



**MONROE CITY COUNCIL
Transportation/Planning, Parks & Recreation,
and Public Works (P3) Committee Meeting**

Tuesday, July 28, 2020, 6pm
Zoom Online Meeting Platform

**2020 Committee
Councilmembers**
Ed Davis
Jeff Rasmussen
Heather Rousey

AGENDA

I. Call to Order

II. New Business

A. City Right-of-Way and Easement Use

III. Next Committee Meeting (August 25, 2020, 6:00 p.m.)

Discussion Items: Tree Regulations; Annual Comp Plan
Amendments

IV. Adjournment



MONROE CITY COUNCIL
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and Public Works (P3) Committee Meeting

Tuesday, July 28, 2020, 6pm

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Table with 2 columns: SUBJECT: City Right-of-Way and Easement Use

Table with 5 columns: DATE: 07/28/2020, DEPT: Public Works, CONTACT: Brad Feilberg, PRESENTER: Brad Feilberg, ITEM: New Business #1

- Attachments: A. Photo Sheet, B. P4 Agenda Bill 12/08/2014, C. City Donation Acceptance Policy, D. Proposed Plaque, E. Previous minutes regarding traffic calming policy

REQUESTED ACTION: Discuss right-of-way and easement use and provide policy direction to staff to bring proposed policies or code amendments back to committee.

POLICY CONSIDERATIONS

What standard should be used for the placement of vegetation (natural or artificial) and non-vegetative items in the right-of-way and who is responsible to maintain the right-of-way outside of the traveled way.

DESCRIPTION/BACKGROUND

The issue involving right-of-way use and maintenance have recently been brought to the forefront several complaints which highlight three areas in need of policy direction.

- 1. Landscaping in the right-of-way. a. A resident on Rainier View Drive has replaced the grass in the planting strip with artificial turf... b. Multiple complaints have been received regarding this installation... c. While the Monroe Municipal Code is clear that a right-of-way use permit is required... d. The Uniform Development Regulations... e. Recommendation: Amend right-of-way use permit approval criteria...
2. Non-vegetative items in right-of-way. a. It has come to the City's attention that digital speed indicators have been placed in the right-of-way on Rainier View Road... b. While the Monroe Municipal Code is clear that a right-of-way use permit is required... c. During previous discussions of a traffic calming policy... d. Other concerns include: i. Are the signs installed correctly

- ii. Is there an electrical hazard
 - iii. City's responsibility if someone is injured
 - iv. Maintenance of signs
- e. Other non-vegetative items could be benches, mail boxes, fences, and utility poles,
- f. Recommendation: Right-of-way use permit approval criteria are compliance with MMC 6.04.050 (not mistaken as official traffic-control devices, no sight obstruction, 8 feet above sidewalks, and 14 feet above street) and City's right to remove if it is not maintained.
- g. Recommendation: Develop and adopt traffic calming policy (Attachment B pages 5 - 38)

3. Memorials

- a. There is interest in replacing the spontaneous memorial to Wesley Donahue located just south of Rite Aid next to the railroad tracks with a plaque (Attachment D) embedded in the sidewalk along Kelsey Street.
- b. The City of Monroe has an adopted Donation Acceptance Policy (Attachment C) that addresses the donations of memorial benches and trees.
- c. Other cities have a wide variety of policies regarding memorials:
 - i. Only for civic leaders
 - ii. Similar to the WSDOT traffic fatality memorials for only 3 years.
- d. Areas of concern:
 - i. How funded
 - ii. Who installs
 - iii. Liability
 - iv. Maintenance
 - v. Replacement
- e. Recommendation: Continue to provide opportunity for donations of trees or benches that meet the needs of the City.



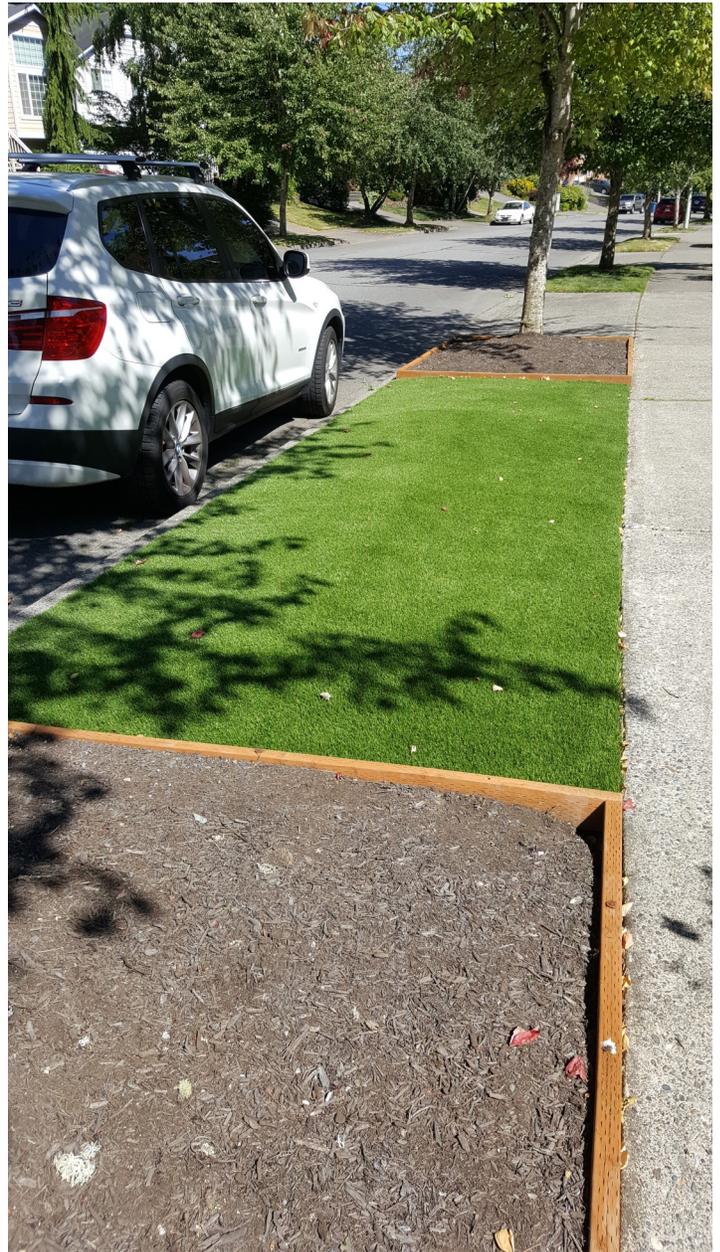
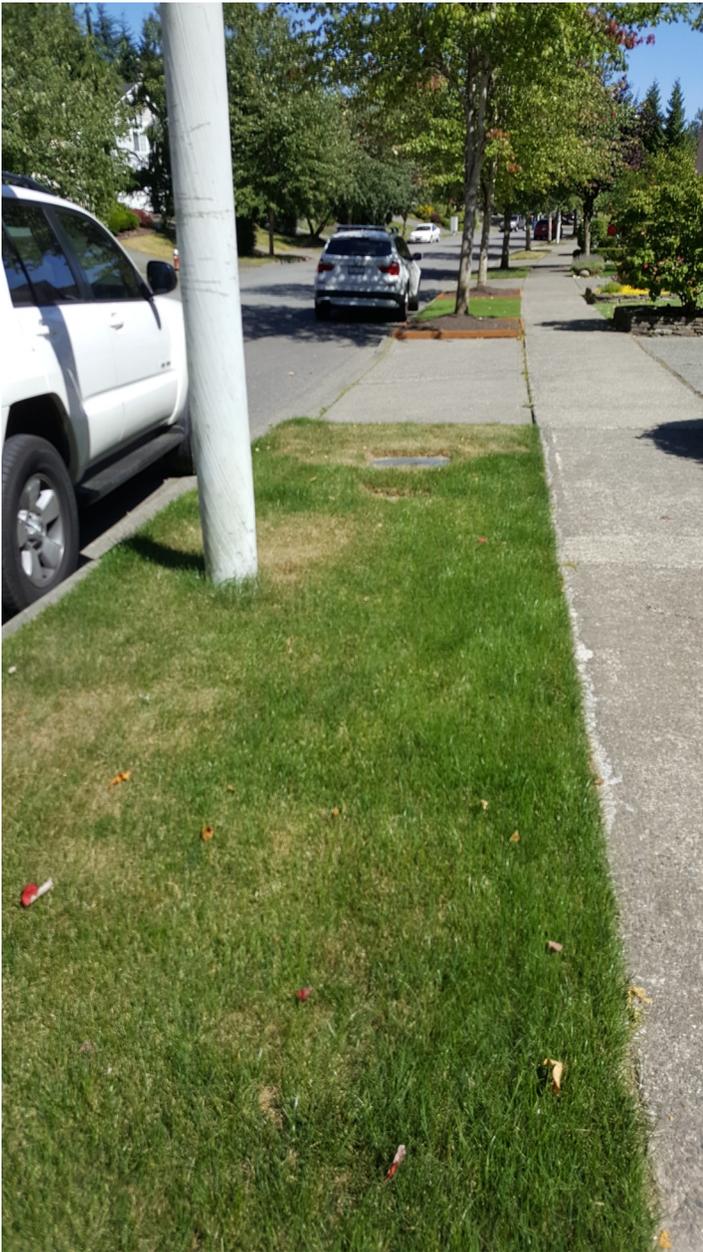
Planter Boxes along US2



Planter Strip along Chain Lake Road



New speed check signs along Rainier View Road (Installed by citizen)



Natural and artificial turf along Rainier View Road



MONROE CITY COUNCIL

Agenda Item Cover Sheet

TITLE:	Discussion: Traffic Calming Program
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
10/22/13	Public Works	Brad Feilberg	Brad Feilberg	Unfinished Business #2

Discussion: 06/11/2013, 08/20/2013

Public Hearing – Plan. Com.:

Public Hearing – Council:

First Reading:

Attachments:

1. WCIA Comment Letter
2. Proposed Residential Traffic Guidebook from 08/20/2013

DESCRIPTION/BACKGROUND

Following City Council discussion on August 20, 2013, WCIA was contacted regarding the Council's suggestion of allowing the installation of traffic calming devices if the neighborhood was willing to pay for the installation.

WCIA's advice (attached) is to have a single uniform criterion for the whole City, as consistency is a key component to traffic engineering. This, however, does not prohibit the acceleration of the installation of a traffic calming device if the neighborhood is willing to contribute part or all of the cost.

Also attached is the staff proposal for traffic calming guidelines for review and modification as desired by the Council.

Text of the 08/20/2013 Coversheet:

The City, in the past and recently, has received requests for speed bumps or more generally what are commonly referred to as traffic calming measures. In the past, the City has drafted policy documents and conducted trials of traffic calming techniques. However, these efforts failed to gain traction.

If the City Council wishes to proceed with the development of a traffic calming policy at this time it is important to develop a clear policy for staff and citizens as to what criteria are used to determine when traffic calming measures are implemented, to provide for ample input from all those affected by the measures, to comply with applicable regulations, and not increase liability for the City.

Following the City Council's June 11, 2013 direction, I have developed the attached Residential Traffic Guidebook that is borrowed heavily from the City of Bellevue Traffic Safety Services.

This approach provides flexibility while establishing guidelines for the implementation of traffic calming measures. Traffic calming usually involves a three pronged approach of education, enforcement, and engineering. Most traffic calming programs in the region require the use of education and enforcement for one to two years to see if those measures solve the problem before moving to engineering (speed humps etc.) solutions. The "Bellevue" approach allows for the use of any of the three approaches if the criteria are met (and funding is available).

The proposed program identifies a number of tools to address specific traffic conditions

occurring in neighborhoods. These tools are categorized into three areas:

Education, Encouragement, and Enforcement

Educating the community on transportation issues is an important first step in addressing traffic concerns in neighborhoods. One of the most frequent comments made to the City is the need to address speeding along residential streets. Our studies show that the majority of speeders on neighborhood streets are local residents. By educating the community and encouraging safe driving, we can begin to change driver behavior and reduce vehicle speeds. Enforcement, such as police citations, can also help to alleviate speeding concerns.

Modifying Streetscape

Physically changing how the road looks – whether with signing, curbing, or other traffic calming measures – works to alter the behavior of motorists, pedestrians, and bicyclists. These tools help to manage traffic volumes, reduce vehicle speeds, and improve sight distance. Engaging the community in developing the Traffic Action Plan and garnering support is a key to the success of any project that modifies the streetscape.

Parking

Parking availability in neighborhoods is often affected by non-resident vehicles parked in areas adjacent to businesses, schools, and other public facilities. These tools reduce spillover parking by restricting the use of on-street parking.

An important component of any successful traffic calming effort is funding. The City of Kirkland has suspended their program due to lack of funding and the City of Bellevue budgets \$300,000 each year to Neighborhood Traffic Safety Services. A single speed hump currently costs approximately \$6,000 and the current design standards usually call for 3 speed humps in a series to be effective.

The proposed program also calls for the reconstitution of the Monroe Traffic Advisory Committee. According to available records, the Monroe Traffic Advisory Committee operated from 1992 until 2008. The committee consisted of the City’s Rick Manager, a Police representative, the City Engineer, the Monroe School District Transportation Director, and three community members appointed by the Mayor. Traffic safety complaints and requests were reviewed by the committee and recommendations made regarding solutions.

IMPACT – BUDGET

TIME CONSTRAINTS

RECOMMENDED ACTION

Direction to staff on modifications to the Residential Traffic Guidebook.

ALTERNATIVES TO STAFF RECOMMENDATION

KEATING, BUCKLIN & McCORMACK, INC., P.S.

JOHN L. McCORMACK
 MARK R. BUCKLIN
 STEVEN L. THORSRUD
 MICHAEL C. WALTER
 ANDREW G. COOLEY
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 JEREMY W. CULUMBER
 ADAM L. ROSENBERG
 AMANDA G. BUTLER
 BRIAN C. AUGENTHALER

ROBERT C. KEATING (1915-2001)

September 17, 2013

Brad Feilberg, Public Works Director
 City of Monroe
 806 West Main Street
 Monroe, WA 98272

RE: City of Monroe Street Consultation - Our File No. 1002-512

Dear Mr. Feilberg:

Thanks you for contacting me with your question about traffic calming devices. These devices, which include speed bumps and speed humps, are gaining wide acceptance. As legal advisors to WCIA and its members, our office remains concerned about the lack of a national standard for installation. The MUTCD currently does not provide information on "whether" to install these devices, only information on "how" to install.

Given the lack of a clear national standard, we strongly encourage our cities to adopt uniform criteria governing the decision to install any such traffic calming device. Such criteria often limited the installation of these devices based upon geometry, road volume, speed limits, community acceptance and other such factors. We strongly believe that indiscriminate installation of speed bumps sets a dangerous precedent and believe that uniform criteria will reduce this danger. It is worth noting that speed bumps are widely believed to increase ambient noise in neighborhoods, they can have a detrimental effect on drainage, and can lead to an increase in citizen complaints ("they hurt my bad back"). More troublesome is the possibility that indiscriminate installation can have a "spillover" effect, where drivers attempt to avoid speed bumps by using alternative routes. In many cases the alternative routes are roads unsuited for more traffic volume, or are a school walking route, and increases in traffic can increase risk.

One issue that has arisen is whether a city could dispense with its uniform criteria based upon input from a particular neighborhood. We would strongly discourage any city to follow such a path. A key component of traffic engineering is consistency. A single uniform criterion that applies to a whole city follows this principle of consistency. In the event that any city were to apply different criteria to one neighborhood, it would run the real risk of claims and lawsuits alleging that it should have applied the similar criteria in other geometrically identical locations. For this reason we believe abandonment of uniform installation criterion would be ill-advised.

September 17, 2013
Page 2

I hope the foregoing has been responsive. Please contact me if you have any questions.

Very Truly Yours,



Andrew Cooley

AGC/agc

cc: Lisa Roberts, Washington Cities Insurance Authority
Chip McKenna, Washington Cities Insurance Authority

Welcome!

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Thank you for taking an interest in improving traffic safety in your neighborhood. Daily traffic and parking problems can compromise our sense of community and personal well-being, while safe and pleasant streets can enhance our quality of life. City of Monroe staff members are committed to working with the residents to protect and preserve neighborhood livability. Through a variety of tools and efforts, together we can make a difference. This guide will provide you with the tools and information you and your neighbors need to work with the City on addressing traffic concerns.

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3 LET'S GET STARTED

4 Residents are often the first to know of traffic safety concerns in their neighborhood. As a
5 resident, you are our eyes and ears on the street, providing information on traffic conditions.
6 With your help, we can . . .

	Manage Traffic Volume Reduce the number of cut-through vehicles on a residential street
	Reduce Excessive Vehicle Speeds Slow down motorists choosing to drive faster than the posted speed limit
	Improve Pedestrian and Bicycle Safety Create a more inviting and safer place to walk and bike
	Enhance Neighborhood Identity Heighten awareness of your neighborhood
	Educate the Community Create awareness around traffic safety through targeted education and outreach
	Manage Neighborhood Parking Address parking from businesses and schools that spillover into neighborhoods
	Heighten School Zone Awareness Heighten awareness and traffic safety in and around elementary school zones

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HOW THE TRAFFIC SAFETY PROCESS WORKS

You and your neighbors become an active part in helping to identify traffic concerns, develop recommendations, and implement solutions.

Step 1	Submit a Request for Action form describing your concerns in as much detail as possible, including if there is a specific time of day or day of the week you notice the problem to be at its worst. The more information we have as we assess the situation, the better prepared we are to address your concern.
Step 2	Staff travel to the location and review traffic conditions. They may conduct speed and volume counts and/or look at previous traffic studies or reported collisions.
Step 3	A Traffic Action Plan is developed. This plan is specifically tailored to your concern based on the findings in step 2 and other citizen observations. The plan includes a list of tools selected from those available in this guidebook which are best suited to address your concerns.
Step 4	Together, citizens work with staff on implementing the Traffic Action Plan. That is your opportunity to become an active partner in helping to solve your neighborhood traffic concerns.
Step 5	The effectiveness of the plan is evaluated through additional follow-up studies and citizen input, if needed.

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WHAT TYPES OF TOOLS ARE AVAILABLE?

There are a number of tools that have been identified to address specific traffic conditions occurring in your neighborhood. These tools are categorized into three areas:

Education, Encouragement, and Enforcement

Educating the community on transportation issues is an important first step in addressing traffic concerns in neighborhoods. One of the most frequent comments made to the City is the need to address speeding along residential streets. Our studies show that the majority of speeders on neighborhood streets are local residents. By educating the community and encouraging safe driving, we can begin to change driver behavior and reduce vehicle speeds. Enforcement, such as police citations, can also help to alleviate speeding concerns.

Modifying Streetscape

Physically changing how the road looks – whether with signing, curbing, or other traffic calming measures – works to alter the behavior of motorists, pedestrians, and bicyclists. These tools help to manage traffic volumes, reduce vehicle speeds, and improve sight distance. Engaging the community in developing the Traffic Action Plan and garnering support is a key to the success of any project that modifies the streetscape.

Parking

Parking availability in neighborhoods is often affected by non-resident vehicles parked in areas adjacent to businesses, schools, and other public facilities. These tools reduce spillover parking by restricting the use of on-street parking.

	Manage Traffic Volume	Reduce Excessive Vehicle Speeds	Improve Pedestrian and Bicycle Safety	Enhance Neighborhood Identity	Educate the Community	Manage Neighborhood Parking	Heighten School Zone Awareness
Education, Encouragement, and Enforcement							
Neighborhood Traffic Safety Newsletters		X	X	X	X		
Radar Trailer		X			X		
Sign and Pledge Program		X		X	X		
Traffic Enforcement		X			X		
Modifying Streetscape							
Brush Trimming			X				
Chicanes/Slow Points	X	X					
Curb Extensions		X	X				X
Full Closure	X	X	X	X			
Lane Striping		X	X				
Medians		X	X	X			X
Neighborhood Entrances	X	X		X			X
Partial Closures	X	X	X	X			
Raised Crosswalk	X	X	X				X
“Residential Area” Signs			X	X			
School Zone Flashing Beacons		X					X
Speed Cushions	X	X					X
Speed Dots	X	X					X
Speed Humps	X	X					X
Speed Limit Pavement		X					

Markings							
Speed Mounds		X	X				X
Split Speed Humps		X					
Stationary Radar Signs		X					
Traffic Circles	X	X					X
Parking							
General Parking Restrictions	X					X	
Good Neighbor Parking Program				X		X	
Residential Parking Zone	X					X	

1 Traffic conditions are different for each location resulting in numerous tools that can address
2 your specific neighborhood concern. In addition, some tools are only applied after guidelines are
3 met. The above chart lists the tools available to residents. The presence of an “X” indicates
4 which tools best address a specific area of concern. For each tool, specific information and
5 guidelines for their use are defined on subsequent pages.

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2 IMPLEMENTING TOOLS

3 For each tool, a set of guidelines has been established based on the level of public participation
4 needed, requirements needed to approve the tool, and traffic considerations.

PUBLIC PARTICIPATION	REQUESTOR For most tools, there is an expectation that the person who submits a traffic safety concern will work alongside City staff to resolve the issue and serve as the conduit between the City and his/her neighbors.
	MONROE TRAFFIC ADVISORY COMMITTEE is a group of resident volunteers who meet with City staff on an ongoing basis and help to develop neighborhood-wide plans. Traffic Committee members attend Traffic Committee meetings, become knowledgeable about City policies and guidelines as they relate to traffic calming, and share information with their neighbors. In general, the time commitment for Traffic Committee members is approximately 20-30 hours per year.
	COMMUNITY AND NEIGHBORHOOD ASSOCIATIONS are often asked to participate in the traffic safety process when tools affect the neighborhood as a whole. Board members help to share information with the neighborhood and/or may assign a member to the Traffic Committee.
APPROVAL REQUIREMENTS	NOTIFICATION of a project is needed when tools minimally impact adjacent properties, such as the installation of signs.
	ADJACENT PROPERTY support is needed whenever a tool, such as speed humps, directly impacts a property. This support is needed before a project moves to the next step.
	SCHOOL DISTRICT support may be needed if a project is adjacent or affects the traffic operations of a school.
TRAFFIC CONSIDERATIONS	VEHICLE SPEEDS listed in the tools are minimum 85 th percentile speeds required for that tool to be effective; this means 85% of the vehicles are traveling at or below a specific speed.
	AVERAGE DAILY TRAFFIC refers to the average number of vehicles passing a specific point during a 24-hour period. There are minimum traffic volumes and maximum volumes for when certain tolls may be implemented.
	EMERGENCY RESPONSE TIME is the time it takes for Fire/Police to respond in an emergency. Some tools that modify the streetscape will impact the response time of emergency vehicles from 1-9 seconds. Tools are labeled as moderately or significantly impacting emergency response depending on the delay caused.

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1 **ADDITIONAL CONSIDERATIONS**

2 In addition to the guidelines listed on the previous pages, the following are considerations that
3 apply to every tool and help to determine the appropriateness of each tool:

• Is the street a school bus or transit route?	• Are there adjacent arterials to divert traffic?
• Is the roadway grade less than 8%?	• Are there horizontal or vertical curves?
• Are there drainage and maintenance issues?	• Will parking be affected?
• How many reported accidents have occurred in the area?	• Where are driveways and intersections located?
• Are streetlights needed?	• Are larger vehicle's turning movements affected?

4 We are always looking for ways to improve how we work with residents on traffic safety issues.
5 As such, to ensure we are providing innovative and effective services, this document is subject to
6 change based on the continual review of our processes. While we make every effort to keep the
7 guidelines listed in this document current, there may be some instances where the guidelines are
8 subject to change based on the specific context and location of the traffic safety concern, current
9 regulations, or changes to engineering standards. Additionally, there may be opportunities for
10 alternative tools not listed in this guidebook on a pilot basis.

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2 NEIGHBORHOOD TRAFFIC SAFETY 3 NEWSLETTERS

4 Neighborhood Traffic Safety Newsletters are published by the City and contain personalized
5 information about your neighborhood's traffic safety concerns. This newsletter also explains the
6 results of speed and volume studies and recommends actions that may alleviate the traffic
7 concern. Additionally, traffic and pedestrian safety basics are covered. Although the City staff
8 develop this newsletter, the local neighborhood association is welcome to assist with newsletter
9 content and distribution. Staff can also provide homeowner associations with traffic safety
10 articles to include in their newsletters or on their website.

11 **Public Participation**

12 The neighborhood association may provide content and help distribute the newsletters to
13 neighborhood residents.

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2 **RADAR TRAILER**

3 The radar trailer is a portable trailer equipped with a radar unit which detects the speed of
4 passing vehicles and displays the speed on a reader board. The goal is to heighten driver's
5 awareness of both the speed at which they are travelling and the posted speed limit. This
6 encourages drivers to adjust their speed, if needed.

7 **Public Participation**

8 To request a radar speed trailer be placed at a particular location, call 360-794-6300.

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2 **SIGN AND PLEDGE PROGRAM**

3 This program involves lending communities portable signs that encourage motorists to respect
4 the neighborhood, drive responsibly, and drive 25 mph. The signs are moved by community
5 volunteers from place to place throughout the neighborhood every few days. The second part of
6 the program is a neighborhood pace car program. Residents who pledge to drive responsibly and
7 drive the speed limit on all neighborhood streets receive magnetic bumper stickers or window
8 clings to place on their vehicles. As these motorists drive 25 mph on residential streets, they set
9 the pace for drivers behind them.

10 **Public Participation**

11 The requestor and neighborhood volunteers are responsible for placement of signs around the
12 community. In addition, the volunteers encourage their neighbors to sign the pace car pledge.
13 There is a 20 minute training session provided by City staff.

14 **Approval Requirements**

15 Written neighborhood association and volunteer support is required.

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2 **TRAFFIC ENFORCEMENT**

3 The Public Works Department works closely with the Monroe Police Department to enforce
4 speed limits and other traffic laws in neighborhoods. Using key traffic data provided by Public
5 Works staff, officers focus their scheduled patrols on the times and places where speeding most
6 often occurs.

7 **Public Participation**

8 To request enforcement call 360-794-6300.

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2 BRUSH TRIMMING

3 Overgrown brush and trees at intersections, driveways, sidewalks, and along roadways limits
4 motorists' ability to safely navigate neighborhood streets. Overgrown brush can block important
5 signs and limit a driver's ability to see on-coming traffic at intersections. Brush trimming targets
6 those trouble areas and increases the visibility of pedestrians, bicyclists, and motorists.

7 The City has guidelines for sight-lines based on posted speed limits. When brush trimming is
8 required, City staff notify adjacent households of the concern, requesting they do the
9 maintenance on their own within a specified period of time. If the landscaping does not get
10 sufficiently trimmed back, City crews do the maintenance at the property owner's expense.

11 **Public Participation**

12 The requestor alerts City staff to areas of concern in the neighborhood.

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CHICANES/SLOW POINTS

Chicanes are a series of two to three curb extensions that alternate from one side of the street to the other forming S-shaped curves on what would be an otherwise straight roadway. Slow points are curb extensions that narrow a roadway, sometime allowing only one car at a time to pass. This treatment is used to reduce vehicle speeds.

In some cases, this tool can be designed as a one-lane zone which allows only one vehicle at a time to pass, requiring vehicles at both ends to stop or yield before proceeding through. This creates delay for motorists and can reduce cut-through traffic as a result.

Public Participation

The requestor should be proactive throughout the process in assisting the City in obtaining support and should also serve as a member of the Traffic Committee, if one is formed.

Approval Requirements

Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots must support the project for it to be designed and constructed.

Traffic Considerations

- Posted speed limit of 25 mph
- Vehicle speeds of > 35 mph (>30 mph if adjacent to neighborhood park/school)
- Average daily traffic of 300-3,500 vehicles
- Moderate impact to emergency response
- On-street parking may need to be restricted

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CURB EXTENSIONS

Curb extensions narrow the roadway by extending the curb toward the center of the street helping to reduce vehicle speeds. Curb extensions can also be used at intersections or mid-block locations to increase sight distance. They can also be installed in conjunction with speed humps to create planting areas or raised crosswalks to shorten pedestrian crossing distances.

Public Participation

The requestor should be proactive throughout the process in assisting the City in obtaining support and should also serve as a member of the Traffic Committee, if one is formed.

Approval Requirements

Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots must support the project for it to be designed and constructed.

Traffic Considerations

- Posted speed limit of 25 mph
- Average daily traffic of 300-6,500 vehicles
- Moderate impact to emergency response
- On-street parking may need to be restricted

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2 **FULL CLOSURE**

3 A full closure physically closes a roadway in a neighborhood and is considered the most
4 restrictive and severe form of traffic calming. These installations eliminate or reroute cut-through
5 traffic but come with significant trade-offs for residents including increased travel time to and
6 from their homes. Typically the City installs a temporary closure to provide an opportunity for
7 residents to live with the restriction before determining if it becomes permanent.

8 A full closure can be designed to accommodate non-motorized travel such as pedestrians and
9 bicyclists, as well as access for emergency response vehicles.

10 **Public Participation**

11 The requestor should be proactive throughout the process in assisting the City in obtaining
12 support and should also serve as a member of the Traffic Committee, if one is formed.

13 **Approval Requirements**

14 Adjacent property support is needed. This tool significantly impacts driving patterns in a
15 neighborhood by forcing residents to find alternative routes to and from their home. As a result,
16 sixty-five percent (65%) of all households in the neighborhood need to support the restriction.
17 The project may include an initial demonstration project before determining whether the closure
18 is installed permanently.

19 **Traffic Considerations**

- 20 • Posted speed limit of 25 mph
- 21 • Average daily traffic of < 2,000 vehicles
- 22 • 20% of traffic during peak hour is cutting through the neighborhood to avoid adjacent
- 23 arterial streets
- 24 • Significant impact to emergency response

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2 **LANE STRIPING**

3 Lane striping helps to define the roadway. Whether installed with paint or buttons, it can
4 delineate parking areas, travel lanes, bike lanes, and even walking areas. It can be used to narrow
5 travel lanes in an effort to reduce vehicle speeds.

6 **Public Participation**

7 The requestor should be proactive throughout the process in assisting the City in obtaining
8 support and should also serve as a member of the Traffic Committee, if one is formed.

9 **Approval Requirements**

10 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
11 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
12 must support the project for it to be designed and constructed.

13 **Traffic Considerations**

- 14 • Posted speed limit of 25 mph
- 15 • Average daily traffic of >300 vehicles
- 16 • Parking may be restricted

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2 **MEDIANS**

3 Medians are raised islands placed in the center of a roadway to separate opposing traffic. They
4 can be placed mid-block or at entrances into neighborhoods. Medians are used to narrow the
5 roadway and are often landscaped to provide a visual enhancement and create a perception of a
6 narrower roadway.

7 They can be used in conjunction with a pedestrian crossing to provide a refuge area.

8 **Public Participation**

9 The requestor should be proactive throughout the process in assisting the City in obtaining
10 support and should also serve as a member of the Traffic Committee, if one is formed.

11 **Approval Requirements**

12 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
13 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
14 must support the project for it to be designed and constructed.

15 **Traffic Considerations**

- 16 • Posted speed limit of 25 mph
- 17 • Vehicle speeds of > 35 mph (>30 mph if adjacent to neighborhood park/school)
- 18 • Average daily traffic of >300 vehicles
- 19 • Limited impact to emergency response vehicles, depending on location
- 20 • Should not be located where they affect driveway access
- 21 • Parking may be restricted

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NEIGHBORHOOD ENTRANCES

A neighborhood entrance is a raised island in the center of a roadway and/or a raised pavement treatment, such as a patterned brick pavement, that identifies the entrance into a neighborhood.

Neighborhood entrances notify drivers that they are entering a neighborhood or residential area and thus encourage slower vehicle speeds. They may also discourage cut-through traffic. In addition, opportunities may exist for additional enhancement by adding landscaped medians and/or “residential area” signs.

Public Participation

The requestor should be proactive throughout the process in assisting the City in obtaining support and should also serve as a member of the Traffic Committee, if one is formed.

Approval Requirements

Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots must support the project for it to be designed and constructed.

Traffic Considerations

- Average daily traffic of >300 vehicles
- Parking may be restricted

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2 **PARTIAL CLOSURE**

3 Partial closures restrict the roadway to one direction of travel. They limit vehicular access into
4 neighborhoods while still providing residents with either an exit or entrance depending on the
5 restriction.

6 Partial closures permanently change traffic patterns for residents within a neighborhood
7 sometimes resulting in longer travel times and traffic shifts within the residential area. Design
8 features can include landscaping.

9 **Public Participation**

10 The requestor should be proactive throughout the process in assisting the City in obtaining
11 support and should also serve as a member of the Traffic Committee, if one is formed.

12 **Approval Requirements**

13 Adjacent property support is needed. This tool significantly impacts driving patterns in a
14 neighborhood by forcing residents to find alternative routes to and from their home. As a result,
15 sixty-five percent (65%) of all households in the neighborhood need to support the restriction.
16 The project may include an initial demonstration project before determining whether the closure
17 is installed permanently.

18 **Traffic Considerations**

- 19 • Posted speed limit of 25 mph
- 20 • Average daily traffic of <2,000 vehicles
- 21 • 20% of traffic during peak hour is cutting through the neighborhood to avoid adjacent
22 arterial streets
- 23 • Moderate impact to emergency response
- 24 • May restrict parking

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RAISED CROSSWALK

A raised crosswalk is an area of roadway pavement that has been raised approximately 3” and includes a crosswalk marked on top.

Raised crosswalks are typically implemented on streets where speed control at pedestrian crossings is desired, such as in school zones or adjacent to neighborhood parks. Raised crosswalks can be used in conjunction with other tools such as curb extensions, which narrow the crossing distance for pedestrians..

Public Participation

The requestor should be proactive throughout the process in assisting the City in obtaining support and should also serve as a member of the Traffic Committee, if one is formed.

Approval Requirements

Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots must support the project for it to be designed and constructed.

Traffic Considerations

- Posted speed limit 25 mph
- Average daily traffic of 300-3,500 vehicles
- Significant impact to emergency response vehicles
- Should not be located where they affect driveway access
- Potential noise impacts from motorists traversing the raised crosswalk

1 **“RESIDENTIAL AREA” SIGNS**

2 Monroe’s blue “Residential Area” signs note that one is entering a residential area. The sign is
3 designed to promote a sense of community by showing pictures of homes, bicyclists, pedestrians,
4 and vehicles. It has a supplemental plaque that states “Residential Area.”

5 These signs are placed in areas where traffic improvements have been implemented and/or where
6 there needs to be a definition between a neighborhood and commercial or business area.

7 **Public Participation**

8 Some signing may require adjacent household support. If so, the requestor should be proactive
9 throughout the process of obtaining adjacent property owner support.

10 **Approval Requirements**

11 Adjacent property support may be needed.

12 **Traffic Considerations**

- 13 • Posted speed limit 25 mph

14

1 **SCHOOL ZONE FLASHING BEACONS**

2 To reinforce reduced speed limits near schools, Monroe posts flashing yellow beacons near some
3 elementary schools, as funding allows. These signs are installed in school zones alerting drivers
4 to slow to 20 mph during school hours.

5 School zones are defined as 300 feet from school property or a marked school crosswalk.

6 **Approval Requirements**

7 Residents are notified when school zone flashing beacons are installed.

8

1 **SPEED CUSHIONS**

2 Speed cushions are different from speed humps in that they have gaps to allow for the expedient
3 passing of emergency vehicles. Typically speed cushions consist of two or more raised and
4 rounded areas of pavement placed laterally across a road. There are gaps for emergency vehicles
5 to pass through without significant jostling or displacement. Non-emergency vehicles are
6 generally too narrow to travel through the gaps and must drive over the bump helping to reduce
7 vehicle speeds.

8 **Public Participation**

9 The requestor should be proactive throughout the process in assisting the City in obtaining
10 support and should also serve as a member of the Traffic Committee, if one is formed.

11 **Approval Requirements**

12 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
13 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
14 must support the project for it to be designed and constructed.

15 **Traffic Considerations**

- 16 • Posted speed limit 25 mph
- 17 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
- 18 • Average daily traffic of 300-3,500 vehicles
- 19 • Moderate impact to emergency response vehicles
- 20 • Should not be located where they affect driveway access
- 21 • Potential noise impacts from motorists traversing the speed cushions

22

1 **SPEED DOTS**

2 A speed dot is a small circular or oval island located in the center of the road at mid-block
3 locations. It reduces vehicle speeds by narrowing the roadway and redirection vehicles around
4 the circle. The effect on vehicle speeds depends on the roadway width, in addition to the size and
5 number of speed dots. They can be used in a series resulting in a raised median effect but
6 includes better driveway access. They can also be landscaped.

7 **Public Participation**

8 The requestor should be proactive throughout the process in assisting the City in obtaining
9 support and should also serve as a member of the Traffic Committee, if one is formed.

10 **Approval Requirements**

11 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
12 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
13 must support the project for it to be designed and constructed.

14 **Traffic Considerations**

- 15 • Posted speed limit 25 mph
- 16 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
- 17 • Average daily traffic of 300-3,500 vehicles
- 18 • Moderate impact to emergency response vehicles
- 19 • Should not be located where they affect driveway access
- 20 • May restrict parking
- 21 • May require removal of some landscaping in the right-of-way of adjacent yards

22

1 **SPEED HUMPS**

2 A speed hump is a raised area of roadway pavement approximately 3 inches in height. They are
3 different than the more severe speed bumps you may find in parking lots. A speed hump causes a
4 vehicle to produce a rocking motion, creating an uncomfortable sensation for the occupants of
5 speeding vehicles thus encouraging the driver to reduce their speed.

6 There are two different designs of speed humps based on roadway characteristics. The first is 12'
7 long (in the direction of travel) with a gentle rise of 3 inches at the center and the other a 22'
8 long design that is 3" in height, with a 10' flat top. The latter design is used for raised crosswalks
9 and in areas with transit and higher traffic volumes.

10 **Public Participation**

11 The requestor should be proactive throughout the process in assisting the City in obtaining
12 support and should also serve as a member of the Traffic Committee, if one is formed.

13 **Approval Requirements**

14 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
15 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
16 must support the project for it to be designed and constructed.

17 **Traffic Considerations**

- 18 • Posted speed limit 25 mph
- 19 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
- 20 • Average daily traffic of 300-3,500 vehicles
- 21 • Significant impact to emergency response vehicles
- 22 • School bus or transit route
- 23 • Potential noise impacts from motorists traversing the speed humps

24

1 **SPEED LIMIT PAVEMENT MARKINGS**

2 The City uses pavement markings noting “25 MPH” at locations where drivers may need to be
3 reminded of the posted speed limit. These pavement markings are typically eight feet long and
4 either painted onto the pavement or applied with a special tape. Locations are based on field
5 review and speed study results.

6 **Public Participation**

7 The requestor should be proactive throughout the process in assisting the City in obtaining
8 support.

9 **Approval Requirements**

10 Residents are notified when speed limit pavement markings are installed.

11 **Traffic Considerations**

- 12 • Posted speed limit 25 mph
- 13 • Vehicle speeds >30

14

1 **SPEED MOUNDS**

2 Speed mounds are slightly raised areas of pavement that guide drivers through a designated area.
3 Unlike traffic circles which force drivers around a device, speed mounds allow vehicles to pass
4 over the raised pavement. They may be built with colored and/or textured pavement. Speed
5 mounds are used as an alternative to curb extensions or medians and are successful when
6 existing driveways and turning movements restrict physical curbed treatments, such as traffic
7 circles.

8 **Public Participation**

9 The requestor should be proactive throughout the process in assisting the City in obtaining
10 support and should also serve as a member of the Traffic Committee, if one is formed.

11 **Approval Requirements**

12 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
13 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
14 must support the project for it to be designed and constructed.

15 **Traffic Considerations**

- 16 • Posted speed limit 25 mph
- 17 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
- 18 • Average daily traffic of 300-3,500 vehicles
- 19 • Moderate impact to emergency response vehicles
- 20 • School bus or transit route

21

1 **SPLIT SPEED HUMPS**

2 Split speed humps are modified speed humps that allow emergency vehicles to navigate around
3 the hump without much delay. Motorists that are not associated with emergency response are
4 directed to travel over the speed hump.

5 Split speed humps are appropriate tools for streets that a designated emergency response routes
6 or where many traffic calming measures, such as traditionally-designed speed humps, cannot be
7 installed. As a result, a split hump does not unduly impact emergency response. Split speed
8 humps contain landscaped medians as part of the project.

9 **Public Participation**

10 The requestor should be proactive throughout the process in assisting the City in obtaining
11 support and should also serve as a member of the Traffic Committee, if one is formed.

12 **Approval Requirements**

13 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
14 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
15 must support the project for it to be designed and constructed.

16 **Traffic Considerations**

- 17 • Posted speed limit 25 mph
- 18 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
- 19 • Average daily traffic of 300-3,500 vehicles
- 20 • Moderate impact to emergency response vehicles
- 21 • School bus or transit routes
- 22 • Potential noise impacts from motorists traversing the split speed humps

23

1 **TRAFFIC CIRCLES**

2 A traffic circle is a raised circular island located in the center of an intersection. This design
3 requires vehicles to keep right and travel through the intersection in a counter-clockwise
4 direction around the island. The shape and size of the traffic circle is determined by the size of
5 the intersection. Traffic circles can be placed at four-legged and three-legged intersections.
6 Installations of traffic circles can be very effective at reducing the number of vehicle collisions at
7 an intersection.

8 **Public Participation**

9 The requestor should be proactive throughout the process in assisting the City in obtaining
10 support and should also serve as a member of the Traffic Committee, if one is formed.

11 **Approval Requirements**

12 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
13 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
14 must support the project for it to be designed and constructed.

15 **Traffic Considerations**

- 16 • Posted speed limit 25 mph
- 17 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
- 18 • Average daily traffic of 300-3,500 vehicles
- 19 • Significant impact to emergency response vehicles
- 20 • School bus or transit route
- 21 • May require parking restrictions

22

1 **GENERAL PARKING RESTRICTIONS**

2 Parking restrictions are installed in neighborhoods for a variety of reasons, such as for sight-
3 distance issues near an intersection, limited roadway widths, and spillover parking from
4 businesses, schools, or parks. These restrictions do not allow any vehicles to park in these areas
5 during the time indicated on the signs.

6 **Public Participation**

7 The requestor should be proactive throughout the process in assisting the City in obtaining
8 support.

9 **Approval Requirements**

10 If sign installation is based on safety, no adjacent property support is needed and City staff will
11 proceed. If the restrictions are non-safety related, 100% adjacent property support is needed
12 through a ballot.

13 **Traffic Considerations**

- 14 • Nature of parking concern

15

1 **GOOD NEIGHBOR PARKING PROGRAM**

2 When parking issues in the neighborhood arise as a result of a single establishment, such as a
3 church, school, or business, it helps when both sides are willing to work together to find
4 solutions. The Good Neighbor Parking Program seeks to manage parking demand and supply,
5 decrease the number of auto trips generated, and to lessen spillover parking impacts on the
6 neighborhood.

7 The City works with the establishment and suggests solutions that can be implemented such as
8 better drop off/pick up routes, pursuing shared parking agreements with adjacent or nearby
9 businesses, and incentives to promote alternatives to driving like carpooling and taking the bus.

10 **Public Participation**

11 Cooperation is the key for the Good Neighbor Parking Program to work. The business generating
12 the traffic must be willing to be a “good neighbor” and put forth the effort to enforce
13 consequences if there are violations.

14 **Approval Requirements**

15 Good neighbor agreements work best when they are reciprocal. The establishment owner agrees
16 to be responsive to neighborhood concerns, but it helps when the neighbors do what they can to
17 help the business succeed. If parking restrictions are required, adjacent properties need to agree
18 to have them in the neighborhood before the signs are installed.

19

1 **RESIDENTIAL PARKING ZONE**

2 A Residential Permit Parking Zone (RPZ) is an area established by a city ordinance to restrict
3 non-residential parking on neighborhood streets. Unlike general parking restrictions, residents
4 and their guests are exempt from the RPZ restrictions if they are parked legally and display an
5 RPZ permit.

6 **Public Participation**

7 The requestor should be proactive throughout the process in assisting the City in obtaining
8 support and should also serve as a member of the Traffic Committee, if one is formed.

9 **Approval Requirements**

10 65% of the neighborhood must support the implementation of a residential parking zone. City
11 Council must approve the ordinance before the RPZ can take effect.

12

1 **WHAT’S *NOT* IN THE TOOLKIT?**

2 Will lowering the speed limit alleviate speeding in my neighborhood?

3 Engineering studies show that speed limit signs are not the most significant factor influencing
4 driver speeds. Research indicates that a reasonable and prudent driver will drive the speed
5 suggested by roadway and traffic conditions, to the extent of disregarding the posted speed limit.
6 A speed limit that is unrealistic invites the majority of drivers to disregard posted speeds.

7
8 How are speed limits established?

9 Washington State law allows cities and counties to set speed limits that differ from the standard
10 speed limits set under the Revised Code of Washington (RCW) 46.61.400 that states 25 mph on
11 city streets unless otherwise posted. Higher or lower speed limits are determined through traffic
12 review.

13 Speed studies, roadway geometry, sight distance, and accident history are considered in the
14 review. If these factors are not limiting, the 85th Percentile speed is used to set the speed limit.
15 The 85th percentile speed is the speed at which 85% of vehicles are traveling at or under. It is
16 generally accepted that this speed is considered reasonable for the roadway.

17 Lowering the posted speed limit does not significantly lower traffic speed and can lead to
18 unreasonable ticketing for acceptable driving behavior.

19
20 Why are stop signs not used for speed control?

21 It seems like an obvious, inexpensive way to reduce vehicle speeds. However, what seems to be
22 the perfect solution can actually create a less desirable situation. When stop signs are used as
23 “nuisances” or “speed breakers,” there is a high incidence of drivers intentionally violating the
24 stop. When vehicles do stop, the speed reduction is effective only in the immediate area of the
25 stop sign, since a large percentage of motorists then increase their speed to make up for lost time.
26 This results in increased mid-block speeds. For these reasons, we do not use stop signs for speed
27 control. Instead they are used to improve safety at intersections where traffic volumes or
28 accidents require their installation.

29
30 Can we get a Children at Play sign?

31 Some parents believe that the safety of their children playing in or near the street can be
32 enhanced through the installation of “Slow Children” or “Children at Play” signs. Traffic studies
33 have shown that “Children at Play” signs do not increase driver’s attention to the point of
34 reducing vehicle speeds or reducing pedestrian accidents. In fact, placement of these signs can
35 increase the potential for accidents by conveying to children and parents a sense of a protected
36 area, which does not exist and cannot be guaranteed. For these reasons, the City does not install
37 these types of signs, and instead encourages parents to find alternative play areas for children,
38 such as a backyard or local park.

**CITY COUNCIL
STUDY SESSION MINUTES
June 11, 2013**

The Study Session of the Monroe City Council was held on June 11, 2013, in the Council Chambers at City Hall. Mayor Zimmerman called the meeting to order at 7:00 p.m.

Councilpersons present: Goering, Cudaback, Williams, Kamp, Davis, Gamble, and Hanford.

Discussion: Traffic Calming Policy

Public Works Director Feilberg gave an overview explaining that the City has drafted policy documents and conducted trials of traffic calming techniques in the past. However, these efforts failed to gain traction. It is important to have a policy, to ensure that traffic calming is consistent within the City.

After comments and discussion, Council consensus was to direct staff to prepare a draft neighborhood traffic calming program for presentation to the Council on August 13, 2013. Painting curbs will be brought back for further discussion on July 9th.

Councilperson Gamble entered Council Chambers at 8:03 p.m.

**CITY COUNCIL
BUSINESS MEETING MINUTES
August 20, 2013**

The Business Meeting of the Monroe City Council was held on August 20, 2013, in the Council Chambers at City Hall. Mayor Zimmerman called the meeting to order at 7:00 p.m.

Councilpersons present: Goering, Williams, Kamp, Davis, Gamble, and Hanford.

Traffic Calming Policy

Public Works Director Feilberg gave an overview explaining the usual process used in other cities for allowing speed humps. Their programs are currently suspended, due to budget constraints. He explained the costs and the requirements surrounding various types of speed humps; i.e., changes to the streets/streetscape.

After discussion, Council determined certain changes that they would like to see in the *Traffic Calming Policy*.

The October 22, 2013, Regular Business Meeting of the Monroe City Council was called to order by Mayor Robert G. Zimmerman at 7:00 p.m. in Council Chambers, City Hall.

Councilmembers present: Cudaback, Davis, Goering, Gamble¹, Hanford, Kamp, and Williams.

¹ CLERK'S NOTE: Councilmember Gamble arrived at 7:30 p.m. during discussion on Unfinished Business No. 1.

1. Discussion: Traffic Calming Program

Public Works Director Brad Feilberg presented information on the Traffic Calming Program: the item was previously discussed by Council August 20, 2013; a residential traffic guidebook has been prepared and presented; and WCIA has provided comments regarding uniform criterion.

Discussion ensued regarding neighborhood involvement, funding sources, maintenance, the Monroe Traffic Advisory Committee (1992-2008), requests for speed trailers/radars (complaint based), police traffic units (no dedicated units at this time; proposal forthcoming), and citizen/neighborhood traffic calming education.



City of Monroe
Donation Acceptance Policy
Adopted July 23, 2019

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1.0 PURPOSE:

1.1 The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Monroe. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. The provisions of this policy shall be construed in accordance with, and shall be subordinate to, the applicable requirements of Chapters 2.52 MMC, Code of Ethics, and 3.40 MMC, Donations of Property to City. All donations are subject to be included in the City's asset inventory listing as applicable.

2.0 TYPES OF DONATIONS:

2.1 Donations may be offered in the form of cash, real or personal property. Designated donations mean those that the donor specifies for a particular City department, location, or purpose. An undesignated donation means those donations that are given to the City for an unspecified use.

3.0 CONSISTENCY WITH CITY INTERESTS

3.1 Designated donations may only be accepted when they have a purpose consistent with the City's long range strategic plans, goals and objectives, comprehensive planning documents, municipal code, policies and are in the best interest of Monroe. The City must always consider the public trust and comply with all applicable laws when accepting donations.

4.0 ACCEPTANCE OF UNDESIGNATED DONATIONS OF CASH OR TANGIBLE ITEMS

4.1 All donations to the City, including art as defined in the City's Public Art Policy, shall immediately be submitted for consideration for acceptance. Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant the acceptance of the donation. A subject matter expert shall estimate the value of any nonmonetary donation not supported by a bona fide appraisal for purposes of compliance with this section. (MMC 3.40) The following points list the threshold amounts for donation acceptance:

- 1.** All monetary and nonmonetary donations with a current value of up to five thousand dollars may be approved and accepted for the City by the Mayor.
- 2.** All donations with a value greater than five thousand dollars must be approved by the City Council before acceptance.
- 3.** Offers of donations of cash or items valued more than five thousand dollars must be approved by the City Council before acceptance (MMC 3.40.030). A subject matter expert shall estimate the value of any non-monetary donation not supported by a bona fide appraisal.

5.0 ACCEPTANCE OF DESIGNATED DONATIONS OF CASH OR TANGIBLE ITEMS

5.1 Based on the value of the donation offer as outlined in Section 4 above, appropriate City staff or Council will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Requirements for accepting donations or gifts:

1. The donation or gift shall have a purpose consistent with City Interests as stated above in Section 3.
2. The City may decline any donation or gift without comment or cause.
3. The donation or gift will not be in conflict with any provision of the law.
4. Any non-cash donation or gift will be aesthetically acceptable to the City.
5. If acceptance of the donation or gift would likely necessitate the expenditure of additional monetary and/or personnel resources by the City, the City may in its discretion: (i) decline the donation or gift, or (ii) condition the City's acceptance of the donation or gift upon the donor's agreement to fund or otherwise provide such resources.
6. The donation or gift places no restrictions on the City, unless agreed to by the Council.
7. All donations or gifts will receive recognition appropriate to the level and nature of the donation, as determined by the City. For those of a capital nature, that may be in the form of signage, marking, naming, or any other means the City should deem appropriate by an executed agreement. Regardless of the recognition strategy selected, the intent shall be to appropriately honor the donor for their contribution to the community.

6.0 ACCEPTANCE OF MEMORIAL TREE AND BENCH DONATIONS

6.1 The purpose of this section is to establish guidelines for a consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for memorial tree and bench donations in City-owned facilities, parks, natural areas and trail system.

Memorial Public Art considerations shall be subject to requirements of both this Policy and the City's Public Art Policy.

6.2 The City may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience. Final decision on placement of memorials will be made by the Department receiving the donation. Memorials with a commercial appearance or corporate label will not be allowed.

6.3 All proposed donations will be evaluated by the Department Head according to the following criteria:

1. Placement of enhancements must be compatible with existing development plans.
2. Final decision as to location of donated item will be determined by the receiving Department.
3. Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
4. All memorials will be constructed of materials that meet the design and maintenance considerations of the Department.
5. Large scale memorial donations may be considered on a case-by-case basis as they relate to park planning and other city approval processes, including, but not limited to an executed agreement.

6.4 Application/Donation Procedure will be as follows:

1. Donor talks/meets Department Head to share ideas for memorial donations.
2. Donor makes a proposal in writing to Department requesting acceptance of proposal.
3. City Administrator and Department staff will review and determine the appropriateness of the proposal as measured by the approval criteria.
4. Department staff will notify the donor within twenty business days of the review decision, identifying any final conditions of approval. Conditions will include information on where donor can purchase and deliver agreed upon donated items and also any additional installation or equipment charges that may be applicable.
5. With a positive review decision, Department staff will finalize and execute an Agreement for Services.
6. Donor is responsible for the purchase or memorial benches or trees.
7. Donor will remit any applicable additional payments to the City to cover the cost of installation and materials.

6.5 Improvements made in a public space become the property of the public and will be maintained accordingly by the Department. Neither the City, nor the Department, can offer any guarantee or obligation, legal or otherwise, to maintain or replace signs, plaques, materials, equipment, structures, or other donated resources that are vandalized, lost, stolen or otherwise damaged or destroyed. The City does not guarantee permanency of any memorial.

6.6 Written approval must be received before order and installation of the memorial may proceed. The City will install the item and provide maintenance for a period of five years. Once installed the memorial becomes the property of the City of Monroe.

7.0 ACKNOWLEDGEMENT OF DONATIONS

7.1 A Donation Acceptance Form is required to be completed by the receiving Department Head or the City Administrator and/or City Finance Officer for all donations provided to the City.

- 7.2** Acknowledgement of the donation should be in writing and be the responsibility of the Department Head who is the beneficiary of the donation. Undesignated donations shall be acknowledged by the City Administrator and/or City Finance Officer. A copy of the acknowledgement agreement shall be provided to the donors.
- 7.3** The Donor Acceptance Form including the donor names and donations amounts are public information subject to disclosure pursuant to the Revised Code of Washington (RCW) 42.56, Public Records Act.

8.0 DECLINED DONATIONS

8.1 The City of Monroe reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the City to not be in the best interests of the City. A declined donation may be one that would violate the requirements of Section 5.

- 1.** Appeal Procedure.
 - a.** The donor shall have the right to appeal a declined donation.
 - b.** Written Notice of Appeal. A written notice of appeal shall be filed within five days after the mailing or personal delivery of a notice of a declined donation. This appeal shall set the grounds for the appeal.
 - c.** Appeal to Mayor or Designee. The Mayor or his designee shall hear the donor or a designated representative, receive any relevant information and documents, and act on the appeal within five business days. The decision of the mayor or designee is appealable to the City Council if there is sufficient time to be placed on the agenda for the next regular meeting.
 - d.** If Sufficient Time for Council Appeal. If there is sufficient time for a timely appeal to be heard by the City Council, on a decision made by the Mayor or designee, the donor may, at their option, request that the matter be scheduled before the City Council. The decision of the City Council is final and is not subject to further challenge.

9.0 DISTRIBUTION OF DONATIONS

- 7.1** Tangible items will be distributed to appropriate City departments for use or, at the discretion of the Department Head or City Administrator, disposed of in an appropriate manner according to this policy.
- 7.2** Donations of cash for designated donations will be deposited into the appropriate revenue account for the designated City department.

10.0 DISSEMINATION OF INFORMATION

- 10.1** A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the Finance Department and the designated department for which the donation was assigned.
- 10.2** Each original Donation Acceptance Form shall be maintained by the City Finance Officer.
- 10.3** A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the City Council by the City Administrator and/or City Finance Officer.



Wesley S. Donahue

NOV. 13, 2002 -SEP. 14, 2018

Remembered with Love

Minute entries:

CC October 22, 2013

1. Discussion: Traffic Calming Program

Public Works Director Brad Feilberg presented information on the Traffic Calming Program: the item was previously discussed by Council August 20, 2013; a residential traffic guidebook has been prepared and presented; and WCIA has provided comments regarding uniform criterion.

Discussion ensued regarding neighborhood involvement, funding sources, maintenance, the Monroe Traffic Advisory Committee (1992-2008), requests for speed trailers/radars (complaint based), police traffic units (no dedicated units at this time; proposal forthcoming), and citizen/neighborhood traffic calming education.

CC October 28, 2014

STAFF/DEPARTMENT REPORTS

Mr. Brad Feilberg reported on a citizen email received regarding traffic/safety concerns in the Foothills area; staff is looking into the concerns, and will respond appropriately. General discussion ensued regarding speed control, stops signs, safety, traffic volumes/monitoring, and traffic calming devices/criteria. Councilmembers requested this topic be added to the P4 Committee Meeting to be held Monday, November 10, 2014.

P4 November 10, 2014 Council Present: Councilmembers Patsy Cudaback, Ed Davis, and Jeff Rasmussen.

III. New Business

A. Traffic Calming Tools/Criteria

Mr. Feilberg provided background information on traffic calming tools/criteria, previously reviewed by Council in 2013; no consensus was reached, and therefore, no action taken. Traffic Calming Program information was presented. General discussion ensued regarding setting criteria; funding sources; other cities' programs (specifically Kirkland and Bellevue); and coordination with the Police Department on the program. The Committee decided to review the traffic calming program information further; and add this item to the December committee meeting for further discussion.

CC November 18, 2014

COUNCILMEMBER REPORTS

1. P4 Committee (*Downtown Parking; Impact Fee Waivers; Traffic Calming Tools/Criteria*) Councilmember Rasmussen reported on the topics discussed at the November 10, 2014, P4 Committee Meeting. General discussion ensued regarding Downtown Parking. A resolution in this regard is forthcoming to the Council for consideration on December 2, 2014. Traffic Calming Tools/Criteria will be on the P4 Committee agenda for the December Committee Meeting.

CC December 9, 2014

COUNCILMEMBER REPORTS

1. P4 Committee (*Traffic Calming Tools/Criteria; Downtown Pedestrian Flags*) Councilmember Rasmussen reported the meeting was cancelled due to a lack of quorum; and he discussed agenda topics with Mr. Feilberg and City Administrator Gene Brazel. Both items will be coming back to the Committee for discussion in 2015.

P4 February 9, 2015 Council Present: Councilmembers Patsy Cudaback, Ed Davis, and Jeff Rasmussen.

IV. Unfinished Business

B. Traffic Calming Tools/ Criteria

The Traffic Calming Tools/ Criteria item was moved to the March 9, 2015, Committee Meeting.

P4 March 24, 2015 Council Present: Councilmembers Patsy Cudaback, Ed Davis, and Jeff Rasmussen

III. Unfinished Business

C. Traffic Calming Tools/ Criteria

Mr. Brad Feilberg, Public Works Director, provided background information on Traffic Calming Tools and Criteria. General discussion ensued regarding proposed criteria, liability, and the current process for reviewing a traffic calming related complaint/request. The Committee consensus was to recommend continuing to process complaints/requests per the current process; not adopt any criteria at this time; and to revisit this topic as needed in the future.

CC March 24, 2015

COUNCILMEMBER REPORTS

1. City Council Transportation/Planning, Public Works, Parks & Recreation, Public Safety Committee

Councilmember Rasmussen reviewed the topics discussed at the City Council Transportation/Planning, Public Works, Parks & Recreation, Public Safety Committee Meeting held earlier in the evening; including: the 2015 Committee Work Plan, the Snohomish County Fairgrounds Master Plan, and Traffic Calming Tools and Criteria. The next meeting of this committee will be held Tuesday, April 14, 2015, 6pm.