE: February 23, 2021

RE: Finance Monthly Report – December and January Professional Services Agreements

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Per the City of Monroe Procurement Policies and Procedures Manual, the following are the professional (personal) services contracts executed during the month of December 2020:

- Washington Tree Service – $6,012
  Cambridge HOA Tree Install Project
- Great Floors – $9,062
  COM Police Dept. Locker Room Flooring project
- Chandler's Tree & Stump Services, Inc. – $1,934
  Monroe Library Tree Removal
- Quality Controls Corporation – $2,383
  Ultrasonic Level Transmitter

The following are the professional (personal) services contracts executed during the month of January 2021:

- Monroe Community Senior Center – $15,000
  Senior Center Bus support
- Strategies 360 – $31,350
  Cadman Sky River Property Transfer assistance
- Golden Rule – $65,600
  Economic Development Specialist
- Rachel Adams – $48,000
  Human Services Consultation and Facilitation
- Sky Northwest, Inc. – $49,978
  B&GC Restroom Renovations Project
- Harmsen LLC – $1,500
  Survey and topography services S. Taft Lane Sewer Replacement

Thank you.

City of Monroe - January 2021 (8.33%)						
General Fund Revenues	**2021 Budget**	**Year-to-Date 01/31/2021**	**% of Budget**	**2020 Budget**	**Year-to-Date 01/31/2020**	**% of Budget**
Property Tax	3,392,805	19,821	0.6%	3,248,041	8,044	0.2%
Sales Tax	5,831,200	529,238	9.1%	5,716,390	490,858	8.6%
Admissions Tax	25,000	0	0.0%	31,330	22,619	72.2%
Utility Tax	2,777,427	285,038	10.3%	2,687,410	245,868	9.1%
Leasehold & Gambling Taxes	35,800	0	0.0%	30,205	9,824	32.5%
Total Taxes	12,062,232	834,097	6.9%	11,713,376	777,213	6.6%
Licenses & Permits	487,700	72,245	14.8%	554,700	67,688	12.2%
Intergovernmental	445,688	76,575	17.2%	1,142,052	52,558	4.6%
Charges for Goods & Services	1,418,469	216,038	15.2%	1,462,711	139,000	9.5%
Fines & Penalties	166,643	11,505	6.9%	134,516	16,439	12.2%
Miscellaneous Revenues	36,009	19,529	54.2%	96,650	5,828	6.0%
Transfers In/Insurance Recovery	0	0	0.0%	42,151	0	0.0%
Total General Fund Revenues	**14,616,741**	**1,229,990**	**8.4%**	**15,146,156**	**1,058,725**	**7.0%**

City of Monroe - January 2021 (8.33%)						
General Fund Expenditures	**2021 Budget**	**Year-to-Date 01/31/2021**	**% of Budget**	**2020 Budget**	**Year-to-Date 01/31/2020**	**% of Budget**
Executive	633,561	47,793	7.5%	661,761	34,002	5.1%
Human Services	231,711	1,000	0.4%	248,560	0	0.0%
City Clerk/Public Records	187,637	3,456	1.8%	178,405	20,672	11.6%
Legal	738,000	13,000	1.8%	738,000	0	0.0%
Human Resources	292,394	20,434	7.0%	264,745	15,763	6.0%
Legislative	186,122	6,061	3.3%	232,236	6,725	2.9%
Finance	647,514	46,399	7.2%	630,721	42,673	6.8%
Community Development	1,615,666	129,946	8.0%	1,722,732	108,870	6.3%
Emergency Management	24,739	1,032	4.2%	20,384	671	3.3%
Police	8,125,643	714,189	8.8%	7,737,537	700,824	9.1%
Jail & Dispatch	717,657	0	0.0%	698,184	0	0.0%
Municipal Court	453,794	34,547	7.6%	483,900	30,976	6.4%
Parks & Recreation	1,687,199	136,433	8.1%	1,656,534	135,932	8.2%
City-Wide Expenditures	127,584	95,445	74.8%	127,009	96,614	76.1%
COVID Expenses	0	0	0.0%	607,116	0	0.0%
Interfund Transfers Out	180,000	0	0.0%	545,450	0	0.0%
Total General Fund Expenditures	**15,849,221**	**1,249,735**	**7.9%**	**16,553,274**	**1,193,721**	**7.2%**

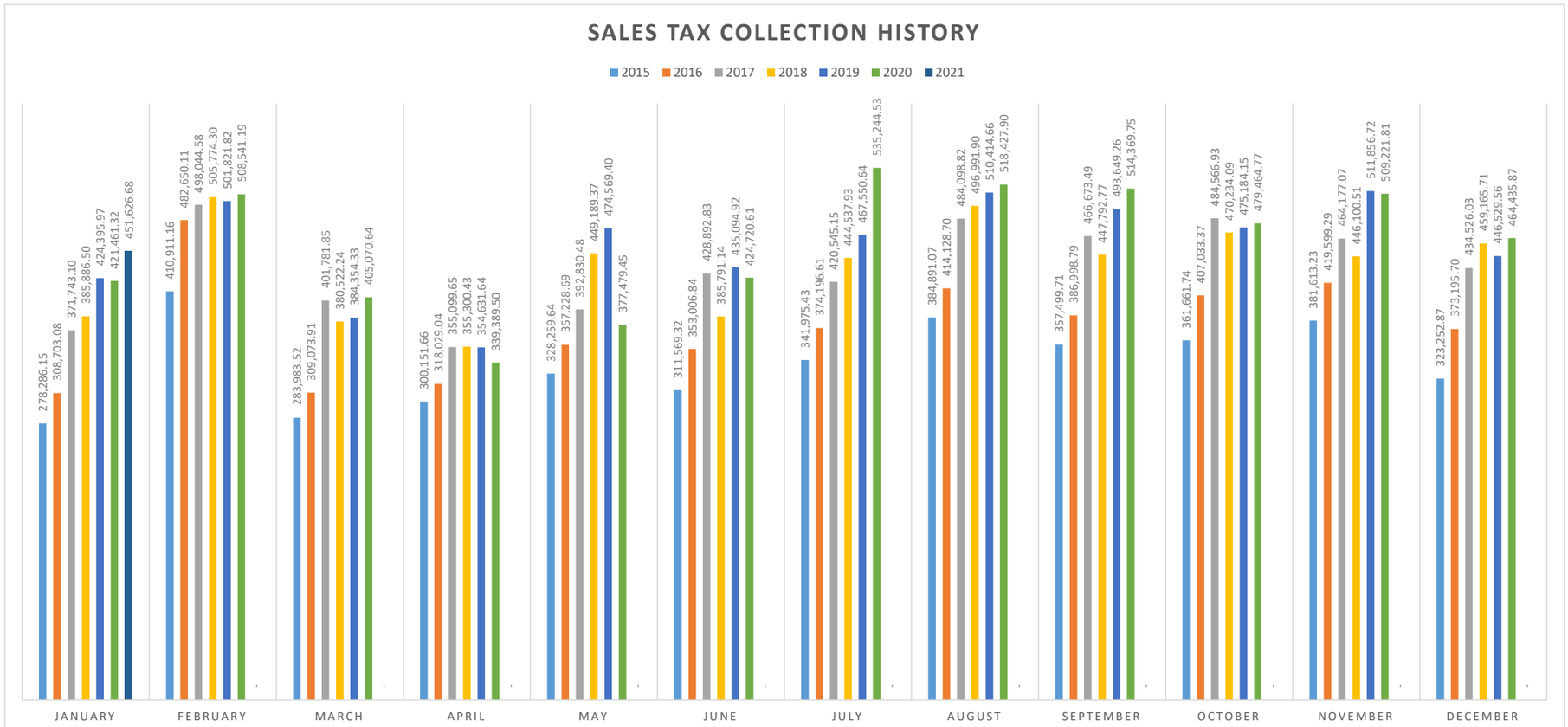
City of Monroe - January 2021 (8.33%)						
Other Funds' Revenues	**2021 Budget**	**Year-to-Date 01/31/2021**	**% of Budget**	**2020 Budget**	**Year-to-Date 01/31/2020**	**% of Budget**
Street Fund	1,098,332	81,483	7.4%	999,256	86,184	8.6%
Tourism Fund (Lodging Tax)	40,150	3,595	9.0%	43,994	6,194	14.1%
Real Estate Excise Tax Fund	910,000	170,445	18.7%	890,208	180,116	20.2%
Water Fund	6,914,500	483,506	7.0%	6,744,771	469,145	7.0%
Sewer Fund	8,419,972	698,404	8.3%	7,789,008	677,790	8.7%
Storm Drain Fund	2,452,625	184,590	7.5%	2,179,993	162,161	7.4%
Water CIP Fund	1,516,663	83,700	5.5%	2,238,659	43,861	2.0%
Sewer CIP Fund	4,718,078	214,591	4.5%	3,762,947	62,209	1.7%
Storm Drain CIP Fund	308,946	1,739	0.6%	3,519,634	274	0.0%

City of Monroe - January 2021 (8.33%)						
Other Funds' Expenditures	**2021 Budget**	**Year-to-Date 01/31/2021**	**% of Budget**	**2020 Budget**	**Year-to-Date 01/31/2020**	**% of Budget**
Street Fund	1,563,704	80,274	5.1%	1,101,325	87,058	7.9%
Tourism Fund (Lodging Tax)	69,730	0	0.0%	86,060	0	0.0%
Parks CIP Fund	6,631,645	12,722	0.2%	6,341,514	18,567	0.3%
Street CIP Fund	5,310,344	22,995	0.4%	5,644,428	30,228	0.5%
Water Fund	7,891,424	323,865	4.1%	6,759,365	444,398	6.6%
Sewer Fund	9,729,970	596,058	6.1%	8,371,989	629,524	7.5%
Storm Drain Fund	2,829,344	156,325	5.5%	2,216,373	150,967	6.8%
Water CIP Fund	6,403,903	55,421	0.9%	5,131,259	44,419	0.9%
Sewer CIP Fund	14,394,290	51,162	0.4%	2,578,018	38,764	1.5%
Storm Drain CIP Fund	3,985,581	27,516	0.7%	3,461,432	37,308	1.1%
Information Technology I.S. Fund	969,563	66,793	6.9%	867,544	151,136	17.4%
Fleet & Equipment I.S. Fund	7,165,965	34,637	0.5%	1,984,380	161,952	8.2%
Facilities I.S. Fund	1,565,770	50,368	3.2%	1,480,729	157,522	10.6%

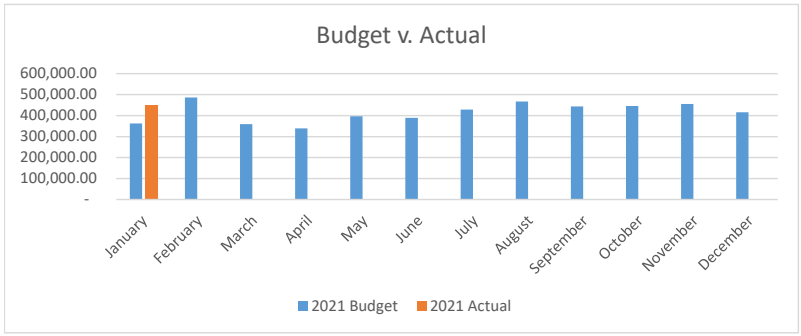
Sales Tax Analysis

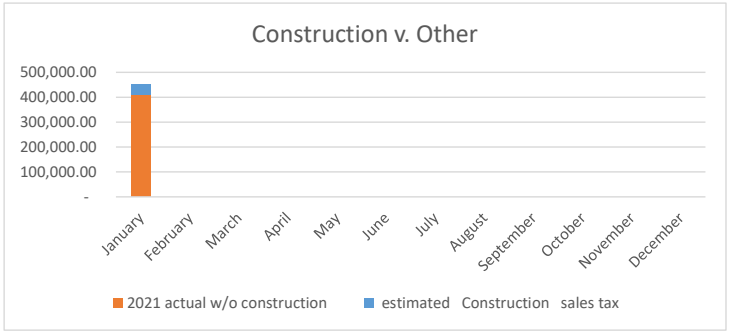
Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	2020	% of total	average %	2021 Budget	2021 Actual	Difference
Jan	278,286.15	6.85%	308,703.08	6.85%	371,743.10	7.14%	385,886.50	7.38%	424,395.97	7.74%	421,461.32	7.67%	7.27%	362,931.17	451,626.68	88,695.51
Feb	410,911.16	10.11%	482,650.11	10.72%	498,044.58	9.57%	505,774.30	9.68%	501,821.82	9.16%	508,541.19	9.25%	9.75%	486,377.96		
March	283,983.52	6.99%	309,073.91	6.86%	401,781.85	7.72%	380,522.24	7.28%	384,354.33	7.01%	405,070.64	7.37%	7.21%	359,557.35		
April	300,151.66	7.39%	318,029.04	7.06%	355,099.65	6.82%	355,300.43	6.80%	354,631.64	6.47%	339,389.50	6.17%	6.79%	338,598.42		
May	328,259.64	8.08%	357,228.69	7.93%	392,830.48	7.55%	449,189.37	8.59%	474,569.40	8.66%	377,479.45	6.87%	7.95%	396,521.79		
June	311,569.32	7.67%	353,006.84	7.84%	428,892.83	8.24%	385,791.14	7.38%	435,094.92	7.94%	424,720.61	7.73%	7.80%	389,159.85		
July	341,975.43	8.41%	374,196.61	8.31%	420,545.15	8.08%	444,537.93	8.50%	467,550.64	8.53%	535,244.53	9.74%	8.60%	428,952.05		
Aug	384,891.07	9.47%	414,128.70	9.20%	484,098.82	9.30%	496,991.90	9.51%	510,414.66	9.31%	518,427.90	9.43%	9.37%	467,573.47		
Sept	357,499.71	8.80%	386,998.79	8.59%	466,673.49	8.97%	447,792.77	8.57%	493,649.26	9.01%	514,369.75	9.36%	8.88%	443,187.17		
Oct	361,661.74	8.90%	407,033.37	9.04%	484,566.93	9.31%	470,234.09	9.00%	475,184.15	8.67%	479,464.77	8.72%	8.94%	446,086.56		
Nov	381,613.23	9.39%	419,599.29	9.32%	464,177.07	8.92%	446,100.51	8.53%	511,856.72	9.34%	509,221.81	9.26%	9.13%	455,457.86		
Dec	323,252.87	7.95%	373,195.70	8.29%	434,526.03	8.35%	459,165.71	8.78%	446,529.56	8.15%	464,435.87	8.45%	8.33%	415,596.34		
Total	4,064,055.50	100.00%	4,503,844.13	100.00%	5,202,979.98	100.00%	5,227,286.89	100.00%	5,480,053.07	100.00%	5,497,827.34	100.00%	100.00%	4,990,000.00	451,626.68	88,695.51
% increase from prior year			10.82%		15.52%		0.47%		4.84%		0.32%			-8.94%		

	January	February	March	April	May	June	July	August	September	October	November	December	Total	% inc
													2,999,246.00	
													3,444,040.01	14.83%
													3,617,209.70	5.03%
2015	278,286.15	410,911.16	283,983.52	300,151.66	328,259.64	311,569.32	341,975.43	384,891.07	357,499.71	361,661.74	381,613.23	323,252.87	4,064,055.50	12.35%
2016	308,703.08	482,650.11	309,073.91	318,029.04	357,228.69	353,006.84	374,196.61	414,128.70	386,998.79	407,033.37	419,599.29	373,195.70	4,503,844.13	10.82%
2017	371,743.10	498,044.58	401,781.85	355,099.65	392,830.48	428,892.83	420,545.15	484,098.82	466,673.49	484,566.93	464,177.07	434,526.03	5,202,979.98	15.52%
2018	385,886.50	505,774.30	380,522.24	355,300.43	449,189.37	385,791.14	444,537.93	496,991.90	447,792.77	470,234.09	446,100.51	459,165.71	5,227,286.89	0.47%
2019	424,395.97	501,821.82	384,354.33	354,631.64	474,569.40	435,094.92	467,550.64	510,414.66	493,649.26	475,184.15	511,856.72	446,529.56	5,480,053.07	4.84%
2020	421,461.32	508,541.19	405,070.64	339,389.50	377,479.45	424,720.61	535,244.53	518,427.90	514,369.75	479,464.77	509,221.81	464,435.87	5,497,827.34	0.32%
2021	451,626.68	-	-	-	-	-	-	-	-	-	-	-	451,626.68	-91.76%


SALES TAX COLLECTION HISTORY
2015
2016
2017
2018
2019
2020
2021
278,286.15
308,703.08
371,743.10
385,886.50
424,395.97
421,461.32
451,626.68
410,911.16
482,650.11
498,044.58
505,774.30
501,821.82
508,541.19
283,983.52
309,073.91
401,781.85
380,522.24
384,354.33
405,070.64
300,151.66
318,029.04
355,099.65
355,300.43
354,631.64
339,389.50
328,259.64
357,228.69
392,830.48
449,189.37
474,569.40
377,479.45
311,569.32
353,006.84
428,892.83
385,791.14
435,094.92
424,720.61
341,975.43
374,196.61
420,545.15
444,537.93
467,550.64
535,244.53
384,891.07
414,128.70
484,098.82
496,991.90
510,414.66
518,427.90
357,499.71
386,998.79
466,673.49
447,792.77
493,649.26
514,369.75
361,661.74
407,033.37
484,566.93
470,234.09
475,184.15
479,464.77
381,613.23
419,599.29
464,177.07
446,100.51
511,856.72
509,221.81
323,252.87
373,195.70
434,526.03
459,165.71
446,529.56
464,435.87
JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER

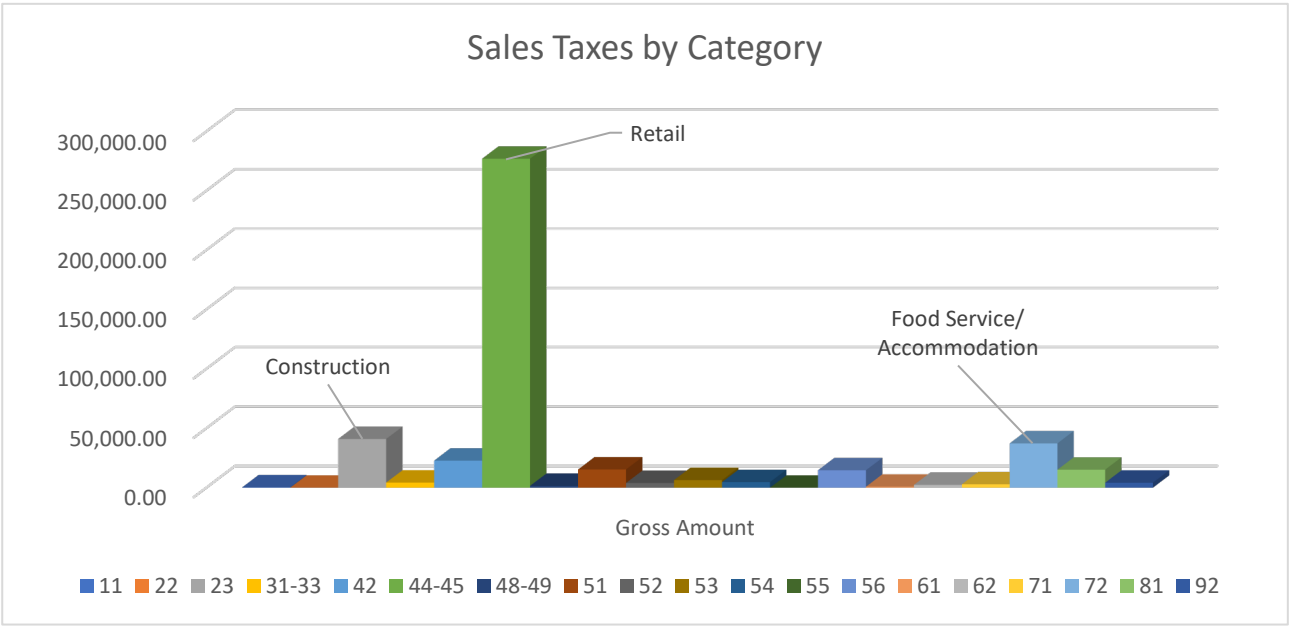
Ave Receipts % by month per history		2021 Budget	2021 Actual	Difference over/(under)	% over/(under) budget		estimated Construction sales tax	2021 actual w/o construction	Construction % of total
7.27%	January	362,931.17	451,626.68	88,695.51	24.44%	January	40,679.17	410,947.51	9.01%
9.75%	February	486,377.96	-		-100.00%	February		-	
7.21%	March	359,557.35	-		-100.00%	March		-	
6.79%	April	338,598.42	-		-100.00%	April		-	
7.95%	May	396,521.79	-		-100.00%	May		-	
7.80%	June	389,159.85	-		-100.00%	June		-	
8.60%	July	428,952.05	-		-100.00%	July		-	
9.37%	August	467,573.47	-		-100.00%	August		-	
8.88%	September	443,187.17	-		-100.00%	September		-	
8.94%	October	446,086.56	-		-100.00%	October		-	
9.13%	November	455,457.86	-		-100.00%	November		-	
8.33%	December	415,596.34	-		-100.00%	December		-	
100.00%		**4,990,000.00**	451,626.68	88,695.51	-90.95%		40,679.17	410,947.51	9.01%





January 2021 receipts

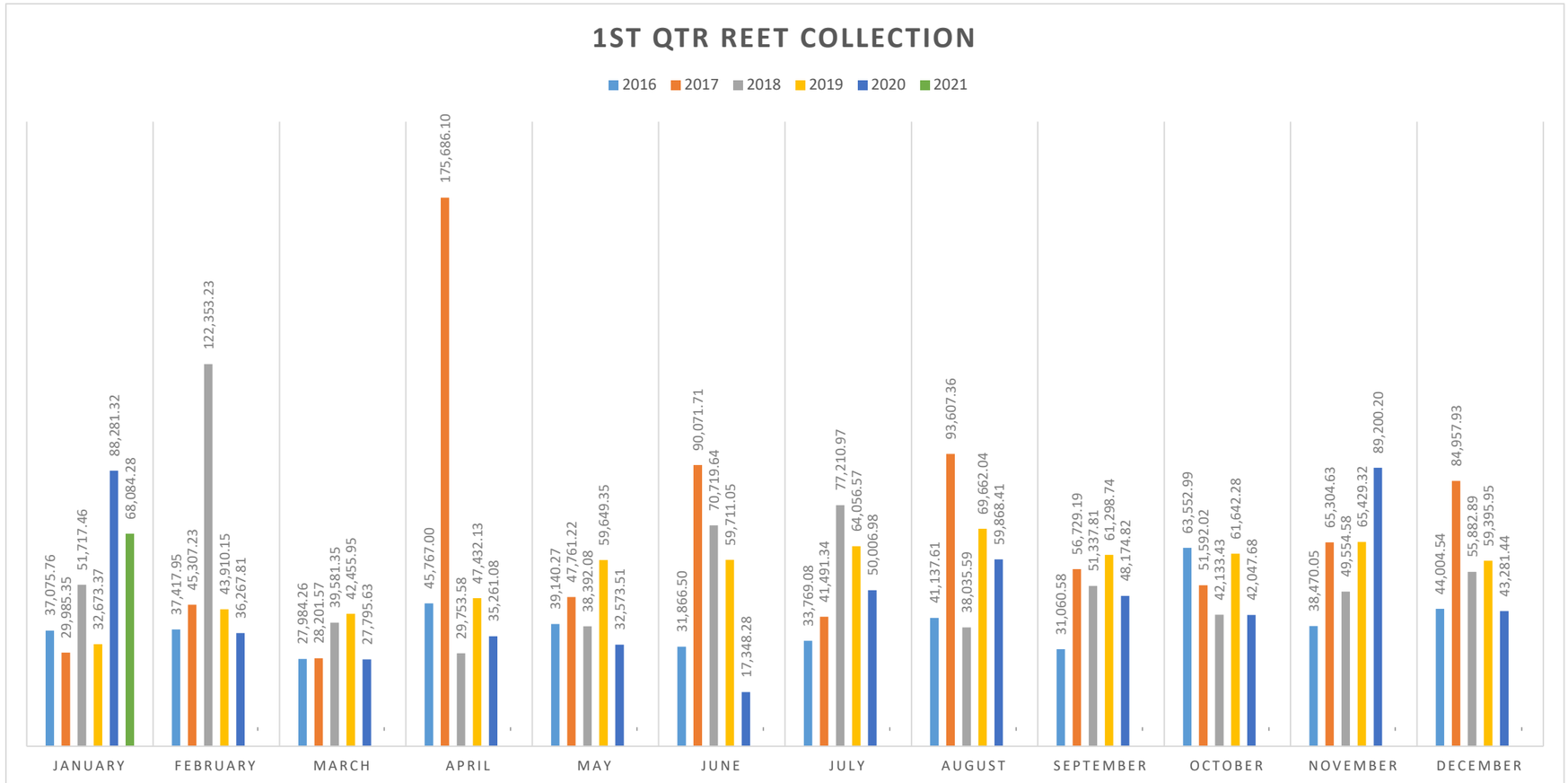
Title		Gross Amount	Net Amount
Ag/Forestry/Fishing & Hunting	11	360.08	357.03
Utilities	22	12.91	12.80
Construction	23	41,027.21	40,679.17
Manufacturing	31-33	4,321.16	4,284.50
Wholesale Trade	42	22,834.66	22,640.95
Retail Trade	44-45	277,046.38	274,696.15
Transportation & Warehousing	48-49	1,598.35	1,584.79
Information	51	15,367.65	15,237.28
Finance & Insurance	52	4,016.62	3,982.55
Real Estate & Rental & Leasing	53	6,462.05	6,407.23
Professional/Scientific/Tech Services	54	4,733.12	4,692.97
Management of Companies & Enterprises	55	0.39	0.39
Admin & Support & Waste Mngt & Remediation Services	56	14,727.88	14,602.94
Education Services	61	887.04	879.52
Health Care & Social Assistance	62	2,392.41	2,372.11
Arts/Entertainment/Recreation	71	2,943.91	2,918.94
Accommodation & Food Services	72	37,337.07	37,020.33
Other Services (except Public Admin)	81	15,188.02	15,059.18
Public Administration	92	4,233.77	4,197.85
Other	99		
		455,490.68	451,626.68
		455,490.68	451,626.68



REET Analysis
1st Quarter %

Month	2016	% of total	2017	% of total	2018	% of total	2019	% of total	2020	% of total	average %	2021 Budget	2021 Actual	Difference	% diff from budget
Jan	37,075.76	7.87%	29,985.35	3.70%	51,717.46	7.76%	32,673.37	4.90%	88,281.32	15.49%	7.94%	35,734.62	68,084.28	32,349.66	
Feb	37,417.95	7.94%	45,307.23	5.59%	122,353.23	18.35%	43,910.15	6.58%	36,267.81	6.36%	8.96%	40,341.06			
March	27,984.26	5.94%	28,201.57	3.48%	39,581.35	5.94%	42,455.95	6.36%	27,795.63	4.88%	5.32%	23,932.69			
April	45,767.00	9.71%	175,686.10	21.67%	29,753.58	4.46%	47,432.13	7.11%	35,261.08	6.18%	9.83%	44,224.93			
May	39,140.27	8.31%	47,761.22	5.89%	38,392.08	5.76%	59,649.35	8.94%	32,573.51	5.71%	6.92%	31,147.29			
June	31,866.50	6.76%	90,071.71	11.11%	70,719.64	10.61%	59,711.05	8.95%	17,348.28	3.04%	8.09%	36,424.22			100.00%
July	33,769.08	7.17%	41,491.34	5.12%	77,210.97	11.58%	64,056.57	9.60%	50,006.98	8.77%	8.45%	38,012.46			
Aug	41,137.61	8.73%	93,607.36	11.55%	38,035.59	5.71%	69,662.04	10.44%	59,868.41	10.50%	9.38%	42,229.57			
Sept	31,060.58	6.59%	56,729.19	7.00%	51,337.81	7.70%	61,298.74	9.19%	48,174.82	8.45%	7.79%	35,032.80			
Oct	63,552.99	13.49%	51,592.02	6.36%	42,133.43	6.32%	61,642.28	9.24%	42,047.68	7.38%	8.56%	38,504.48			
Nov	38,470.05	8.16%	65,304.63	8.06%	49,554.58	7.43%	65,429.32	9.80%	89,200.20	15.65%	9.82%	44,192.72			
Dec	44,004.54	9.34%	84,957.93	10.48%	55,882.89	8.38%	59,395.95	8.90%	43,281.44	7.59%	8.94%	40,223.17			
Total	471,246.59	100.00%	810,695.65	100.00%	666,672.61	100.00%	667,316.90	100.00%	570,107.16	100.00%	100.00%	450,000.00	68,084.28	32,349.66	
% increase from prior year			72.03%		-17.77%		0.10%			-14.57%		-21.07%			

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2016	37,075.76	37,417.95	27,984.26	45,767.00	39,140.27	31,866.50	33,769.08	41,137.61	31,060.58	63,552.99	38,470.05	44,004.54	471,246.59
2017	29,985.35	45,307.23	28,201.57	175,686.10	47,761.22	90,071.71	41,491.34	93,607.36	56,729.19	51,592.02	65,304.63	84,957.93	810,695.65
2018	51,717.46	122,353.23	39,581.35	29,753.58	38,392.08	70,719.64	77,210.97	38,035.59	51,337.81	42,133.43	49,554.58	55,882.89	666,672.61
2019	32,673.37	43,910.15	42,455.95	47,432.13	59,649.35	59,711.05	64,056.57	69,662.04	61,298.74	61,642.28	65,429.32	59,395.95	667,316.90
2020	88,281.32	36,267.81	27,795.63	35,261.08	32,573.51	17,348.28	50,006.98	59,868.41	48,174.82	42,047.68	89,200.20	43,281.44	570,107.16
2021	68,084.28	-	-	-	-	-	-	-	-	-	-	-	68,084.28


1ST QTR REET COLLECTION
2016
2017
2018
2019
2020
2021
JANUARY
37,075.76
29,985.35
51,717.46
32,673.37
88,281.32
68,084.28
FEBRUARY
37,417.95
45,307.23
122,353.23
43,910.15
36,267.81
-
MARCH
27,984.26
28,201.57
39,581.35
42,455.95
27,795.63
-
APRIL
45,767.00
175,686.10
29,753.58
47,432.13
35,261.08
-
MAY
39,140.27
47,761.22
38,392.08
59,649.35
32,573.51
-
JUNE
31,866.50
90,071.71
70,719.64
59,711.05
17,348.28
-
JULY
33,769.08
41,491.34
77,210.97
64,056.57
50,006.98
-
AUGUST
41,137.61
93,607.36
38,035.59
69,662.04
59,868.41
-
SEPTEMBER
31,060.58
56,729.19
51,337.81
61,298.74
48,174.82
-
OCTOBER
63,552.99
51,592.02
42,133.43
61,642.28
42,047.68
-
NOVEMBER
38,470.05
65,304.63
49,554.58
65,429.32
89,200.20
-
DECEMBER
44,004.54
84,957.93
55,882.89
59,395.95
43,281.44
-

REET Analysis
2nd Quarter %

Month	2016	% of total	2017	% of total	2018	% of total	2019	% of total	2020	% of total	average %	2021 Budget	2021 Actual	Difference	% diff from budget
Jan	37,075.76	7.87%	29,985.35	3.70%	51,717.45	7.76%	32,673.37	4.90%	88,281.32	15.49%	7.94%	35,734.62	68,084.28	32,349.66	
Feb	37,417.95	7.94%	45,307.22	5.59%	122,353.23	18.35%	43,910.14	6.58%	36,267.81	6.36%	8.96%	40,341.06			
March	27,984.26	5.94%	28,201.56	3.48%	39,581.34	5.94%	42,455.94	6.36%	27,795.62	4.88%	5.32%	23,932.69			
April	45,766.99	9.71%	175,686.10	21.67%	29,753.58	4.46%	47,432.13	7.11%	35,261.08	6.18%	9.83%	44,224.93			
May	39,140.26	8.31%	47,761.21	5.89%	38,392.08	5.76%	59,649.35	8.94%	32,573.50	5.71%	6.92%	31,147.29			
June	31,866.49	6.76%	90,071.70	11.11%	70,719.63	10.61%	59,711.04	8.95%	17,348.28	3.04%	8.09%	36,424.22			100.00%
July	33,769.07	7.17%	41,491.33	5.12%	77,210.96	11.58%	64,056.57	9.60%	50,006.98	8.77%	8.45%	38,012.46			
Aug	41,137.60	8.73%	93,607.36	11.55%	38,035.58	5.71%	69,662.04	10.44%	59,868.40	10.50%	9.38%	42,229.57			
Sept	31,060.58	6.59%	56,729.18	7.00%	51,337.81	7.70%	61,298.74	9.19%	48,174.81	8.45%	7.79%	35,032.80			
Oct	63,552.99	13.49%	51,592.01	6.36%	42,133.43	6.32%	61,642.28	9.24%	42,047.68	7.38%	8.56%	38,504.48			
Nov	38,470.04	8.16%	65,304.63	8.06%	49,554.57	7.43%	65,429.31	9.80%	89,200.20	15.65%	9.82%	44,192.72			
Dec	44,004.53	9.34%	84,957.93	10.48%	55,882.89	8.38%	59,395.95	8.90%	43,281.44	7.59%	8.94%	40,223.17			
Total	471,246.52	100.00%	810,695.58	100.00%	666,672.55	100.00%	667,316.86	100.00%	570,107.12	100.00%	100.00%	450,000.00	68,084.28	32,349.66	
% increase from prior year			72.03%		-17.77%		0.10%		-14.57%			-21.07%			

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2016	37,075.76	37,417.95	27,984.26	45,766.99	39,140.26	31,866.49	33,769.07	41,137.60	31,060.58	63,552.99	38,470.04	44,004.53	471,246.52
2017	29,985.35	45,307.22	28,201.56	175,686.10	47,761.21	90,071.70	41,491.33	93,607.36	56,729.18	51,592.01	65,304.63	84,957.93	810,695.58
2018	51,717.45	122,353.23	39,581.34	29,753.58	38,392.08	70,719.63	77,210.96	38,035.58	51,337.81	42,133.43	49,554.57	55,882.89	666,672.55
2019	32,673.37	43,910.14	42,455.94	47,432.13	59,649.35	59,711.04	64,056.57	69,662.04	61,298.74	61,642.28	65,429.31	59,395.95	667,316.86
2020	88,281.32	36,267.81	27,795.62	35,261.08	32,573.50	17,348.28	50,006.98	59,868.40	48,174.81	42,047.68	89,200.20	43,281.44	570,107.12
2021	68,084.28	-	-	-	-	-	-	-	-	-	-	-	68,084.28

2ND QTR REET COLLECTION
2016
2017
2018
2019
2020
2021
JANUARY
37,075.76
29,985.35
51,717.45
32,673.37
88,281.32
68,084.28
FEBRUARY
37,417.95
45,307.22
122,353.23
43,910.14
36,267.81
MARCH
27,984.26
28,201.56
39,581.34
42,455.94
27,795.62
APRIL
45,766.99
175,686.10
29,753.58
47,432.13
35,261.08
MAY
39,140.26
47,761.21
38,392.08
59,649.35
32,573.50
JUNE
31,866.49
90,071.70
70,719.63
59,711.04
17,348.28
JULY
33,769.07
41,491.33
77,210.96
64,056.57
50,006.98
AUGUST
41,137.60
93,607.36
38,035.58
69,662.04
59,868.40
SEPTEMBER
31,060.58
56,729.18
51,337.81
61,298.74
48,174.81
OCTOBER
63,552.99
51,592.01
42,133.43
61,642.28
42,047.68
NOVEMBER
38,470.04
65,304.63
49,554.57
65,429.31
89,200.20
DECEMBER
44,004.53
84,957.93
55,882.89
59,395.95
43,281.44

REET Analysis
Both quarter %

Month	2016	% of total	2017	% of total	2018	% of total	2019	% of total	2020	% of total	average %	2021 Budget	2021 Actual	Difference	% diff from budget
Jan	74,151.52	7.87%	59,970.70	3.70%	103,434.91	7.76%	65,346.74	4.90%	176,562.64	15.49%	7.94%	71,469.24	136,168.56	64,699.32	
Feb	74,835.90	7.94%	90,614.45	5.59%	244,706.46	18.35%	87,820.29	6.58%	72,535.62	6.36%	8.96%	80,682.11	-		
March	55,968.52	5.94%	56,403.13	3.48%	79,162.69	5.94%	84,911.89	6.36%	55,591.25	4.88%	5.32%	47,865.38	-		
April	91,533.99	9.71%	351,372.20	21.67%	59,507.16	4.46%	94,864.26	7.11%	70,522.16	6.18%	9.83%	88,449.85	-		
May	78,280.53	8.31%	95,522.43	5.89%	76,784.16	5.76%	119,298.70	8.94%	65,147.01	5.71%	6.92%	62,294.57	-		
June	63,732.99	6.76%	180,143.41	11.11%	141,439.27	10.61%	119,422.09	8.95%	34,696.56	3.04%	8.09%	72,848.45	-		
July	67,538.15	7.17%	82,982.67	5.12%	154,421.93	11.58%	128,113.14	9.60%	100,013.96	8.77%	8.45%	76,024.92	-		
Aug	82,275.21	8.73%	187,214.72	11.55%	76,071.17	5.71%	139,324.08	10.44%	119,736.81	10.50%	9.38%	84,459.14	-		
Sept	62,121.16	6.59%	113,458.37	7.00%	102,675.62	7.70%	122,597.48	9.19%	96,349.63	8.45%	7.79%	70,065.60	-		
Oct	127,105.98	13.49%	103,184.03	6.36%	84,266.86	6.32%	123,284.56	9.24%	84,095.36	7.38%	8.56%	77,008.96	-		
Nov	76,940.09	8.16%	130,609.26	8.06%	99,109.15	7.43%	130,858.63	9.80%	178,400.40	15.65%	9.82%	88,385.43	-		
Dec	88,009.07	9.34%	169,915.86	10.48%	111,765.78	8.38%	118,791.90	8.90%	86,562.88	7.59%	8.94%	80,446.34	-		
Total	942,493.11	100.00%	1,621,391.23	100.00%	1,333,345.16	100.00%	1,334,633.76	100.00%	1,140,214.28	100.00%	100.00%	900,000.00	136,168.56	64,699.32	
% increase from prior year			72.03%		-17.77%		0.10%		-14.57%			-21.07%			

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2016	74,151.52	74,835.90	55,968.52	91,533.99	78,280.53	63,732.99	67,538.15	82,275.21	62,121.16	127,105.98	76,940.09	88,009.07	942,493.11
2017	59,970.70	90,614.45	56,403.13	351,372.20	95,522.43	180,143.41	82,982.67	187,214.72	113,458.37	103,184.03	130,609.26	169,915.86	1,621,391.23
2018	103,434.91	244,706.46	79,162.69	59,507.16	76,784.16	141,439.27	154,421.93	76,071.17	102,675.62	84,266.86	99,109.15	111,765.78	1,333,345.16
2019	65,346.74	87,820.29	84,911.89	94,864.26	119,298.70	119,422.09	128,113.14	139,324.08	122,597.48	123,284.56	130,858.63	118,791.90	1,334,633.76
2020	176,562.64	72,535.62	55,591.25	70,522.16	65,147.01	34,696.56	100,013.96	119,736.81	96,349.63	84,095.36	178,400.40	86,562.88	1,140,214.28
2021	136,168.56	-	-	-	-	-	-	-	-	-	-	-	136,168.56

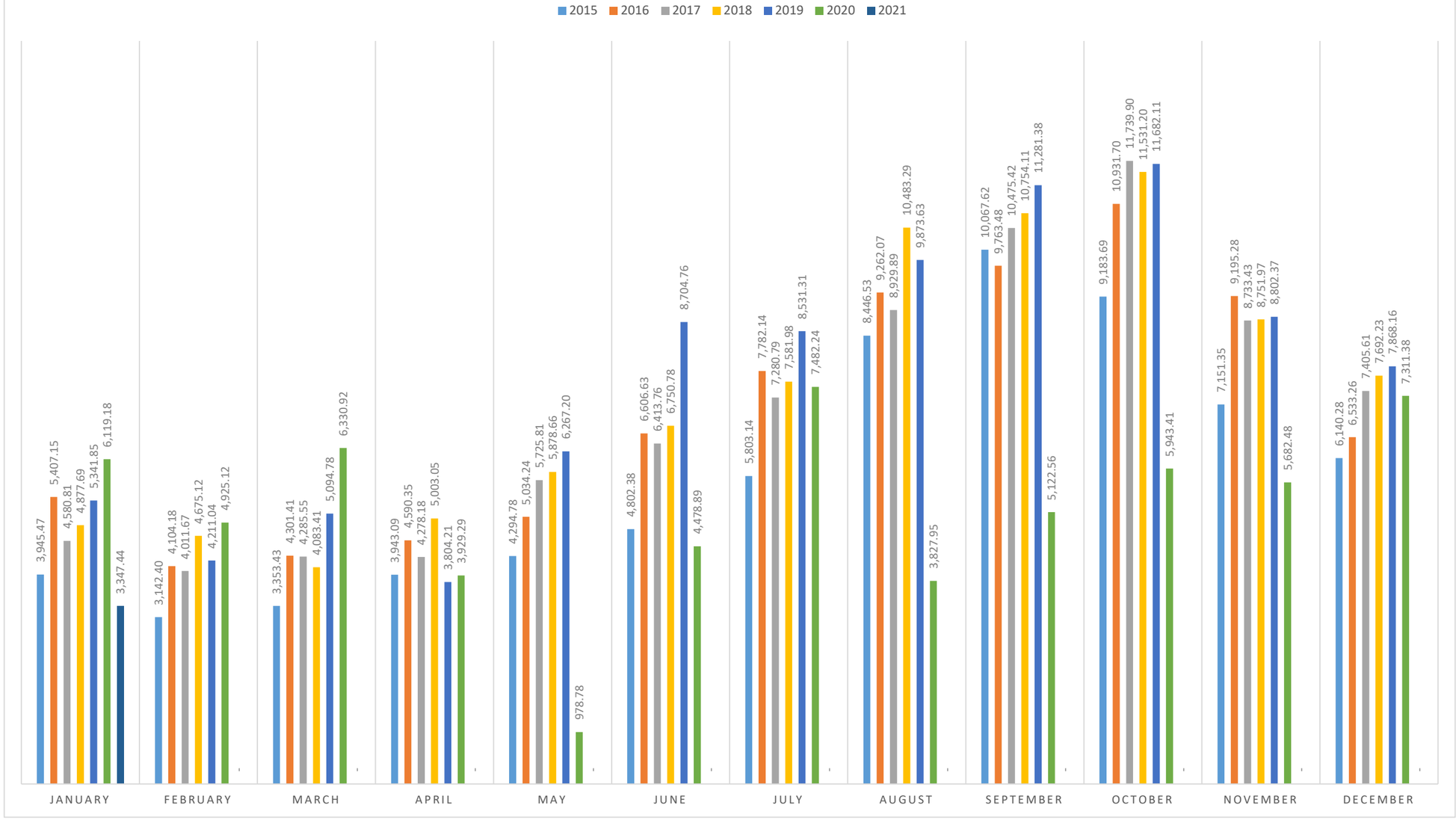
TOTAL REET COLLECTION
2016
2017
2018
2019
2020
2021
JANUARY
74,151.52
59,970.70
103,434.91
65,346.74
176,562.64
136,168.56
FEBRUARY
74,835.90
90,614.45
244,706.46
87,820.29
72,535.62
-
MARCH
55,968.52
56,403.13
79,162.69
84,911.89
55,591.25
-
APRIL
91,533.99
351,372.20
59,507.16
94,864.26
70,522.16
-
MAY
78,280.53
95,522.43
76,784.16
119,298.70
65,147.01
-
JUNE
63,732.99
180,143.41
141,439.27
119,422.09
34,696.56
-
JULY
67,538.15
82,982.67
154,421.93
128,113.14
100,013.96
-
AUGUST
82,275.21
187,214.72
76,071.17
139,324.08
119,736.81
-
SEPTEMBER
62,121.16
113,458.37
102,675.62
122,597.48
96,349.63
-
OCTOBER
127,105.98
103,184.03
84,266.86
123,284.56
84,095.36
-
NOVEMBER
76,940.09
130,609.26
99,109.15
130,858.63
178,400.40
-
DECEMBER
88,009.07
169,915.86
111,765.78
118,791.90
86,562.88
-

Lodging Tax Analysis

Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	2020	% of total	average %	2021 Budget	2021 Actual	Difference
Jan	3,945.47	5.61%	5,407.15	6.47%	4,580.81	5.46%	4,877.69	5.54%	5,341.85	5.84%	6,119.18	9.85%	6.46%	2,585.30	3,347.44	762.14
Feb	3,142.40	4.47%	4,104.18	4.91%	4,011.67	4.78%	4,675.12	5.31%	4,211.04	4.60%	4,925.12	7.93%	5.33%	2,133.97		
March	3,353.43	4.77%	4,301.41	5.15%	4,285.55	5.11%	4,083.41	4.64%	5,094.78	5.57%	6,330.92	10.19%	5.90%	2,361.97		
April	3,943.09	5.61%	4,590.35	5.50%	4,278.18	5.10%	5,003.05	5.68%	3,804.21	4.16%	3,929.29	6.32%	5.40%	2,158.25		
May	4,294.78	6.11%	5,034.24	6.03%	5,725.81	6.83%	5,878.66	6.68%	6,267.20	6.85%	978.78	1.58%	5.68%	2,271.36		
June	4,802.38	6.83%	6,606.63	7.91%	6,413.76	7.65%	6,750.78	7.67%	8,704.76	9.52%	4,478.89	7.21%	7.80%	3,118.97		
July	5,803.14	8.26%	7,782.14	9.32%	7,280.79	8.68%	7,581.98	8.61%	8,531.31	9.33%	7,482.24	12.04%	9.37%	3,749.21		
Aug	8,446.53	12.02%	9,262.07	11.09%	8,929.89	10.65%	10,483.29	11.90%	9,873.63	10.80%	3,827.95	6.16%	10.44%	4,174.60		
Sept	10,067.62	14.33%	9,763.48	11.69%	10,475.42	12.49%	10,754.11	12.21%	11,281.38	12.33%	5,122.56	8.24%	11.88%	4,753.30		
Oct	9,183.69	13.07%	10,931.70	13.09%	11,739.90	14.00%	11,531.20	13.09%	11,682.11	12.77%	5,943.41	9.57%	12.60%	5,039.34		
Nov	7,151.35	10.18%	9,195.28	11.01%	8,733.43	10.41%	8,751.97	9.94%	8,802.37	9.62%	5,682.48	9.15%	10.05%	4,020.62		
Dec	6,140.28	8.74%	6,533.26	7.82%	7,405.61	8.83%	7,692.23	8.73%	7,868.16	8.60%	7,311.38	11.77%	9.08%	3,633.10		
Total	70,274.16	100.00%	83,511.89	100.00%	83,860.82	100.00%	88,063.49	100.00%	91,462.80	100.00%	62,132.20	100.00%	100.00%	40,000.00	3,347.44	762.14
% increase from prior year			18.84%		0.42%		5.01%		3.86%		-32.07%			-35.62%		

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2015	3,945.47	3,142.40	3,353.43	3,943.09	4,294.78	4,802.38	5,803.14	8,446.53	10,067.62	9,183.69	7,151.35	6,140.28	70,274.16
2016	5,407.15	4,104.18	4,301.41	4,590.35	5,034.24	6,606.63	7,782.14	9,262.07	9,763.48	10,931.70	9,195.28	6,533.26	83,511.89
2017	4,580.81	4,011.67	4,285.55	4,278.18	5,725.81	6,413.76	7,280.79	8,929.89	10,475.42	11,739.90	8,733.43	7,405.61	83,860.82
2018	4,877.69	4,675.12	4,083.41	5,003.05	5,878.66	6,750.78	7,581.98	10,483.29	10,754.11	11,531.20	8,751.97	7,692.23	88,063.49
2019	5,341.85	4,211.04	5,094.78	3,804.21	6,267.20	8,704.76	8,531.31	9,873.63	11,281.38	11,682.11	8,802.37	7,868.16	91,462.80
2020	6,119.18	4,925.12	6,330.92	3,929.29	978.78	4,478.89	7,482.24	3,827.95	5,122.56	5,943.41	5,682.48	7,311.38	62,132.20
2021	3,347.44	-	-	-	-	-	-	-	-	-	-	-	3,347.44

LODGING TAX COLLECTION HISTORY



General Ledger

Revenue vs Expenses Summary

User: Becky
Printed: 2/17/2021 - 4:25 PM
Fiscal Year: 2021
Fiscal Period: 1

Fund	Description	YTD Balance Before Period	Revenues for Period	Expenses for Period	Year to Date Amount
001	General Fund	5,388,296.67	1,229,989.51	1,249,735.36	5,368,550.82
002	Contingency Fund	990,206.15	3,277.20	0.00	993,483.35
008	Donation Fund	13,134.27	300.00	0.00	13,434.27
105	Streets	574,338.61	81,482.88	80,274.42	575,547.07
109	Tourism	74,591.33	3,595.38	0.00	78,186.71
114	Narcotic/Drug Buy Fund	51,902.18	4,065.78	0.00	55,967.96
117	REET	5,210,794.55	170,445.18	0.00	5,381,239.73
203	Governmental Debt Fund	3,475.91	11.50	0.00	3,487.41
307	Capital Improvements CIP	86,163.02	285.16	0.00	86,448.18
317	Parks CIP Fund	1,258,340.57	29,709.82	12,721.99	1,275,328.40
318	Streets CIP Fund	2,058,787.51	67,907.87	22,994.57	2,103,700.81
319	North Kelsey Development	149,979.29	496.37	0.00	150,475.66
330	Building Capital	0.00	0.00	0.00	0.00
411	Water Maintenance & Operations	1,582,184.02	483,506.26	323,865.01	1,741,825.27
412	Water Capital Projects	6,636,257.02	83,700.32	55,421.40	6,664,535.94
421	Sewer Maintenance & Operations	2,274,495.07	698,404.31	596,057.88	2,376,841.50
422	Sewer Capital Projects	9,435,785.38	214,591.43	51,161.66	9,599,215.15
431	Stormwater Maint & Operations	444,238.68	184,589.50	156,325.47	472,502.71
432	Stormwater Capital Projects	526,394.51	1,738.52	27,515.67	500,617.36
450	Revenue Bond Debt Reserve	2,827,344.50	9,357.42	0.00	2,836,701.92
510	Information & Tech Services	263,557.10	58,659.84	66,793.48	255,423.46
520	Equipment & Fleet Management	5,186,532.83	175,070.01	34,637.40	5,326,965.44
530	Facilities Management	76,808.36	119,260.38	50,367.68	145,701.06
621	Employee Sick Leave Reserve	249,824.41	826.82	0.00	250,651.23
622	Risk Management Reserve	20,427.56	67.60	0.00	20,495.16
631	Agency Fund	392,806.00	15,701.44	0.00	408,507.44
635	Salvation Army	0.00	86.00	0.00	86.00
636	School Mitigation Fees	16,149.00	33,584.50	0.00	49,733.50
637	WSDOT Agency/Traffic	52,348.24	0.00	0.00	52,348.24
643	Transportation Benefit Dist	2,215,907.08	113,606.70	2,500.00	2,327,013.78
	Report Totals:	48,061,069.82	3,784,317.70	2,730,371.99	49,115,015.53
	Cash				-14,280,940.34
	Investments				-34,802,342.18
	Accrual adjustment				-31,733.01
	Total				0.00

City of Monroe Preliminary Analysis - All numbers subject to change during year end close out procedures.

Real Estate Excise Tax (REET)

2018	$	1,333,345	
2019	$	1,334,634	
2020	$	1,140,214	-14.57%

REET was consistent between fiscal years 2018 & 2019 but did decrease by 14.57% between fiscal years 2019 & 2020.

Sales Tax - All inclusive

2018	$	5,227,287	
2019	$	5,480,053	4.84%
2020	$	5,497,827	0.32%

Sales Tax - Construction only

2018	$	807,642	
2019	$	781,581	-3.23%
2020	$	671,253	-14.12%

Aggregate sales taxes was consistent between fiscal years 2019 & 2020. However, construction sales taxes reflected the same trend we saw in REET. It is a reasonable conclusion that retail construction sales taxes increased during 2020 while the construction sector decreased. Construction was temporarily suspended at the start of the pandemic, which can account for some of the decrease to both REET and construction related sales taxes.

Lodging Taxes

2018	$	88,063	
2019	$	91,463	3.86%
2020	$	62,132	-32.07%

The number of hotels within Monroe did not change between fiscal years 2018 through 2020. However, due to the pandemic, Lodging Taxes, which support tourism economic development, has decreased significantly (32.07% down) between 2019 & 2020.

Admission Taxes

2018	$	106,476	
2019	$	103,570	-2.73%
2020	$	31,331	-69.75%

Admisssion taxes can fluctuate 5% to 8% year to year based on public movie going preferences. However, admissions tax saw an almost 70% decrease from 2019 to 2020 due to pandemic related closures.

E-mail text:

Attached is the spreadsheet with areas of significant changes to City revenues. Please keep in mind that all numbers are preliminary and subject to change as we go through the year end close out process.

Any specific revenues not listed were either not material or did not experience a significant change.

Total city revenue, as traditionally represented by the General Fund, wa on par with the prior fiscal year once we isolate out the CARES Act money. In other words, we didn't see any significant decrease or conversely, any growth in our revenues from fiscal year 2019 to 2020. This is on par with the changes from 2018 to 2019, once the increase to property taxes from our banked capacity was isolated out ($450,000).

Please let me know if you have any further questions or need any additional information.

Janaury 31, 2021 Investment Report

Short Term Investments:

LGIP	$	8,148,995.00
Opus Bank	$	-
subtotal short-term	$	8,148,995.00

Long Term Investments:

US Bank safekeeping	$	26,649,453.85
Total Investments	**$**	**34,798,448.85**
Interest reinvested thru 01/2021	$	965.20
Interest received thru 01/2021	$	158,262.11
Total interest earned 2020 to date	**$**	**159,227.31**

Short-term investments offer same day liquidity without penalty. The LGIP (Local Government Investment Pool) is managed by the State Treasurer's office. Interest rate earnings fluctuate each month depending on the pool's performance. January's net interest rate was 0.1395%, a decrease of 0.0165% from December's rate of 0.1560%.

Long-term investments are invested into various allowable governmental securities such as Federal Home Loan Bank securities, Federal National Mortgage Assn securities, etc. Maturity dates range from Dec. 2021 through Oct. 2024 and interest rates range from 0.125% to 2.625%. Unlike the LGIP and Opus Bank investments, interest is not reinvested as earned, but realized as investment cash revenues to support our operations.

The City had two investments mature during January, both for a par value of $2 Million.
The City also purchased one new investments during Jnauary. The par value is $2,128,000 and the coupon rate is 1.78%.

City of Monroe Donations - 2021

Date	Donor/Vendor	Dog Park Wiggly Field	Date	Donor/Vendor	Community Egg Hunt	Date	Donor/Vendor	Movies Under the Moon	Date	Donor/Vendor	Police Dept. K-9	Date	Donor/Vendor	Flowers & Parks
1/1/2021	Balance Forward	-	1/1/2021	Balance Forward	2,893.95	1/1/2021	Balance Forward	727.17	1/1/2021	Balance Forward	6,853.51	1/1/2021	Balance Forward	162.89
									1/4/2021	M Mayfield	300.00			
	Balance	**-**		**Balance**	**2,893.95**		**Balance**	**727.17**		**Balance**	**7,153.51**		**Balance**	**162.89**

Non-Cash Donations

Date	Donor/Vendor	JVM Memorial Garden	Date	Donor	Donation Value	Description	Date	Donor/Vendor	Misc. Specific Purpose	Description
1/1/2021	Balance Forward	448.77					1/1/2021	Balance Forward	600.00	Wings & Wheels (carry over)
	Balance	**448.77**		**Total Value**	**-**			**Balance**	**600.00**	

Human Resources and Information Technology

Department Report February 2021

Human Resources:

- Currently recruiting for four (4) positions – Lateral Police Officer, Senior Planner (Parks), City Clerk, and Records Manager
    - Interviews for City Clerk in progress
    - First Review of applications for Records Manager (2/19)

- Seasonal position recruitment will begin in March (Public Works and Parks Departments)

- Anniversary List:
    - Brad Feilberg – 34 Years
    - Darryl Stamey – 30 Years
    - Michael Farrell – 15 Years
    - Justin Springer – 15 Years
    - Gary Watkins – 15 Years

Information Technology:

In accordance with the IT Strategic Plan:

- Office 365 Upgrade
    - Upgrade is 95% complete

- Springbrook Upgrade
    - Continued contract negotiation and scope of work
    - Planning and timeline has begun

- Phone Upgrade
    - Hardware has been installed and tested

- Share Point Migration
    - On-site to Cloud Server Storage
    - Currently working on server organization

- Campus Fiber Internet Project
    - Hardware installed
    - CHPublic - inbound/outbound traffic on fiber
    - City Network - outbound traffic on fiber

AGENDA BILL

Meeting Date: February 23, 2021
Staff Contact: Jeff Jolley, Police Chief
Department: Police

SUBJECT: Police Department Council Report - January 2021

ATTACHMENTS:
January 2021

Monroe Police Department
Monthly Council Report
January 2021

- **SIGNIFICANT CASES/EVENTS**

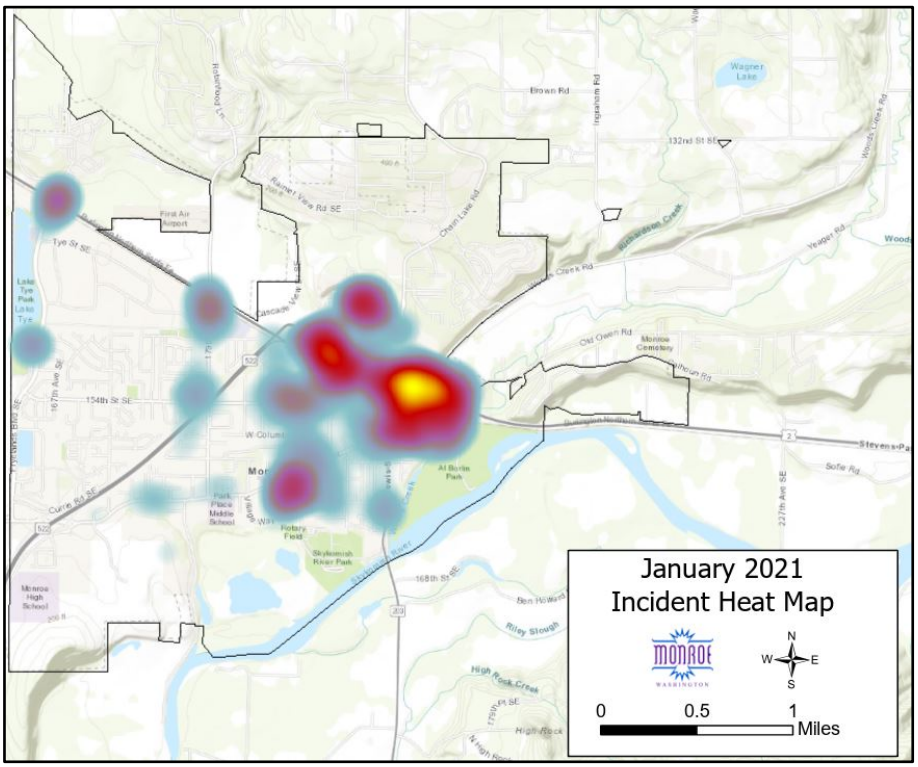
  - **January 5, 2021 –** Officer Tucker and K-9 Sam assisted Everett PD on a vehicle that they stopped for Possession of Controlled Substance with Intent. K-9 Sam provided a positive drug alert on the vehicle. Everett PD served a search warrant on the vehicle and recovered the following items: 17.63 grams of meth, 1.5 grams of heroin, 5 "M30 Fentanyl pills, 27 Suboxone pills, 1 Alprazolam bar, digital scale, knife with residue and baggies.

  - **January 6, 2021** – Officers were dispatched to a dumpster fire that spread to a residence in the area of 400 Blk Railroad Avenue. Upon arrival witnesses stated they heard what sounded like the dumpster lid slamming shut immediately followed by flames seen coming from the dumpster. The flames then quickly spread to a residence next to the dumpsters. The residents were able to safely get out of the house and were not injured.

  - **January 12, 2021 –** Detective Larson conducted a traffic stop for failure to transfer title after Detective Kornish identified the vehicle leaving a known drug house. Both the driver and passenger were detained. Officer Tucker and K-9 Sam provided a positive alert to the vehicle. The passenger had over $2,000 in cash in her purse, along with scales, heroin, and methamphetamine. The vehicle was impounded for a search warrant. Charges were forwarded on the passenger for Possession of Controlled Substance.

  - **January 23, 2021 –** During a probable cause arrest, Officer Pettit saw what looked to be a bag stuffed full of suspected drugs. K-9 Sam was applied to the vehicle and provided a positive alert on the vehicle. One of the occupants from the vehicle admitted to being a meth and fentanyl user. The subsequent search warrant on the vehicle located 35.5 grams of methamphetamine and a Taurus 9mm pistol with three loaded magazines. Charges are pending.

  - **January 26, 2021** – Officer Patton was rear-ended by a Subaru station wagon near the intersection of eastbound SR 2 and Lewis Street. He was transported to EvergreenHealth in Monroe for non-life threatening injuries. The Washington State Patrol took the other driver into custody for Driving Under the Influence. The Snohomish County Collision Investigative Unit took over the collision investigation.



- **DEPARTMENT STATISTICS**

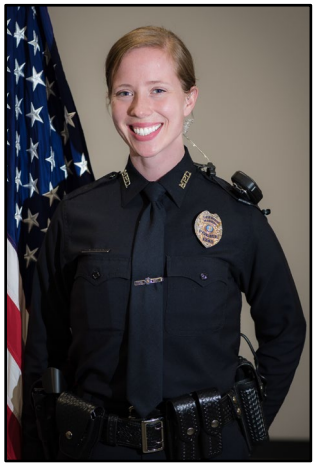
	January	2021 YTD	2020 YTD	2019 YTD
Burglaries	2	2	2	9
Vehicle Prowls	8	8	11	10
Vehicle Thefts	2	2	4	2
Vehicle Recoveries	0	0	3	1
Collisions	16	16	34	21
Dispatched Calls	780	780	881	1,873
Self-Initiated Calls	695	695	1,228	1,770
Case Reports	247	247	292	271
Tickets	87	87	252	408
Arrests	75	75	87	63
Code – Abandoned vehicle	23	23	34	32
Code – Animal calls for service	22	22	19	21
Code – Nuisance	40	40	36	96
Code – Parking complaints	27	27	22	41
Public Records Requests	63	63	95	91

Gun sales continue to increase during pandemic

Month	Month Total	2021 Year to Date	2020 Year to Date	2019 Year to Date
January	87 Pistol / 24 Rifle	111	67	25
February			114	59
March			230	108
April			305	136
May			378	165
June			523	248
July			596	307
August			672	344
September			740	408
October			816	457
November			920	508
December			1,020	576

○ PERSONNEL UPDATES

- **January 27, 2021 –** Our two newest officers, Kaitlin Fisher and Travis Munguia, were sworn in by the Honorable Judge Jessica Ness. Officer Fisher joined the department on January 11, 2021. She graduated from the Basic Law Enforcement Academy on October 23, 2017 and began her law enforcement career with the Duvall Police Department before her lateral transfer to the Monroe Police Department. Officer Munguia started his career with our department in March of 2020 as an entry level recruit. He graduated from the Basic Law Enforcement Academy on January 26, 2021. Prior to coming to the department, Travis served in the US Air Force and Air National Guard.



AGENDA BILL

Meeting Date: February 23, 2021
Staff Contact: Rich Huebner, Management Analyst
Department: Executive

SUBJECT: Economic Development February 2021 Report

REQUESTED ACTION:

Review the February 2021 Economic Development Report. Ask questions as needed.

POLICY CONSIDERATIONS:

This is an opportunity for the City Council to receive an update on Economic Development activities in February 2021.

DESCRIPTION/BACKGROUND:

Economic Development Advisory Board

At its January 28 meeting, the Economic Development Advisory Board (EDAB) reviewed a draft flyer prepared by the City's contracted consultant, EnviroIssues. This flyer is intended to inform Monroe businesses regarding the City's current Human Services and Homelessness Response efforts, and to provide information about what to do in various scenarios. EDAB members suggested adding a description of what to do in the event a business owner/manager finds a person sleeping in their business entryway, and that a Spanish edition of the flyer be made available.

At its February 11 meeting, the EDAB reviewed the Preliminary 2020 Year End Fiscal Analysis, which was presented to the Council's Finance/HR Committee on February 16. At the February 11 meeting, Project Management Consultant Rachel Adams also delivered the 2020 Human Services Annual Report.

At its February 25 meeting, the EDAB will receive updates from City Administrator Deborah Knight on the Imagine Monroe Visioning Project, and from Parks Director Mike Farrell on the Parks, Recreation and Open Space (PROS) Plan Update and the recently-completed Demographic Analysis.

EDAB Subcommittees

The Economic Development Advisory Board maintains three standing subcommittees, with three of seven members assigned to each: Business Recruitment, Growth and Development, and Tourism. As the City develops its post-COVID economic recovery plan, these subcommittees will provide subject matter expertise in these sectors.

Board members Allan Dye, John Whims, and Katy Woods make up the Business Recruitment subcommittee, which will meet on the 3rd Thursday of each month from 9:00 a.m. to 10:00 a.m. Board members Bridgette Tuttle, Jacob Walker, and John Whims make up the Growth and Development subcommittee, which will meet on the 1st Thursday of each month from 8:00 a.m. to 9:00 a.m. Board members Bridgette Tuttle, Liz Nugent, and Sally King make up the Tourism subcommittee, which will meet on the 3rd Thursday of each month from 8:00 a.m. to 9:00 a.m. James Palmer, Deborah Knight, and Rich Huebner will serve as the staff liaisons to the respective subcommittees. Subcommittee meetings are expected to begin in the first week of March.

Lewis & Main Tour

On February 3, Deborah Knight, Rich Huebner, and James Palmer joined Monroe Chamber of Commerce Director Janelle Drews and EDAB members Bridgette Tuttle, Jacob Walker, and Katy Woods for a tour of Lewis & Main Restaurant and Brewery, arranged by Board member Tuttle. Tentatively scheduled to open in March 2021, Lewis & Main will consist of three distinct sections, including a casual seating area/to-go counter, a traditional dine-in seating area with a counter at which patrons may speak directly with the chef, and an on-site brewery. Executive Chef Josh Soult plans a menu of contemporary American farmhouse cuisine, with such favorites as roasted chicken, meat loaf, a variety of steaks, and sides such as baked cauliflower, brussel sprouts, other assorted seasonal vegetables, and salads. Chef Soult plans to utilize local produce and proteins as much as possible. The venue is equipped with ActivePure Technology, which utilizes high-intensity UVC lighting and a state-of-the-art process that destroys over 99% of airborne and surface contaminants.

Payroll Protection Program

The Small Business Administration is currently accepting applications to the third round of the Payroll Protection Program (PPP). EDAB member and Coastal Community Bank Branch Manager Katy Woods anticipates funds being available until at least mid-March; as of January month-end, approximately $3 million had been awarded to businesses in the Sky Valley. Applications are being accepted for both first-time and selected second-time program applicants.

Tourism Promotion and Marketing

On February 3, the City executed a contract with ScenicWA, LLC for the publication of the Spring/Summer edition of *Choose Monroe* magazine. ScenicWA was contracted with in summer 2020 to publish the Fall/Winter edition after the closure of Philips Publishing Group. The upcoming edition is scheduled to be published and delivered to residents and City Hall by April 16, 2021.

FISCAL IMPACTS:

N/A

TIME CONSTRAINTS:

N/A

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

February 2021 Newsletter

In This Issue >>>

- Current Status
- Financial Assistance
  - Federal
  - State
- Resources Available
- Recovery
  - Recovery in Monroe
  - Returning to School
  - Vaccination Update

Issue
nineteen

Monroe, Washington Economic Development Newsletter for February 2021

Monroe Business

CURRENT STATUS >>>

Thursday, Feb. 18, 2021

Health Statistics: The Department of Health reported a total of 314,655 confirmed cases. There have been 4,803 COVID-19 deaths in Washington. For COVID-19 cases, hospitalization, and death rates by race and ethnicity at state and regional levels read the report here.

Business Conditions: Updated guidance has been issued for farmers markets, food pantries, grocery stores, restaurants, and other food establishments. This guidance is now combined into one document for all Food Workers and Establishments (PDF). The individual links on DOH's Resources and Recommendations page for farmers markets, food pantries, grocery stores, and restaurants will soon be redirected to the Food Workers and Establishments document. For additional requirements in this sector, please also see the governor's COVID-19 reopening guidance for businesses and workers site for Restaurants, Taverns, Wineries, Breweries and Distilleries; and a new FAQ on Outdoor and Open-Air Structures. Updated guidance has also been posted by DOH for Transient Accommodations (Hotels, Motels, B&Bs, etc.) (PDF) to include information outlined in the governor's Healthy Washington – Roadmap to Recovery plan. To get up to date information about operational guidelines, sign up for notices from the Washington State Dept. of Commerce here => Email Notifications from WA DoC

CURRENT PHASE: 2

1. Indoor social gatherings with people from outside your household should not include more than 5 people, limit two households.

2. Outdoor social gatherings shall be limited to fifteen (15) people from outside your household, limit 2 households.

3. Worship services allowed up to 25% indoor capacity.

4. Retail stores, including farmers markets, allowed up to 25% indoor capacity. Curbside pick-up is encouraged.

5. Professional services allowed up to 25% indoor capacity. Remote work strongly encouraged.

6. Personal services allowed up to 25% indoor capacity.

7. Eating and drinking establishments are limited to 25% capacity for indoor service. Outdoor dining and to-go service are permitted, provided that all outdoor dining must comply with the requirements of the Outdoor Open Air Guidance. Table size for indoor and outdoor dining is limited to a maximum of six (6) people and two (2) households. Establishments only serving individuals 21+ and no food remain closed.

8. Wedding and funeral ceremonies and indoor receptions, and wakes are permitted and must follow appropriate venue requirements. If food or drinks are served, eating and drinking establishment requirements outlined above apply. Dancing is prohibited.

9. Low and moderate risk sports competitions a permitted. Tournaments are not permitted. Fitness and training establishments can operate at a maximum of 25% capacity.

10. Indoor entertainment establishments such as aquariums, theaters, arenas, concert halls, gardens, museums, bowling alleys, trampoline facilities, cardrooms and event spaces are open at a maximum of 25% capacity. If food or drinks are served, eating and drinking establishment requirements outlined above apply.

11. Outdoor entertainment establishments such as zoos, gardens, aquariums, theaters, stadiums, event spaces, arenas, concert venues and rodeos can be open for groups of fifteen (15), with a maximum of 200 individuals including spectators.

FINANCIAL ASSISTANCE >>>

Federal

Eligible small businesses can now submit PPP First and Second Draw applications to any participating PPP lender.

What's the difference between a First Draw and a Second Draw PPP Loan?

In general, a First Draw PPP loan is for eligible borrowers who did not receive a PPP loan before the program closed in August 2020. A Second Draw PPP loan is for certain eligible borrowers that previously received a PPP loan, generally have 300 employees or less, and have suffered a 25% reduction in gross receipts.

More on PPP options
Find a PPP lender
Info in different languages

You can find additional information and resources here on the state's Department of Financial Institutions website.

Other Coronavirus Relief for Small Businesses

Low-interest **Economic Injury Disaster Loans (EIDL)** provides working capital to small businesses, non-profits and agricultural businesses impacted by the COVID-19 Pandemic.

Details to apply now

The **Shuttered Venue Operators Grant (SVOG)** program will provide eligible organizations who've had a reduction in revenue due to the COVID-19 pandemic an opportunity to apply for up to a $10 million grant.

Read program details

State

On February 10th, The Legislature passed ESHB 1368., the Economic Relief Early Action bill, which includes $240M for small business grants. Governors' signature is forthcoming. The full $2.2 billion economic relief proposal is federal funding and is as follows:

- $240 million in small business grants allocated by the Department of Commerce. $120 million of that amount is provided to assist businesses in maintaining their operations and $120 million is provided to assist in reopening businesses that temporarily closed their operations.
- $668 million to school districts, which includes requirements that districts, and charter schools submit reopening plans to the Superintendent of Public Instruction and submit academic and student well-being plans, which must address learning loss among students.
- $618 million for vaccine distribution, contact tracing and testing.
- $325 million for direct assistance with rental payments and utility bills.
- $4.7 million for food assistance and $26.3 million for hunger relief organizations.
- $50 million for childcare grants and incentives.

The bill was sent to Governor Inslee's desk on February 17th and is expected to be signed within the week. Watch the KING5 report for more details => WA State Legislature Passes COVID Relief Bill

The Washington State Department of Commerce indicates that applications for these funds will be available mid-March. Applications will be available here => Working Washington Small Business Grants: Round 4

SNOHOMISH COUNTY RESOURCES >>>

ECONOMIC & WORKFORCE RECOVERY TASK FORCE WEBINAR

Date: February 25th
Time: 10:00am-11:00am

Please join the Snohomish County Office of Economic and Workforce Development for an update about CARES economic development work. Link to join:

https://zoom.us/j/92744324394?pwd=RUMxSkdWZTNQWXRRc3RJSjloS2kxdz09
Passcode: 936679
Or iPhone one-tap : US: +12532158782,,92744324394# or +13462487799,,92744324394#

LOOKING FOR A JOB? HAVE A POSITION OPEN?

Welcome to SnoCoWork.com

This website is designed to connect residents in Snohomish County with employers who are seeking local talent for thousands of positions in high-tech, smart manufacturing that will be created in Snohomish County before 2030. SnoCoWork.com is a free resource to both applicants and employers as long as the position is based in Snohomish County or can be performed remotely from Snohomish County. Good luck with your search, check back daily for new listings!

SNO-ISLE LIBRARIES OFFERS IT CERTIFICATION

Sno-Isle Libraries is offering the CompTIA A+ information training certificate program for up to 50 participants, starting this month. The certificate is useful for anyone interested in entering the IT field. Read the full press release at https://www.sno-isle.org/news/sno-isle-libraries-offers-certificate-program-for-entry-to-it-field/.
For more information, contact Sno-Isle Libraries Communications Specialist Kurt Batdorf at kbatdorf@sno-isle.org or 360-724-8223.

For more general information about business assistance in Snohomish County, please go to https://www.snohomishcountywa.gov/5600/COVID-19-Business-Recovery

ADDITIONAL RESOURCES

- Google OnAir offers free virtual workshops, events, and 1:1 coaching sessions to help small businesses and job seekers get the most out of their digital tools.
- Small Business Relief Initiative and Fund – combined relief effort by GoFundMe, Yelp, Intuit QuickBooks, GoDaddy, and Bill.com. Make your contribution to help more small businesses receive grants.
- Signs.com – Offering free printable signs for businesses for Covid-19 to show social distancing is important.

EMPLOYERS Resources for employers and business owners.

- Frequently asked questions for business
- Workplace safety guidance
- Business Signage Toolkit

Violations of the Governor's proclamation, including essential businesses not following social distancing requirements, can be reported online.

OTHER FINANCIAL RESOURCES

IRS:
Disaster Assistance
Craft3:
https://www.craft3.org/Borrow/business
Business Impact Northwest
https://businessimpactnw.org/
Evergreen Business Capital:
https://www.evergreen504.com/
Mercy Corps Northwest:
https://www.mercycorpsnw.org/

RECOVERY IN MONROE

Calling all Hospitality Businesses

What will recovery from the COVID-19 pandemic look like in Monroe? Each community will have a unique recovery strategy that will depend on the impact endured and the strengths and assets it can call upon to aid in recovery.

Economic forecasts are predicting a surge of travel once people are free to move and mingle once again. An increase in day trips and weekend getaways bodes well for Monroe who has long benefited from travelers who traverse Highway 2 on their way to and from the Cascades and surrounding areas.

For Monroe, one of the most impacted sectors has been the hospitality sector. This does not detract from the hardships all businesses have faced, but as a group, this sector has been one of the most severely affected. One aspect of our recovery strategy is to get more travelers off Highway 2 and into the Downtown hospitality district. As we attempt to bolster this sector, we are asking the restauranteurs, brewers, wine tasting rooms and other hospitality business owners to come together in a "Hospitality Task Force" to work together on this strategy. If you would like to participate in the task force, please reach out directly to James Palmer, City of Monroe Economic Development Specialist, at 360-631-0050 or email, JPalmer@MonroeWA.gov

Another way the city is assisting recovery is by gathering information. We need data to assess our current situation and track our progress. A Regional Demand Analysis along with a Socioeconomic Indicators Dashboard have been created to identify the key data points that will highlight sectors most impacted, indicate levels of success and identify potential new sources of income for the city. You can see this data on our Economic Development webpage. Go to Monroe Economic Development for more details.

We'd love to hear your ideas on Recovery in Monroe. Contact JPalmer@MonroeWA.gov

RETURNING TO SCHOOL

The Washington State Department of Health (DOH) in partnership with the Washington Office of the Superintendent for Public Instruction (OSPI) and Health Commons is expanding its COVID-19 testing service for schools and adding voluntary testing options to its toolkit for school districts. This is part of the ongoing effort to expand in-person learning to more Washington students.

Now, DOH is expanding the testing program, with at least 48 more districts signed up to start this month, and a "Learn to Return Playbook" designed to help school districts develop COVID-19 testing strategies that work for them.

The Monroe School District Board unanimously voted on February 8th to approve the agreement between the Monroe School District (MSD) and the Monroe Education Association (MEA) to return to in-person learning for grades 1-5, they set the official dates for these students to return to school. **In-person learning will begin for students in grades 1-2 on Monday, March 1 and for grades 3-5 on Monday, March 15.**

While Monroe schools will be sharing their school-specific safety plans with their families in the coming days, their updated district-wide safety plan can be found **here**. Families who are not comfortable sending their kids back for in person learning are invited to transfer to the **Monroe Virtual Learning Academy** (MVLA), by **submitting transfer paperwork** as soon as possible. The Monroe Virtual Learning Academy is a fully online program and classes are led by Monroe School District educators and support staff.

VACCINATION UPDATE >>>

As of Feb. 15, 2021 more than 1,201,120 doses of vaccine have been given across Washington State, which is nearly 83% of the 1,453,425 doses that have been delivered to our providers and long-term care programs. Washington is currently averaging 26,204 vaccine doses given each day.

Winter storms are causing vaccine shipment delays across the nation. DOH estimates more than 90% of this week's allocation will arrive late due to weather out east. These shipment delays may force providers to reschedule appointments. If you have a vaccine appointment this week, please contact your provider for an update.

Washington's 3-week forecast from the federal government is gradually increasing.

Week of February 21: 263,570 total doses (146,110 first doses, 117,460 second doses)
Week of February 28: 269,270 total doses (146,110 first doses, 123,160 second doses)
Week of March 7: 292,220 total doses (146,110 first doses, 146,110 second doses)

Although the increase is encouraging, allocations still do not meet the number of doses providers requested. For the week of February 21, Washington state providers requested 436,720 total doses of vaccine, which is 173,150 more doses than the state will receive from the federal government.

Find your spot in line with Phase Finder. Go to www.FindYourPhaseWA.org and fill out the questionnaire.

Having trouble scheduling a vaccination appointment? This helpful tool will locate the nearest location that has vaccine and is making appointments. Click here for the most up to date information on where to get vaccinated => WA COVID Vaccine Finder

How do I use this site?

1. **Enter your zip code, city, or county name and it will show you a list of providers that have appointments available.**
2. **If there is an open appointment, they provide a link to the vaccination provider's booking webpage.**
3. **If you see Available, click the "Schedule" button to visit the provider's website.**
4. **Schedule your appointment through the provider's website.**
5. **If you need help scheduling an appointment or finding availability, you can connect with a volunteer at Vaccine Bookers Washington (vaccinebookerswashington.com) or Find a COVID Shot WA (volunteers prioritizing people of color). There are also some helpful tips at helpfindmyshot.com and in this video made by Vaccine Bookers Washington.**

Contact Us >>>

City of Monroe
Economic Development Office
806 West Main Street
Monroe, WA 98272
360-631-0050
JPalmer@MonroeWA.gov
www.monroewa.gov

If you would like to be removed from the distribution of the Monroe Economic Development Newsletter, please reply and

MONROE CITY COUNCIL
EXTENDED AGENDA

Current as of 02/18/2021
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 Scarboro

TUESDAY 02/23/21 *PofA Rasmussen*

6 p.m. **City Council P3 Committee Meeting**
- WRIA

7 p.m. **City Council Regular Business Meeting**
- Presentation – Snohomish Health District
- PH: N Kelsey Design Standards (Ord 001/2021) and ordinance final reading
- Consent Agenda: ILA Public Works Mutual Aid; RFP for Human Services; Committee work plans
- NB:
- Reports: Finance, Police, Comm Dev, Econ Dev, HR/IT
- Executive Session

TUESDAY 03/02/21 *PofA Rousey*

6 p.m. **Public Safety Committee Meeting**
- Hazard mitigation plan (tentative)
- Prosecution update (tentative)

7 p.m. **City Council Regular Study Session**
- Potential cancellation
- Staff Report – Emergency Mngt

TUESDAY 03/09/21 *PofA Davis*

6 p.m. **Legislative Affairs Committee Meeting**
- TBD

7 p.m. **City Council Regular Business Meeting**
- Consent Agenda: WWTP CIP1 Engineering Services Amendment
- NB: ILA with Sunnyside – inmate housing; Springbrook upgrade
- Reports: Parks; Public Works, Emerg Mgt; Court

TUESDAY 03/16/2021 *PofA Scarboro*

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 Gamble*

6 p.m. **City Council P3 Committee Meeting**
- Sewer Code review/Proposed Code revisions (tentative)

7 p.m. **City Council Regular Business Meeting**
- Consent Agenda: TBD
- NB: WWTP new position
- Reports: Finance, Police, Comm Dev, Econ Dev, HR/IT; Emergency Mngt
- Executive Session

TUESDAY 03/30/21 *PofA Cudaback*

7 p.m. **City Council Meeting - Retreat**
May not have this meeting

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:
- Fireworks discussion (continued from 02/16/21)
- ACH/Electronic Payment Policy
- Financial Reserves Policy
- Retirement Recognition
- Wireless Regulations
- Criminal Justice System Priorities
- Solid Waste Contract Renewal
- TAC Recommendations
- 04/30/21 Arbor Day (Proclamation)
- Building Safety Month – April (Proclamation)
- National Day of Prayer – May 6 (Proclamation)

MONROE THIS WEEK

February 19, 2021 • Volume 7/Edition 7

Thank you for reading Monroe This Week.

This week's edition includes details on a Senior Center COVID-19 vaccination assistance program, tips to spot vaccination scams, the latest vaccination distribution statistics, Benson Boone on his way to Hollywood, a Monroe DECA fundraiser benefitting the Sky Valley Food Bank, the election of Chairpersons for the four City Council legislative committees, and a reminder of next week's Public Hearing.

*Please contact me with any and all feedback regarding the articles below. I can be reached at **GThomas@MonroeWA.gov**.*

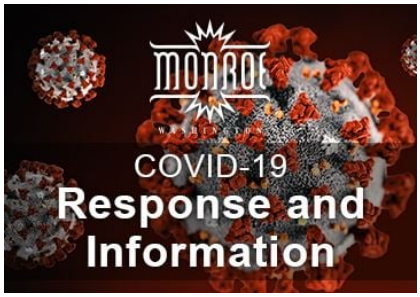
Yours in Service,

Mayor Geoffrey Thomas

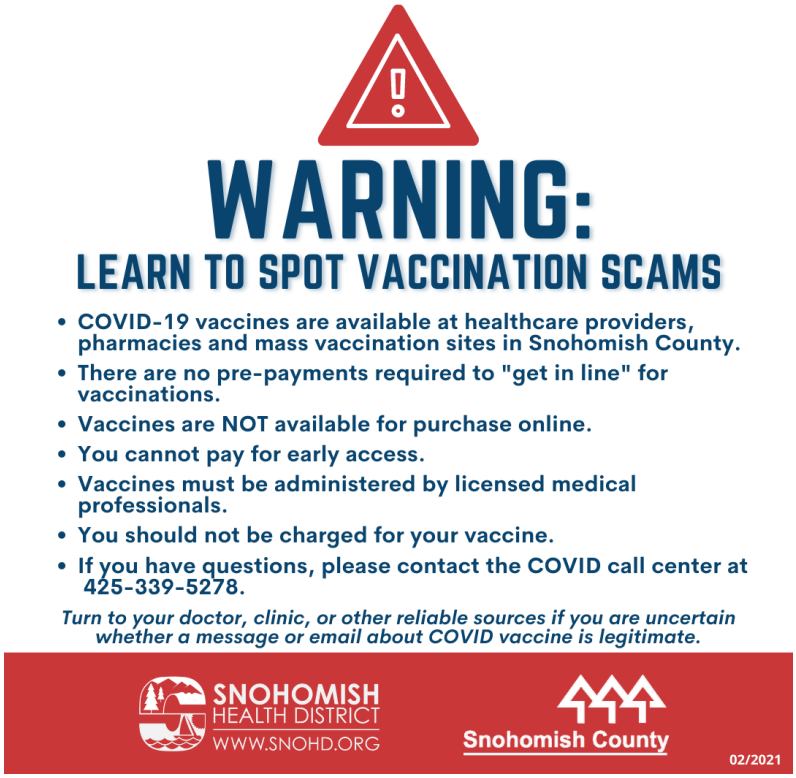
SENIOR CENTER OFFERING ASSISTANCE TO SENIORS IN NEED OF VACCINE

The **Monroe Community Senior Center** is partnering with **Pharm-A-Save Monroe** to compile a list of seniors in our community, age 65+, who are in need of their **first** COVID-19 vaccine shot. Efforts are underway to establish a vaccination clinic at the Senior Center, and those on the list will be contacted when that clinic becomes available. To get on the list, please contact the Senior Center either by phone at (360) 794-6359, or by email at **programs@mcsc.org**.

BEWARE OF COVID-19 VACCINATION SCAMS

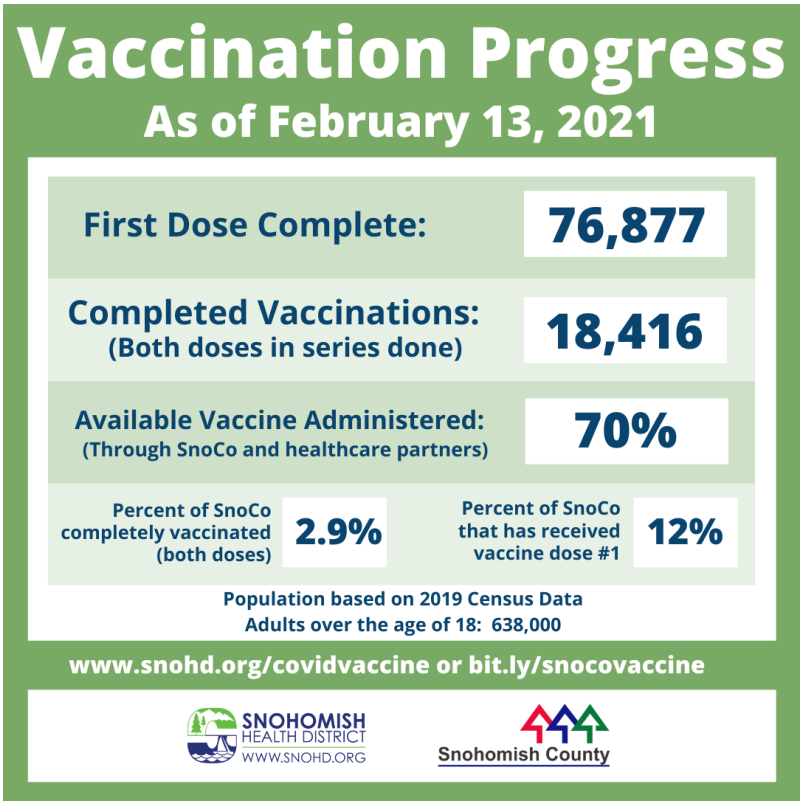


As area residents are eager to be vaccinated against COVID-19, **Snohomish County** and the **Snohomish Health District** have issued a warning to beware of potential vaccination scams. Importantly, please remember that you should not be asked to pay out of pocket to reserve a COVID-19 vaccine or make an appointment. Below is a graphic from the County and Health District with other important factors to help spot a vaccine scam.



COVID-19 VACCINE DISTRIBUTION UPDATE

As of February 13, 2021, more than 76,000 Snohomish County residents have received at least the first dose of the COVID-19 vaccination, and over 18,000 have received the second dose. As reported by the Snohomish Health District, 70% of available doses have been administered. Visit the Health District's **COVID Vaccine Info webpage** for more data and to determine your eligibility phase for the vaccine.



MONROE HIGH SCHOOL ALUM BENSON BOONE ON HIS WAY TO HOLLYWOOD

As I shared in **recent editions** of ***Monroe This Week***, on Sunday, February 14, Monroe High School alum Benson Boone debuted on the musical competition series ***American Idol***. Performing "Punchline" by Aidan Martin, Benson earned a standing ovation and unanimous "Yes" from judges Lionel Ritchie, Katy Perry, and Luke Bryan, and the nickname "Benson Ka-boom" from Ritchie. The golden ticket awarded to Benson advanced him to the next round of the competition in Hollywood, which will begin airing in mid-March. Tune in then to follow his journey, support him, and vote for him along the way!

MONROE DECA RAISING FUNDS TO SUPPORT SKY VALLEY FOOD BANK

Next Thursday, February 25, Monroe High School DECA will be hosting a fundraiser benefitting the **Sky Valley Food Bank**. Hosted at and in conjunction with **Monroe Pizza and Pints**, proceeds from sales will directly benefit the Food Bank. In addition to pizza, salads and baked pastas will also be available for purchase.

DECA is a nationwide career and technical student organization that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management.

CHAIRPERSONS ELECTED FOR ALL FOUR CITY COUNCIL COMMITTEES

On February 9, 2021, the City Council's Legislative Affairs Committee elected Councilmember Kevin Hanford as Chairperson for 2021. Councilmember Hanford joins the previously elected chairs of the Finance/HR Committee (Councilmember Jason Gamble), the Transportation/Planning, Parks & Recreation, and Public Works (P3) Committee (Councilmember Heather Rousey), and the Public Safety Committee (Councilmember Ed Davis).

As I shared in a recent edition of ***Monroe This Week***, these four **Council Committees** formulate policy recommendations and gather policy information for the City Council in order to provide for more efficient and effective use of City Council meeting time. The memberships of the four committees are:

- Finance and Human Resources Committee
  - Councilmembers Cudaback, Gamble (Chair), and Scarboro
- Legislative Affairs Committee
  - Councilmembers Davis, Hanford (Chair), and Scarboro
- Public Safety Committee
  - Councilmembers Cudaback, Davis (Chair), and Rousey
- Transportation/Planning, Parks & Recreation, and Public Works (P3) Committee
  - Councilmembers Davis, Rasmussen, and Rousey (Chair)

I thank all seven Councilmembers for their continued service to the Monroe community, and their willingness to serve on these committees.

PUBLIC HEARING TAKING PLACE TUESDAY NIGHT

As I shared in last week's edition of ***Monroe This Week***, the City will be holding a public hearing this Tuesday, February 23, 2021, at approximately 7:00 p.m., during the City Council Meeting. The purpose of

this public hearing is to consider proposed text amendments to Chapters 22.14, 22.26, and 22.42 of the Monroe Municipal Code. The proposed amendments, if enacted, would revise the Monroe Zoning Map and the North Kelsey Development Plan Design Guidelines to allow stand-alone multi-family residential development.

A public comment period will be available during the public hearing, and anyone may provide public testimony during that period. Written comments can also be submitted by emailing Becky Hasart, Finance Director/Interim City Clerk, at **BHasart@MonroeWA.gov**, and must be received prior to the public hearing. For additional information, please contact the Community Development Department at (360) 863-4501.

UPCOMING CITY COUNCIL MEETING SCHEDULE

The City Council will meet in a Regular Business Meeting on Tuesday, February 23, 2021. The meeting will be held via the Zoom remote meeting platform and participation information will be posted with the February 23 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**

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