



MONROE PARK BOARD

Regular Meeting
Thursday, August 18, 2022, 7:00 PM
Hybrid: Zoom Online Meeting Platform & In-Person
at City Hall

Park Board Members:
Jessie Robinson, Chair
Keith Dahlenburg, Member
Amy Martin, Member
Mariana Medina, Member
Scot Noel, Member
Ron Petrick, Member

1. CALL TO ORDER

Participation Information: The Park Board meeting will be held virtually via Zoom Meeting and in person at City of Monroe Council Chambers. If you wish to join via zoom, please see the online access details below:

Join Zoom Meeting

<https://us02web.zoom.us/j/7240999919?pwd=enJpb3AxVkhHWVRkVzBnb0ZaeFpZdz09>

Meeting ID: 724 099 9919

Password: 2022

One tap mobile

+12532158782 (Tacoma)

2. ROLL CALL

<input type="checkbox"/>	Jessie Robinson	Chairperson
<input type="checkbox"/>	Keith Dahlenburg	Board Member
<input type="checkbox"/>	Amy Martin	Board Member
<input type="checkbox"/>	Mariana Medina	Board Member
<input type="checkbox"/>	Scot Noel	Board Member
<input type="checkbox"/>	Ron Petrick	Board Member
<input type="checkbox"/>	Vacant	Board Member

3. ANNOUNCEMENTS/PRESENTATIONS

- 3.1. Comprehensive Plan Update Ben Swanson 3 - 17
[Agenda Bill - Comp Plan Update - Pdf](#)

4. APPROVAL OF MINUTES

- 4.1. July 21, 2022 Meeting Minutes 18 - 19
[Park Board - 21 Jul 2022 - Minutes - Pdf](#)

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

5. 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.

6. NEW BUSINESS

7. STAFF/DEPARTMENT REPORTS

- | | | |
|------|---|---------|
| 7.1. | Parks Department Report - <i>Ben Swanson</i>
ParksDeptUpdateJuly22 | 20 - 27 |
| 7.2. | Community Development Department Report - <i>Ben Swanson</i>
CD May June 2022 Monthly Report | 28 - 46 |

8. ADJOURNMENT

- 8.1. The next meeting is scheduled for **Thursday, September 15th at 7:00pm.**

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



AGENDA BILL

Meeting Date: August 18, 2022

Meeting Type: Park Board

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

Department: Parks & Recreation

SUBJECT: Comprehensive Plan Update

PREVIOUS DISCUSSION:

N/A

PUBLIC HEARING(S):

N/A

REQUESTED ACTION:

N/A Info only

POLICY CONSIDERATIONS:

Based on the requirements in [RCW 36.70A.040](#), 18 counties, and all the cities and towns within them, are required to "fully plan" under the GMA.

DESCRIPTION/BACKGROUND:

The purpose of this agenda bill is to provide an overview of the City's comprehensive plan process and the applicability to the parks and recreation. The City began work on the update to the comprehensive plan early this year with the adoption of Imagine Monroe (vision statement) and have a Washington State mandated deadline of December 31, 2024, to adopt the plan.

The Comprehensive Plan guides the growth of the City of Monroe over a 20-year timeline. It articulates a series of goals, objectives, policies, actions, and standards that are intended to guide the day-to-day decisions of elected officials, local government staff, and address the requirements of Washington State's Growth Management Act (GMA). Under GMA the City is required to update the comprehensive plan every ten years with an implementation progress report on key outcomes every five years. This requirement was recently amended by the State where prior to June 9, 2022, the City was required to update their plan every eight years.

The last update to the City's comprehensive plan took place in 2015. The City's currently adopted 2015-2035 Comprehensive Plan includes the following elements:

Chapter 1 - Plan Introduction

Chapter 2 - Vision & Policy Framework

- Chapter 3 - Land Use Element
- Chapter 4 - Transportation
- Chapter 5 - Economic Development
- Chapter 6 - Housing Element
- Chapter 7 - Parks, Recreation & Open Space
- Chapter 8 - Capital Facilities & Utilities Element
- Chapter 9 - Shorelines & Natural Environment
- Chapter 10 - Plan Implementation

During this update the City will revise many of these chapters to address growing issues such as affordable housing, climate change, and air quality. Chapter 7 - Parks, Recreation & Open Space will also be updated. However, with the recent adoption of the Parks, Recreation, and Open Space (PROS) Plan and concurrent amendments to the comprehensive plan, most of the work is already complete.

FISCAL IMPACTS:

\$1.8 million

TIME CONSTRAINTS:

Deadline to adopt December 31, 2024

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

[Att1_GMA Update](#)

[Att2_Monroe Comprehensive Plan Schedule 07.13.2022](#)

COMPREHENSIVE PLAN - 2024

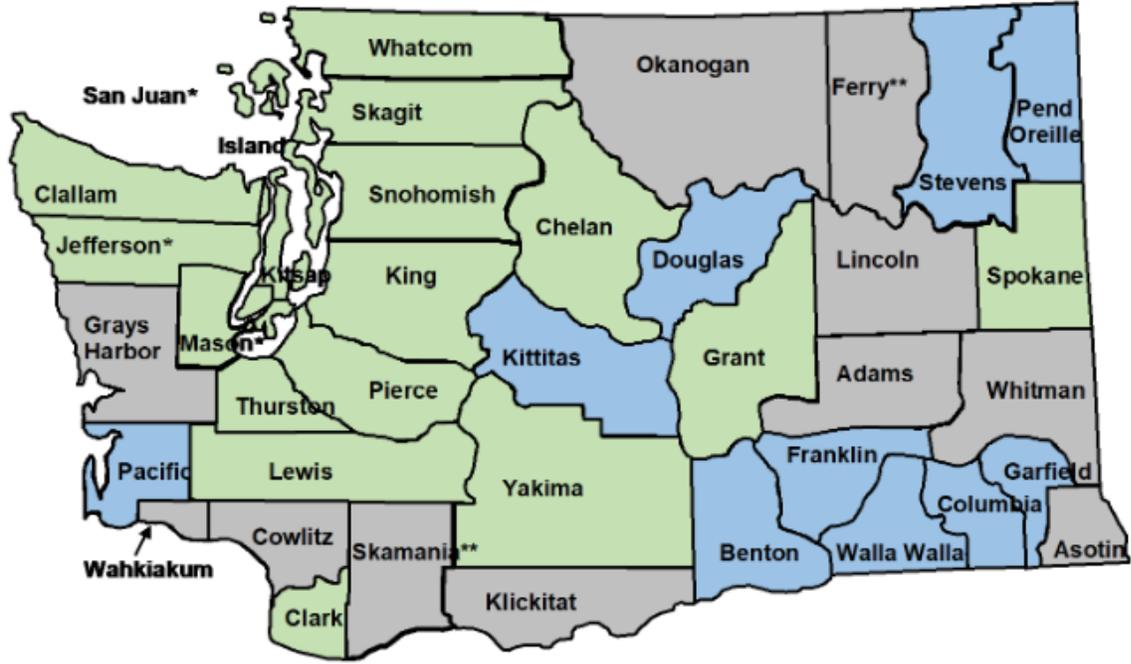
UPDATE TO THE COMPREHENSIVE PLANNING PROCESS

GROWTH MANAGEMENT ACT

- Under RCW 36.70A.130, Snohomish County and its cities/towns are required to:
 - Plan for the succeeding 20-year population and employment growth forecast; and
 - Review and revise their comprehensive plans and development regulations to ensure the plan and regulations comply with the requirements of the GMA.
- Under the GMA, Snohomish, King, and Pierce Counties must complete their comprehensive plan update every 8 years (possibly 10 years).
- June 30, 2024 deadline

WA STATE GROWTH MANAGEMENT ACT


 Department of Commerce

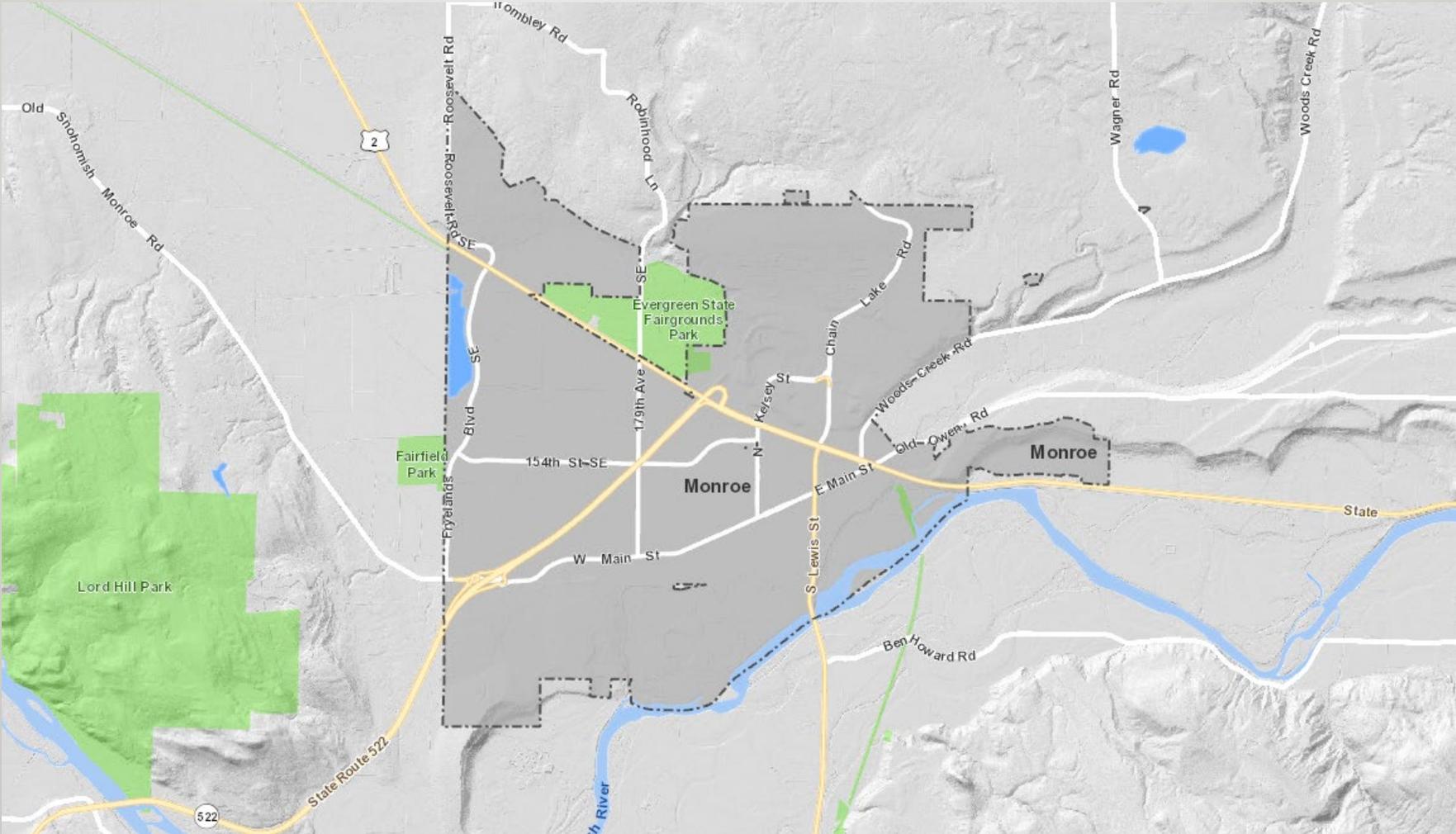


<p>18 Counties Required to Plan Fully</p> <p>* Did not exercise ability to Opt-Out of full GMA Planning</p>	<p>10 Counties "Opted-In" To Plan Fully</p>	<p>11 Counties Subject to Critical Areas and Natural Resource Lands Requirements Only</p> <p>** Exercised ability to Opt-Out of full GMA Planning</p>
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SNOHOMISH COUNTYWIDE PLANNING POLICIES



CITY OF MONROE COMPREHENSIVE PLAN



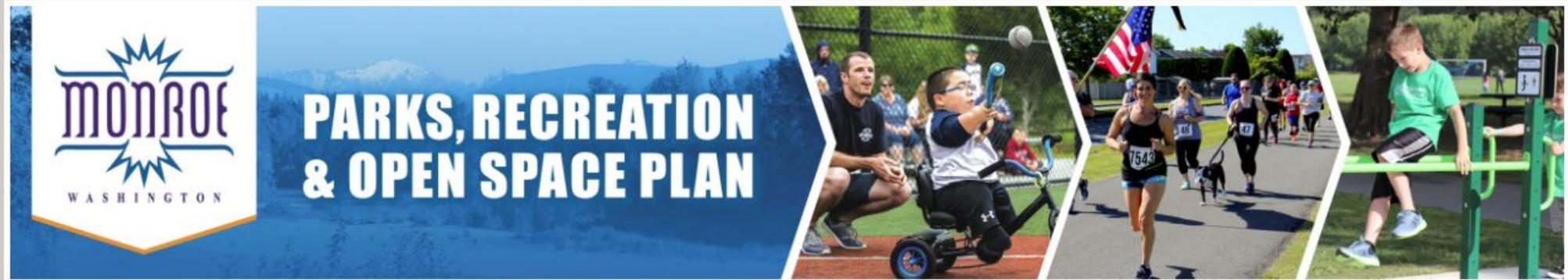
MONROE'S 2015-2035 COMPREHENSIVE PLAN

- Chapter 1 - Plan Introduction
- Chapter 2 - Vision & Policy Framework
- Chapter 3 - Land Use Element
- Chapter 4 - Transportation
- Chapter 5 - Economic Development
- Chapter 6 - Housing Element
- Chapter 7 - Parks, Recreation & Open Space
- Chapter 8 - Capital Facilities & Utilities Element
- Chapter 9 - Shorelines & Natural Environment
- Chapter 10 - Plan Implementation

CHAPTER 7 - PARKS, RECREATION & OPEN SPACE

Appendix F - Parks, Recreation & Open Space Plan

<https://monroewa.gov/DocumentCenter/View/12507/PROSPlan>



GMA ORDER OF OPERATION



TIMELINE

	Project/Task	2019	2020	2021	2022	2023	2024
1	PSRC Vision 2050	—————					
2	Snohomish County Buildable Lands	—————					
3	Countywide Planning Policy Update		—————				
4	2020 Census/OFM Forecast			—————			
5	City’s Comprehensive Plan Update				—————		
6	State Environmental Policy Act (SEPA) Review				—————		
7	Planning Commission Process					—————	
8	City Council Process					- - - - -	
9	Public Participation				—————		

EMERGING ISSUES



Affordable
Housing



Salmon Habitat/
Watershed
Planning



Diversity/Equity
/Inclusion



Air Quality

-
- Questions



MONROE PARK BOARD

Park Board Meeting
Thursday, July 21, 2022, 7:00 PM
Hybrid: Zoom Online Meeting Platform & In-Person at City Hall

Park Board Members
Jessie Robinson, Chair
Keith Dahlenburg, Member
Amy Martin, Member
Mariana Medina, Member
Ron Petrick, Member

MINUTES

1. CALL TO ORDER

Chairperson Robinson called the Park Board Meeting to order at 7:02pm, hybrid via Zoom and in-person at Monroe Council Chambers.

2. ROLL CALL

<input checked="" type="checkbox"/> Jessie Robinson	Chairperson
<input type="checkbox"/> Keith Dahlenburg	Board Member
<input checked="" type="checkbox"/> Amy Martin	Board Member
<input checked="" type="checkbox"/> Mariana Medina	Board Member
<input checked="" type="checkbox"/> Scot Noel	Board Member
<input checked="" type="checkbox"/> Ron Petrick	Board Member
<input type="checkbox"/> Vacant	Board Member

Keith Dahlenburg was absent.

3. ANNOUNCEMENTS/PRESENTATIONS

None.

4. APPROVAL OF MINUTES

4.1. Motion was made by Board Member Martin, seconded by Board Member Petrick, to approve the May 19, 2022 minutes. Motion carried 5-0.

5. PUBLIC COMMENTS

None.

6. NEW BUSINESS

6.1. New Board Member, Scot Noel

Scot introduced himself and explained his history in Monroe.

7. STAFF/DEPARTMENT REPORTS

7.1. Parks Department Report - *Ben Swanson*

Ben highlighted the Parks Department's activities for the month of June. Staff has been busy with events in the parks, and working grant funding for Trombley Park.

7.2. Community Development Department Report - *Ben Swanson*

Ben explained the process for the Flood Hazard Regulation amendments and the commencement of the Comp Plan Update for the City.

8. ADJOURNMENT

8.1. Chairperson Robinson motioned to adjourn and Board Member Martin seconded. Motion passed 5-0 and the regular meeting was adjourned at 7:36pm.

Board Members and staff then made site visits to Blueberry Children's Park and Trombley Park. Site visits were adjourned at 9:00pm.

Chairperson



Mission

Protect and enhance the natural beauty of Monroe through the development of a vibrant system of parks, open space, and trails. Provide citizens of all age's positive recreational opportunities in clean, safe, and accessible recreation facilities. Enhance health, quality living and the natural environment for future generations.

Department Update

National Parks and Recreation Month

July was NRPA's Park and Recreation Month. To recognize the month, the department published social media posts for #FeatureFridays, which included the parks article in the most recent Choose Monroe magazine, the announcement of the upcoming CivicRec launch, and recognized our department staff.

Our staff post on July 29th received raving compliments about our Operations & Maintenance staff. There were over 450 positive reactions, comments, and shares.



"Monroe is 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. 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."

We would like to thank our hard-working parks and recreation staff. Our maintenance and operations team of 7 manages 17 parks with 288 acres, 23 trails comprised of 14 miles, 14 sports fields, 12 playgrounds, 7 sports courts and 7 picnic shelters, they also help facilitate 30+ events a year. Our admin staff of 4 facilitates those 30+ events, manages over 1,600 facility reservations, plans upgrades to our 17 parks and works to acquire new park, trail, and open space areas within the city."

Operations

In the month of July, the operations and maintenance team have been busy watering and trying to beat the heat! They have been cleaning up significant amounts of garbage from Stanton Trail and Al Borlin Park. Also, they have been involved in event set up and take down for TriMonroe, Music in the Park and testing our equipment for Movies Under the Moon. Parks staff have assisted with the completion of the flag plaza at City Hall.



Garbage to be cleaned up at Al Borlin Park.



Setting the poles at the Flag Plaza at City Hall.

Monroe Park Board

The Monroe Park Board met on Thursday, June 21st. Staff discussed the Parks Department Report and the Community Development Report for the recent months. When the regular agenda items were adjourned, the Board made a site visit to Blueberry Children's Park and Trombley Park (formally North Hill Area Neighborhood Park). The site visits consisted of a tour of the park facilities and plans for improvement and design.

There is still 1 vacant seat on the Park Board. Please visit our website to learn more about how to serve.

Attached to this document are the minutes from the May 19, 2022 Park Board Meeting.

Trombley Park Update

Staff submitted grant applications to the Recreation and Conservation Office (RCO), Washington Wildlife and Recreation Program (WWRP) Local Parks Program and Land and Water Conservation Fund (LWCF) for the Phase 1 development of the Trombley Neighborhood Park.

The goal of developing Phase 1 is to activate the park for residents with amenities including site preparation and the development of open space play areas, grading, utilities, pathways, parking area, viewing area, and the medium shelter. Completing Phase 1 establishes the infrastructure for the City to fund amenities, such as sports courts, identified in Phase 2. The parcel is located at the southwest intersection of 134th Street SE and 191st Avenue SE, in the City of Monroe.

The total estimated cost for building Phase 1 is approximately \$5,000,000 with full buildout of the project (Phase 1 and 2) estimated at \$10,000,000. The City is requesting the maximum grant amount from LWCF (\$2,000,000) and WWRP (\$500,000) totaling \$2,500,000. If awarded, the City would be responsible for a 50 percent (50%) match or \$2,500,000. The current Capital Improvement Plan (CIP) identifies \$4,000,000 for the development of Trombley Park in 2025.

July Events in Our Parks

TriMonroe returned Saturday, July 16 at Lake Tye Park. We were ecstatic to welcome back the annual TriMonroe event which brought in roughly 75 junior athletes from countries all over the world. The event ran seamlessly, and the organizer was thankful for all the City's help and support.



Music in the Park wrapped up on Friday, July 29. Music in the Park once again had a successful event season with beautiful weather each week for the shows. This year, the Monroe Chamber added 2 food trucks and a local brewery to each show. The performances by Laurel Canyon, Harvey Creek Band, Soul Searching Band, and Hair Nation were all hits!



CivicRec Scheduled to Launch August 15th

The department has announced the plan to launch its new picnic shelter reservation system, CivicRec, on August 15th. The online system will allow users to browse through the City’s 7 available shelters, create accounts, make reservations, and pay online – all within the comfort of their own home. The software will let users see the availability of the shelters, which we believe will be the greatest benefit.



City Parks Unmarked Trails Inspections

In 2017, a weekly maintenance monitoring emphasis by park staff was initiated on unmarked trails at Al Borlin and Sky River Parks to identify and resolve, in cooperation with our Police Department, any unlawful encampments that may occur in City parks. Attached is the comprehensive data from 2019 to the present. The following is a summary of data for the past month:

Locations: Al Borlin Park & Stanton Trail

DATE	TOTAL LABOR HOURS	# BAGS OF LITTER COLLECTED	NOTES
7/19	13	8	Stanton Trail – 1 camp found
7/19	12	6	Al Borlin Park – 2 camps found
Avg.	12.5	7	
			See attached Parks Homeless Response Data 2019- 2022

Volunteer Opportunities

If you are interested in volunteering for the City of Monroe, please contact Makenna Ohlsen at (360) 863-4559. Visit the City website www.monroewa.gov for information on upcoming programs and events.



MONROE PARK BOARD

Park Board Meeting
Thursday, May 19, 2022, 7:00 PM
Zoom Online Meeting Platform

Park Board Members
Jessie Robinson, Chair
Keith Dahlenburg, Member
Amy Martin, Member
Mariana Medina, Member
Ron Petrick, Member

MINUTES

1. CALL TO ORDER

Chair Robinson called the Park Board Meeting to order at 7:01pm via Zoom online meeting platform.

2. ROLL CALL

<input checked="" type="checkbox"/> Jessie Robinson	Chairperson
<input checked="" type="checkbox"/> Amy Martin	Board Member
<input type="checkbox"/> Keith Dahlenburg	Board Member
<input checked="" type="checkbox"/> Ron Petrick	Board Member
<input checked="" type="checkbox"/> Mariana Medina	Board Member

Keith Dahlenburg was absent.

3. ANNOUNCEMENTS/PRESENTATIONS

3.1. Recognition of Service - *Mike Farrell*

Mike announced Recognition of Service for Devlin Piplic and Daniel Enrico. Mike and board members shared some words of thanks.

3.2. 2021 Annual Economic Development Report - *Deborah Knight*

Deborah presented the Annual Economic Development Report and shared how the Park Board Members can work together with the Economic Development Advisory Board to achieve the community's goals for the upcoming Comprehensive Plan Update.

4. APPROVAL OF MINUTES

4.1. Motion was made by Chair Robinson, seconded by Board Member Petrick, to approve the minutes from the April 21, 2022 Park Board Meeting. Motion carried 4-0.

5. PUBLIC COMMENTS

None.

6. NEW BUSINESS

6.1. Naming of North Hill Area Park - *Mike Farrell*

Mike presented the request of the sellers to honor the family name, "Trombley" in the naming of the new park. Motion was made by Chair Robinson, seconded by Board Member Petrick, to recommend to the Monroe City Council *Trombley Park* as a name for the City-owned 5-acre undeveloped park property located on southwest corner of 134th St SE & 191st Ave SE, Snohomish County Parcel #28063600105500. Motion carried 4-0.

6.2. Park Board Hybrid Meeting Format - *Ben Swanson*

Ben presented the Governor's rescission of Proclamation 20-28, effective June 1st. All meetings must be hybrid, which allows the participation of Board Members and the public via in-person or remotely. Physical attendance will be in City Hall (806 W Main St.). Hybrid meetings will begin for the Park Board for the next meeting, June 16th.

7. STAFF/DEPARTMENT REPORTS

7.1. Parks Department Report - *Ben Swanson*

Ben presented the activities in the Parks Department for the month of April. The Parks Crew has been busy cleaning up trails after months of rainy weather. Mike Thomas was hired as the Parks Supervisor. The North Hill Area Neighborhood Park's grant applications were submitted to the RCO, WWRP and LWCF. A few City events were held: Community Egg Hunt, Kid' Fishing Day, and the Arbor Day Celebration.

7.2. Community Development Department Report - *Ben Swanson*

Ben presented the Community Development Report for the month of March. Highlights included the request for UGA expansions and a new Storm Water project being proposed by Public Works.

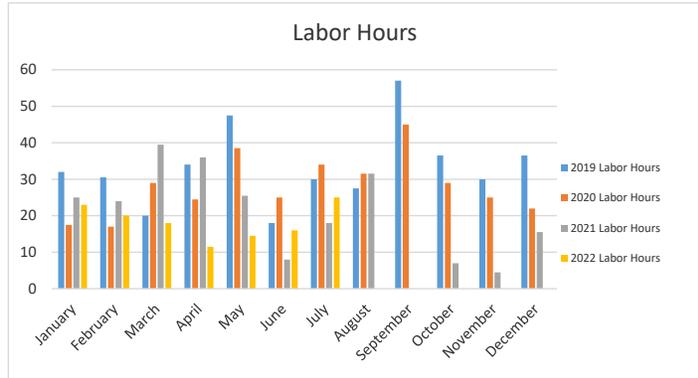
8. ADJOURNMENT

Chair Robinson motioned to adjourn and Board Member Petrick seconded. Motioned carried 4-0 and meeting adjourned at 8:01pm.

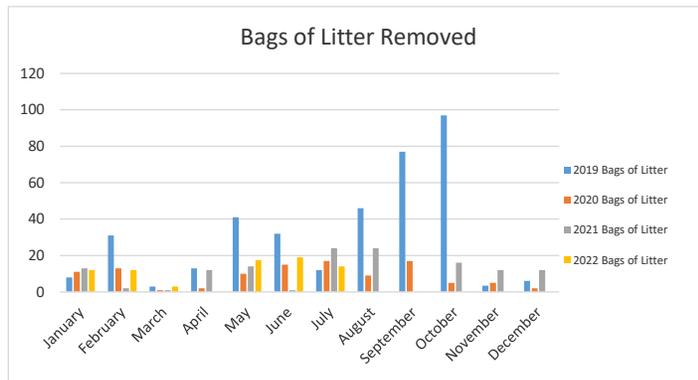
Jessie Robinson, Chairperson

2019-2022 Park Homelessness Response

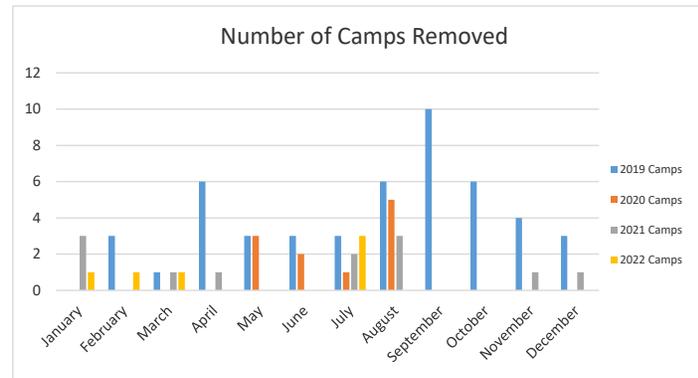
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-22	23	12	1
Feb-22	20	12	1
Mar-22	18	3	1
Apr-22	11.5	0	0
May-22	14.5	17.5	0
Jun-22	16	19	0
Jul-22	25	14	3
Aug-22			
Sep-22			
Oct-22			
Nov-22			
Dec-22			
Total 2022	128	77.5	6



	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-21	25	13	3
Feb-21	24	2	0
Mar-21	39.5	1	1
Apr-21	36	12	1
May-21	25.5	14	0
Jun-21	8	1	0
Jul-21	18	24	2
Aug-21	31.5	24	3
Sep-21	0	0	0
Oct-21	7	16	0
Nov-21	4.5	12	1
Dec-21	15.5	12	1
Total 2021	234.5	131	12



	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-20	17.5	11	0
Feb-20	17	13	0
Mar-20	29	1	0
Apr-20	24.5	2	0
May-20	38.5	10	3
Jun-20	25	15	2
Jul-20	34	17	1
Aug-20	31.5	9	5
Sep-20	45	17	0
Oct-20	29	5	0
Nov-20	25	5	0
Dec-20	22	2	0
Total 2020	338	107	11



	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-19	32	8	0
Feb-19	30.5	31	3
Mar-19	20	3	1
Apr-19	34	13	6
May-19	47.5	41	3
Jun-19	18	32	3
Jul-19	30	12	3
Aug-19	27.5	46	6
Sep-19	57	77	10
Oct-19	36.5	97	6
Nov-19	30	3.5	4
Dec-19	36.5	6	3
Total 2019	399.5	369.5	48



COMMUNITY DEVELOPMENT DEPARTMENT Monthly Report for May & June 2022

MAY & JUNE HIGHLIGHTS

PROJECT REVIEW

CD staff is working on city wide projects to improve the contracts process and updated the website.

BUILDING PERMITS

3 Single Family Building Permits were issued in May

0 Single Family Building Permits were issues in June

3 Multi-Family Building Permits were issued in May

3 Multi-Family Building Permits were issued in June

5 Commercial TI Building Permits were issued in May

2 Commercial TI Building Permits were issued in June

BUILDING INSPECTIONS

227 Inspections in May

242 Inspections in June

CODE ENFORCEMENT

May

(14) Cases were opened

(15) Cases were closed

June

(21) Cases were opened

(27) Cases were closed

BUSINESS LICENSES

May

133 Total

(85) Renewals

(48) New Licenses

June

173 Total

(118) Renewals

(54) New Licenses

Pre-Application Review

There were 3 pre-application meetings for the month of **May**.

1. Dennis Short Plat – Paolo Musante for Dennis Family – 638 S Lewis St
Proposal for 2-lot short plat.

Staff contact – Kate Tourtellot

2. 20-unit attached housing – Ann Williams – 523 Park St

Proposal is for the construction of a 20 Unit Multifamily Building at the South end of Park Street with associated improvements.

Staff contact – Amy Bright

3. Heather's Hope Communities – Roger Evans – 1016 W Main St

The proposal is for temporary, transitional housing for up to four women and their children.

Staff contact – Anita Marrero

There were 7 pre-application meetings for the month of **June**.

1. Replace Commercial Bldg. – Builders Supply – 18543 Cascade View Dr
Proposal to replace existing structure with a new 3-story office building and reorient parking area

Staff contact – Amy Bright/Kate Tourtellot

2. New ADU –Angalia Pruitt – 619 W Main St

Proposal to convert basement into an ADU.

Staff contact – Amy Bright

3. 20 Lot Plat – DR Horton – 18614 134th St SE

Proposal to subdivide 5 acres into 20 lots with associated infrastructure.

Staff contact – Amy Bright/Kate Tourtellot

4. Thrift Store – Helping Hands Ministries – 108 W Main St

Proposal to occupy existing retail space in the downtown for a thrift store.

Staff contact – Leigh Anne Barr

5. Childcare change of use – Housing Hope – 17428 W Main St

Proposal to change community space in Monroe Family Village to a childcare facility.

Staff contact – Leigh Anne Barr

6. Medical Office CUP – Dr. John Lovejoy – 115 ¾ W Main St

The proposal is for a medical office that will treat patients for various medical issues via ketamine treatments.

Staff contact – Anita Marrero

7. European Grocery Store – Olena Sokolenko –19853 SR 2

Proposal for new European grocery store.

Staff contact – Leigh Anne Barr

Project Highlight

Mainbrook Townhomes Plat, Countryman Dr off W Main Street

Project: 19-lot subdivision in the Mixed-Use Commercial zoning district featuring 18 townhome units and a 10-unit apartment building.





**COMMUNITY DEVELOPMENT
DEPARTMENT
Monthly Report for May & June 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: Under Review
Staff contact – Anita Marrero

Eaglemont 8 7-lot Short Plat – 13325 133rd St SE

Project: 7 lot short plat within the R4 zone.
Status: Waiting on Applicant
Staff contact – Amy Bright

Final Plat Review

Woods Creek Highlands, 13327 Chain Lake Road

Project: 24-lot PRD/subdivision within the R4 zoning district.
Status: Approved/Recorded
Staff contact – Anita Marrero

Kestrel Ridge, 13217 & 13305 Chain Lake Road

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

Civil Design Review

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

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

Cooper Ridge Preliminary Plat, 19785 137th St SE

Project: 33-lot subdivision in the R4 zoning district.
Staff contact – Amy Bright

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: Approved
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 8 attached townhome units.
Status: Waiting on applicant
Staff contact – Anita Marrero

Sky Valley Food Bank – 233 Sky River Parkway

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

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

Kestrel Ridge, 13217 & 13305 Chain Lake Road

Project: Model Homes
Staff contact – Leigh Anne Barr

Site Plan Review

New Commercial Bldg. – Adventure Motorsports

Project: New commercial building
Status: Approved
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

Riverside Station – 135 & 143 S Ann St

Project: New 3-story building with commercial on ground floor and 16 apartments above.
Status: In review
Staff contact – Leigh Anne Barr

Civil Construction

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

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



COMMUNITY DEVELOPMENT DEPARTMENT Monthly Report for May & June 2022

Boundary Line Adjustment

Tjok BLA, 17821 W Main St
Project: Consolidate 2 lots into a single lot
Staff contact – Leigh Anne Barr

Popa BLA, 135 & 143 S Ann St
Project: Consolidate 2 lots into a single lot.
Staff contact – Leigh Anne Barr

Foxborough - 17417 W Main St
Project: 18 lot subdivision for townhomes.
Staff contact – Amy Bright

3 Unit Bldg. – 347 N Kelsey St
Project: New multifamily building
Staff contact – Amy Bright

Conditional Use Permit (CUP)

Sky Valley Food Bank CUP, 233 Sky River Parkway
Project: Food Bank Expansion
Status: Public Hearing scheduled, July 14th
Staff contact – Anita Marrero

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

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

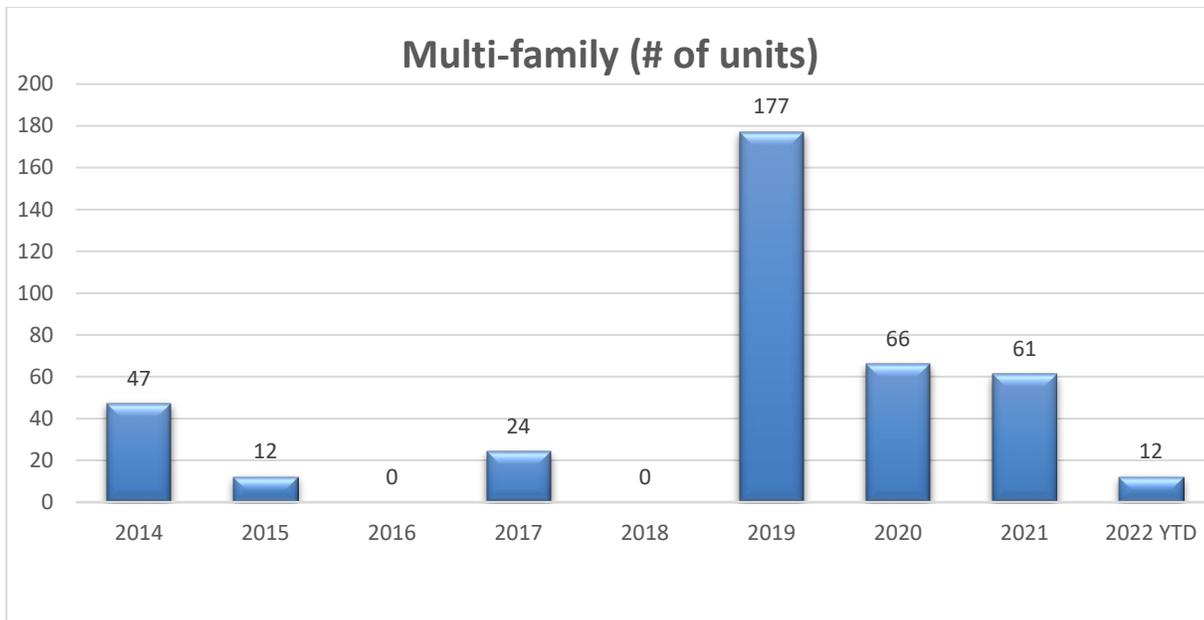
Building Construction

Eaglemont Division IV Plat and PRD – 115 Lots
Project: 115 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

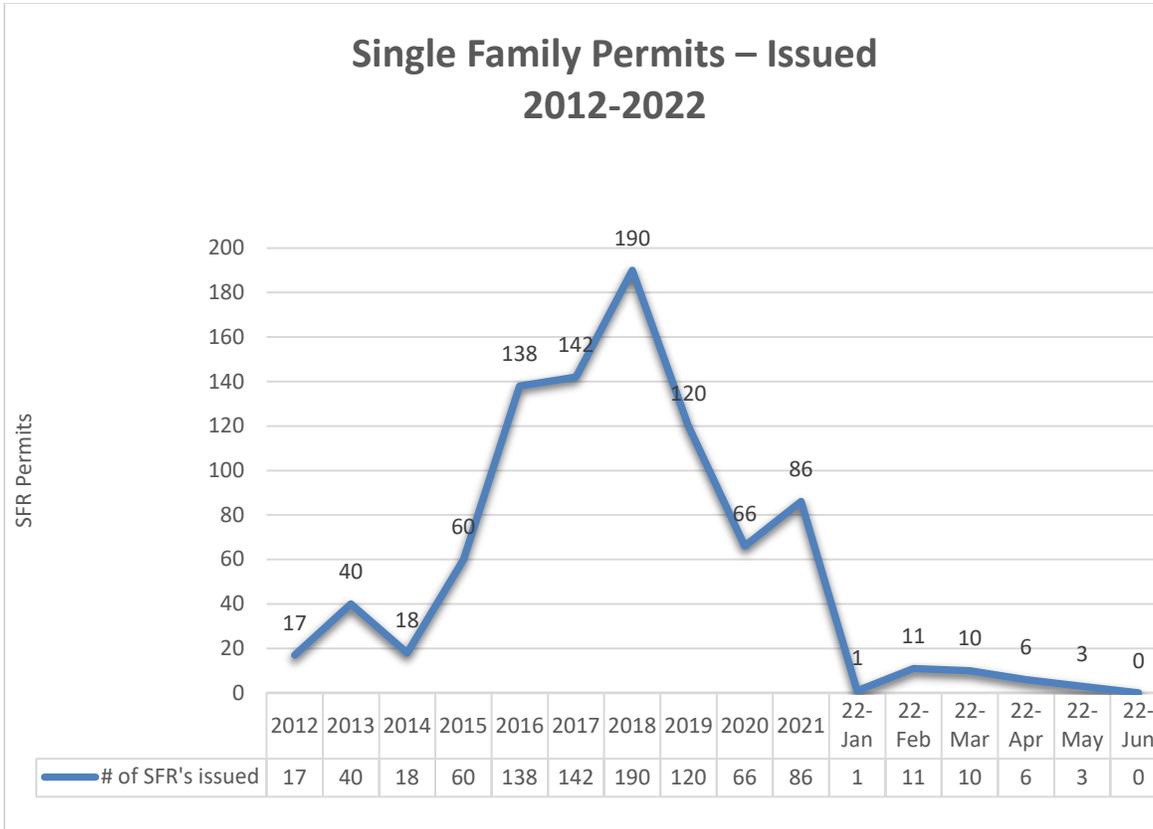
BUILDING PERMITS REVIEWED

There were 3 single-family building permits issued in May and June of 2022, In contrast, 21 single-family building permits had been issued in May and June of 2021. The building department conducted 227 inspections in the month of May 2022 and 242 inspections for June 2022.





**COMMUNITY DEVELOPMENT
DEPARTMENT
Monthly Report for May & June 2022**



Staff contact – Jessica Lether

- Our plans examiner Ted Corey obtained the Commercial Building Inspector Certification through ICC which is a 3 ½ hour, 80 question open book test. Congratulations!
- We are engaged with the State Building Code Council amending and voting on State amendments that will be adopted next July.
- Ted Corey, Jesse Lether, and Stacy Criswell were awarded scholarships to attend the ICC Annual Business Meeting and Code Hearings back in Kentucky later this year. This is a pretty big achievement and provides a lot of information, training, networking and knowledge into how the codes are adopted at a national level.

Code Enforcement

Code Enforcement Cases month by month for 2022

Month	Opened Cases		Resolved
January	35		35
February	43		40



**COMMUNITY DEVELOPMENT
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March	80		76
April	42		49
May	14		15
June	21		27
Totals:	235		242

- With the code enforcement position open, all departments have really stepped up to share the workload as best as we can, so a big thank you to each department.
- Unfortunately, our first round of interviews for the code enforcement officer didn't pan out so we had to readvertise. With this new candidate pool, we are feeling pretty good and hope to have someone onboarded by the middle of August if possible.

Business Licenses

- There were 48 new business license applications and 85 business license renewals received in May. 85 of the business license application are in city limits and 48 are non-resident licenses for businesses doing work in city limits but located outside of Monroe.
- There were 54 new business license applications and 118 business license renewals received in May. 115 of the business license application are in city limits and 57 are non-resident licenses for businesses doing work in city limits but located outside of Monroe.

Staff contact – Leigh Anne Barr

New Business Applications

May

KLP ESTHETICS LLC	125 E MAIN ST STE 203 MONROE WA 98272-1543
BCG SERVICES	15219 179TH AVE SE APT A MONROE WA 98272-1140
ARTIFEX SHOP LLC	14456 167TH AVE SE MONROE WA 98272-2915
CROSSFIT MONROE	17631 147TH ST SE STE 8 MONROE WA 98272-1049
SAWTOOTH & STEEL, LLC	14700 172ND DR SE STE 2 MONROE WA 98272-1091
RADICAL CONSULTING	20819 151ST AVE SE MONROE WA 98272-9440
GOLDEN GIRLS LLC	209 NORTH BLAKELEY ST BLDG UNIT 102 MONROE WA 98272
NATURALLY NATALIE	302 POWELL ST MONROE WA 98272-2228
PFISTER, GINA ELIZABETH	13536 196TH AVE SE MONROE WA 98272-7862
ALFREDO PULIDO LANDSCAPING CONSTRUCTION LLC	16409 CURRIE RD SE UNIT A101 MONROE WA 98272-2875
JINPACA SHOP	17281 157TH ST SE MONROE WA 98272-1627
AB LANDSCAPE LLC	16443 156TH ST SE MONROE WA 98272-2803
ARBORSAGE COUNSELING	809 W MAIN ST SUITE F STE F MONROE WA 98272-2172
SIP WITH GOLDIE	20915 RIMROCK RD UNIT MAIN MONROE WA 98272-9187
CODI, TOWNSEND	21730 OLD OWEN RD MONROE WA 98272-7608
REANNA'S ROVERS	20355 RUSTIC VIEW RD SE MONROE WA 98272-7607
TACOS EL LOBO	19393 TJERNE PL SE MONROE WA 98272-1444



**COMMUNITY DEVELOPMENT
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SNOCO PRESSURE WASHING	16825 SNOQUALMIE LN SE MONROE WA 98272-2908
WAYPOINT LIFE	17118 COTTONWOOD LN SE MONROE WA 98272-1080
ENNCO DISPLAY SYSTEMS	17146 BEATON RD SE STE 4 MONROE WA 98272-2749
HUERTA'S GARDENING LLC	15430 173RD AVE SE MONROE WA 98272-1031
THAIRAPY WELLNESS SALON SPA LLC	125 E MAIN ST STE 104 MONROE WA 98272-1543
HOUSE BALTHAZAR	18278 TAHOMA ST SE MONROE WA 98272-8799
TWSS AESTHETICS LLC	125 E MAIN ST STE 104 MONROE WA 98272-1543
SIMPLY FLAWLESS BEAUTY CO	14090 FRYELANDS BLVD SE STE 126 MONROE WA 98272-2693
BRISA CLEANING SERVICES	18450 KILLARNEY CIR APT C MONROE WA 98272-1235
KEATING YACHT SALES	125 E MAIN ST MONROE WA 98272-1543
POSHASF	17510 W MAIN ST UNIT D104 MONROE WA 98272-1994
BRANDSAFWAY SERVICES LLC	1071 ANDOVER PARK W TUKWILA WA 98188-7622
LARRY'S LAWN CARE	19118 187TH AVE SE MONROE WA 98272-9435
EASTSIDE HANDYMAN SERVICES LLC	17309 24TH AVE SE BOTHELL WA 98012-6502
SUPERIOR SYSTEMS, INC	13576 BAYVIEW EDISON RD MOUNT VERNON WA 98273-8231
WOOLY WALKERS	602 M AVE LA GRANDE OR 97850-1338
HETLAND ELECTRIC CO	5 W CURLEW DR REPUBLIC WA 99166-9602
CASCADE ENERGY SERVICES LLC	1125 VERNON RD LAKE STEVENS WA 98258-9412
SYSTEM PAVERS OF WASHINGTON, INC.	14935 NE 95TH ST STE A REDMOND WA 98052-2559
VITAL MECHANICAL SERVICE	1420 MAPLE AVE SW RENTON WA 98057-3119
ISLA BEAN BAKE CO LLC	11433 211TH AVE SE SNOHOMISH WA 98290-7128
SCOTT'S TURF & TREE, LLC	6909 272ND ST NE ARLINGTON WA 98223-8679
ADVANCED FIRE PROTECTION, INC.	19738 144TH AVE NE WOODINVILLE WA 98072-8427
SUSEYI PRO MOVING COMPANY	3733 151ST PL SE BOTHELL WA 98012-6124
BNC CONSTRUCTION INC	11319 CALLOW RD LAKE STEVENS WA 98258-8480
KPG PSOMAS	402 NW 70TH ST SEATTLE WA 98117-5043
WEST COAST ELECTRICAL, LLC	7419 204TH ST NE STE 201 ARLINGTON WA 98223-5114
JOHNNY COSMETIC LLC	2980 S RAINBOW BLVD LAS VEGAS NV 89146-6531
GERALD LISI	16115 4TH AVE NE APT 4 DUVALL WA 98019-7800
2J CONSTRUCTION LLC	406 N 18TH ST ELMA WA 98541-9007
ADATTO CONSTRUCTION	1314 DENNY WAY STE 103 SEATTLE WA 98109-5317

June

PETALING DREAMS FLOWER COMPANY	13005 166TH AVE SE SNOHOMISH WA 98290-8255
SKY VALLEY PSYCHEDELIC MEDICAL CLINIC	115 3/4 W MAIN ST STE 213 MONROE WA 98272-1825
CARTLYSMARTLY	19641 135TH ST SE MONROE WA 98272-9815
TSFA LLC	17428 W MAIN ST APT E201 MONROE WA 98272-1965
ELLEON SOUND, LLC	17628 152ND ST SE MONROE WA 98272-2723
GEEKDEAL	14327 169TH DR SE STE 100 MONROE WA 98272-2930
AWESOME BROS CONSTRUCTION LLC	224 S LEWIS ST MONROE WA 98272-2319
UNIFY SOCCER LLC	13259 187TH AVE SE MONROE WA 98272-8055
CAREFULLY CURATED GIFTS	16769 PINNACLE RD SE MONROE WA 98272-2837
SAUCEDO BARBOSA, FILIBERTO	15401 KING ST MONROE WA 98272-1221



**COMMUNITY DEVELOPMENT
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JUSTICE FOR LASHES	500 E FREMONT ST APT B207 MONROE WA 98272-2365
MOTHER GODDESS DESIGN	19364 132ND ST SE MONROE WA 98272-7876
LRC SOLUTIONS LLC	13455 FOREST VIEW AVE SE MONROE WA 98272-8782
DR GOMEZ ACOSTA CONSULTING	15485 LIN AVE SE MONROE WA 98272-2664
KRISTY PIERCE TUTORING	20348 CORBRIDGE RD SE MONROE WA 98272-8668
MARY'S CLEANING SERVICE	15420 KING ST APT A MONROE WA 98272-1220
HMS VENTURES INC	19931 STATE ROUTE 2 STE B5 MONROE WA 98272-2338
DELIGHT AT SIGHT	21130 CALHOUN RD MONROE WA 98272-8735
HMS VENTURES INC	18813 STATE ROUTE 2 MONROE WA 98272-1438
ELISSA STEVENS	19841 136TH PL SE MONROE WA 98272-9809
SOUTHERN GLAZER'S WINE AND SPIRITS OF WA, LLC	17105 TYE ST SE MONROE WA 98272-1010
SKY VALLEY MOBILE SERVICE. LLC	166 ACADEMY WAY MONROE WA 98272-2047
BELLO HOME SOLUTIONS LLC	15956 179TH AVE SE MONROE WA 98272-2002
INGARED INTEGRATIONS LLC	19624 132ND ST SE MONROE WA 98272-7870
RCUBE TECHNOLOGY LLC	19398 135TH ST SE MONROE WA 98272-7898
LAURA C MEYER	909 W MAIN ST STE 203 MONROE WA 98272-2031
BROKK INC	17321 TYE ST SE MONROE WA 98272-1029
CHIP HAPPENS GLASS CO.	17525 W MAIN ST # C MONROE WA 98272-1933
AMIGO TREE CARE & LANDSCAPING LLC	626 TERRACE ST APT 6 MONROE WA 98272-2138
MONROE ALTERNATIVE MEDICINE	328 W MAIN ST MONROE WA 98272-1812
ANKROM MOISAN ASSOCIATED ARCHITECTS	38 NW DAVIS ST STE 300 PORTLAND OR 97209-4062
MYLABOR	1403 150TH PL NW MARYSVILLE WA 98271-8129
STANTEC CONSULTING SERVICES INC	1687 114TH AVE SE STE 100 BELLEVUE WA 98004
SQUATCH SERVICES INC.	4601 CHENNAULT BEACH RD MUKILTEO WA 98275-5015
NERDSTOGO NTG10040	210 SW EVERETT MALL WAY STE B EVERETT WA 98204-2767
STARLA SHAULIS LLC	419 LINDA AVE GOLD BAR WA 98251-9258
PK HEATING & COOLING LLC	18021 AMBLESIDE CT ARLINGTON WA 98223-5990
TRAILHEAD PLUMBING LLC	5732 60TH ST SE SNOHOMISH WA 98290-5191
SMORGASBORDS- ARTISANAL LUNCHABLES	13218 46TH DR NE MARYSVILLE WA 98271-7836
RH2 ENGINEERING, INC.	22722 29TH DR SE STE 210 BOTHELL WA 98021-4401
PACIFIC FIRE AND SECURITY, INC.	12529 131ST CT NE KIRKLAND WA 98034-7725
INLAND POTABLE SERVICES, INC.	16297 E CRESTLINE LN CENTENNIAL CO 80015-4211
VERN'S TRACTOR AND HAULING L.L.C.	12305 342ND AVE NE CARNATION WA 98014-7107
UNIVERSAL FIELD SERVICES, INC.	111 MAIN ST STE 105 EDMONDS WA 98020-3356
LAMB FARM DESIGNS	34163 CHURCH RD WARREN OR 97053-9607
COMMERCIAL ALARM & DETECTION	17199 BENNETT RD MOUNT VERNON WA 98273-9789
THE COVOLLO GROUP LLC	15620 NE WOODINVILLE DUVALL PL STE 7 WOODINVILLE WA 98072-5209
FANTASYSCAPE LANDSCAPING LLC	2422 139TH AVE SE SNOHOMISH WA 98290-9745
M&PLUXURY REMODELING	12818 NE 120TH ST APT P11 KIRKLAND WA 98034-8514
GROOVY GROOMERS	3928 171ST AVE NE SNOHOMISH WA 98290-4468
BREEDERS VETERINARY SERVICES	5577 CRYSTAL DR SANTA ROSA CA 95404-1006



**COMMUNITY DEVELOPMENT
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LUMIO HX, INC.	1550 W DIGITAL DR STE 500 LEHI UT 84043-6783
WREN CONSTRUCTION, INC.	1410 80TH ST SW STE A EVERETT WA 98203-6200
IN FIORE MEDICAL AESTHETICS & WELLNESS	24439 SE 437TH PL ENUMCLAW WA 98022-9416

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

Flood Hazard Area Regulations Code Amendments

Staff was contacted by FEMA regarding the recently adopted Flood Hazard Area Regulations, MMC Chapter 14.01. Minor amendments are necessary to maintain the 25% discount on flood insurance premiums, afforded through the Community Rating System (CRS) program. The required amendments are limited to the base elevations described in the General Standards, Monroe Municipal Code (MMC) Subsections 14.01.130(A)(2)(c) and (B)(3)(c). The Planning Commission held a public hearing on May 23, 2022 and is scheduled to forward a recommendation to the City Council at the June 13, 2022 Planning Commission meeting. The ordinance was adopted by council on July 12, 2022.

Staff contact – Anita Marrero

Stormwater Management Code Amendments

The City of Monroe is currently operating under a 2019 WA Department of Ecology National Pollutant Discharge Elimination System (NPDES) Municipal Phase II Stormwater permit. One of the permit requirements is for the city to adopt and use the most recent Stormwater Management Manual for Western Washington (Manual) no later than June 30, 2022. Reference to the Manual is found in Chapter 22.58 MMC Site Plan Review and Chapter 23.40 MMC Storm. Planning Commission is holding a public hearing on June 13, 2022, and will forward a recommendation to City Council.

Staff contact – Jordan Ottow, Megan Darrow, and Kate Tourtellot

Unified Development Regulation (UDR) Definitions Code Amendments

City Council adopted an ordinance approving emergency interim amendments to Chapter 22.12 MMC, Definitions. This is an extension of the interim definitions approved in fall 2022, and necessary to re-establish definitions for Title 22 MMC Definitions, while the Planning Commission completes its review process. The final proposal will include all definitions reviewed between 2019 and 2021, as well as remove duplicative definitions and insert and/or update existing definitions for compliance with recent amendments to the Revised Code of Washington (RCW).

Staff contact – Kate Tourtellot and Anita Marrero

Downtown Commercial Zoning District Code Amendments

The proposed amendments to Chapter 22.22 MMC *Downtown Commercial Zoning District* address internal conflicts and inconsistencies between the UDR and Comprehensive Plan. Changes include refinements to the purpose statement and updates to the Land Use Matrix.

Staff contact – Kate Tourtellot



**COMMUNITY DEVELOPMENT
DEPARTMENT
Monthly Report for May & June 2022**

Monroe – Duvall Shuttle

Month	ROUTE	Days	Total	Adult	Youth	Senior	Disabled
January, 2022	SVTM	14	10	-	-	6	4
February, 2022	SVTM	0	0	0	0	0	0
March, 2022	SVTM	0	0	0	0	0	0
April, 2022	SVTM	0	0	0	0	0	0
May, 2022	SVTM	0	0	0	0	0	0
June, 2022	SVTM	0	0	0	0	0	0
Total		14	10	0	0	6	4

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

Miscellaneous

Conner Property

Mr. Conner submitted application to annex the Conner property. The triangular shaped parcel is located along Tester Road, west of the Monroe High School, just south of the SR-522 off-ramp onto Main Street. At the May 9, 2022, Council meeting, staff was directed to prepare a resolution accepting the boundary of the 10 percent annexation petition and require the assumption of existing indebtedness; authorize circulation of the 60 percent petition, subject to the Residential 4 Units per Acre (R4) zoning designation set forth by Ordinance 001/2022. A tentative public hearing date to review the 60 percent petition is set for July 12, 2022.

Staff contact – Amy Bright

North 41 (Previously DeDonato) Annexation

Lisa Cavell with Taylor Morrison submitted a complete application to annex the North 41 properties on May 13, 2022. The properties are located east of the Woodlands Annexation, west of properties along Roosevelt Road and north of 128th PI SE. A meeting is scheduled in front of City Council on June 14, 2022 to set a date of June 28, 2022 for an initial meeting with the Council and the applicant.

Staff contact – Amy Bright



MONROE PLANNING COMMISSION

Regular Meeting
Monday, May 23, 2022, 7:00 PM
Zoom Online Meeting Platform

Chair
Jay Bull

Commissioners
Bridgette Tuttle, Vice Chair;
Brandi Blair, Dionne Miller,
Jacob Walker, Liz Nugent;
& Melanie Lockhart

MINUTES

1. CALL TO ORDER

Virtual Participation Information:

The Planning Commission 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 meetings are not being held at this time.

Join Zoom Meeting:

- [Click here to join Zoom Meeting](#); or
- Dial in: (253) 215-8782
- Meeting ID: 837 4807 5121

Chair Bull called the meeting to order at 7:02pm

2. ROLL CALL

PRESENT: Vice Chair Bridgette Tuttle, Commissioner Dionne Miller, Commissioner Liz Nugent, Chair Jay Bull, Commissioner Brandi Blair, Commissioner Jacob Walker, and Commissioner Melanie Lockhart

EXCUSED:

STAFF PRESENT: Associate Planner Leigh Anne Barr, Senior Planner Anita Marrero, Community Development Director Lance Bailey, Planning Admin Assistant Hannah Maynard, and Planning Manager Kate Tourtellot

3. PUBLIC COMMENTS

David Shoemaker
Owner of Let's Play Cafe

David Shoemaker followed up on a previous inquiry about the Historic Main entertainment uses being re-established and what the next steps are moving forward. Planning Manager Tourtellot shared that the topic is an agenda item later in this meeting and provided an estimated timeline.

4. APPROVAL OF MINUTES

4.1. April 11, 2022

Vice Chair Bridgette Tuttle moved to approve the minutes from the April 11, 2022 regular meeting. The motion was seconded by Commissioner Melanie Lockhart. On vote, motion carried 7-0.

4.2. April 25, 2022

Vice Chair Bridgette Tuttle moved to approve the minutes from the April 25, 2022 regular meeting. The motion was seconded by Commissioner Melanie Lockhart. On vote, motion carried 7-0.

5. PUBLIC HEARING

5.1. PUBLIC HEARING: Amending Chapter 14.01 MMC, Flood Hazard Area Regulations to Incorporate the New Community Rating System (CRS) Class 8 Prerequisite - Anita Marrero

Chair Bull opened the public hearing at 7:07pm.

Senior Planner Marrero gave a presentation on proposed amendments to Chapter 14.01 MMC, Flood Hazard Area Regulations, including properties that would be affected and how the code amendment would affect said properties.

Commissioner Bridgette Tuttle moved to open the citizen portion of the public hearing. The motion was seconded by Commissioner Jacob Walker. On vote, motion carried 7-0.

Commissioner Bridgette Tuttle moved to close the citizen portion of the public hearing. The motion was seconded by Commissioner Melanie Lockhart. On vote, motion carried 7-0.

Commissioner Melanie Lockhart moved to close the public hearing. The motion was seconded by Commissioner Liz Nugent. On vote, motion carried 7-0.

Commissioner Melanie Lockhart moved to direct staff to draft Findings of Fact and Conclusions of Law and recommends that the Monroe City Council approve the proposed amendments to Chapter 14.01 MMC, Flood Hazard Area Regulations. The motion was seconded by Commissioner Liz Nugent. On vote, motion carried 7-0.

6. OLD BUSINESS

6.1. DISCUSSION: Proposed Code Amendments to Chapter 22.12 MMC, Definitions Anita Marrero

Senior Planner Marrero gave a background summary on previous Planning Commission work on definitions as outlined in Chapter 22.12 MMC, the applicability and need for Ordinances 008/2021 and 014/2022, Adopting Interim Emergency Zoning Amendments to Chapter 22.12 MMC, Definitions, definitions that are required, and requested the following information from commissioners:

1. Where did the Planning Commission leave off on definition updates?
2. Are there sections commissioners would like to revisit?
3. Is there anything related that needs to be discussed further?

Commissioners discussed previous changes and processes for definition updates and what they would like to do moving forward.

Commissioners requested a document showing only the definitions that need to be reviewed, Senior Planner Marrero stated she would provide a copy to commissioners.

7. NEW BUSINESS

- 7.1. Adoption of the 2019 Stormwater Management Manual for Western Washington - Jordan Ottow

Operations Manager Ottow presented a summary of proposed amendments to Chapters 22.58.020, 22.58.040, and 23.40.010 MMC to adopt the 2019 Stormwater Management Manual for Western Washington, replacing the 2014 manual. This request is for a combined Planning Commission Public Hearing and adoption of Finding of Facts at the June 13, 2022 Planning Commission regular meeting.

- 7.2. Review the DRAFT 2022 Planning Commission Program of Work - Kate Tourtellot

Planning Manager Tourtellot presented upcoming items for the Planning Commission to anticipate working on in 2022.

Commissioners and staff discussed priorities and deadlines for upcoming work.

- 7.3. Introduction for possible code amendments to Monroe Municipal Code Section 22.22.050 Land Use in Downtown Commercial Zoning District - Kate Tourtellot

Planning Manager Tourtellot presented background information on the Downtown Zoning and neighborhoods, how the allowed uses in these zones have changed over time, and potential changes to allowed uses within the Historic Main and Downtown Promenade.

Commissioner Tuttle offered insight to past Planning Commission discussions and work on the Downtown zoning changes.

Commissioners discussed additional barriers that business owners in the Downtown zones may face and the process of code amendments.

8. DISCUSSION BY COMMISSIONERS & STAFF

Commissioner Walker noted he enjoyed the recent Fire versus Police softball game, and was happy to see the new City of Monroe sign at 522 and Tester Rd.

Commissioner Lockhart expressed appreciation for public attendees bringing obstacles they are facing to the Planning Commission's attention.

Commissioner Blair shared that the Parks Board is working on a lot of projects right now, including North Hill Park and ensuring open space for the community, and that she enjoyed listening in on the recent Parks Board meeting.

Commissioner Nugent stated that the Economic Development and Advisory Board (EDAB) recently had a tourism meeting, wherein they discussed ways to promote the city and parks.

Commissioner Tuttle commented on the amount of time EDAB spent working with the consulting team on the new City of Monroe wayfinding signs, the discussions within the recent EDAB tourism subcommittee on potential rebranding for the city, and the upcoming farmer's markets.

Commissioner Miller thanked everyone for their support during her time as a Planning Commissioner.

Senior Planner Marrero shared there have been several recent pre-application meetings for local businesses and residential projects.

Planning Manager Tourtellot expressed appreciation for the Commissioners' hard work and is looking forward to working together moving forward, and clarified that future meetings will be scheduled for the 2nd and 4th Mondays each month.

Planning Admin Assistant Maynard shared information regarding hybrid meetings moving forward.

9. ADJOURNMENT

Commissioner Melanie Lockhart moved to adjourn the meeting at 8:23pm. The motion was seconded by Vice Chair Bridgette Tuttle. On vote, motion carried 7-0.

Chair, Jay Bull

Planning Commission Secretary, Hannah Maynard



MONROE PLANNING COMMISSION

Regular Meeting
Monday, June 13, 2022, 7:00 PM
Monroe City Hall and Zoom Online Meeting
Platform

Chair
Jay Bull

Commissioners
Bridgette Tuttle, Vice Chair;
Brandi Blair,
Jacob Walker, Liz Nugent;
& Melanie Lockhart

MINUTES

1. CALL TO ORDER

Chair Bull called the meeting to order at 7:02pm

2. ROLL CALL

PRESENT: Vice Chair Bridgette Tuttle, Commissioner Liz Nugent, Chair Jay Bull, Commissioner Brandi Blair, Commissioner Jacob Walker, and Commissioner Melanie Lockhart

EXCUSED:

STAFF PRESENT: Planning Manager Kate Tourtellot, Senior Planner Anita Marrero, Planning Admin Assistant Hannah Maynard, Public Works Operations Manager Jordan Ottow, and Surface Water Program Analyst Megan Darrow

3. PUBLIC COMMENTS

4. APPROVAL OF MINUTES

4.1. May 23, 2022

Vice Chair Bridgette Tuttle moved to approve the minutes from the May 23, 2022 regular meeting. The motion was seconded by Commissioner Melanie Lockhart. On vote, motion carried 6-0.

5. PUBLIC HEARING

5.1. Adoption of the 2019 Stormwater Management Manual for Western Washington - Jordan Ottow

Chair Bull opened the public hearing at 7:07pm.

Public Works Operations Manager Ottow gave a presentation on proposed adoption of the 2019 Stormwater Management Manual for Western Washington and amendments to Chapters 22.58 and 23.40 MMC, including the necessity of the adoption to avoid enforcement by the Washington State Department of Ecology.

Commissioner Bridgette Tuttle moved to open the citizen portion of the public hearing. The motion was seconded by Commissioner Liz Nugent. On vote, motion carried 6-0.

With no public comments, Commissioner Bridgette Tuttle moved to close the citizen portion of the public hearing. The motion was seconded by Commissioner Melanie Lockhart. On vote, motion carried 6-0.

Commissioner Jacob Walker moved to close the public hearing. The motion was seconded by Commissioner Melanie Lockhart. On vote, motion carried 6-0.

Commissioner Melanie Lockhart moved that the Planning Commission **ADOPT** these Findings of Fact and Conclusions of Law, **AUTHORIZE** the Planning Commission Chair to sign the Findings of Fact on the behalf of the Commission, and recommend that the Monroe City Council **ADOPT** the 2019 WA Department of Ecology Stormwater Management Manual for Western Washington and **APPROVE** the associated amendments to Chapter 22.58 and 23.40 MMC, Unified Development Regulations Site Plan Review and Storm, respectively The motion was seconded by Vice Chair Bridgette Tuttle. On vote, motion carried 6-0.

6. OLD BUSINESS

- 6.1. Adopting Findings of Fact and Conclusions of Law for Text Code Amendments to Chapter 14.01 MMC, Flood Hazard Area Regulations to Incorporate the New Community Rating System (CRS) Class 8 Prerequisite - Anita Marrero

Commissioner Melanie Lockhart moved that the Planning Commission **ADOPT** these Findings of Fact and Conclusions of Law, **AUTHORIZE** the Planning Commission Chair to sign the Findings of Fact on the behalf of the Commission, and recommend that the Monroe City Council **APPROVE** the amendments to Chapter 14.01 MMC, Flood Hazard Area Regulations. The motion was seconded by Vice Chair Bridgette Tuttle. On vote, motion carried 6-0.

- 6.2. DISCUSSION: Proposed Code Amendments to Chapter 22.12 MMC, Definitions - Anita Marrero

Senior Planner Marrero asked the commissioners for input on previously provided new definitions to amend Chapter 22.12 MMC. Commissioners agreed that they would like to go over each proposed definition and give a "thumbs up" or "thumbs down" for each item. Staff and commissioners discussed each new proposed definition that was given a "thumbs down".

At 8:55 pm, Commissioner Lockart moved to extend the meeting beyond the scheduled 9:00 pm end time. The motion was seconded by Commissioner Walker. On vote, motion carried 6-0.

6.3. Proposed Code Amendments to Chapter 22.22 MMC Downtown Commercial Zoning District - Kate Tourtellot

Planning Manager Tourtellot presented proposed code amendments to Chapter 22.22 MMC Downtown Commercial Zoning District, specifically changes to the Downtown Promenade, definitions, and uses. Staff and commissioners discussed potential clarifications. Planning Manager Tourtellot requested the commissioners email her before the next regular meeting if they think of additional changes they'd like to see.

7. NEW BUSINESS

8. DISCUSSION BY COMMISSIONERS & STAFF

8.1. April 2022 Community Development Monthly Report - Kate Tourtellot

Planning Manager Tourtellot presented the most recent Community Development report, noting the updates to the Comprehensive Plan contract, the staffing shortage for the Duvall-Monroe shuttle, and the updates to recent annexations.

8.2. Commissioner Lockhart pointed out political signs are starting to be posted without the proper permits. Planning Manager Tourtellot shared that Associate Planner Leigh Anne Barr will be working on code enforcement for temporary signs without permits.

Commissioner Nugent shared her interest in the recent Lodging Needs Assessment presented to the Economic Development Advisory Board.

Commissioner Blair noted the next Parks Board meeting is Thursday, June 16, and talked about the current Parks Board vacancies.

Senior Planner Marrero shared that Community Development will have a booth at the upcoming Monroe Farmers Market on Wednesday, June 15.

9. ADJOURNMENT

9.1.

Commissioner Melanie Lockhart moved to adjourn the meeting at 9:35pm. The motion was seconded by Vice Chair Bridgette Tuttle. On vote, motion carried 6-0.

Chair, Jay Bull

Planning Commission Secretary, Hannah Maynard