



MONROE PARK BOARD

Regular Meeting
Thursday, April 21, 2022, 7:00 PM
Zoom Online Meeting Platform

Park Board Members
Amy Martin, Jessie Robinson,
Keith Dahlenburg, Daniel Enrico,
and Ron Petrick

1. CALL TO ORDER

Virtual Participation Information: The Park Board meeting will be held virtually via Zoom Meeting. Due to the COVID-19 crisis, and OPMA guidance issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting

<https://us02web.zoom.us/j/83935153973?pwd=STN5L29GR0RGOExiT3ZKaHV2c01uUT09>

Meeting ID: 839 3515 3973

Password: 208845

One tap mobile

+12532158782 (Tacoma)

2. ROLL CALL

<input type="checkbox"/> Amy Martin	Board Member/Resident
<input type="checkbox"/> Daniel Enrico	Board Member/Resident
<input type="checkbox"/> Keith Dahlenburg	Board Member/Resident
<input type="checkbox"/> Ron Petrick	Board Member/Resident
<input type="checkbox"/> Jessie Robinson	Chairperson/Resident

3. PUBLIC COMMENTS

(This time is set aside for members of the public to speak to the Park Board 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 staff will call on attendees to speak at the appropriate time. If you are joining by phone, dial *9 to “raise hand.”

Written comments can be emailed to MOhlsen@MonroeWA.gov, and must be received by 4:00 p.m. the day before the meeting. Pursuant to Monroe City Council Rules of Procedure, written comments will not be read into the record and will be forwarded to Boardmembers.

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.

For assistance, please contact the City Clerk’s Office at 360-794-7400 in advance of the meeting.

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA

4. APPROVAL OF MINUTES

- 4.1. Minutes from February 17, 2022 Park Board meeting 3 - 4
[Park Board - 17 Feb 2022 - Minutes - Pdf](#)

5. NEW BUSINESS

- 5.1. American Rescue Plan Act (ARP) Application Review Volunteers - *Ben Swanson* 5 - 6
[Agenda Bill - ARP Application Review Volunteers - Pdf](#)

6. STAFF/DEPARTMENT REPORTS

- 6.1. 2023 Strategic Priorities and 2023-2027 Strategic Plan - *Deborah Knight* 7 - 16
[Agenda Bill - 2023 Strategic Priorities and 2023-2027 Strategic Plan - Pdf](#)
- 7.2. North Hill Area Neighborhood Park Update - *Ben Swanson* 17 - 39
[Agenda Bill - North Hill Park - Pdf](#)
- 6.3. Community Development Department Report - *Ben Swanson* 40 - 46
[CD February 2022 Monthly Report](#)

7. ADJOURNMENT

- 7.1. Next Meeting is scheduled for **Thursday, May 19 at 7:00 p.m.**

**CITY OF MONROE
PARKS & RECREATION BOARD REGULAR
MEETING MINUTES**

February 17, 2022

7:00 p.m.

via Zoom Meeting

CALL TO ORDER

Board Member Robinson called the Park Board meeting to order at 7:06pm, via Zoom online meeting platform.

ROLL CALL

Board Members Present: Jessie Robinson, Ron Petrick, Amy Martin, and Keith Dahlenburg
Board Members Absent: Daniel Enrico

AGENDA REVISIONS – None

APPROVE MINUTES

Motion was made by Board Member Martin, seconded by Board Member Petrick, to approve the January 20, 2022, minutes. Motion carried 4-0.

PUBLIC COMMENTS – None

UNFINISHED BUSINESS – None

ANNOUNCEMENTS – None

NEW BUSINESS

1. Proposed amendments to Chapter 4.50 MMC

City staff presented proposed changes to the City's Municipal Code governing the Park Board. The proposed amendment would replace the representatives from the School District and the Planning Commission with two at large members. The purpose of this amendment is to allow greater participation from the public. Board members raised concerns regarding the continued communication between the School District and Planning Commission. Staff stated the communication would continue between staff members and the Board would be provided monthly staff reports from the Community Development Department.

2. Lodging Assessment

City staff provided an update on the City's lodging assessment effort. The City hired a consultant to conduct a lodging needs and demand assessment for Monroe. The study will review traditional lodging needs such as hotels, but the study will include other lodging needs such as camping. The purpose of the study is to identify lodging opportunities in Monroe and market these opportunities to hospitality businesses.

STAFF REPORTS/UPDATES

1. An update on the North Hill Area Neighborhood Park was provided by city staff. The City was preparing to conduct a second open house to solicit neighborhood input on the future park. The first workshop produced two parks concepts that will be discussed at the second workshop. The main theme of each proposal was an open space play area for the surrounding community.
2. The Board received an update on the new *City Council, Boards, and Commissions Resource Manual* by City staff. The manual provides several links to resources frequently used by these groups. The manual also provides background information on local government in Washington State.

Accommodations for people with disabilities will be provided upon request.

Please allow advance notice, call Mike Farrell (360) 863-4557.

**CITY OF MONROE
PARKS & RECREATION BOARD REGULAR
MEETING MINUTES**

3. The Park Board was provided a copy of the Community Development Monthly Report. The report is intended to keep the Board apprised of development projects taking place in Monroe.

BOARD Reports/Updates – None

ADJOURNMENT – Board Member Petrick motioned to adjourn, and Board Member Martin seconded. Motion carried and meeting adjourned at 8:04pm.

Jessie Robinson, Chairperson



AGENDA BILL

Meeting Date: April 21, 2022

Meeting Type: Park Board

Staff Contact: Ben Swanson, Parks & Recreation
Planning & Capital Projects Manager

Department: Parks & Recreation

SUBJECT: American Rescue Plan Act (ARP) Application Review Volunteers

REQUESTED ACTION:

Up to three (3) volunteers from the Park Board membership to join an ad-hoc committee to review American Rescue Plan Act (ARP) fund applications.

POLICY CONSIDERATIONS:

N/A

DESCRIPTION/BACKGROUND:

In 2021, utilizing extensive community engagement, the City of Monroe created a plan and program to invest its \$5.5 million American Rescue Plan Act (ARP) funds into the community using a competitive application process.

In spring 2021, City staff and elected officials met virtually with more than a dozen service groups, businesses, non-profits, and community stakeholders to gather input on how ARPA funds should be spent. Based on this feedback, Mayor Geoffrey Thomas identified three funding categories – Supporting Recovery, Reconnecting Community, and Building Resiliency – to support past, present, and future community needs.

The first application round was opened in summer 2021, with \$1.3 million divided equally among three categories. The City received 48 requests totaling nearly \$3.2 million.

To review applications, the City formed three ad-hoc committees consisting of volunteers from the Park Board, as well as the Planning Commission, Community Human Services Advisory Board (CHSAB), and the Economic Development Advisory Board (EDAB). Ad-hoc committee members reviewed applications and formed funding recommendations individually, then met as groups to prepare a final set of funding recommendations that were submitted to the City Council.

The second application round was opened in February 2022, and closed on April 15. For review of second round applications, the City will form similar ad-hoc committees, and is asking for volunteers from the Park Board membership to review ARP funding applications. Members interested in volunteering, please email Ben Swanson (BSwanson@MonroeWA.gov) and Rich

Huebner (RHuebner@MonroeWA.gov), expressing your interest in volunteering and a brief description of your interest in the ARP funding process.

FISCAL IMPACTS:

The City has been awarded approximately \$5.5 million in ARP funds. Approximately \$1.3 million has been allocated to each of the four application rounds. There is no net fiscal impact to the City, as the funds have been accounted for in the City's budget.

TIME CONSTRAINTS:

Volunteers are requested by April 22, as applications will be distributed to ad-hoc committee members on April 25.

ALTERNATIVES TO REQUESTED ACTION:

N/A



AGENDA BILL

Meeting Date: April 21, 2022

Meeting Type: Park Board

Staff Contact: Deborah Knight, City Administrator

Department: Executive

SUBJECT: 2023 Strategic Priorities and 2023-2027 Strategic Plan

PREVIOUS DISCUSSION:

03/27/2018; 07/31/2018; 04/30/2019 (2020-2024 Strategic Plan); 04/05/2022

REQUESTED ACTION:

Receive an update on proposed changes to the city's 2023 Strategic Priorities (Attachment 2) and 2023-2027 Strategic Plan (Attachment 3).

Attachments:

1. Imagine Monroe
2. Draft 2023 Strategic Priorities
3. Draft 2023-2027 Strategic Plan
4. 2022 Strategic Priorities and 2022-2026 Strategic Plan

POLICY CONSIDERATIONS:

As the legislative branch of local government, the City Council has a responsibility to prepare the organization for the future by identifying the community's long-range priorities; adopting goals to achieve those priorities; and providing the funding necessary to achieve the goals.

In 2021, the City Council adopted the 2022-2026 Strategic Plan (Attachment 4) as a part of the 2022 budget process. The 2022 Strategic Priorities and five-year Strategic Plan were developed using the vision and goals from the 2015 Comprehensive Plan.

In December 2021 the City Council approved *Imagine Monroe* as the city's new vision statement. With a new vision statement in place, Mayor Thomas and the City Council are considering changes to both the Strategic Priorities and the five-year Plan to be consistent with *Imagine Monroe*.

This agenda bill presents the draft strategic priorities and five-year plan. The priorities and 5-year plan will guide development of the 2023-2024 biennial budget. This is an opportunity for the Parks Board to review the draft priorities and plan and provide input.

DESCRIPTION/BACKGROUND:

In 2017 the City Council recognized the need to adopt strategic priorities and a five-year strategic plan to help prioritize and guide completion of the community's long range goals. Since 2017, the City Council has updated the strategic priorities and five-year plan annually during the budget process. The 2022 budget identified six strategic priorities:

1. Safe and Secure;
2. Economic Development;
3. Manage Growth;
4. Utilities and Transportation;
5. Community Culture; and
6. Good Government

Specific, measurable goals were listed under each strategic priority. The 2022 strategic goals were based on previous planning efforts including the Comprehensive Plan, Economic Development Plan, and Downtown Revitalization Plan.

Proposed Changes to the Strategic Priorities

In 2019, the City Council approved funding to update the city's vision statement. Due to the pandemic, the project was delayed until 2021. After extensive public outreach and community input, the City Council approved the city's new vision statement - *Imagine Monroe* on December 14, 2021. This is the first opportunity for the City Council to align the strategic priorities and five-year plan with the new vision statement.

For the next budget cycle, Mayor Thomas and city staff recommend organizing the strategic priorities around *Imagine Monroe*. The draft 2023 Strategic Priorities (Attachment 2) organizes specific goals and projects using the following six strategic priorities:

1. **Accessible Parks and Healthy Waterways** - A lively center surrounded by nature. A place of beauty and goodwill. Our parks, waterways, and environment are healthy and accessible for everyone to enjoy.
2. **Support Local** - Our historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products.
3. **Build Community** - We can find everything we need with regional connections and with a variety of choices for work, housing, dining, shopping, arts, and activities.
4. **Friendly and Responsive** - Friendly and responsive.
5. **Create Connections** - We strengthen connections through gathering spaces, events, services, and community centered infrastructure.
6. **Ensure a Safe Place** - Monroe is a safe place, where everyone feels at home, and everyone feels they belong.

Five-Year Strategic Plan

The five-year strategic plan prioritizes and organizes goals and projects based on consensus with an observable and trackable timeline. In this way, the five-year strategic plan guides near-term progress towards achieving Monroe's long-term vision. The strategic plan serves as the tool to prioritize initiatives, resources, goals, department operations, and projects.

The connection between the strategic plan and the City's financial resources, as outlined in the six-year financial forecast, ensures a strong link between long-range comprehensive planning, mid-range strategic planning, and short-term implementation decisions included in the annual budget and reflected in department work plans.

Goals and projects included in the five-year strategic plan are aligned with the city's adopted Six-year Capital Improvement Plan; PROS Plan, Community Needs Assessment, IT Strategic Plan, and Municipal Campus Master Plan.

Proposed Changes 2023-2027 Strategic Plan

The five-year strategic plan is intended to be a "living" document. The recommendation is to review and adjust the strategic plan during the annual budget process. A planned annual review allows the Mayor and City Council to recognize achievements and adjust priorities based on changing needs. The city completed and removed the following projects from the 2022-2026 Strategic Plan:

- Vision 2050 (Imagine Monroe)
- PROS Plan and park impact fees
- Northwest annexation
- IT manager recruitment
- Lodging needs assessment
- Municipal campus facilities report
- Gateway sign design
- North Hill Park acquisition

New projects and goals are included in the draft 2023-2027 Strategic Plan:

- Master Plan Riverfront Parks
- Preserve and conserve natural areas
- Electrify city's fleet and equipment
- Invest in employee wellness
- Evaluate GIS services
- Update Municipal court assessment
- Update Human services needs assessment

Park Board feedback will be considered as Mayor Thomas and the City Council develop the budget in the coming months.

FISCAL IMPACTS:

The draft strategic plan calls for investments in public safety, financial sustainability, City's parks, neighborhoods, facilities, and infrastructure.

While many of the actions called for in the 2023-2027 Strategic Plan can be accomplished using existing city resources, some proposed actions will require the City Council and community to weigh the benefits of actions with the increased financial resources needed to support improvements to city services and investments in capital projects identified in the plan.

Potential fiscal impacts include voter approved bond and levy measures to support parks; utility rate changes to fund priority projects; and borrowing for planned wastewater treatment plant improvements.

The 2023-2027 Strategic Plan shows the logical progression of multi-year projects from early planning, funding, design and construction. For example, the six-year plan includes North Hill Park grant award (2023); final design (2024); and construction (2025).

Funding for multi-year projects will be incorporated into the Six-Year Financial Forecasts for General Fund, Streets, and Utilities along with other project priorities to ensure the city's long-range fiscal health.

TIME CONSTRAINTS:

The proposal is to get input on the 2023 Strategic Priorities and the 2023-2027 Strategic Plan as the starting point for engaging community stakeholders.

Community priorities will be considered in preparing the budget. A final strategic plan will be presented to the City Council for adoption with the annual budget.

ALTERNATIVES TO REQUESTED ACTION:

1. Review the Draft 2023 Strategic Priorities and 5-Year Strategic Plan (Attachments 2-3).
2. Provide input to the Mayor and City Staff on the proposed priorities.

ATTACHMENTS:

[Imagine Monroe Vision Statement FINAL 12.14.2021](#)
[2023 Strategic Priorities cc 04.05.22](#)
[Strategic Plan 2023-2027 cc 04.05.22](#)
[2022 Strategic Priorities and 5-yr Plan 09.23.21](#)

Imagine Monroe Vision Statement

Imagine Monroe:

A lively center surrounded by nature.

A place of beauty and goodwill. Our parks, waterways, and environment are healthy and accessible for everyone to enjoy.

Our historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products.

We can find everything we need with regional connections and with a variety of choices for work, housing, dining, shopping, arts, and activities.

Friendly and responsive, we strengthen connections through gathering spaces, events, services, and community-centered infrastructure – creating a safe place for all.

In Monroe, everyone feels at home and everyone feels they belong.

City of Monroe DRAFT 2023-2027 Strategic Priorities

Accessible Parks and Healthy Waterways

A lively center surrounded by nature. A place of beauty and goodwill. Our parks, waterways, and environment are healthy and accessible for everyone to enjoy

- Master Plan Riverfront Parks
- Finalize Cadman Reclamation
- Develop Cadman Park Plan
- Develop North Hill Park
- Adopt Trails and multi-modal Plan
- Complete Chain Lake Trail
- Design and construct N. Kelsey Park
- Acquire Trailhead property Lake Tye Park (north end)
- Preserve and Conserve Natural Areas
- Upgrade wastewater Treatment Plant (biosolids and MBR)
- Electrify the city's fleet and equipment

Support Local Businesses and Products

Our historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products.

- Support business recruitment, retention, and expansion programs
- Complete Lodging Study (underway)
- Encourage wineries and distilleries (liquid arts) to locate in Monroe
- Support regional tourism magazine
- Continue downtown fee waiver program
- Construct Gateway/ Install Wayfinding signs (underway)

Build Regional Connections

We can find everything we need with regional connections and with a variety of choices for work, housing, dining, shopping, arts, and activities.

- Update city brand and logo
- Update city mission statement
- Complete 2024 Comp Plan Update
- Update water/sewer plans
- Finish SR522
- Support US 2 Imp.
- Sell North Kelsey property
- Invest in Public Art
- Implement Housing Action Plan
- Northeast Annexation
- Expand transit service
- Evaluate Underground Utilities on Lewis

Be Friendly and Responsive

Friendly and responsive

- Adopt Municipal Campus Funding Strategy
- Design and Construct Municipal Campus Improvements – City Hall, Court and PD
- Implement Document Management
- Implement Springbrook Upgrade/ new modules
- Evaluate ERP options
- Evaluate Building Permit Software
- Update IT Strategic Plan
- Develop Employee wellness program
- Recruit and retain a skilled and diverse workforce

Strengthen Local Connections

We strengthen connections through gathering spaces, events, services, and community-centered infrastructure.

- Renew Transportation Benefit District sales tax
- Construct Tjerne PI Phase III Imp.
- Complete Chain Lake Rd Corridor Imp.
- Design and Construct RR crossing safety/quiete train
- Evaluate RR Grade Separation Alternatives
- Evaluate 191st St Ext.
- Support special events
- Festival Lot/ Downtown Bathrooms

Ensure a Safe Place

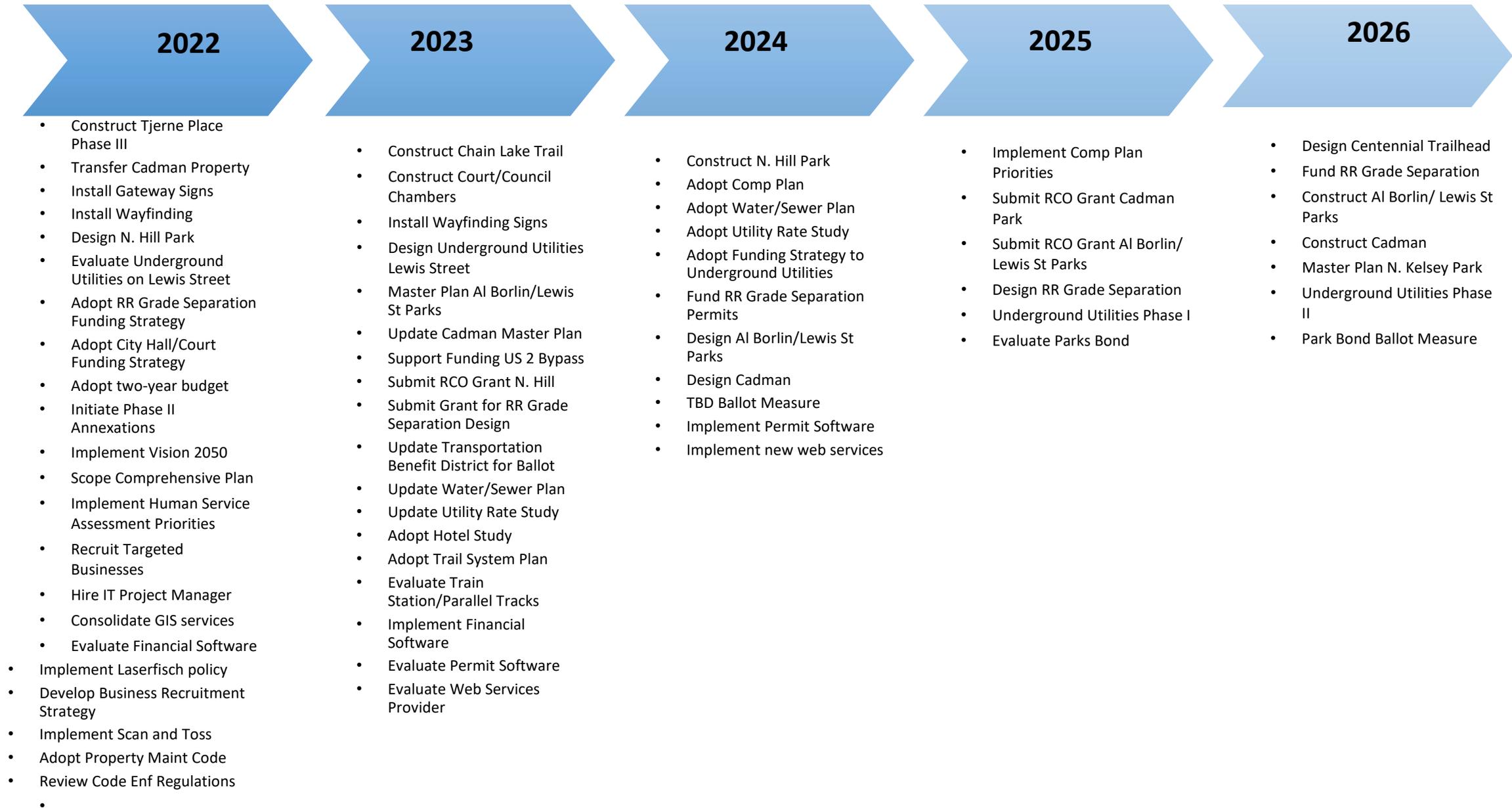
Monroe is a safe place, where everyone feels at home, and everyone feels they belong.

- Open Community Court
- Support mental/behavioral health programs
- Update Code Enforcement Regulations
- Municipal Code review/revisions
- Cross-train staff in Emergency Mngt Procedures
- Monitor public spaces
- Multilingual Community Outreach
- Promote Diversity, Equity and Inclusion

2022	2023	2024	2025	2026	2027
Access to Parks and Healthy Waterways					
North Hill RCO grant submittal	North Hill grant award	North Hill final design	North Hill construction	N. Kelsey Park grant submittal	N. Kelsey Park design
Cadman property transfer	Cadman property masterplan	Cadman property grant submittal	Cadman property design	Cadman property improvements	Cadman property improvements
Riverfront parks masterplan (RFP)	Riverfront parks masterplan	Riverfront parks grant submittal	Riverfront park improvements	Riverfront park improvements	
Blueberry Park renovation	Playground equipment replacement	Playground equipment replacement	Playground equipment replacement	Playground equipment replacement	Replace park playground equipment
WWTP Biosolids design	WWTP Biosolids construction	WWTP Biosolids construction	WWTP Membrane bioreactor design	WWTP Membrane bioreactor construction	WWTP Membrane bioreactor construction
	Design city fleet and equipment electrification charging infrastructure	Construct city fleet and equipment electrification charging infrastructure	Electrify city fleet and equipment	Electrify city fleet and equipment	Electrify city fleet and equipment
	Public Plaza/Festival Lot site evaluation	Public Plaza/Festival Lot site evaluation	Public Plaza/Festival Lot site acquisition	Public Plaza/Festival Lot RCO grant	Public Plaza/Festival Lot design
	Trail system masterplan initiated	Trail system masterplan adopted	Park bond study	Park bond measure	Centennial trailhead
	River Wayfinding Bid/Installation	River Wayfinding Installation			
Support Local Businesses and Products					
Gateway/wayfinding signs installation	Gateway/wayfinding signs installation	Underground Lewis St utilities study alternatives	Underground utilities design	Underground utilities construction	
Lodging needs assessment	Lodging needs assessment priorities	Lodging recruitment	Lodging recruitment	Lodging recruitment	
Regional tourism magazine	Regional tourism magazine	Regional tourism magazine	Regional tourism magazine evaluation/redesign	Regional tourism magazine	Regional tourism magazine
Choose Monroe magazine	Choose Monroe magazine	Choose Monroe magazine	Choose Monroe magazine evaluation/redesign	Choose Monroe magazine	Choose Monroe magazine
Build Regional Connections and Community					
New city logo and brand design	New city logo and brand implementation	City mission statement adopted			
Comprehensive Plan update	Comprehensive Plan update	Comprehensive Plan adoption	Development Regulations update	Shoreline Master Plan update	Shoreline Master Plan update
Water/Sewer/Stormwater Plan update	Water/Sewer/Stormwater Plan Update	Utility rate update	Water/Sewer/Stormwater general facility charge update	Design standards update	Design standards update
Northeast annexations initiated	Northeast annexations finalized	Transit service expansion Bellevue	Transit service expansion east county		
Lowes CCR Amendments	North Kelsey property sales	Public art		Public art	
Multi-family tax exemption credit	Housing Action Plan implementation	Housing Action Plan implementation	Housing Action Plan implementation		

2022	2023	2024	2025	2026	2027
Finish SR522 funding	Finish SR522 funding	Finish SR522 funding	Finish SR522 funding	Finish SR522 funding	Finish SR522 funding
Support US 2 improvements	Support US 2 improvements	Support US 2 improvements	Support US 2 improvements	Support US 2 improvements	Support funding US 7
Be Friendly and Responsive					
Municipal campus funding strategy	City hall and municipal court construction	City hall and municipal court construction			
Municipal campus (city hall/court) design	Police station bond	Police station renovations design	Police station renovations construction		
Springbrook modules (timecard, budgeting, and employee self-serve) implementation	Enterprise resource program (ERP) options evaluation	ERP vendor selection	ERP implementation		
2-year budget adopted	Mybuildingpermit.com evaluation	building permit software evaluation	building permit software implementation		
Labor agreements - supervisors, pw/admin	Employee wellness program 6-year	Non-representative benefit package	Police guild contract	Labor agreements - supervisors, pw/admin, Sgts	Non-representative benefit package
	Scan and toss policy implement	Laserfische document management			
GIS service analysis	GIS service implementation	IT Strategic Plan	Website services RFP	Website refresh	Website services RFP
Strengthen Connections					
Tjerne Place Phase III right of way negotiations	Tjerne Place Phase III right of way acquisition	Tjerne Place Phase III right of way acquisition	Tjerne Place III design	Tjerne Place III design/permits	Tjerne Place III construction
RR crossing safety (noise reduction)	RR crossing safety (noise reduction)	RR crossing safety (noise reduction)	RR crossing safety (noise reduction)	RR crossing safety (noise reduction)	
	RR grade separation funding strategy	RR grade separation grant	RR grade separation alternatives	RR grade separation preferred alternative	RR grade separation design
	Chain Lake Rd/191st corridor study	Chain Lake Rd corridor design/permits	Chain Lake Rd corridor property acquisition	Chain Lake Rd corridor construction	Chain Lake Rd corridor construction
	Transportation benefit district outreach/ resolution	Transportation benefit district vote			
Ensure a Safe Place					
Community Court implementation	Community Court implementation	Municipal Court assessment	Municipal Court judge contract negotiations		
Human service funding distribution	Human service funding distribution	Human services needs assessment	Human service funding distribution	Human service funding distribution	Human services needs assessment
Comprehensive Emergency Management Plan update	IEM Community specific training Emmetsburg	Hazard Mitigation Plan update	Hazard Mitigation Plan update	Hazard Mitigation Plan adoption	
	Municipal Code review/revisions	Municipal Code review/revisions	Municipal Code review/revisions		
	Translate forms/website into Spanish	Translate forms/website into Spanish			
Camera pods for park facilities	Code enforcement regulations review	Code enforcement regulations update			

City of Monroe 2022-2026 Strategic Priorities



City of Monroe 2022-2026 Strategic Priorities

Safe and Secure

Establish and maintain a safe, secure environment in Monroe for residents, businesses, and visitors

- Implement IVR and web pay portal for Municipal Court
- Ensure Adequate Probation Services
- Support One-Stop-Shop and Temporary Shelter
- Build Court/Council Chamber Facility
- Police Dept Workload Assessment
- Review Code Enforcement Regulations
- Cross-train staff in Emergency Mngt Procedures

Economic Development

Growth as a regional center and destination, providing employment opportunities while sustaining a balanced, diverse, resilient economy for Monroe

- Sell North Kelsey property
- Update Economic Development website
- Develop Business Recruitment, Retention and Expansion Plan
- Install Gateway/Wayfinding signs
- Evaluate Underground Utilities on Lewis Street
- Hotel Study
- Seek Opportunities to Develop Festival Lot

Manage Growth

Provide for and appropriately locate the types, quality, and quantities of development in Monroe to assure land use compatibility, enhance neighborhood character, and facilitate the city's longer term sustainability

- Revisit city vision, mission and values
- Update the Comprehensive Plan
- Adopt International Building Code
- Evaluate property maintenance code
- Adopt housing action plan
- Annex (Incorporate) Urban Growth Area

Utilities and transportation

Provide and promote both utility and transportation infrastructure that coincide with need, growth, and long-term objectives

- SR522 funding
- US 2 Bypass
- Blueberry Ln
- Tjerne Place
- 191st Street
- Quiet train designation
- RR Grade Separation
- Water/Sewer Plan updates
- Seek Opportunities to Expand Transit Service in Monroe
- Renew Transportation Benefit District sales tax
- Extend Centennial Trail

Community Culture

Provide parks and civic facilities, recreational opportunities, and arts and cultural activities on pace with need, growth and long-term objectives

- Construct Lake Tye All-Weather Fields
- Finalize Cadman Reclamation
- Develop Cadman Park
- Purchase and Develop North Hill Park
- Invest in Downtown Pubic Art
- Update Parks Plan
- Al Borlin/ Lewis Street Master Plan
- Trails Plan
- Community Center
- Festival Lot
- Chain Lake Trail
- N. Kelsey Park
- Stage (Bathrooms)
- Promote Diversity, Equity and Inclusion

Good Government

Manage city resources to meet or exceed public expectations, invest in taxpayer owned assets, and invest in technology to improve efficiency and effectiveness

- Design Court and Council Chamber
- Remodel police station and city hall
- Implement IT Assessment Recommendations
- Implement Scan and Toss Policy
- Implement Laserfische Document Management
- Update Utility Rate Studies
- Implement Springbrook Upgrade/ new modules
- Evaluate Financial Software package
- Evaluate Building Permit Software
- Install cameras



AGENDA BILL

Meeting Date: April 21, 2022

Meeting Type: Park Board

Staff Contact: Ben Swanson, Parks & Recreation
Planning & Capital Projects Manager

Department: Parks & Recreation

SUBJECT: North Hill Area Neighborhood Park Update

PREVIOUS DISCUSSION:

February 17, 2022

PUBLIC HEARING(S):

N/A

REQUESTED ACTION:

N/A - info only

POLICY CONSIDERATIONS:

N/A - info only

DESCRIPTION/BACKGROUND:

The purpose of this agenda bill is to provide the Park Board an update on the status of the North Hill Area Neighborhood Park. City staff is currently working with MIG consulting to develop two Recreation and Conservation Office (RCO) grant applications, develop a preliminary site design (see attached), and cost estimation for full buildout.

During the development of the Parks, Recreation, and Open Space (PROS) Plan, full buildout of North Hill was estimated at approximately \$5 million. The original estimate was developed about 2-3 years ago. Due to inflation, the new cost estimate places full buildout of the park at \$10 million. Both private and public sector construction cost have soared over these past year. For example, last quarters consumer price index (the metric construction uses to measure inflation) increase by 25%. The reality of the price increase means the project will need to be completed in two phases.

To funded Phase 1 the City is submitting two grants to RCO. The requested grant amount is \$2.5 million. RCO requires a 50% match or \$2.5 million from the City. If the City is awarded the grants, it would result in \$5 million toward Phase 1. Unfortunately, Phase 1 involves the majority of the infrastructure improvements (clearing, grading, stormwater, etc.) and would only

include a shelter, upper walking paths, and open play area. The remaining amenities would be constructed in Phase 2.

The attachment details the base concept design. It also depicts a conceptual layout of the park. The proposed layout was developed over two workshops with the surrounding neighborhoods and draws from the most popular elements from previous proposals.

Please note the North Hill Area Neighborhood Park is not the official name. It is serving as a placeholder until the park is officially named later this year.

FISCAL IMPACTS:

Estimated construction cost at full buildout is \$10 million

TIME CONSTRAINTS:

RCO grant applications are due by May 3, 2022

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

[North Hill Design](#)



City of Monroe North Park Area Hill

BASIS OF DESIGN FOR CONCEPT PLAN

CIVIL ENGINEERING AND LANDSCAPE ARCHITECTURE

March 24, 2022

Site Location:

Monroe North Hill Area Park
13508 191st Ave SE
Monroe, WA 98272

Prepared for:

Mike Farrell, Parks & Recreation Director
Ben Swanson | Parks & Rec Planning & Capital Projects Manager
City of Monroe
806 West Main St.
Monroe, WA 98272

Prepared by:

MIG
119 Pine Street, Suite 400
Seattle, WA 98101
Phone: 206.223.0326
Contact: Mary Keilhauer
MIG Project #: 20401.01





**City of Monroe
North Hill Area Park**

BASIS OF DESIGN FOR CONCEPT PLAN

CIVIL ENGINEERING AND LANDSCAPE ARCHITECTURE

March 24, 2022



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1.0 EXECUTIVE SUMMARY

The project, North Hill Area Park, includes an approximately 5.2 acre programed park design in Monroe, Washington (Figure 1-1). This effort is part of a larger plan to invest in the City’s parks, facilities, trails, programs, and events as detailed in Parks, Recreation, and Open Space’s (PROS) Master Plan. The proposed park is designed to reflect the natural features of the region including the intertwined flows of the braided region of the Skykomish River and cedar forests while providing community amenities such as courts, playgrounds, and open field play. As part of this design, North Park Hill Area Park will include some utility and surface improvements. This basis of design document summarizes the civil engineering and landscape architecture elements of the project at the concept plan level. This document is guidance for the next phases of the project, but requirements and permits should be re-evaluated as the design process continues.

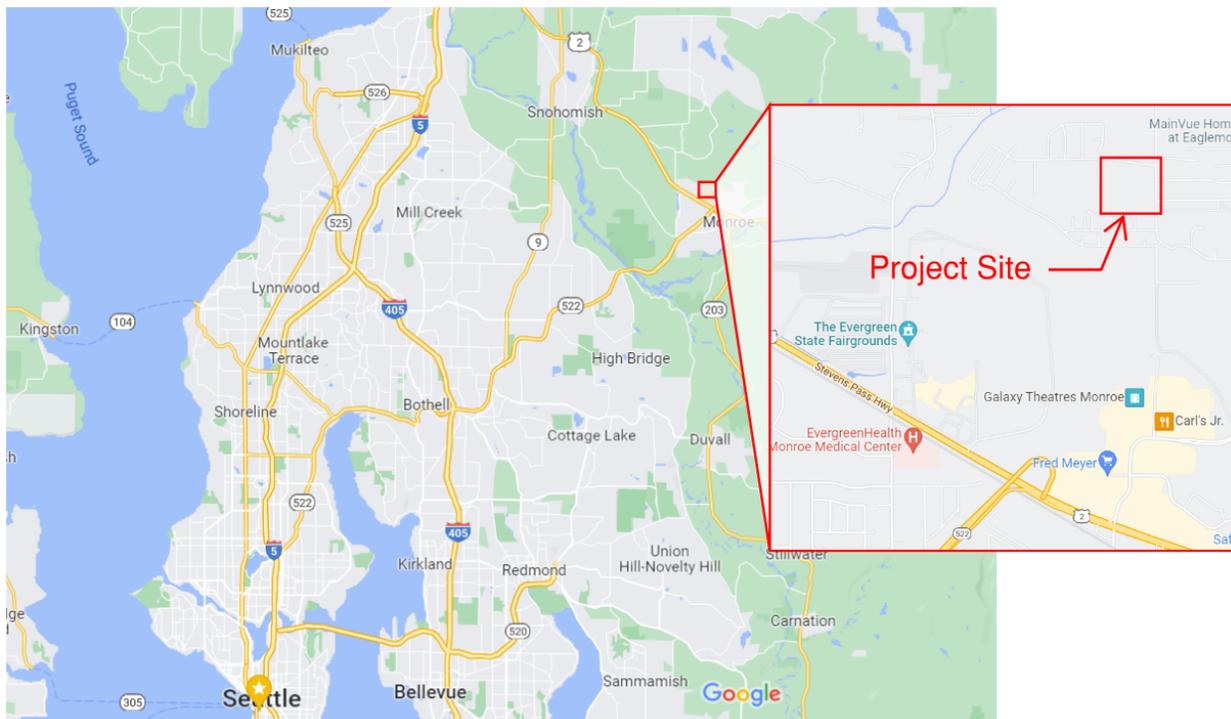


Figure 1-1 Vicinity Map

1.1 Project Overview

North Park Hill Area Park is a development project located at 13508 191st Ave SE, Monroe, WA 98272 and is within the French Creek Watershed. The goal of this project is to design the space to provide nature viewing, walking, and play amenities to the community. This includes new walkway, terraces, shelter and parking hard surface,



landscape planting, and children’s play area. Additionally, right of way (ROW) improvements as part of this project include new asphalt roadway and parking lane, sidewalk, curb & gutter and landscaping along 134th St and 191st St.

Proposed civil utility improvements include water service for irrigation and drinking water, sanitary sewer, electrical service, and storm drainage. Utility needs are concentrated on the north end of the site and will connect on 191st St or closest available utility main. As part of the ROW improvements, additional Stormwater collection and conveyance system will be provided, and stormwater mitigation facilities will be evaluated for the site and right of way improvements.

1.2 Regulatory Requirements

The project is required to meet all [design standards](#) as provided by the City of Monroe. Additionally, all stormwater management shall meet the requirements of the Department of Ecology Stormwater Management Manual for Puget Sound Basin, the City’s Comprehensive Drainage Plan, the WSDOT APWA Standards and Specifications, and the Environmentally Sensitive Areas section of the zoning code.

Design for accessibility is based on 2010 ADA Standard for Accessible Design.

1.3 Opinion of Probable Construction Cost

A summary of the opinion of probable construction cost estimate is approximately \$10M.

1.4 Permits

The following permits are likely needed to construct the project:

- Right of way permit
- Clearing and grading permit

2.0 EXISTING CONDITIONS/SITE INVESTIGATIONS

The existing site is generally undeveloped grasses and shrubs with mature cedars in the southwest corner of the site (See Figure 2-1). The site slopes from northeast to southwest. There is another property owner southeast of the park property. The property boundary is defined by a wooden fence along the north border.



Figure 2-1 Existing Conditions

2.1 Existing Civil Utilities

It is important that existing utilities are surveyed and confirmed before the completion of the design. The following section is a summary of what is known about existing civil utilities for the site:



2.1.1 Stormwater

The site is located within the French Creek Watershed and it appears that on the site from topography shown in Figure 2-1, stormwater sheet flows overland to the southwest corner and leaves the site. Along 191st St, there is stormwater infrastructure for conveying the ROW stormwater. Along 134th St, the stormwater from half of the ROW sheet flows onto the site.

2.1.2 Sanitary Sewer

Along 191st St, there is sewer infrastructure located along the west side of right of way in the south bound lane. Along 134th St, it appears there is sanitary sewer to the west of the project site. This approximate sewer location is based off of imagery and identifying existing manholes.

2.1.3 Water

There is an abandoned well on the private residence adjacent to the site (south) as detailed by the Record of Survey dated November 2020 (Figure 2-2). It appears there is water located along the east side of 191st to the south of the site at 136th PI SE based on imagery by identifying valves and hydrants.

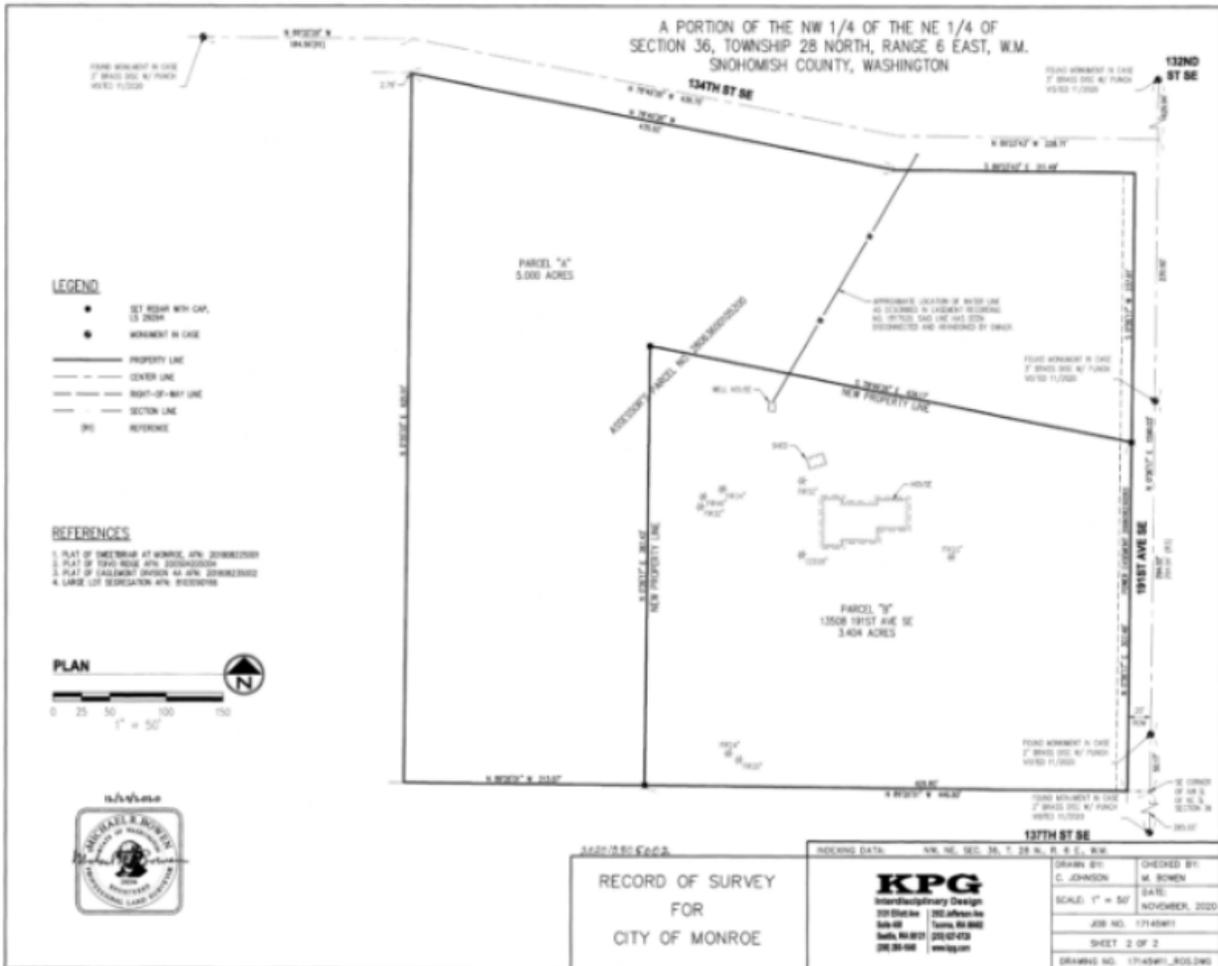


Figure 2-2. Record of Survey with existing water and power easement.

2.1.4 Power and Franchise

There is an existing power easement that runs along 191st. From the Record of Survey dated November 2020, this is approximately 10' in width from the edge of the ROW (Figure 2-2).

2.2 Geologic Conditions

From the Geotechnical Engineering Report performed by GeoTest Services in October 2020, the site is generally mowed grasses and shrubs on a gently sloping south facing hill. The soil is a layer of topsoil overlying weathered and unweathered till. Perched groundwater was encountered at all of the test pits generally between the weathered and unweathered horizons. The GeoTest's opinion that the site is unsuitable for traditional infiltration of stormwater. See Appendix B for full report details.



2.3 Environmental Critical Areas

A Site Check Memo Report was written by Perteet in December of 2020. From this research, no critical areas or other site conditions considered an environmental constraint to site development were found on the site. This should not affect the proposed design for the site.

3.0 SITE DESIGN APPROACH

3.1 Developed Site Conditions

The developed site conditions for the project is to include approximately 47,000 SF of new impervious surface and 159,000 SF of landscape planting across the site (Figure 3-1). Proposed civil utility improvements include water service, electrical service, and storm drainage. Utility needs are concentrated on the north end of the site and will connect on 134th St or 191st St. Surface improvements will include a driveway and parking, grading, walkways, play area surfacing, planting, landscape restoration, and site furnishings.

Additionally, ROW improvements include half street improvements consisting of new asphalt roadway and parking lane, sidewalk, and landscaping along 134th St and 191st St will be part of this project. ROW storm drainage will be evaluated and improved.

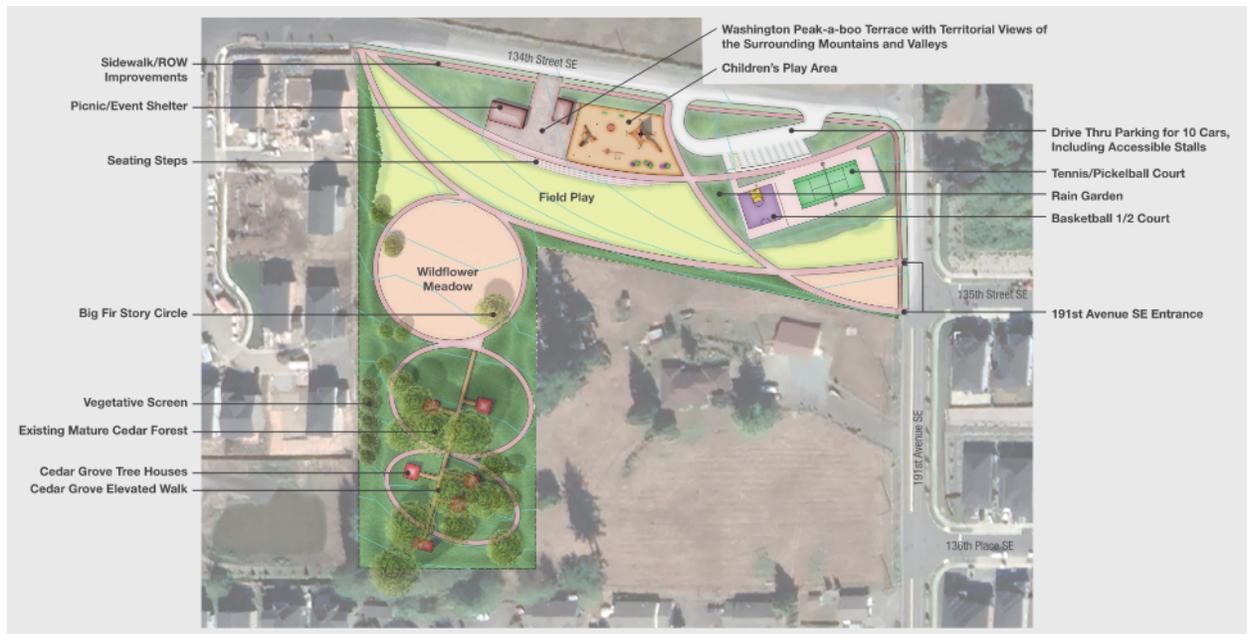


Figure 3-1. Proposed Site Conditions

3.2 Design Standards/Regulatory Requirements

The project is located within the permitting jurisdiction of City of Monroe.

For the Concept Plan, the project civil engineering and landscape design for the site is based on the standards listed in Table 3-1.



Table 3-1: List of Design Standards

Design Element	Standard
General Considerations	City of Monroe General Standards
Water Distribution	City of Monroe Water Standards
Sanitary Sewer Distribution	City of Monroe Sewer Standards
Fire Service	City of Monroe Water Standards City of Monroe Fire Marshal
Domestic Service	City of Monroe Water Standards
Grading	
Drainage/Stormwater Management	City of Monroe Storm Standards **Storm Standards reference the Department of Ecology 1992 Stormwater Management Manual for the Puget Sound Basin, but the 2020 Monroe Stormwater Management Program Plan states that stormwater management should be designed for per the 2019 revised Department of Ecology Stormwater Management Manual. The more recent version of the Department of Ecology Western Washington Manual was used for this Basis of Design Report
Accessibility	2010 ADA Standard for Accessible Design
Parking Lot/Access	City of Monroe Street Standards
Construction Stormwater Pollution Prevention	Department of Ecology Standards

3.3 Vehicular Access/Driveways

A parking lot and driveway access is planned for the northeast corner of the site. Two-one way access drives for entry and exit to 134th St. The parking area will be comprised of 9 standard parking stalls plus one ADA accessible space. This parking area will be paved with asphalt per the Geotechnical Engineering Report, 3 in of 1/2in HMA over 6 in of crushed surfacing base course. Sub base will also follow Geotech recommendations for preparing subgrade.



Access from 134th St will be designed for fire access and will meet all fire code requirements. The covered pavilions may require a hydrant and fire access on site. This should be evaluated in the next steps of design.

3.4 Sanitary Sewer

Existing sewer mains in the right of way are to remain and be protected through the construction process. New sewer services are proposed to connect from the 191st St ROW to the plaza area for a drinking fountain. A future water play feature may be considered and the sewer lateral should be designed to allow for that future connection as well.

3.5 Water

New water services will be designed for a new irrigation system, potential water play feature, drinking fountains and a fire hydrant if needed. The water play feature is not part of the current design but may be implemented in the future.

3.6 Stormwater Management

The project will be required to meet City of Monroe Stormwater Requirements which are in accordance with the Department of Ecology Stormwater Management Manual for Western Washington with 2019 updates. The flow charts for determining minimum requirements can be reviewed in Figure 3-2. For this project, all minimum requirements (MR) apply to new + replaced hardscape and converted vegetation.

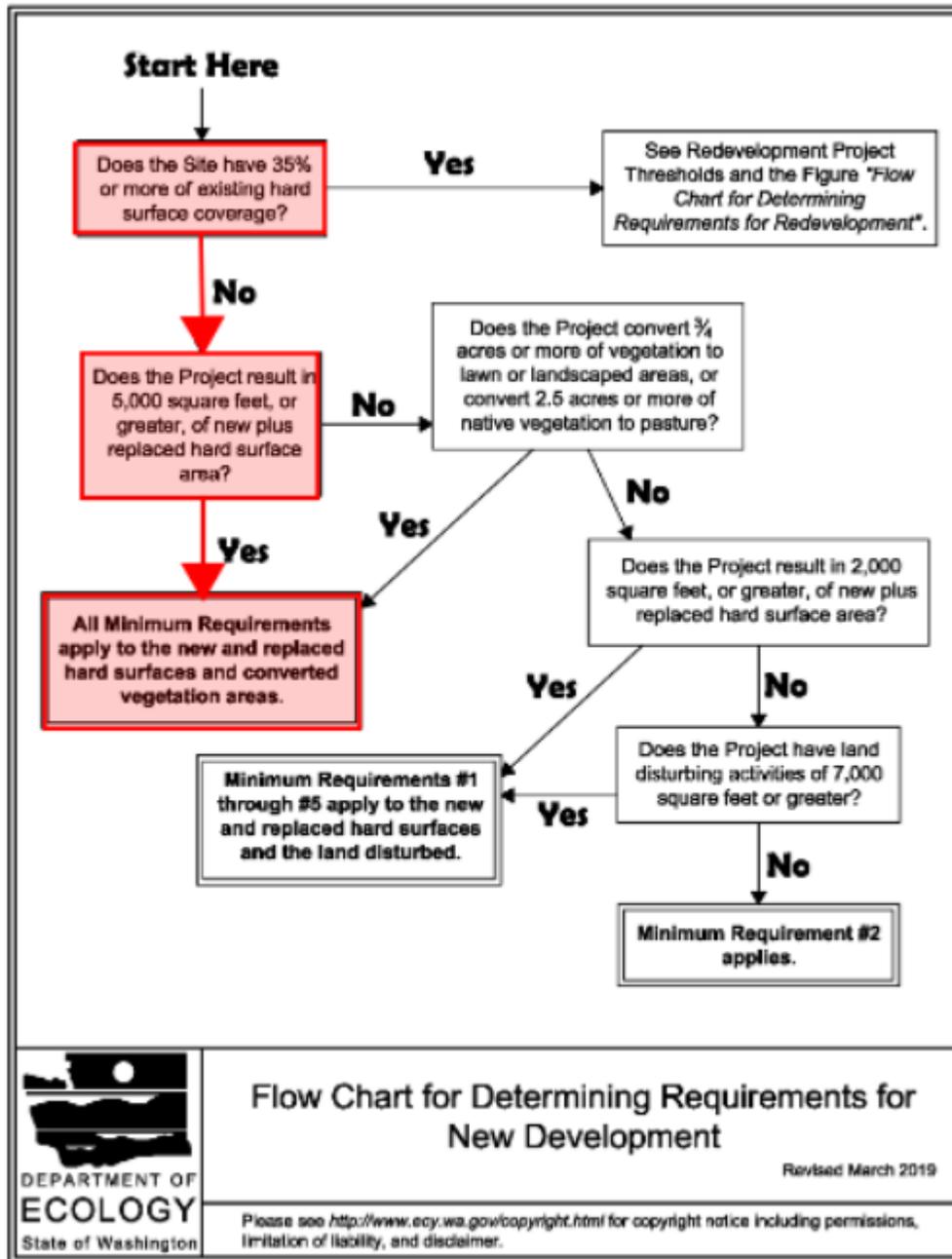


Figure 3-2. Flowchart for determining minimum requirements.

3.6.1 MR#1 Preparation of Stormwater Site Plans

A Stormwater Site Plan should be prepared and detail how all minimum requirements are met and stormwater managed. This should be in accordance with the 2019 Stormwater Management Manual for Western Washington (SMMWW).



3.6.2 MR#2 Construction Stormwater Pollution Prevention Plan (SWPPP)

A construction Stormwater Pollution Prevention Plan (SWPPP) will be designed for the proposed park. It will cover the 13 construction SWPPP elements:

1. Preserve Vegetation and Mark Clearing Limits. BMP options include preserving natural preservation where possible and applying silt fence and high visibility fence for safety and sediment capture.
2. Establish Construction Action. BMP options include a stabilized construction access and construction access stabilization.
3. Control Flow Rates. BMP options include wattles, outlet protection, and sediment traps.
4. Install Sediment Control. BMP options include vegetated strip, gravel filter berm, and wattles.
5. Stabilize Soils. BMP options include temporary and permanent seeding, nets and blankets, and mulching.
6. Protect Slopes. BMP options include plastic covering, grass-lined channels, and check dams.
7. Protect Drain Inlets. BMP options include inlet protection.
8. Stabilize Channels and Outlets. BMP options include nets and blankets, riprap channel lining, and outlet protection.
9. Control Pollutants. BMP options include concrete handling, material delivery, storage, and containment, and construction stormwater filtration.
10. Control Dewatering. BMPs include water bars and vegetative filtration.
11. Maintain BMPs. BMP options include materials on hand and certified erosion and sediment control lead.
12. Manage the Project. BMP options include materials on hand, certified erosion and sediment control lead and scheduling.
13. Protect Low Impact Development BMPs. BMP options include buffer zones, high-visibility fence, and vegetated strip.

3.6.3 MR#3 Source Control of Pollution

The goal of this MR is to prevent pollutants from coming into contact with stormwater. Construction source pollution prevention should be covered in MR#1 Stormwater Site Plans.

3.6.4 MR#4 Preservation of Natural Drainage Systems and Outfalls

Natural drainage patterns are to be maintained including the same discharge location. Discharge flow will be evaluated to not cause erosion or damage downstream.

3.6.5 MR#5 On-Site Stormwater Management

Onsite stormwater management must follow the list 2 approach (first available) or meet LID requirements per Figure 3-3. The site is located within a urban growth areas (UGA).

Table I-3.1: Minimum Requirement #5 Compliance Options for Projects Triggering Minimum Requirements #1 - #9

Project Location and Parcel Size	Minimum Requirement #5 Compliance Options
Projects inside the UGA, on any size parcel	<ul style="list-style-type: none"> Use the LID BMPs from List #2 for all surfaces within each type of surface in List #2; <p>or</p> <ul style="list-style-type: none"> Use any Flow Control BMPs desired to achieve the LID Performance Standard, and apply BMP T5.13: Post-Construction Soil Quality and Depth.
Projects outside the UGA, on a parcel smaller than 5 acres	
Projects outside the UGA, on a parcel 5 acres or larger	Use any Flow Control BMPs desired to achieve the LID Performance Standard, and apply BMP T5.13: Post-Construction Soil Quality and Depth .
<p>Note: This text refers to the Urban Growth Area (UGA) as designated under the Growth Management Act (GMA) (Chapter 36.70A RCW) of the State of Washington. If the project is located in a county that is not subject to planning under the GMA, the city limits shall be used instead.</p>	

Flow Control Exempt Projects

Projects qualifying as Flow Control exempt in accordance with the [TDA Exemption in I-3.4.7 MR7: Flow Control](#) shall either:

- Use the LID BMPs from List #3 for all surfaces within each type of surface in List #3;
- or
- Use any Flow Control BMP(s) desired to achieve the LID Performance Standard, and apply [BMP T5.13: Post-Construction Soil Quality and Depth](#).

If the project has multiple TDAs, all TDAs must be Flow Control exempt per the [TDA Exemption in I-3.4.7 MR7: Flow Control](#) for the project to use the options listed here.



The text in this box originates from one or more of the following Permits:
 Appendix 1 of the Phase I / Phase II Municipal Stormwater Permits
 Construction Stormwater General Permit

Figure I-3.3: Flow Chart for Determining MR #5 Requirements

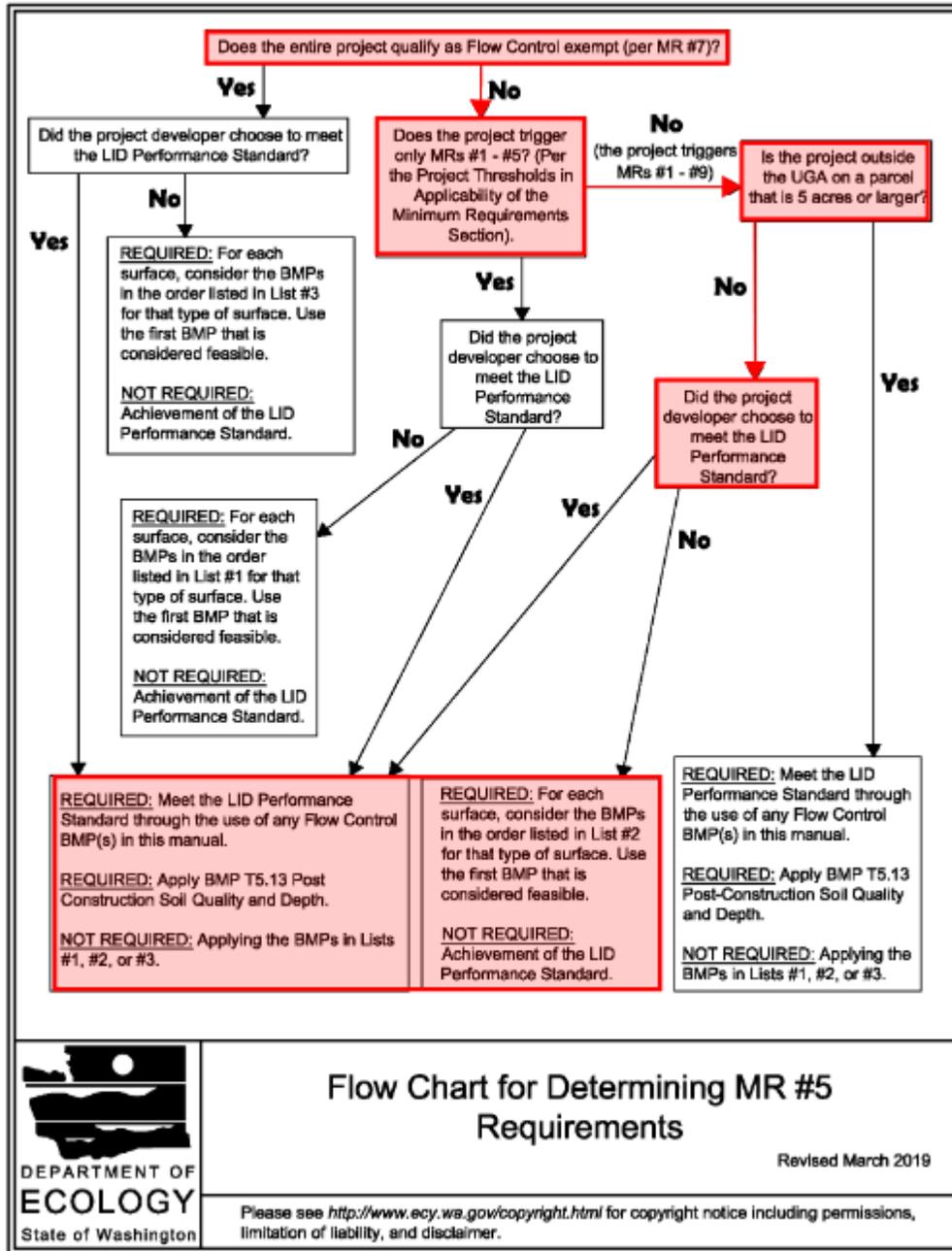


Figure 3-3. Minimum requirement #5 requirement flow charts.

From the requirements a review of List 2 BMPs, it is likely that dispersion may be able to be used for this requirement. However, final BMP decisions should be made on complete site design. See Figure 3-3.

Table I-3.2: The List Approach for MR5 Compliance

List #1 (For MR #1 - #5 Projects That Are Not Flow Control Exempt)	List #2 (For MR #1 - #9 Projects That Are Not Flow Control Exempt)	List #3 (For Flow Control Exempt Projects)
Surface Type: Lawn and Landscaped Areas		
BMP T5.13: Post-Construction Soil Quality and Depth	BMP T5.13: Post-Construction Soil Quality and Depth	BMP T5.13: Post-Construction Soil Quality and Depth
Surface Type: Roofs		
1. BMP T5.30: Full Dispersion or BMP T5.10A: Downspout Full Infiltration	1. BMP T5.30: Full Dispersion or BMP T5.10A: Downspout Full Infiltration	1. BMP T5.10A: Downspout Full Infiltration
2. BMP T5.14: Rain Gardens or BMP T7.30: Bioretention	2. BMP T7.30: Bioretention	2. BMP T5.10B: Downspout Dispersion Systems
3. BMP T5.10B: Downspout Dispersion Systems	3. BMP T5.10B: Downspout Dispersion Systems	3. BMP T5.10C: Perforated Stub-out Connections
4. BMP T5.10C: Perforated Stub-out Connections	4. BMP T5.10C: Perforated Stub-out Connections	
Surface Type: Other Hard Surfaces		
1. BMP T5.30: Full Dispersion	1. BMP T5.30: Full Dispersion	
2. BMP T5.15: Permeable Pavements or BMP T5.14: Rain Gardens or BMP T7.30: Bioretention	2. BMP T5.15: Permeable Pavements	BMP T5.12: Sheet Flow Dispersion or BMP T5.11: Concentrated Flow Dispersion
3. BMP T5.12: Sheet Flow Dispersion or BMP T5.11: Concentrated Flow Dispersion	3. BMP T7.30: Bioretention or 4. BMP T5.12: Sheet Flow Dispersion or BMP T5.11: Concentrated Flow Dispersion	
Notes for using the List Approach:		
1. Size BMP T5.14: Rain Gardens and BMP T7.30: Bioretention used in the List Approach to have a minimum horizontal projected surface area below the overflow which is at least 5% of the area drain-		

Figure 3-3. List 2 BMP options for MR#5.

3.6.6 MR#6 Runoff Treatment

Runoff BMPs should be sized to meet the Water Quality Design Storm Volume. The minimum requirement applies to new hardscape and converted landscape areas. However, the requirement is for treatment of pollution generating hard surface (PGHS) which is only the parking area. Additional oil control, phosphorus, and enhanced



treatment was evaluated. Oil Control is not needed because of the land use. Phosphorus treatment is not needed because the receiving waterbody is not listed for phosphorus issues under 305b and 319a under the Clean Water Act. Enhanced treatment is not required due to the project type. Infiltration is not recommended for the site based on the Geotechnical Engineering Report. Some options that warrant further study for this area include: 1. Dispersion over vegetation, 2. Bioretention with underdrain and liner, and 3. A filter.

3.6.7 MR#7 Flow Control

Stormwater discharge should match 50% of the 2 year peak flow up to the 50-year peak flow. A rough volume of storage needed to meet flow control requirements by detention was calculated by an MGSFlood model as approximately 22,000CF. The next phase of design will review options of meeting flow control requirements with detention BMPs and/or flow dispersion.

The MGSFlood model was based on the following assumptions: Existing conditions were set as forest conditions (from the Department of Ecology Stormwater Management Manual for Western Washington) with moderate slope (from the Geotechnical Engineering Report). The detention volume was attained by modeling an optimized structure. The proposed pervious area was modeled as half forest condition (matching existing) and half grass condition (to account for lawn and planted areas).

3.6.8 MR#8 Wetlands

There are no wetlands on site and the site does not discharge into a wetland per Site Check Memo Report. There are no additional critical areas or site conditions that would qualify as sensitive.

3.6.9 MR#9 Operation and Maintenance

An operation and maintenance schedule must be provided for all proposed stormwater and TESC facilities. The schedule must identify party(parties) responsible for all operation and maintenance.

3.7 Temporary Erosion and Sediment Control for Construction

Temporary Erosion and Sediment Control (TESC) measures will be installed prior to site disturbance and maintained throughout construction. Erosion and sediment control will be per Department of Ecology requirements and Best Management Practices (BMP). Chosen BMPs should be described in MR #2 Construction Stormwater Pollution Prevention Plan.

At a minimum, the TESC measures will include:

- Defined clearing limits to limit ground disturbance and protect existing trees and vegetation to remain.
- Temporary and permanent ground cover measures.



- Silt fences, straw wattles or other applicable BMPs located downstream of disturbed areas
- A stabilized construction entrance.
- Inlet protection on existing inlets and catch basins on and offsite in the vicinity of the construction.
- Additional sediment and erosion control methods (such as sediment ponds/traps or portable filtration tanks for treatment) will be utilized as required to treat stormwater runoff and dewatering water before water is discharged to an approved discharge location.



4.0 REPORTS

The following reports and memo were prepared for the Project and are included in Appendix B:

- *Geotechnical Engineering Report, 2020 December 18, GeoTest Services*
- *North Hill Acquisition Site Check Memo*



COMMUNITY DEVELOPMENT DEPARTMENT Monthly Report for February 2022

February HIGHLIGHTS

PROJECT REVIEW

Multiple residential projects are moving towards final plat.

BUILDING PERMITS

11 Single Family Building Permits were issued in February

BUILDING INSPECTIONS

196 Inspections February

CODE ENFORCEMENT

February
43 Cases were opened
40 Cases were closed

BUSINESS LICENSES

February
91 Renewals
47 New Licenses

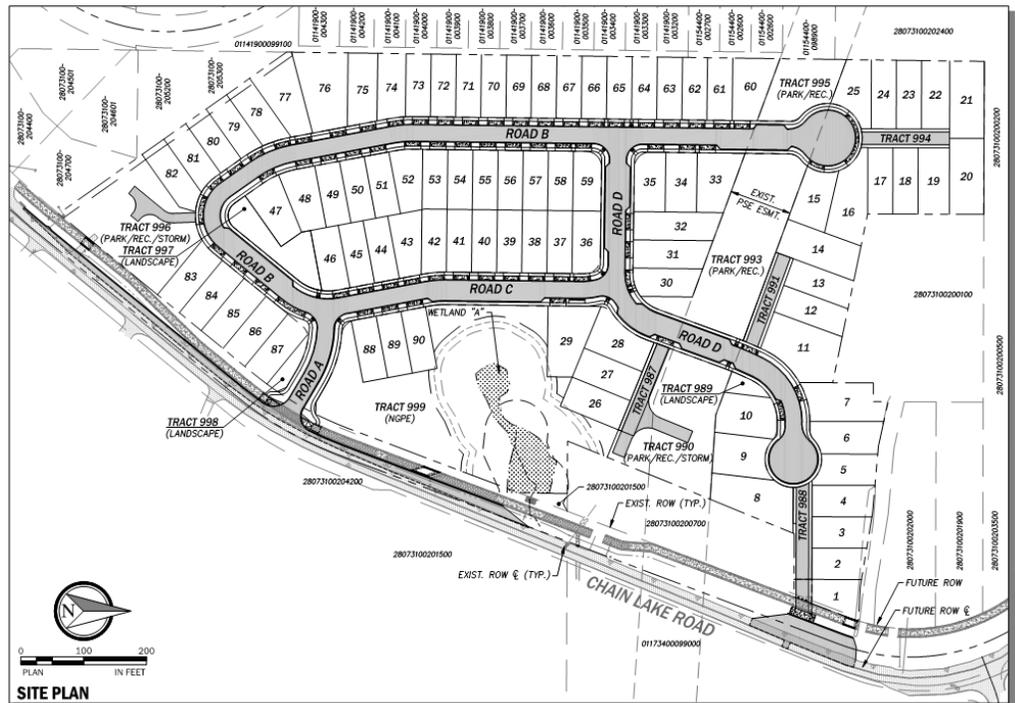
Pre-Application Review

There was (3) pre-application meeting for the month of **February**.

1. Mixed Use Building & BLA – Cosmin Popa – 111 S Ann St
Proposal to merge two adjacent parcels and alley into one parcel, remove existing structure, and build 12,000 sq/ft mixed use building- commercial on ground level with apartments above.
Staff contact – Amy Bright
2. Change of Use/Conditional Use – Brian Stoddard – 123 N Blakeley St
Proposal to use existing building for weekly meetings that will accommodate 30-40 people
Staff contact – Amy Bright
3. Change of Use – Sally Petty – 333 W Main St
Proposal to change from single family residence to office space for American Family Insurance
Staff contact – Amy Bright

Project Highlight

Garibaldi Subdivision
Applicant: Garibaldi Lake, LLC
Status: In civil review
Location: 13624, 13424, 13704 & 13802 Chain Lake Rd
Project Description: 90 single family lot subdivision on 17.85 acres





COMMUNITY DEVELOPMENT DEPARTMENT Monthly Report for February 2022

Preliminary Plat Review

Ballinger Preliminary Short Plat, 13582 Chain Lake Road Chain Lake Road

Project: 3-lot short subdivision in the R4 zoning district.
Status: Waiting on Applicant
Staff contact – Anita Marrero

Cooper Ridge Preliminary Plat, 19785 137th St SE

Project: 33-lot subdivision in the R4 zoning district.
Status: Waiting on HE decisions, Public Hearing 2/7/22
Staff contact – Amy Bright

Safe Harbor 9-lot Short Plat – 16096 174th Drive SE

Project: 9 lot short plat within the R15 zone.
Status: Under Review
Staff contact – Amy Bright

Civil Design Review

Garibaldi Preliminary Plat/PRD – 13624, 13424, 13704, and 13802 Chain Lake Road Chain Lake Road

Project: 90-lot subdivision in the R4 zoning district.
Status: Under Review
Staff contact – Anita Marrero

New Commercial Bldg. – Adventure Motorsports

Project: New commercial building
Staff contact – Amy Bright

Tsuark Townhomes – 15025 179th Ave SE

Project: Construction of eight (8) attached townhome units.
Status: Under Review
Staff contact – Anita Marrero

Sky Valley Food Bank – 233 Sky River Parkway

Project: Parking lot and drainage improvements
Staff contact – Anita Marrero

The Lakeview Building – 13800 Fryelands Blvd.

Project: Civil & landscape improvements for a new warehouse building
Staff contact – Anita Marrero

Critical Areas Permit/SEPA

US 2 Shared Path – near 14330 Cascade View Drive

Project: Construction of a 1,200-foot long shared-use path parallel to US 2.
Status: SEPA Issued
Staff contact – Anita Marrero

Accessory Dwelling Unit

Thaete ADU – 15203 175th Ave SE

Project: Detached garage with ADU above.
Status: In review
Staff contact – Leigh Anne Barr

Land Use Model Homes

Foxborough Subdivision – 17417 W Main St

Project: Attached 3 units building for model homes
Staff contact – Leigh Anne Barr

Woods Creek Highlands – 13327 Chain Lake Rd

Project: 5 SFR for model homes
Staff contact – Anita Marrero

Site Plan Review

New Commercial Bldg. – Adventure Motorsports

Project: New commercial building
Status: Under Review
Staff contact – Amy Bright

3 Unit Bldg. – 347 N Kelsey St

Project: New multifamily building
Status: Decision issued 3/4/2022
Staff contact – Amy Bright

Monroe Gateway, 16306 West Main Street

Project: Site Plan review for the construction of a 3,500 square foot RV showroom and sales lot on approximately 6.0 acres in the General Commercial (GC) zoning district.
Status: Under Review
Staff contact – Anita Marrero

Civil Construction

Woods Creek Highlands, 13327 Chain Lake Road

Project: 24-lot PRD/subdivision within the R4 zoning district. Model Home permits have been submitted.
Staff contact – Anita Marrero

Foxborough, 17417 W Main St

Project: 18 lot subdivision for townhomes.
Staff contact – Amy Bright

Kestrel Ridge, 13217 & 13305 Chain Lake Road

Project: 46 lot subdivision within the R4 zone.
Staff contact – Amy Bright

Stanton Station, 149th St SE & 179th Ave SE

Project: 19 lot subdivision for townhomes.
Staff contact – Amy Bright



COMMUNITY DEVELOPMENT DEPARTMENT Monthly Report for February 2022

Building Construction

Belmark Apartments, 15125 179th Avenue
Project: 20-unit apartment development within the MG zoning district. *Staff contact – Anita Marrero*

Lake Apartments – 18727 Blueberry Lane
Project: Apartment Complex
Staff Contact – Amy Bright

Car Wash – 14679 Chain Lake Rd
Project: New construction car wash
Staff Contact – Amy Bright

Main Brook Townhomes Plat, XXXX W Main Street
Project: 19-lot subdivision in MUC zoning district.
Staff contact – Anita Marrero

Eaglemont Division IV Plat and PRD – 115 Lots
Project: 115 lot plat within the R4 Zone
Staff contact – Amy Bright

Skycroft/Raspberry Hill PRD/Subdivision
Project: 26-lot PRD/subdivision in the R4 zoning district.

Eaglemont Division V Plat – 16 Lots
Project: 16 lot plat within the R4 zone.
Staff contact – Amy Bright

Sunnyside Gardens Townhomes, 17510 W Main St
Project: 47-unit townhome development
Staff contact – Anita Marrero

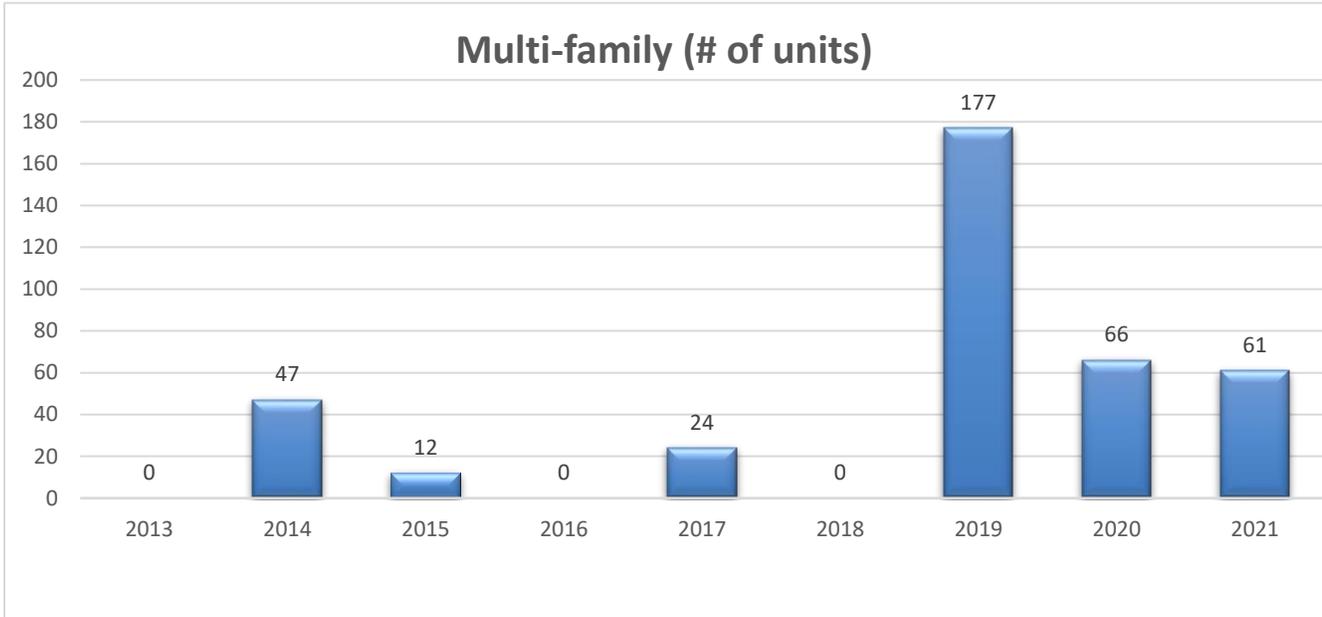
BUILDING PERMITS REVIEWED

There were 11 single-family building permits issued in February 2022. In contrast, 4 single-family building permits had been issued in February 2021. The building department conducted 196 inspections in the month of February 2022.





**COMMUNITY DEVELOPMENT
DEPARTMENT
Monthly Report for February 2022**



Staff contact – Jessica Lether

- We are excited to have a fully staffed department as of March 16th, so a big welcome to our new Planning Manager Kate Touretllo.
- The Monroe Woodlands Annexation was approved by council and became effective on February 16, 2022.
- We are currently starting to work on a new long term annexation agreement with the County.
- The Duvall Monroe Shuttle is temporarily suspended due to staffing shortages, and unfortunately there is no anticipated date to restart at this time.

Code Enforcement

Code Enforcement Cases month by month for 2021-2022

Month	Opened Cases		Resolved
December	21		26
January-22	35		35
February	43		40
Totals:	99		101

- Signs, graffiti and yard clean up remain a constant complaint.
- We are close to finalizing the paper citations needed to issue civil infractions if the need arises. Again, our goal is to never have to use these, but to get voluntary compliance.



COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Report for February 2022

Busienss Licenses

- There were 47 new business license applications and 91 business license renewals received in February.

New Business Applications

HIGH ROCK INVESTMENT MAINTENANCE LLC	19721 N HIGH ROCK RD MONROE WA 98272-8823
IMG	220 S BLAKELEY ST MONROE WA 98272-2203
MONROE EDUCATION ASSOCIATION	126 S FERRY AVE STE 5 MONROE WA 98272-2334
DREAMS FULFILLED LLC	16517 CURRIE RD SE UNIT B307 MONROE WA 98272-2873
BODY THERAPEUTIC HEALING CENTER	117 W MAIN ST MONROE WA 98272-1809
EA SPECIALTY CONTRACTORS, LLC	644 PARK LN MONROE WA 98272-1718
RICH LEGACY LLC	1103 W MAIN ST MONROE WA 98272-2019
SILVINO GARCIA	19014 LENTON PL SE BSMT MONROE WA 98272-1353
PUTNAM INVESTIGATIONS, LLC	18463 BLUEBERRY LN APT S103 MONROE WA 98272-1364
CAROLINA MENDEZ AGENCY	MAIN ST MONROE WA 98272
MODERN HIOME FURNITURE(BOUTIQUE)	126 E MAIN ST MONROE WA 98272-1506
SELF AND STONE	622 NORTH ST MONROE WA 98272-1310
LORD HILL ESPRESSO LLC	17025 W MAIN ST MONROE WA 98272-1952
MEDICINEWATER'S HEALING OASIS	211 W HILL ST STE A103 MONROE WA 98272-1460
CONSULTANT	19567 MOUNTAIN RIDGE RD SE MONROE WA 98272-1652
DARK GLASS TATTOO	125 E MAIN ST STE 204 MONROE WA 98272-1543
ARTISAN LANDSCAPE & DESIGN INC	20213 RIMROCK RD MONROE WA 98272-9417
YOUR BUSY BEE	16652 167TH AVE SE MONROE WA 98272-2891
R&L TRANSPORT LLC	15229 KILLARNEY CIR APT 8 MONROE WA 98272-1217
THE WYLDE	19367 132ND ST SE MONROE WA 98272-7876
SOLID GROUND EXCAVATING LLC	1915 S LAKE ROESIGER RD SNOHOMISH WA 98290-7532
BUE COLLAR HOME SERVICES	15013 OK MILL RD SNOHOMISH WA 98290-7715
MORNING WOODWORKING	13413 ROBINHOOD LN SNOHOMISH WA 98290-8674
IN HARMONY SERVICES, INC.	23622 BOTHELL EVERETT HWY BOTHELL WA 98021-9322
WYATT REFRIGERATION COMPANY	12432 HWY 99 S #75 EVERETT WA 98204
ADVANCE TESTING & SERVICE, INC.	3325 110TH ST SE EVERETT WA 98208
PERFORMANCE SYSTEMS INTEGRATION, LLC	19310 NORTH CREEK PKWY STE 109 BOTHELL WA 98011-8006
FLORE'	8706 55TH AVE NE MARYSVILLE WA 98270-3136
COMMERCIAL WALL SYSTEMS, LLC	7020 OBERTO DR KENT WA 98032-7014
FISCHER HEATING & AIR CONDITIONING, INC.	6608 220TH ST SW MOUNTLAKE TERRACE WA 98043-2120
SWIFT ELECTRIC, INC.	21 NW CAMANO DR CAMANO ISLAND WA 98282-7386
HEXI-TECH LLC	224 288TH ST NE ARLINGTON WA 98223-7373
CASCADIA ELECTRICAL SOLUTIONS	1205 DONOVAN LN EVERETT WA 98201-7300
SNOHOMISH TREE COMPANY LLC	17104 161ST AVE SE SNOHOMISH WA 98290-6648



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CURT FAUS CORPORATION	5755 WILLOW LN STE F LAKE OSWEGO OR 97035-5340
PRICE BUSTERS PLUMBING	14315 LAKE CITY WAY NE SEATTLE WA 98125-3619
TRUE BUILT HOMES	7420 204TH ST NE ARLINGTON WA 98223-4681
SIGNS PLUS INC	766 MARINE DR BELLINGHAM WA 98225-1530
WPM NW, INC.	700 112TH AVE NE STE 203 BELLEVUE WA 98004-5106
VERITIV OPERATING COMPANY	20602 66TH AVE S KENT WA 98032-2346
ENERGY EXTERIORS NW, LLC	17905 BOTHELL EVERETT HWY UNIT 103 BOTHELL WA 98012-6343
RENEWAL BY ANDERSEN OF SEATTLE	7433 5TH AVE S SEATTLE WA 98108-4113
SPECIALIZED PAVEMENT MARKING, LLC	11095 SW INDUSTRIAL WAY STE A TUALATIN OR 97062-9685
NOVAX BUILDERS, LLC	8223 S LAKE STEVENS RD LAKE STEVENS WA 98258-5650
THE HANDY COUPLE	1327 CARLSON RD SNOHOMISH WA 98290-9718
CRYSTAL DICKERSON REAL ESTATE LLC	7725 137TH AVE SE SNOHOMISH WA 98290-9010
JOCA COFFEE CO. LLC	23531 SHEILA ST MONROE WA 98272-9472

Staff contact – Leigh Anne Barr

Comprehensive Plan

2022-2023 Comprehensive Plan Docket Cycle

An opportunity for the public to submit proposed amendments to the City’s Comprehensive Plan will be open from May through July, 2023.

Staff contact – Amy Bright

Code Amendments

WCF Code Amendment

In September 2018, the Federal Communications Commission (FCC) issued a Declaratory Ruling and Order, FCC 18-133: Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment (“Order”) intended to facilitate and streamline implementation of small cell deployment infrastructure. The FCC Order requires amendments to the City’s municipal code. The amendments primarily pertain to, but not exclusively, small cell technology.

City Staff have been working with Emily Miner with Ogden, Murphy, Wallace, PLLC with assistance in writing the WCF code chapter. City Council approved the amendments at the March 7, 2022 City Council meeting.

Staff contact – Amy Bright

UDR Code Housekeeping

Staff is in the process of identifying and preparing amendments to the UDR to rectify discrepancies and omissions. Staff brought forward a temporary ordinance to Council to adopt the definitions for more commonly used terms. Council passed the interim ordinance in September 2021.

Staff contact – Anita Marrero



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Monroe – Duvall Shuttle

Month	ROUTE	Days	Total	Adult	Youth	Senior	Disabled
September, 2021	SVTM	21	33	13	3	9	8
October, 2021	SVTM	21	53	2	-	26	25
November, 2021	SVTM	20	88	39	1	26	22
December, 2021	SVTM	20	82	38	2	27	15
January, 2022	SVTM	14	10	-	-	6	4
February, 2022	SVTM	0	0	0	0	0	0
Total			266	92	6	94	74

- The Duvall Monroe Shuttle is temporarily suspended due to staffing shortages, and unfortunately there is no anticipated date to restart at this time.

Miscellaneous

Monroe Woodlands Annexation

On March 16, 2021, the City's consultant, LDC, gathered signatures from residents of the Monroe Woodlands for the 60% annexation petition. Per "no-protest" agreements signed prior to the annexation initiative, the Mayor's designee signed for residents for whom a signature could not be obtained. The annexation packet for the Woodlands was resubmitted to the County on March 30, 2021. The petition was determined by the County to be sufficient in June 2021. The annexation packet is awaiting feedback from the Boundary Line Review Board. The Monroe Woodlands Annexation was approved by council and became effective on February 16, 2022.

Staff contact – Anita Marrero

Conner Property

Mr. Conner is in the process of submitting for annexation of the Conner property.