

**CITY OF MONROE
ORDINANCE NO. 024/2017**

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, RELATING TO THE 2017 ANNUAL COMPREHENSIVE PLAN AMENDMENT CYCLE; AMENDING AND UPDATING THE CAPITAL FACILITIES AND UTILITIES ELEMENT, THE PLAN IMPLEMENTATION CHAPTER, APPENDIX A: SEPA DOCUMENTATION, APPENDIX G: CAPITAL FACILITIES: PUBLIC SERVICES AND UTILITIES, AND APPENDIX H: CAPITAL FACILITIES: WATER, SEWER, AND STORMWATER OF THE 2015 – 2035 COMPREHENSIVE PLAN; ADOPTING THE MONROE AND SNOHOMISH SCHOOL DISTRICTS 2016 - 2021 CAPITAL FACILITIES PLANS; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the Growth Management Act (Chapter 36.70A RCW) gives authority to cities to update their comprehensive plans once per year so that the cumulative effects of all proposed amendments can be analyzed for consistency and the overall effect on the remainder of the plan; and

WHEREAS, the cumulative effects of all proposed amendments have been analyzed by the City of Monroe; and

WHEREAS, the City complied with all applicable City of Monroe Comprehensive Plan Amendment Procedures found in Resolution No. 2012/020, Monroe Municipal Code Chapter 20.04, Monroe Municipal Code Title 21, and other federal, state, and local regulations; and

WHEREAS, the City provided notice of the proposed Comprehensive Plan Amendments on the City's webpage, through direct mailing, posting, and publication of hearing notices in the Everett Daily Herald; and

WHEREAS, the Monroe Planning Commission held a duly advertised public hearing on September 25, 2017, to consider the proposed Comprehensive Plan Amendments; and

WHEREAS, the Planning Commission adopted Findings of Fact and Conclusions of Law recommending approval of the proposed amendments to the 2015 – 2035 Comprehensive Plan on October 9, 2017; and

WHEREAS, the Monroe Planning Commission forwarded recommendations for approval of CPA2016-01: School Impact Fees; CPA2016-02: Fire District Name; and CPA2016-03: Sanitary Sewer Extension to the Monroe City Council; and

WHEREAS, the City Council reviewed the Monroe Planning Commission recommendations at the October 17, 2017, meeting; and

WHEREAS, the Monroe City Council adopts the Findings of Fact and Conclusions of Law in support of the proposed Comprehensive Plan Amendments; and

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. CPA2016-01: School Impact Fees. The Monroe City Council hereby amends the sections of the Capital Facilities and Utilities Element and Appendix G: Capital Facilities: Public Services and Utilities of the 2015 – 2035 Monroe Comprehensive Plan as shown in the attached Exhibit A, and adopts the *Monroe School District No. 103 Capital Facilities Plan 2016-2021* and the *Snohomish School District Capital Facilities Plan 2016-2021* into the Capital Facilities Element, incorporated by this reference as if set forth in full.

Section 2. CPA2016-02: Fire District Name. The Monroe City Council hereby adopts amendments to the Capital Facilities and Utilities Element, Plan Implementation Chapter, Appendix A: SEPA Documentation, Appendix G: Capital Facilities: Public Services and Utilities, and Appendix H: Capital Facilities: Water, Sewer, and Stormwater of the 2015 – 2035 Comprehensive Plan, as shown in the attached Exhibit B, incorporated by this reference as if set forth in full.

Section 3. CPA2016-03: Sanitary Sewer Extension. The Monroe City Council hereby adopts amendments to Appendix H: Capital Facilities: Water, Sewer, and Stormwater of the 2015 – 2035 Comprehensive Plan, as shown in the attached Exhibit C, incorporated by this reference as if set forth in full.

Section 4. Findings, Conclusions, and Analysis. In support of the amendments approved in this ordinance, the Monroe City Council adopts the above recitals and the Findings of Fact and Conclusions of Law dated October 9, 2017, recommended by City Staff and adopted by the Monroe Planning Commission in support of the proposed Comprehensive Plan Amendments, as shown on the attached Exhibit D and incorporated by this reference as if set forth in full.

Section 5. Ordinance to be transmitted to department. Pursuant to RCW 36.70A.106, the City will transmit this ordinance to the Washington State Department of Commerce within ten days after final adoption.

Section 6. Severability. If any section, sentence, clause or phrase of this ordinance or any section of the Monroe Municipal Code adopted or amended hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance or code section.

Section 7. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

ADOPTED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 24th day of October, 2017.

First Reading: October 17, 2017
Final Reading: October 24, 2017
Published: October 27, 2017
Effective: November 1, 2017

CITY OF MONROE, WASHINGTON:

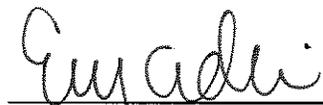


Geoffrey Thomas, Mayor

(SEAL)

ATTEST:

APPROVED AS TO FORM:



Elizabeth M. Adkisson, MMC, City Clerk

for J. Zachary Lell, City Attorney



CITY OF MONROE
2015 – 2035 Comprehensive Plan
Proposed School Impact Fees Amendments

Chapter 8: Capital Facilities and Utilities Element

Page # Amendment Location

8-5 Table 8.03 – Public Services and Facilities

Appendix G: Capital Facilities: Public Services and Utilities

Page # Amendment Location

9 Schools

10 Impact Fees

Chapter 8: Capital Facilities and Utilities Element

Table 8.03 - Public Services & Facilities

| Utility | Provider | Notes |
|-----------------------------|---|---|
| Roads | City of Monroe, State of Washington | <i>A summary discussion of the City’s traffic circulation system and proposed six-year transportation improvement plan can be found in the Transportation Element; complete details may be found in the Transportation Plan included as an appendix to this plan.</i> |
| Parks and recreation | City of Monroe, Snohomish County, State of Washington | <i>An updated inventory and planned parks capital improvement projects are contained in the Parks, Recreation, and Open Space Plan, included as an appendix to this plan.</i> |
| Fire protection | Snohomish County Fire Protection District #3 | <i>The City of Monroe is surrounded by and included within the district. District plans call for a new station in Monroe north of the railroad tracks.</i> |
| Police | City of Monroe | <i>The department provides 24/7 service. Appendix J lists forecast needs for additional officers, equipment and office space.</i> |
| Municipal facilities | City of Monroe | <i>There are three main components of the City campus: City Hall, the police building and the public works facility. All need upgrades and expansion.</i> |
| Schools | Monroe School District Snohomish School District | <i>Monroe has K-12 education facilities, and the City collects school impact fees, adopting the District’s capital facilities plan by reference into this comprehensive plan.</i> |

other types of capital facilities is allowed, but is not required.

The City of Monroe has adopted minimum LOS standards for the following capital facilities: fire services, parks, police services, potable water, schools, sanitary sewer, and transportation facilities. These standards were adopted in the Comprehensive Plan or in individual comprehensive facility plans that were adopted into the Capital Facilities Element by reference.

The established minimum LOS standards are listed in Table 8.04 for reference.

Capital Facilities Financing

The six-year and 20-year capital facilities programs identify improvements intended to implement the comprehensive plan along with potential funding sources. Appendix G lists potential funding sources that may be available for various capital projects. Some funding sources are local in nature, while others draw from state or federal sources.

The sources generally fall into one of two categories:

- *Multi-use sources – Multi-use revenue sources include taxes, fees and grants that may be used for virtually any type*

of capital facility, although may be subject to certain restrictions

- *Single-use sources – Single-use revenue sources include taxes, fees and grants which are dedicated to a single type of capital facility or infrastructure investment.*

The City employs a number of these funding approaches, including the charging of impact fees for parks and the assessment of a real estate excise tax. Appendix G lists the full range of funding sources and how these revenue streams have contributed to the City’s and the school district’s budgets over the past five years.

Capital Facilities Needs vs. Funding Capacity

The Growth Management Act (GMA) requires that transportation and capital facilities elements of the comprehensive plan contain finance plans that match future transportation and other capital facilities needs against projected revenue capacities. Probable funding sources and potential revenue capacities are identified in Appendix H for each capital facility need.

Transportation facilities needs and funding sources are discussed in general terms in the Transportation chapter (reference Chapter 4) and in more detail in the Transportation System Plan included in Appendix D. The parks and recreation facility needs and funding sources are discussed in general terms in the PROS chapter of this plan

Appendix G: Capital Facilities: Public Services and Utilities

The additional officers requested would increase the patrol teams to meet the demands of the citizens and continue to maintain a response time of under 3 minutes to “in progress” emergency calls.

Administrative staff needs:

1. A full time front desk person to receive phone calls and walk in customers.
2. A domestic violence liaison for the department.
3. Crime analyst to support patrol/investigative functions
4. Additional administrative support to assist with public records requests.

In order to support the growth in the City of Monroe, and to provide effective services, it is anticipated that the Monroe Police Department will need to hire additional personnel as outlined below. This will fill unfunded vacancies that occurred in 2008 – 2010 where City wide layoffs occurred.

Table 1-0-1: Projected Staffing Needs Police Department

| Year | Commissioned Personnel | Civilian Personnel |
|------|------------------------|--------------------|
| 2016 | 1 | 1 |
| 2017 | 2 | 1 |
| 2018 | 1 | 1 |
| 2019 | 0 | 1 |
| 2020 | 0 | 0 |
| 2021 | 0 | 0 |

The commissioned staffing recommendations would require additional vehicles added to our fleet, a detective’s vehicle and two patrol vehicles.

Table 1-2: Projected 6-year Police Facility Capital Improvements 2016-2021

| Description | Cost | Fund |
|--|------------------|---------------------------------|
| Increase training room | \$250,000 | General Fund |
| Additional tables and chairs for increased training room | \$ 20,000 | General Fund |
| Redesign locker room/investigations/temp evidence/armory | \$ 50,000 | General Fund |
| Storage | \$ 10,000 | General Fund |
| 3 additional vehicles | \$110,000 | General Fund |
| Remote office site – North Kelsey | \$ 5,000 | Retail Partnership/General Fund |
| Total | \$445,000 | |

Local Option Sales Tax

In August of 2013, the citizens approved a 1/10 of 1% sales tax to be used for law enforcement purposes effective January 1, 2014.

Schools

The City of Monroe adopts by reference the Monroe School District [and Snohomish School District](#) Capital Facilities Plans. [The Monroe School District’s Capital Facilities Plans](#) (CFP) [are](#) intended to provide the District, City of Monroe, Snohomish County and other jurisdictions with a description of facilities needed to accommodate projected student enrollment at acceptable levels of service over the next 21 years (~~2014-2035~~), as well as a more detailed schedule and financing program for capital

improvement over the next six years ~~(2014-2019)~~. In accordance with the Growth Management Act, this CFP contains the following required elements:

- An inventory of existing capital facilities owned by the School District, showing the locations and capacities of the facilities.
- A forecast of the future needs for capital facilities owned and operated by the School District.
- A six-year plan for financing capital facilities within projected funding capacities, which clearly identifies sources of public money for such purposes.
- The proposed locations and capacities of expanded or new capital facilities.

The Growth Management Act also requires reassessment of the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. The Capital Facilities Plan is intended to provide local jurisdictions with information on the District's ability to accommodate projected population and enrollment demands anticipated through implementation of various comprehensive plan land use alternatives.

~~Summary of School Demand and Needs~~

~~The most significant issues facing the Monroe School District in terms of providing classroom capacity to accommodate projected demands are aging school facilities, the rate of student growth, the availability and affordability of suitable school sites, including appropriate soils for septic systems, access to water and the geographic constraints associated with the increased student population.~~

~~The District is currently in the process of evaluating projected usages and use possibilities for the District office, Marshall Baseball Field and the Memorial Stadium. These properties do not directly affect student housing.~~

~~The consolidation of three middle schools into two sites and the conversion of the third site to house the Sky Valley education program would reduce space available for growth. When the District experiences significant growth, housing of students would quickly become a critical issue.~~

~~The total number of students projected for the Monroe School District in 2035 is 7,434 using the ratio method as adopted in the School District's Capital Facilities Plan. Growth is occurring throughout the District, with most of it occurring within and north of the City of Monroe. Long range projections indicate a capacity deficiency at the elementary school level by 2035.~~

Impact Fees

In addition to the CFP elements required by the Growth Management Act, the School District's CFP provides supporting documentation for the variables used to calculate development impact fees. The Monroe City Council will establish ~~the school impact fees for residential development based on the school capital facilities fees for the school district in which the development is located through the School Impact Mitigation Fee Program ordinance (Chapter 20.07 of the Monroe Municipal Code)~~. ~~The City declines to adopt the proposed impact fee schedules contained in the school facilities plans, disclaims any binding effect of the proposed impact fee schedules contained in the school facilities plans and will establish the percentage discount, if any, in and through its School Impact Fee ordinance (Chapter 20.07 of the Monroe Municipal Code).~~



CITY OF MONROE
2015 – 2035 Comprehensive Plan
Proposed Fire District Name Amendments

Chapter 8: Capital Facilities and Utilities Element

| <u>Page #</u> | <u>Amendment Location</u> |
|----------------------|---|
| 8-2 | Figure 8.02 Caption |
| 8-3 | List of Essential Public Facilities |
| 8-5 | Table 8.03 – Public Services and Facilities |
| 8-7 | Table 8.04 – Level of Service (LOS) Standards |

Chapter 10: Plan Implementation

| <u>Page #</u> | <u>Amendment Location</u> |
|----------------------|---|
| 10-5 | Table 10.02 – Action Items Execution Table – Agency Abbreviation Footnote |
| 10-6 | Table 10.02 – Action Items Execution Table – Agency Abbreviation Footnote |
| 10-7 | Table 10.02 – Action Items Execution Table – Agency Abbreviation Footnote |
| 10-8 | Table 10.02 – Action Items Execution Table – Agency Abbreviation Footnote |
| 10-9 | Table 10.02 – Action Items Execution Table – Agency Abbreviation Footnote |

Appendix A: SEPA Documentation

| <u>Page #</u> | <u>Amendment Location</u> |
|----------------------|--|
| 33 | Table 1.5-1 - Service/Facility and Provider of Public Services in Monroe |
| 36 | Southwest Monroe Study Area (Potential 2019 UGA Expansion Area) |

Appendix G: Capital Facilities: Public Services and Utilities

| <u>Page #</u> | <u>Amendment Location</u> |
|----------------------|---|
| 5 | Existing Facilities, Table 1-0-2 Title, and Table 1-0-3 Title |
| 6 | Current Demand |
| 7 | Projected Needs and Table 1-0-4 Source |
| 17 | Single-use Revenue Sources – EMS Levy and Fire Districts |

Appendix H: Capital Facilities: Water, Sewer, and Stormwater

| <u>Page #</u> | <u>Amendment Location</u> |
|----------------------|----------------------------------|
| SS 10-1 | 10.1 Project Review Procedures |
| W 10-1 | 10.1 Project Review Procedures |

Chapter 8: Capital Facilities and Utilities Element



Figure 8.02 - The City of Monroe is surrounded by and included within Snohomish County Fire Protection District No. 37. Plans currently call for a new station in Monroe north of the railroad tracks. (Image source: Studio Cascade, Inc.)

- *Provide capital facilities for land development envisioned or authorized by the Land Use chapter of this plan*
- *Maintain the quality of life for existing and future development by establishing and maintaining standards for the level of service of capital facilities*
- *Coordinate and provide consistency among the many plans for capital improvements, including:*
 - *Other chapters of the comprehensive plan*
 - *Master plans and other studies of the local government*
 - *Plans for capital facilities of state and/or regional/local significance*
- *Ensure the timely provision of adequate and concurrent facilities*
- *Document all capital projects and their financing.*

While this chapter has a 20-year planning horizon, it also informs the City’s shorter-term

capital facility decisions. Therefore, there is a direct relationship between this chapter and the City’s Six-Year Capital Facilities Plan (CFP). Six-year CFP’s are also required by the GMA.

Concurrency

The GMA seeks to have public facilities and services provided concurrent with development. Concurrency means that adequate public facilities will be in place to support new development or will be provided within a specified time thereafter.¹ Concurrency is a key concept that led to the passage of the GMA.

Concurrency requires that facilities have sufficient capacity to serve development without decreasing levels of service (LOS) below adopted minimum standards. While the GMA requires concurrency only for transportation facilities, the Washington State Department of Commerce recommends concurrency for water and sewer systems as well. The GMA also requires all other public facilities to be “adequate.”

Planning Area

For the purposes of this element, the water service area defines Monroe’s utility and capital facilities planning area. The water service area extends beyond both the city limits and the urban growth area (UGA). It includes an area that reflects the City’s recent acquisition of a nearby water association. While the City’s capital facilities funding decisions primarily focus within the City limits and the UGA where annexations may be expected, the service planning area is much larger, as shown in Figure 8.03.

Existing Conditions

Utilities

Monroe has a full range of urban services. This includes, for example, public water and wastewater systems; power and telecommunications facilities; public schools providing K-12 education; and fire, police, and emergency medical services. But not all available services are provided by the City of Monroe.

¹ See WAC 365-195-070[3]

This section briefly summarizes Monroe’s utility services.

Utility systems directly provided by the City of Monroe include water, wastewater and stormwater. A new utility system plan for all three utilities was prepared concurrently with this comprehensive plan by BHC Consultants. The City of Monroe Utility System Plan provides extensive detail on the City’s three utilities, and is incorporated into this plan by reference. The Utility System Plan is contained as Appendix H.

Table 8.01 provides a cursory overview of Monroe’s current utility conditions and objectives, drawn from the Utility System Plan.

Utilities not directly provided by the City itself, such as natural gas, cable and electricity, are identified and summarized in Table 8.02. More detail on these systems are provided in Appendix H, identifying those components relevant to Monroe’s long-range planning.

Public Services & Facilities

Monroe enjoys comprehensive public safety, parks and recreation, municipal, and transportation services. These are summarized in Table 8.03. Additional details on these public services and facilities are provided in appendices to this plan.

An important near term opportunity, however, is the potential co-location of municipal, school district and community college administrative facilities. Though funding availability for this three-in-one campus is still a challenge, all three groups are working together to study its feasibility.

Essential Public Facilities

The GMA defines “essential public facilities” as facilities typically difficult to site, such as airports, state educational facilities and state or regional transportation facilities as defined in RCW 47.06.140; state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, and group homes.

In addition to defining essential public facilities, the GMA requires the city to establish a process for siting such facilities. Comprehensive plans

and development regulations cannot preclude the siting of essential public facilities within jurisdictional boundaries.

Snohomish County has also adopted Countywide Planning Policies for the siting of essential public facilities. These policies are to be implemented through the Snohomish County Tomorrow Steering Committee, and include a common site review process to evaluate facility proposals; collaboration on the development of common siting criteria for the various types of facilities, and prescribe public review of the proposals including mitigation measures to reduce impacts within the jurisdiction where the facility is proposed.

Essential public facilities currently located in Monroe include:

- Monroe Correctional Complex (Washington State Department of Corrections)
- City of Monroe wastewater treatment plant
- City of Monroe Ingraham Hill Reservoir
- City of Monroe Trombley Hill Reservoir
- EvergreenHealth Monroe Hospital
- Fire District No. 3-7 facilities
- City of Monroe municipal campus, including City Hall, the police building, and public works facilities.
- FirstAir Field airport
- Everett Community College East County Campus

Level-of-Service Standards

The Growth Management Act requires Level-of-Service (LOS) standards for transportation facilities (RCW 36.70A.070, Mandatory Elements). The Washington Administrative Code (WAC) also discusses LOS standards for other types of capital facilities (WAC 365-196, Growth Management – Procedural Criteria for adopting Comprehensive Plans and Development Regulations). Establishing LOS standards for

Table 8.03 - Public Services & Facilities

| Utility | Provider | Notes |
|-----------------------------|---|---|
| Roads | City of Monroe, State of Washington | <i>A summary discussion of the City’s traffic circulation system and proposed six-year transportation improvement plan can be found in the Transportation Element; complete details may be found in the Transportation Plan included as an appendix to this plan.</i> |
| Parks and recreation | City of Monroe, Snohomish County, State of Washington | <i>An updated inventory and planned parks capital improvement projects are contained in the Parks, Recreation, and Open Space Plan, included as an appendix to this plan.</i> |
| Fire protection | Snohomish County Fire Protection District #37 | <i>The City of Monroe is surrounded by and included within the district. District plans call for a new station in Monroe north of the railroad tracks.</i> |
| Police | City of Monroe | <i>The department provides 24/7 service. Appendix J lists forecast needs for additional officers, equipment and office space.</i> |
| Municipal facilities | City of Monroe | <i>There are three main components of the City campus: City Hall, the police building and the public works facility. All need upgrades and expansion.</i> |
| Schools | Monroe School District | <i>Monroe has K-12 education facilities, and the City collects school impact fees, adopting the District’s capital facilities plan by reference into this comprehensive plan.</i> |

other types of capital facilities is allowed, but is not required.

The City of Monroe has adopted minimum LOS standards for the following capital facilities: fire services, parks, police services, potable water, schools, sanitary sewer, and transportation facilities. These standards were adopted in the Comprehensive Plan or in individual comprehensive facility plans that were adopted into the Capital Facilities Element by reference.

The established minimum LOS standards are listed in Table 8.04 for reference.

of capital facility, although may be subject to certain restrictions

- *Single-use sources – Single-use revenue sources include taxes, fees and grants which are dedicated to a single type of capital facility or infrastructure investment.*

The City employs a number of these funding approaches, including the charging of impact fees for parks and the assessment of a real estate excise tax. Appendix G lists the full range of funding sources and how these revenue streams have contributed to the City’s and the school district’s budgets over the past five years.

Capital Facilities Financing

The six-year and 20-year capital facilities programs identify improvements intended to implement the comprehensive plan along with potential funding sources. Appendix G lists potential funding sources that may be available for various capital projects. Some funding sources are local in nature, while others draw from state or federal sources.

The sources generally fall into one of two categories:

- *Multi-use sources – Multi-use revenue sources include taxes, fees and grants that may be used for virtually any type*

Capital Facilities Needs vs. Funding Capacity

The Growth Management Act (GMA) requires that transportation and capital facilities elements of the comprehensive plan contain finance plans that match future transportation and other capital facilities needs against projected revenue capacities. Probable funding sources and potential revenue capacities are identified in Appendix H for each capital facility need.

Transportation facilities needs and funding sources are discussed in general terms in the Transportation chapter (reference Chapter 4) and in more detail in the Transportation System Plan included in Appendix D. The parks and recreation facility needs and funding sources are discussed in general terms in the PROS chapter of this plan

Table 8.04 - Level of Service (LOS) standards

| Utility/Service | LOS criteria |
|-----------------------------|--|
| Fire Services | Monroe Fire District #3-7 has established an alarm response time of less than six and one quarter (6.25) minutes for the City of Monroe and an average response time of 12.30 minutes for the remainder of the district service area. |
| Parks and recreation | A level of service of 4.75 acres per 1,000 residents for parks and one mile of trail per 1,000 residents has been adopted. Additional considerations for service areas by park type are encouraged to direct acquisition and development of new parks. |
| Police services | The Monroe Police Department has established an alarm response time of three minutes or less for an "in progress" request for service within the urban growth area. |
| Potable water | The need and demand are determined by standards and equations provided in the Water System Design Manual from the Department of Health (see Chapter W 6 of Appendix H for additional detail). |
| Schools | The Monroe School District set minimum educational service standards are outlined in the adopted Monroe School District Capital Facilities Plan. The Snohomish School District set minimum educational service standards are outlined in the adopted Snohomish School District Capital Facilities Plan. |
| Sanitary sewer | The need and demand are determined by standards and equations provided in the Sewage Works Design Manual from the Department of Ecology (see Chapter SS 10 of Appendix H for additional detail). |
| Transportation | The City of Monroe has established a minimum LOS standard of "C" on all local collector street intersections, except for intersections with state highways; minimum LOS standard of "D" for all non-state arterial intersections; and a minimum LOS standard of "D" for state highway segments, including intersections with city streets or private driveways, subject to the Interlocal Agreement between the City of Monroe and the Washington State Department of Transportation, dated February 22, 1990. |

Chapter 10: Plan Implementation

Table 10.02 - Action Items Execution Table

Approximate time-frame (years)

| Action / Program | Score* | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 | 11-12 | 13-14 | 15-16 | 17-18 | 19-20 | Department/ Agency |
|--|--------|-----|-----|-----|-----|------|-------|-------|-------|-------|-------|-----------------------------------|
| <p>A.001 - Prepare a citywide non-motorized connectivity study,</p> <ul style="list-style-type: none"> ▫ Create alternative routes, improve walkability and crossing conditions at US 2, SR 203, SR 522, and the BNSF rail line ▫ Connect public and private trails ▫ Make Monroe a safer and more welcoming place for non-motorized modes of travel. <p>Implement based on the results of the study. <i>Implements Policies: P.001, P.007, P.144, P.152, P.165</i></p> | 2.7 | n | n | n | n | n | n | n | n | n | U | BNSF; CD; CM; PR; PW; WSDOT |
| <p>A.002 - Evaluate the design, phasing and cost options and implement a plan for improvements to freight and vehicular access from US 2 to business parks in the Fryelands area. <i>Implements Policies: P.008, P.153</i></p> | 2.4 | | n | | | | | | | | | BNSF; CD; CM; PW; WSDOT |
| <p>A.003 - Design, program and implement a plan to beautify, optimize traffic flow and improve access at the intersection of US 2 and 179th Avenue. <i>Implements Policy: P.140</i></p> | 2.8 | n | | | | | | | | | | BNSF; CD; CM; EHM; ESF; PW; WSDOT |
| <p>A.004 - Support or sponsor community, club, or City cleanup events and rehabilitation programs for open space and shoreline areas. <i>Implements Policy: P.209</i></p> | 3.2 | | n | n | n | n | n | n | n | n | U | CD; COC; CM; DOE; PR; PW; SC |
| <p>A.005 - Participate in the Snohomish River Salmon Recovery Forum, helping develop appropriate measures to protect and enhance fish habitat and implement strategies as outlined in the Salmon Conservation Plan. <i>Implements Policies: P.045, P.180</i></p> | 2.1 | n | n | n | n | n | n | n | n | n | U | CM; DOE; PR; PW; SC |
| <p>A.006 - Monitor reclamation activity at the Cadman Pit site for consistency with the adopted 1998 Master Program. <i>Implements Policies: P.188, P.191</i></p> | 2.4 | n | n | n | n | n | n | n | n | n | U | CM; PR; PW |

Agency abbreviations: BNSF = Burlington Northern Sante Fe Railroad; CD = Community Development; CM = City of Monroe (council, manager, boards and commissions); COC = Chamber of Commerce; CT = Community Transit; DOE = Department of Ecology; EHM = Evergreen Health Monroe; ESF = Evergreen State Fairgrounds; FD = Fire District No. 3Z; PR = Parks & Recreation Department; PD = Police Department; PW = Public Works Department; SC = Snohomish County; SD = Monroe School District; WSDOT = Washington State Department of Transportation; PSRC = Puget Sound Regional Council

* Scoring by Planning Commission and City Council at time of adoption, and are intended as priority guidelines. Numbers represent average scores where 1 = "Least Effective" and 5 = "Most Effective. Scoring does not oblige the City to act in direct accordance or preclude future re-prioritization. Criteria worksheets used in developing scoring may be found in Appendix C, Plan Process.

Symbol Legend: n = duration, production, or ongoing event; n = activity or product due; U = process or action ongoing beyond planning horizon

Table 10.02 - Action Items Execution Table

Approximate time-frame (years)

| Action / Program | Score* | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 | 11-12 | 13-14 | 15-16 | 17-18 | 19-20 | Department/ Agency |
|--|--------|-----|-----|-----|-----|------|-------|-------|-------|-------|-------|----------------------------|
| <p>A.7 - Prepare and present an annual report to the City Council regarding:</p> <ul style="list-style-type: none"> Progress implementing comprehensive plan policies and programs Land consumption, development patterns and activities Available land inventory, by land use category Planned and recently implemented capital projects Capital facilities inventory, identified needs and finance plan Level-of-Service (LOS) reporting on City services City-wide employment to household ratios Conflicts between policies and code, identifying issues for resolution. <p><i>Implements Policy: P.163</i></p> | 3.0 | n | n | n | n | n | n | n | n | n | U | CD; CM; FD; PR; PR; PW |
| <p>A.008 - Update and maintain development regulations, working to eliminate inconsistencies, conflicts and ambiguities, and aid timely permit processing.</p> <p><i>Implements Policies: P.084, P.085</i></p> | 2.6 | n | n | n | n | n | n | n | n | n | U | CD; CM; FD; PR; PW |
| <p>A.9 - Update and maintain the City’s Geographic Information System (GIS) data, including but not limited to:</p> <ul style="list-style-type: none"> Existing data layers Drainage basin boundaries Critical aquifer recharge areas (per WAC) Stormwater infrastructure Wastewater infrastructure Utility corridor and facility information, coordinating with providers. <p><i>Implements Policies: P.012, P.1037, P.104, P.157</i></p> | 2.5 | n | n | n | n | n | n | n | n | n | U | CD; CM; PW; SC |
| <p>A.010 - Create and implement a facilities and projects strategy for the Lake Tye area, collaborating with the County and other partners to optimize park uses and features, trails, wetlands and funding opportunities.</p> <p><i>Implements Policies: P.213</i></p> | 3.2 | n | | | | | | | | | | CD; CM; DOE; PR; PW; SC |

Agency abbreviations: BNSF = Burlington Northern Sante Fe Railroad; CD = Community Development; CM = City of Monroe (council, manager, boards and commissions); COC = Chamber of Commerce; CT = Community Transit; DOE = Department of Ecology; EHM = Evergreen Health Monroe; ESF = Evergreen State Fairgrounds; FD = Fire District No. 3Z; PR = Parks & Recreation Department; PD = Police Department; PW = Public Works Department; SC = Snohomish County; SD = Monroe School District; WSDOT = Washington State Department of Transportation; PSRC = Puget Sound Regional Council

* Scoring by Planning Commission and City Council at time of adoption, and are intended as priority guidelines. Numbers represent average scores where 1 = "Least Effective" and 5 = "Most Effective. Scoring does not oblige the City to act in direct accordance or preclude future re-prioritization. Criteria worksheets used in developing scoring may be found in Appendix C, Plan Process.

Symbol Legend: n = duration, production, or ongoing event; n = activity or product due; U = process or action ongoing beyond planning horizon

Table 10.02 - Action Items Execution Table

Approximate time-frame (years)

| Action / Program | Score* | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 | 11-12 | 13-14 | 15-16 | 17-18 | 19-20 | Department / Agency |
|--|--------|-----|-----|-----|-----|------|-------|-------|-------|-------|-------|------------------------------|
| <p>A.011 - Initiate a planning process with EvergreenHealth Monroe and other business owners, property owners, and residents to identify zoning and other changes necessary to create a small-scale medical district, including a commercial node at 177th or 179th street.</p> <p><i>Implements Policies: P.077, P.082, P.100</i></p> | 2.8 | n | n | n | | | | | | | | CD; CM; EHM |
| <p>A.012 - Support the creation of business improvement areas to aid in promotion, maintenance, long-term planning, safety and ongoing success of City of Monroe businesses.</p> <p><i>Implements Policies: P.061, P.069, P.220</i></p> | 3.1 | n | n | n | n | n | n | n | n | n | u | CD; CM; COC; EHM |
| <p>A.13 - Prepare a long-range master plan for the Skykomish greenway, including park and shoreline areas from eastern City Limits to Tester Road / Sky Meadows Lane. Include funding options and opportunities for capital projects in the master plan. Evaluate and incorporate, as may be desirable, opportunities including:</p> <ul style="list-style-type: none"> • Connections to downtown, the Main Street and 179th Avenue area and from 177th Avenue • Sub-area planning, re-visioning of Al Borlin Park • Improvements to Centennial Park • Features establishing access and an eastern "gateway" to the greenway • Potential clearings, improving access and opening views of the river • Put-ins and features on the south side of river • Park-specific and regional trail networks <p><i>Implements Policies: P.032, P.035, P.054, P.170, P.212</i></p> | 3.4 | n | | | | | | | | | | CD; CM; COC; DOE; PR; PW; SC |
| <p>A.014 - Research and evaluate benefits and viability of mechanisms to help fund, promote and maintain Monroe's shoreline areas.</p> <p><i>Implements Policies: P.035, P.211</i></p> | 2.4 | n | | | | | | | | | | CD; CM; COC; DOE; PR; SC |

Agency abbreviations: BNSF = Burlington Northern Sante Fe Railroad; CD = Community Development; CM = City of Monroe (council, manager, boards and commissions); COC = Chamber of Commerce; CT = Community Transit; DOE = Department of Ecology; EHM = Evergreen Health Monroe; ESF = Evergreen State Fairgrounds; FD = Fire District No. 32; PR = Parks & Recreation Department; PD = Police Department; PW = Public Works Department; SC = Snohomish County; SD = Monroe School District; WSDOT = Washington State Department of Transportation; PSRC = Puget Sound Regional Council

* Scoring by Planning Commission and City Council at time of adoption, and are intended as priority guidelines. Numbers represent average scores where 1 = "Least Effective" and 5 = "Most Effective. Scoring does not oblige the City to act in direct accordance or preclude future re-prioritization. Criteria worksheets used in developing scoring may be found in Appendix C, Plan Process.

Symbol Legend: n = duration, production, or ongoing event; n = activity or product due; u = process or action ongoing beyond planning horizon

Table 10.02 - Action Items Execution Table

Approximate time-frame (years)

| Action / Program | Score* | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 | 11-12 | 13-14 | 15-16 | 17-18 | 19-20 | Department/ Agency |
|---|--------|-----|-----|-----|-----|------|-------|-------|-------|-------|-------|----------------------------|
| <p>A.015 - Incorporate Fairgrounds planning and operations with City land use, parks, economic development, transportation and capital facilities planning to include:</p> <ul style="list-style-type: none"> ▫ US 2 beautification ▫ Fairgrounds facility improvements and operational funding ▫ Potential tie-ins with nearby properties, land uses, and businesses ▫ Sidewalk and safety improvements <p>Implements Policies: P.080, P.082, P.177</p> | 2.7 | | n | | | n | | | n | | | CD; CM; ESF; PR; PW; SC |
| <p>A.016 - Meet with Fairgrounds events coordinators, working to incorporate Fairgrounds events and associated activities into economic development.</p> <p>Implements Policy P.080</p> | 2.7 | n | n | n | n | n | n | n | n | n | u | CM; COC; ESF; PR |
| <p>A.017 - Work with WSDOT, Snohomish County, and other interested groups and agencies to design and install a trail on the US 2 bypass.</p> <p>Implements Policies: P.151, P.165, P.175, P.178</p> | 3.1 | n | | | | | | | | | | CD; CM; ESF; PR; SC; WSDOT |
| <p>A.018 - Develop a Main Street corridor plan from US 2 to Frylands Boulevard to improve circulation, enhance pedestrian safety and facilitate land development.</p> <p>Implements Policies: P.062, P.076, P.087, P.214, P.221, P.223</p> | 2.9 | | n | | | | | | | | | CD; CM; PW; SD |
| <p>A.019 - Prepare, adopt, and implement design standards that address Monroe’s expectations regarding new development.</p> <p>Implements Policies: P.063, P.090, P.091, P.095</p> | 3.2 | n | | | | n | | | | n | | CD; CM; FD; PD; PR; PW |
| <p>A.020 - Establish a maintenance service program that protects public facilities and ensures their intended functions.</p> <p>Implements Policies: P.129, P.155, P.182</p> | 3.2 | | n | n | n | n | n | n | n | n | u | CM; FD; PD; PR; PW |

Agency abbreviations: BNSF = Burlington Northern Sante Fe Railroad; CD = Community Development; CM = City of Monroe (council, manager, boards and commissions); COC = Chamber of Commerce; CT = Community Transit; DOE = Department of Ecology; EHM = Evergreen Health Monroe; ESF = Evergreen State Fairgrounds; FD = Fire District No. 32; PR = Parks & Recreation Department; PD = Police Department; PW = Public Works Department; SC = Snohomish County; SD = Monroe School District; WSDOT = Washington State Department of Transportation; PSRC = Puget Sound Regional Council

* Scoring by Planning Commission and City Council at time of adoption, and are intended as priority guidelines. Numbers represent average scores where 1 = "Least Effective" and 5 = "Most Effective. Scoring does not oblige the City to act in direct accordance or preclude future re-prioritization. Criteria worksheets used in developing scoring may be found in Appendix C, Plan Process.

Symbol Legend: n = duration, production, or ongoing event; n = activity or product due; u = process or action ongoing beyond planning horizon

Table 10.02 - Action Items Execution Table

Approximate time-frame (years)

| Action / Program | Score* | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 | 11-12 | 13-14 | 15-16 | 17-18 | 19-20 | Department/ Agency |
|---|--------|-----|-----|-----|-----|------|-------|-------|-------|-------|-------|---------------------|
| <p>A.21 - Implement measures supporting the maintenance and revitalization of neighborhoods including downtown, considering the following as well as other approaches:</p> <ul style="list-style-type: none"> ▸ Active City outreach to neighborhoods to better understand needs and establish priorities ▸ Grant funding, including Community Development Block Grants (CDBG) addressing specific issues ▸ Establishment of an historic preservation program ▸ Creation of incentives for building renovation or adaptive reuse <p><i>Implements Policies: P.090, P.095</i></p> | 3.1 | | n | n | n | n | n | n | n | n | u | CD; CM; DOE |
| <p>A.022 - Implement the "civic facility" and plaza described in the 2008 Downtown Master Plan.</p> <p><i>Implements Policies: P.087, P.169, P.214</i></p> | 3.1 | n | | | | | | | | | | CD; CM; PR; PW; SD |
| <p>A.023 - Work with Snohomish County and others, coordinating updates to the Natural Hazards Mitigation Plan (NHMP).</p> <p><i>Implements Policy: P.020</i></p> | 2.9 | n | n | n | n | n | n | n | n | n | u | CM; DOE; FE; PW; SC |
| <p>A.024 - Update the Parks, Recreation, and Open Space Plan to retain grant eligibility.</p> <p><i>Implements Policies: P.050, P.169, P.171. P.185, P.193</i></p> | 2.8 | | | n | | | n | | | | n | CM; PR |

Agency abbreviations: BNSF = Burlington Northern Sante Fe Railroad; CD = Community Development; CM = City of Monroe (council, manager, boards and commissions); COC = Chamber of Commerce; CT = Community Transit; DOE = Department of Ecology; EHM = Evergreen Health Monroe; ESF = Evergreen State Fairgrounds; FD = Fire District No. 3Z; PR = Parks & Recreation Department; PD = Police Department; PW = Public Works Department; SC = Snohomish County; SD = Monroe School District; WSDOT = Washington State Department of Transportation; PSRC = Puget Sound Regional Council

* Scoring by Planning Commission and City Council at time of adoption, and are intended as priority guidelines. Numbers represent average scores where 1 = "Least Effective" and 5 = "Most Effective. Scoring does not oblige the City to act in direct accordance or preclude future re-prioritization. Criteria worksheets used in developing scoring may be found in Appendix C, Plan Process.

Symbol Legend: n = duration, production, or ongoing event; n = activity or product due; u = process or action ongoing beyond planning horizon

Appendix A: SEPA Documentation

in the Parks, Recreation, and Open Space Element of the Comprehensive Plan.

| | | |
|-----------------------------|---|--|
| Fire protection | Snohomish County Fire Protection District # <u>37</u> | The City of Monroe is surrounded by and included within the district. District plans call for a new station in Monroe north of the railroad tracks. |
| Police | City of Monroe | The department provides 24/7 service and forecasts the need for additional officers, equipment and office space. |
| Municipal facilities | City of Monroe | There are three main components of the City campus: City Hall, the police building and the public works facility. All need upgrades and expansion. |
| Schools | Monroe School District | Monroe has K-12 education facilities, and the City collects school impact fees, adopting the District’s capital facilities plan by reference into this comprehensive plan. |

| Public Service | LOS Standard/Guideline |
|----------------------|---|
| Fire Services | Monroe Fire District # <u>3-7</u> has established an alarm response time of less than six and one quarter (6.25) minutes for the City of Monroe and an average response time of 12.30 minutes for the remainder of the district service area. |
| Parks and recreation | Parks LOS standards are based on type of facility: 4.75 acres of parkland for every 1,000 residents and 1 miles of trails per 1,000 residents. |
| Police services | The Monroe Police Department has established an alarm response time of three minutes or less for an ‘in progress’ request for service within the urban growth area. |
| Schools | The Monroe School District set minimum educational service standards are outlined in the adopted Monroe School District Capital Facilities Plan. The Snohomish School District minimum educational service standards are outlined in the adopted Snohomish School District Capital Facilities Plan. |

Source: City of Monroe, 2015.

Alternatives 1 & 2

Under Alternative 1, new growth would primarily be directed to the following areas: north portion of Monroe, central portion of Monroe, triangle area south of US 2 and along 179th, the south part of Monroe along the West Main Corridor, and the triangle to the east of SR 522, north of Main Street and west of the King Street alignment.

Under Alternative 2 new development would be directed to the same areas as under Alternative 1. Development would also be directed to areas near SR 522/Main Street and Lake Tye. The First Airfield, Evergreen Fairgrounds, and North Hill areas would likely remain relatively unchanged.

The additional growth would result in increased demand for public services, including fire, police, schools, and parks and recreation.

Fire Services

It is expected that the increased growth under Alternatives 1 and 2 would begin to stretch the existing stations ability to maintain the current level of service. In order to achieve the recommended level of

By the year 2035, the City of Monroe’s target population is 25,119 people living within the City and its Urban Growth Area (UGA).The Parks and Recreation element of the Comprehensive Plan estimates the need for additional developed park and trails to accommodate the additional growth.

To meet its parkland needs, the 2015 Parks Plan proposes that the City consider acquisition or joint school development opportunities (similar to Lake Tye).

In addition to potential acquisition, to meet additional parkland requirements over time, the 2015 Parks Plan recommends that Monroe focus on design and development of the lands it presently owns. It advances that there should be improvements made in response to specific needs that will enhance facilities, use and service capacity of existing parks.

No Action Alternative

This section provides a comparative analysis of the potential public service impacts of the No Action Alternative on Monroe to those under Alternatives 1 and 2.

Through 2035, the No Action Alternative would provide approximately 7,191 households within the City of Monroe an increase of 1,690 over 2010 base year. The additional households would represent an increase of approximately 30 % over existing conditions. However, the No Action Alternative would result in approximately 49 fewer households than anticipated under Alternatives 1 and 2. The reduction of impacts from 49 fewer households is not likely to change projected impacts on Public Service relative to those discussed under Alternatives 1 and 2.

Southwest Monroe Study Area (Potential 2019 UGA Expansion Area)

With the recommended land use changes in the Southwest Study Area, the majority of the area would continue to be designated for residential uses. However, development density would intensify with recommended new mixed use and commercial development.

New growth would primarily be directed between SR 522 and Old Snohomish Monroe Road, west of 161st Street, as well as to the north of Old Snohomish Monroe Road. The majority of the land in the Southwest Monroe Study Area would continue to be designated for low-density single family uses (approximately 235 acres, or 78% of the area). Approximately 39 acres, or 13% of the area, would be re-designated for commercial uses. Approximately 26 acres, or 9% of the area, would be re-designated for mixed uses.

The changes in the study area are not likely to cause significant increased demand on the public services discussed above, as increases in population and employment are not expected to be substantial. Fire District #3-7 and the Monroe School District already serve the area. Parks and recreation needs for the area are likely already served by Monroe parks and exiting nearby Snohomish County facilities. The need for police response and impacts are expected to be minimal but would be evaluated at the time of potential UGA expansion. Estimates of the potential fiscal impacts will be calculated in conjunction with planning for the Snohomish County Docket XIX.

Mitigation Measures

- For police service, to support the additional growth, the police department may need to hire additional personnel to meet optimum staffing levels of 2.4 officers per thousand population

Appendix G: Capital Facilities: Public Services and Utilities

Fire Protection Facilities

Existing Facilities

The city of Monroe annexed into Snohomish County Fire Protection District #~~3-7~~ (SCFPD~~3~~SCFPD~~7~~). Because the fire district serves the city of Monroe, and surrounding 50 square miles of unincorporated Snohomish County, it is difficult to approximate those fire protection services which exclusively serve the city. Therefore, this capital facilities plan is for the entire service area of SCFPD3, which is also known as Monroe Fire District # ~~37~~.

Currently SCFPD~~37~~ operates two fire stations. The headquarters fire station is located immediately adjacent to the City of Monroe campus at 163 Village Court. This station (Station 31) is staffed 24 hours per day with between five and eleven firefighters, depending upon daily staffing. Station 32 is located at 22122 132nd Street SE and is staffed 24 hours per day with three firefighters.

SCFPD~~37~~ is considered a combination fire department; firefighters are a combination of career (union) firefighters and per diem firefighters (part-time). Each day, there are two per diem firefighters scheduled in addition to the (up to) twelve union firefighters scheduled per twenty four hour shift.

Table 1-0-2: Snohomish County Fire Protection District #~~3-7~~ 2013 Staff

| Amount | Staff |
|--------|--|
| 1 | Fire Chief |
| 1 | Assistant Chief |
| 3 | Battalion Chiefs |
| 6 | Operations Division Captains |
| 1 | Fire Marshal |
| 1 | Fire Inspector |
| 1 | Training Officer |
| 1 | Medical Services Administrator |
| 14 | Firefighter/ Paramedics |
| 13 | Firefighters / EMTs |
| 22 | Part-time Firefighters / EMTs |
| 6 | Administrative Staff |
| 9 | Mechanics (regional mechanical shop program) |

Table 1-0-3: Snohomish County Fire Protection District #~~3-7~~ 2013 Equipment Inventory

| Unit Name | Unit # | Year | Make | Model | Use |
|-----------|--------|------|---------|-------------|-----------|
| A31 | 336 | 2005 | Ford | E-450 | Ambulance |
| A31A | 337 | 2005 | Ford | E-450 | Ambulance |
| M31 | 351 | 2014 | Ford | E-450 | Ambulance |
| M32 | 352 | 2014 | Ford | E-450 | Ambulance |
| M33 | 338 | 2005 | Ford | E-450 | Ambulance |
| E31 | 356 | 2015 | Spartan | Spartan ERV | Pumper |
| E31A | 329 | 2000 | Spartan | H&W | Pumper |
| E32 | 357 | 2015 | Spartan | Spartan ERV | Pumper |
| L31 | 325 | 1996 | Simon | LTI | Aerial |
| BR31 | 333 | 2000 | Ford | F-450 | Brush |

| | | | | | |
|--------|--------|------|---------------|---------------|---------------|
| BR31A | 349 | 2010 | Ford | F-350 | Brush |
| T31 | 344 | 2010 | International | Custom | Tender |
| CH31 | 340 | 2008 | Chevrolet | Tahoe | Staff |
| AC31 | 347 | 2004 | Ford | Expedition | Staff |
| FM31 | 328 | 1998 | Ford | Expedition | Staff |
| TN31 | 330 | 2000 | Ford | Expedition | Staff |
| MSA31 | 343 | 2008 | Ford | Escape | Staff |
| IN31 | 342 | 2008 | Ford | Escape | Staff |
| BT31 | | | | | |
| BT32 | | | | | |
| U31B | 310 | 1991 | Ford | Explorer | Staff |
| U31D | 317 | 1995 | Ford | Taurus | Staff |
| U31A | 318 | 1995 | Chevrolet | Suburban | |
| U31C | 332 | 2001 | Ford | F-350 | Passenger Van |
| TR31 | 334 | 1985 | GMC | Top Kick 7000 | |
| B31 | 339 | 2008 | Chevrolet | Suburban | |
| U31 | 341 | 1991 | Ford | F-250 | Squad |
| SV31 | 345 | 1992 | Chevrolet | K1500 | |
| SV31A | 346 | 1998 | GMC | W4500 | Shop truck |
| SV31B | 348 | 2009 | Ford | F-350 | Shop truck |
| Pirsch | Pirsch | 1936 | Pirsch | Pumper | Museum piece |

Current Demand

In 2014 the department responded to 3430 incidents (average of 9.4 incidents per day). This incident volume is down 15% from 10 years ago when the department also provided paramedic service to Snohomish and areas east of Sultan. Seventy percent of incidents were emergency medical service (EMS) incidents.

The level of service provided by the fire department is based upon a resolution adopted by the Board of Fire Commissioners of Snohomish County Fire District # 3-7 in 2006 (Resolution 7-2006), declaring that 90% of the time response (travel) times shall be 5 minutes or less in the city of Monroe, and that 90% of the time response (travel) times outside the city of Monroe shall be 8 minutes or less. This resolution was amended by Resolution 2009-2 in 2009.

Projected Demand

In 2009 the department contracted a fire station location study to identify the ideal locations for additional fire stations. Utilizing the response standards first adopted in Resolution 7-2006 and historical incident location data, it was determined that 3 additional fire stations are necessary in order to provide 99% of the entire fire district with a travel time of 8 minutes or less.

Projected Needs

In 2009 the department contracted a fire station location study to identify the ideal locations for additional fire stations. Utilizing the response standards first adopted in Resolution 7-2006 and historical

incident location data, it was determined that 3 additional fire stations are necessary in order to provide 99% of the entire fire district with a travel time of 8 minutes or less.

The fire district anticipates an increase in demand for service as the economy recovers from the economic depression which began in 2008. In order to achieve desired level of service, the fire district hopes to be able to acquire land to construct three new fire stations over the next 20 years. The station location study identifies these general locations as being ideal:

- Station 33 – located on the north side of SR 2 between Roosevelt Rd and Chain Lake Rd.
- Station 34 – located south of Monroe in the Tualco Valley.
- Station 35 – located near the intersection of Florence Acres Rd and Old Owen Rd.

SCFPD³⁷ does not usually project capital facilities needs for fire protection services over a 20-year period due to economic uncertainties, changing technology, expansion of service areas, etc. However, the fire district desires to fulfill the recommendations of the fire station location study. Additionally, the district has been focusing on training and cultural modifications to achieve a safe and rapid deployment of personnel out of the station and into apparatus in order to reduce total response time.

Table 1-0-4: Capital Cost of Each New Fire Station

| Expense Item | Cost | Annual Cost* |
|--|---------------------|---------------------|
| Fire Station (building and land) | \$ 5,000,000 | \$ 415,315 |
| <u>Apparatus</u> | | |
| Fire Engine (equipped) | \$ 636,000 | \$ 49,838 |
| Medic Unit (equipped) | \$ 180,000 | \$ 14,951 |
| <u>Personnel</u> | | |
| (3 per shift) | | \$ 1,100,000 |
| Materials, services, and other support | | \$ 35,000 |
| TOTAL | \$ 5,816,000 | \$ 1,615,104 |

*Station and apparatus annual cost based upon annual debt service for a 20 year GO bond, semi-annual payments at 5.5 percent interest.

Source: Fire District #37, 2015

Police Facilities

Current Demand

In 2014, the Police Department had 27,265 calls for police services. This resulted in 34,877 officer responses which is an average of 96 officer responses in our City every day of the year. Responses to calls for service have increased steadily over the last three years. The goal of the department is to maintain a response time of under 3 minutes to “in progress” emergency calls.

With increased calls, the investigative caseload for officers has increased. Given the predicted retail and residential growth, it is expected to continue to rise. Our department has an added responsibility of responding to calls for service at the Washington State Reformatory. These calls are typically assaults, drug/contraband being brought into the prison, warrants to more egregious felony crimes. Another unique workload of our department is the volume of traffic that comes to our City to shop or travel to

Single-use revenue sources

Single-use revenue sources include taxes, fees and grants which are dedicated to a single type of capital facility or infrastructure investment. There are many single-use revenue sources, summarized in the table below.

| Source | Description |
|--|--|
| Special-purpose districts | RCW 67.38.130 authorizes cultural arts, stadium/convention special purpose districts with independent taxing authority to finance capital facilities. The district requires a majority voter approval for formation, and has a funding limit of 0.25 cents per \$1,000 of assessed valuation. |
| EMS levy | The state authorizes a \$0.50 per \$1,000 AV property tax levy that may be enacted by fire and hospital districts, cities and towns, and counties. Fire District #37 was approved for a permanent levy and levied .43/\$1,000 assessed value in 2005 to fund EMS services. |
| Fire districts | Fire District #37 surrounds and includes Monroe. The levy is used for operations and maintenance costs. |
| Fire impact fees | RCW 82.02.050-090 authorizes a charge (impact fee) to be paid by new development for its —fair share of the cost of fire protection and emergency medical facilities required to serve the development. Impact fees must be used for capital facilities necessitated by growth, and not to correct existing deficiencies in levels of service. Impact fees cannot be used for operating expenses. Monroe does not currently collect fire impact fees. |
| Open space and park facility general obligation bonds | The total amount of local government debt that may be committed to open space and park facilities is 2.5 percent. Monroe currently does not have any open space and park facility general obligation debt. |
| Park districts | State law authorizes metropolitan park districts and park and recreation districts, each with independent taxing authority. Monroe presently is in a park and recreation district, whose boundaries are the same as the school district’s boundaries. |
| Park and recreation service area (PRSA) | RCW 36.68.400 authorizes park and recreation service areas as junior taxing districts for the purpose of financing the acquisition, construction, improvement, maintenance, or operation of any park, senior citizen activity center, zoo, aquarium, or recreational facility. The maximum levy limit is 0.15, or \$0.15 per \$1,000 AV. A PRSA can generate revenue from either the regular or excess property tax levies and through general obligation bonds, subject to voter approval. Revenue may be used for capital facilities maintenance and operations. Voters approve formation of a PRSA, and subsequently approve an excess levy for the purpose of constructing facilities. |
| User fees and program fees | These fees are charged for using park facilities (such as field reservation fees) or participating in recreational programs (such as arts and crafts registration fees). |
| Park impact fees | RCW 82.02.050-090 authorizes local government to enact impact fees to be paid by new development for its —fair share of system improvement, costs of parks and recreation facilities necessary to serve |

Appendix H: Capital Facilities: Water, Sewer, and Stormwater

Chapter SS 10 Distribution Facilities Design and Construction Standards

10.1 Project Review Procedures

Sewer system projects are reviewed by the City of Monroe Engineering Department, the City of Monroe Public Works Department, and Monroe Fire District #37.

10.2 Policies and Requirements for Outside Parties

All projects whether internal or proposed by outside parties are required to comply with the design and construction standards discussed here.

10.3 Design Standards

All sewer system improvements are designed in accordance to Monroe Municipal Code Chapters 13.08 and 13.10, Department of Ecology Criteria for Sewage Works Design, and the City of Monroe Public Works Design and Construction Standards.

These requirements are intended to meet or exceed the design standards referenced in WAC 173-240. This material is intended to meet the requirements of the Washington State Department of Ecology and following the approved procedures and standards, the City is provided a waiver from the requirement of the Washington State Department of Ecology approval of individual collection and conveyance system projects.

10.4 Construction Standards

All water system improvements are constructed in accordance to Monroe Municipal Code Chapters 13.08 and 13.10, Department of Ecology Criteria for Sewage Works Design, Section 7-08 through 7-15 of the WSDOT/AP-NA Standard Specifications, and the City of Monroe Public Works Design and Construction Standards.

These requirements are intended to meet or exceed the construction standards referenced in WAC 173-240. This material is intended to meet the requirements of the Washington State Department of Ecology and following the approved procedures and standards, the city is provided a waiver from the requirement of the Washington State Department of Ecology approval of individual collection and conveyance system projects. Wastewater treatment facilities projects may require an engineering report per WAC 173-240-060.

10.5 Construction Certification and Follow-Up Procedures

All sewer system improvements constructed within the City of Monroe Sewer Service Area for which the City of Monroe will assume responsibility are inspected by the Public Works Department's Utilities Inspector and overseen by a professional engineer licensed in the State of Washington in accordance with Monroe Municipal Code Chapters 13.08 and 13.10, Department of Ecology Criteria for Sewage Works Design, Section 7-08 through 7-15 of the WSDOT/APWA Standard Specifications, and the City of Monroe Public Works Design and Construction Standards. Water quality samples are taken by City of Monroe employees and tested at the City's accredited laboratory. Laboratory accreditation certificate is included in Appendix W-M.

Chapter W 10 Distribution Facilities Design and Construction Standards

10.1 Project Review Procedures

Water system projects are reviewed by the City of Monroe Engineering Department, the City of Monroe Public Works Department, and Monroe Fire District #37.

10.2 Policies and Requirements for Outside Parties

All water projects whether internal or proposed by outside parties are required to comply with the level of service standards in Chapter W 6 and the design and construction standards discussed here.

10.3 Design Standards

All water system improvements are designed in accordance to Monroe Municipal Code Chapters 13.04 and 13.16 (Appendices W-E and W-C), applicable American Water Works Association specifications, and the City of Monroe Public Works Design and Construction Standards (Appendices W-C and W-H).

These requirements are intended to meet or exceed the design standards referenced in WAC 246-290. This material is intended to meet the requirements of the Washington State Department of Health Submittal Exception Process and following the approved procedures and standards, the City is provided a waiver from the requirement of the Washington State Department of Health approval of individual distribution system projects.

10.4 Construction Standards

All water system improvements are constructed in accordance to Monroe Municipal Code Chapters 13.04 and 13.16 (Appendices W-E and W-C), applicable American Water Works Association specifications, Section 7-08 through 7-15 of the WSDOT/APWA Standard Specifications, and the City of Monroe Public Works Design and Construction Standards (Appendices W-C and W-H).

These requirements are intended to meet or exceed the construction standards referenced in WAC 246-290. This material is intended to meet the requirements of the Washington State Department of Health Submittal Exception Process and following the approved procedures and standards, the city is provided a waiver from the requirement of the Washington State Department of Health approval of individual distribution system projects.

10.5 Construction Certification and Follow-Up Procedures

All water system improvements constructed within the City of Monroe Water Service Area for which the City of Monroe will assume responsibility are inspected by the Public Works Department's Utilities Inspector and overseen by a professional engineer licensed in the State of Washington in accordance with Monroe Municipal Code Chapters 13.04 and 13.16 (Appendices W-E and W-C), applicable American Water Works Association specifications, Section 7-08 through 7-15 of the WSDOT/APWA Standard Specifications, and the City of



CITY OF MONROE
2015 – 2035 Comprehensive Plan
Proposed Sewer Service Area Amendments

Appendix H: Capital Facilities: Water, Sewer, and Stormwater

| <u>Page #</u> | <u>Amendment Location</u> |
|----------------------|----------------------------------|
| 1-3 | 1.2 Planning Data |
| 3-1 | Snohomish County |
| 3-2 | 3.3.1 Growth Management Act |
| 3-4 | 3.5.1 Sanitary Sewer |

Appendix H: Capital Facilities: Water, Sewer, and Stormwater

The plans were prepared in conformance with local, state and federal regulations as described in Chapter 2.

1.2 Planning Data

Population and employment population forecasts were used to estimate the current and future loadings to the City's sanitary sewer and water systems. The stormwater utility is less sensitive to residential and employment population forecasts and tends to be confined to individual drainage basins. Consequently, City wide analysis and projection of the stormwater system is less relevant.

Planning data from the Puget Sound Regional Council (PSRC) provides population forecasts based on U.S. Census data as broken down by Forecast Analysis Zones (FAZ). The PSRC data tends to be widely used throughout the region and is the database that was used in developing and analyzing the flows.

After discussions with the City staff, the PSRC forecasted values were used for the baseline population and GIS delineation was used for the distribution of growth throughout the service areas.

The service area for each of the utilities is substantially different. ~~For example, the service area for the sanitary sewer is limited to the UGA boundaries. The service area for water on the other hand, is much broader. Consequently~~ Due to the varying service areas, the residential population and employment population for water and sanitary followed the same general protocol, but applied to differing service areas. The definition of these population forecasts is addressed in the respective chapters for each of the utilities.

~~The definition of these population forecasts is addressed in the respective chapters for each of the utilities.~~

There are three segments that comprise the served population: residential, employment and Department of Corrections (DOC). These three sectors generally capture all the sources expected in the Monroe Service Area. This approach works well in largely developed, non-industrial service areas.

With these values of existing and projected users, a population equivalent was developed recognizing that an employee or an inmate contributes a differing fraction of a permanent resident. This ratio was developed based on historical records.

1.3 Projected Sanitary Sewer Flows, Loads and Analysis

A capacity analysis of the existing City sanitary sewer network was undertaken using a spreadsheet hydraulic modeling program.

Existing lift stations and their maximum capacities also were included in the model. The flow data from the City's WWTP was largely used in calibrating the model. The sanitary sewer service area was divided into smaller service basins which are referred to as mini-basins. These mini-basin areas were consistent with the basin boundaries used in the previous System Plan.

The model was developed using information from the City's GIS electronic database, supplemented by selected as-built drawings, pump records, flow monitoring data, and with other available data such as ground elevation LIDAR information.

Chapter 3 Land Use and Service Area

3.1 Service Area Description

The existing utility service area for the City can be described as comprising of two general areas, City of Monroe and Snohomish County. Aside from water associations or water districts, there are no other governmental jurisdictions in the service area.

Table 3-1 presents the service area of each of the three utilities and separates those service areas into portions within the corporate boundaries, outside the City Limits but within the UGA boundary and that portion that is outside the UGA boundaries. The 'total' acres shown are the ultimate service area.

| Table 3-1 Utility Service Area | | | |
|---------------------------------------|---------------------------------------|-------------------------------------|-----------------------------------|
| | Sanitary Sewer Utility (acres) | Water System Utility (acres) | Stormwater Utility (acres) |
| Within Monroe Corporate Boundaries | 3,940 | 3,940 | 3,940 |
| Outside City Limits but within UGA | 953 | 450 | 0 |
| Outside UGA | 298 ¹ | 5,700 | 0 |
| Total Acreage | 5,191 | 10,090 | 3,940 |
| Notes: 1) Southwest Study Area | | | |

City of Monroe. The City of Monroe's municipal boundaries comprise of 3,940 acres. All of the Monroe corporate area is within the service area of the utilities. All of the area served by the sanitary sewer utility is collected and treated by the City's WWTP. Similarly, all of the City water customers are served with Monroe water purchased from Everett Public Utilities. The stormwater utility can be extended beyond the UGA, but currently no such extensions exist. The City both owns and maintains these portions of the system and is responsible for treatment, conveyance, distribution and storage.

Snohomish County. Portions of Snohomish County fall within the service areas of the utilities. ~~The referenced service areas are described in detail in Section 3.5. Before providing sanitary sewer service to parcel outside the corporate boundaries, it is the City's policy to annex those parcels into the City. Extending sanitary service beyond the UGA boundary is allowed only under very unique circumstances. Water service is provided into Snohomish County. Stormwater service can be, but currently is not extended into Snohomish County.~~

3.2 Surrounding Vicinity Characteristics

3.2.1 Topography

Figure 2.2 shows the topography of the City and the surrounding areas. This figure also includes City's service area boundary and the corporate boundaries as described in Section 3.1.

The topography of the City ranges from flat and gently rolling to hilly, with a few steep slopes along the stream corridors. Wetlands, lakes and many creeks and small streams are found throughout the City.

3.2.2 Water Resources

The City's municipal water system provides service to the entire population within the City limits. The other residents outside the City limits are served by adjacent water purveyors as described in Chapter W 4.

All water supplied to the City customers is currently purchased from the Everett Public Utilities through the Sultan River source and is delivered from the Everett pipeline.

Interties are also provided as shown on Figure W 4.2.

3.3 Land Use

3.3.1 Growth Management Act

The State of Washington adopted the Growth Management Act with the intent of concentrating most new development and population gains within urban areas of the more populous and rapidly growing counties. These counties are required to define an urban growth boundary within which urban services like sewers are provided, ~~and a~~ Any new parcels created outside that boundary must be low density with sufficient acreage to support onsite sewage disposal systems conforming to State Health regulations.

The entire sanitary sewer service area is within the GMA boundaries of the City for urban development. Where sewer utility service is extended to properties located beyond the City's jurisdictional boundaries, it is the general policy of the City to annex such properties to the City within a reasonable timeframe unless compelling reasons weigh against such annexation. Extending sewers beyond the GMA boundaries for essential governmental facilities and documented health hazard areas has not arisen. The Southwest Study Area is outside the GMA boundaries, and consequently is not included as part of the Service Area. Consideration of this area was investigated assuming a potential expansion of the GMA boundaries in the future.

The service area for water does not have the same limitations as sanitary sewer. Consequently, the water service does extend beyond the GMA boundaries.

Zoning within the City Limits area can be classified as commercial/industrial, low density multi-family, high density multi-family, single family, and undeveloped lands such as public right of ways, parks, and open space. These zoning areas are depicted in Figure 3.1. Low density multi-family zoning allows a variety of low-density, multi-family housing including townhouses, multi-family structures and attached or detached homes on small lots.

3.4 Relationships with Adjacent Agencies

The issue of managing and coordinating which agency provides services can be an emotionally charged matter. Consequently, adjudicating such issues typically falls to a county-supported Board Review Board.

In Monroe's case, there are no adjacent agencies that can provide sanitary sewer service. The nearest provider is the City of Sultan. Neither Monroe nor Sultan extends sewer service beyond their GMA boundaries and consequently, there are no overlapping issues with neighboring agencies.

Stormwater utilities are typically provided by municipalities. Like the sanitary sewer service, the nearest stormwater utility is in the City of Sultan. Stormwater, even more than sanitary sewer service, is dictated by the topography. No adjacent municipalities have stormwater utilities that reach to the service area of Monroe.

Providing water service, however, is complicated by the fact that GMA limitations do not apply and the fact that there are several water districts or associations adjacent to Monroe's water service boundary. These water purveyors are presented on Figure W 4.4.

The adjacent water purveyors are listed below.

- Cross Valley Water District
- City of Snohomish
- Roosevelt Water Association
- Meadow Lake Water Association
- SnoPUD Integrated 2
- SnoPUD Integrated 3
- Highland Water District

3.5 Service Areas

3.5.1 Sanitary Sewer

Figure SS 4.1 shows the extent of the existing sanitary sewer system. This figure also shows the current Urban Growth Area (UGA). The UGA boundary establishes the line beyond which sanitary sewers cannot be extended. It is the general policy of the City not to extend sanitary sewer utility service to properties located beyond the City's jurisdictional boundaries except to the extent required by state law. Where sewer utility service is extended to properties located beyond the City's jurisdictional boundaries, it is the general policy of the City to annex such properties to the City within a reasonable timeframe unless compelling reasons weigh against such annexation. The City may facilitate such annexation by any reasonable, lawful means, including without limitation conditioning the extension of sewer service beyond the City's boundaries upon the landowners' written agreement to support and/or waive opposition to the future annexation of their property. The general policy that governs UGA is that urban type services are not to be extended beyond those limits. However, in certain circumstances this limitation can be modified and sewer service can be provided. In the case of documented Health Hazard areas or critical/essential governmental facilities, sewers can be provided beyond the UGA boundary.

3.5.2 Water

Figure W 4.2 shows the extent of the current water system. The water utility does not fall under the same UGA limitations as applied to the sanitary sewer system and consequently, the water utility reaches far beyond the UGA boundaries. This figure also shows the surrounding water purveyors in relation to the City's water service boundaries.



ATTACHMENT 1

**FINDINGS OF FACT AND CONCLUSIONS OF LAW
Annual Comprehensive Plan Amendments**

A. GENERAL INFORMATION

| | |
|-----------------------------|--|
| File Number(s): | CPA2016-01, CPA2016-02, and CPA2016-03 |
| Project Summary: | <p>In accordance with City of Monroe Resolution 2012/020, the City accepts proposals annually for Comprehensive Plan amendments from interested parties. Upon receipt of applications, the City Council holds a public hearing to select those proposed amendments to be placed on the docket for further consideration. The docketed amendment applications are evaluated by the Planning Commission, which forwards to the City Council a recommendation regarding their approval.</p> <p>On the docket for the 2016 – 2017 amendment cycle, there are three City-initiated applications for the Planning Commission to consider. These applications include proposals for amendments concerning school impact fees (CPA2016-01), updating the name of the Fire District (CPA2016-02), and clarifying the City’s policy guiding the extension of the sanitary sewer system into the Urban Growth Area (CPA2016-03). The Planning Commission assessed the above-described Comprehensive Plan amendment applications during the September 25, 2017 public hearing.</p> |
| Applicant: | City of Monroe |
| Location: | The proposed amendments to the 2015 – 2035 City of Monroe Comprehensive Plan are non-project actions that are not site-specific. The amendments do not apply to a specific property or properties, but rather to the entire area within the limits of the City of Monroe and its Urban Growth Area (UGA). |
| Public Hearing Date: | <p>Monday, September 25, 2017 at 7:00 PM Monroe City Hall Council Chambers 806 West Main Street Monroe, WA 98272</p> |
| Staff Contact: | <p>Ben Swanson, Community Development Director City of Monroe 806 West Main Street Monroe, WA 98272 (360) 863-4544 bswanson@monroewa.gov</p> |

B. BACKGROUND

The Annual Comprehensive Plan Amendment Process provides an opportunity for interested parties, including members of the public, to propose revisions to the Comprehensive Plan, and to monitor and evaluate the progress of the implementation strategies and polices incorporated therein. Submitted amendment proposals may:

- Propose new sections, elements, appendices, goals, and/or policies of the plan
- Amend existing sections, elements, appendices, goals, and/or policies of the plan
- Be site specific
- Correct errors
- Edit language
- Adopt other documents by reference;
- Change the Future Land Use Map (FLUM)

The City accepts annual Comprehensive Plan amendment applications continuously. However, amendments proposed by the public after the last working day in July will not be considered until the following amendment cycle. With the exception of a few specific situations, Comprehensive Plan amendments shall be considered by the City no more than once a year. Additionally, all Comprehensive Plan amendment proposals are required to be considered concurrently so that their cumulative impacts can be determined.

The 2016 - 2017 Comprehensive Plan docket includes three City-initiated proposals. No citizen-initiated requests were received. The Planning Commission will evaluate the proposed 2016 – 2017 Comprehensive Plan amendment docket during a public hearing scheduled for September 25, 2017. Subsequent to the public hearing, the Planning Commission will forward to the City Council a recommendation concerning whether or not the amendments should be approved. Upon receipt of the recommendation from the Planning Commission, the City Council shall adopt, adopt as modified, deny, or remand the application(s) to the Planning Commission for further consideration. The following applications to amend the 2015 – 2035 Comprehensive Plan will be considered by the Planning Commission at the September 25, 2017 public hearing:

- Application CPA2016-01 – Amendment to the 2015 – 2035 Comprehensive Plan, which is proposed each year, to revise the Capital Facilities Element of the 2015 - 2035 City of Monroe Comprehensive Plan, adopting by reference the Monroe and Snohomish School Districts 2016-2021 Capital Facilities Plans; and to amend Monroe Municipal Code (MMC) 20.07, School Impact Fee Mitigation Program, to update the impact fee schedule.
- Application CPA2016-02 – Amendment to the City of Monroe 2015 – 2035 Comprehensive Plan to update references of Fire District #3 to Fire District #7 to reflect the fire district in which the City is currently situated.
- Application CPA2017-03 – Amendment to the City of Monroe 2015 – 2035 Comprehensive Plan to clarify the City’s policy regarding the conditions under which sanitary sewer service will be extended outside of City boundaries.

C. COMPREHENSIVE PLAN AMENDMENT REVIEW PROCESS

1. Overview

City of Monroe Resolution 2012/020 delineates the procedure for reviewing annual Comprehensive Plan amendment applications. All proposed Comprehensive Plan amendments must be consistent with the 2015 – 2035 Comprehensive Plan, all other City Codes and applicable regulations, and the Washington State Growth Management Act (GMA) in RCW 36.70A. Plan amendments are

considered concurrently on an annual basis so that the cumulative effects of all proposed amendments can be analyzed for consistency and the overall effect on the remainder of the Plan. The annual Comprehensive Plan amendment cycle is subject to the requirements for public participation, in accordance with RCW 36.70A.140. The review process shall proceed as described below.

2. Amendment Review Procedures

a. Phase I - Selection of Amendments to be Considered

- i. Applications Forwarded by Staff: City of Monroe staff submits to the City Council all proposed amendments received prior to the last working day in July along with an analysis of the proposed amendment in relation to the selection criteria and the application checklist.
- ii. Public Hearing for Docket Selection: The City Council holds a public hearing to select those proposed amendments that should be considered for further review.
- iii. Modifications: The City Council may modify a proposed amendment during the selection process.
- iv. Schedule for Review: When selecting the proposed amendments to be considered, the City Council will adopt a schedule for completion of the review and amendment adoption process.

b. Phase II - Review and Action for Selected Amendments

- i. Staff Review: For each amendment selected by Council for the amendment cycle, staff will prepare a written analysis.
- ii. Environmental Review: Review under SEPA shall be conducted and a threshold determination issued no later than the fourth Thursday of October.
- iii. Planning Commission Review: The Planning Commission shall conduct one or more public hearings to solicit comments; develop language for definitions, policies and goals; and provide recommendations for proposed amendments.
- iv. Review Criteria: The Planning Commission shall use the following criteria in considering whether or not to recommend approval or approval with modification of the proposed Plan amendment:
 - a) Each amendment:
 - 1) Shall not adversely affect public health, safety, or welfare in any significant way.
 - 2) Shall be consistent with the overall goals and intent of the comprehensive plan as amended by the proposals.
 - 3) Shall be in compliance with the Growth Management Act and other State and Federal laws.
 - 4) Must be weighed in light of cumulative effects of other amendments being considered.
 - b) Proposed amendments must also meet the following criteria unless compelling reasons justify their adoption without meeting the criteria. Any compelling reasons must be specified in the ordinance adopting the amendment.
 - 1) Addresses needs or changing circumstances of the City as a whole or resolves inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.
 - 2) Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.
 - 3) Is consistent with the land uses and growth projections that were the basis of the comprehensive plan and/or subsequent updates to growth allocations.

- 4) Is compatible with neighboring land uses and surrounding neighborhoods, if applicable.
- 5) Is consistent with other plan elements as amended by the proposals.
- v. Concurrent Land Use Applications: When an amendment to the Comprehensive Plan also requires a subsequent rezone or amendment to the development regulations both may be considered concurrently.
- vi. Council Public Hearing and Notice: The City Council will review the recommendation of the Planning Commission and may hold a public hearing for the purpose of receiving public comment regarding the merits of proposed amendment(s).
- vii. Council Action: Upon receipt of a recommendation from the Planning Commission, the City Council shall adopt, adopt as modified, deny, or remand the application(s) to the Planning Commission for further consideration.
- viii. Map Revisions: If the City Council approves a change to the Comprehensive Plan that changes the land use designation of parcels within the Urban Growth Area, the City Council shall adopt an ordinance that amends the Comprehensive Plan Land Use Map and authorizes the Mayor to sign the revised map.
- ix. Revocation: The Comprehensive Plan amendment may be reversed by the City Council outside of the regular amendment period, upon finding of any of the following:
 - a) The approval was obtained by fraud or other intentional or misleading representation;
 - b) The amendment is being implemented contrary to the intended purpose of the amendment or other provisions of the comprehensive plan and City ordinances; or
 - c) The amendment is being implemented in a manner that is detrimental to the public health or safety.
- x. Transmittal to State – Proposed Amendments: City staff will transmit a copy of each proposed amendment of the Plan to the State of Washington Department of Commerce at least sixty (60) days prior to the expected date of final Council action on proposed amendments.
- xi. Transmittal to State – Adopted Amendments: Staff will transmit a copy of all adopted amendments to Department of Commerce within ten (10) days after the adoption by the Council.

c. Appeals

Per MMC 21.50.050(A)(3), the Council’s decision is the City’s final action on the proposed Comprehensive Plan amendments. The decision may be appealed to the Growth Management Hearings Board.

D. REVIEW CRITERIA

There are no criteria listed in the Monroe Municipal Code (MMC) for review of a Comprehensive Plan amendment proposal. However, the review criteria are stipulated in Resolution 2012/020. When deciding whether or not to recommend approval of proposed Comprehensive Plan amendments, the Planning Commission shall use the following criteria:

- 1. *Each amendment:*
 - a. *Shall not adversely affect public health, safety, or welfare in any significant way.*
 - b. *Shall be consistent with the overall goals and intent of the comprehensive plan as amended by the proposals.*

- c. *Shall be in compliance with the Growth Management Act and other State and Federal laws.*
 - d. *Must be weighed in light of cumulative effects of other amendments being considered.*
2. *In addition to the above mandatory requirements, any proposed amendment must meet the following criteria unless compelling reasons justify its adoption without meeting them:*
- a. *Addresses needs or changing circumstances of the City as a whole or resolves inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.*
 - b. *Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.*
 - c. *Is consistent with the land uses and growth projections that were the basis of the comprehensive plan and/or subsequent updates to growth allocations.*
 - d. *Is compatible with neighboring land uses and surrounding neighborhoods, if applicable.*
 - e. *Is consistent with other plan elements as amended by the proposals.*

Provided below is a description, analysis, and recommendation for each proposed Comprehensive Plan amendment application on the 2016 – 2017 cycle docket.

E. FINDINGS OF FACT AND CONCLUSIONS OF LAW

1. CPA2016-01: Proposed Comprehensive Plan Amendment regarding the Monroe and Snohomish School Districts 2016-2021 Capital Facilities Plans

a. Description: As the Monroe and Snohomish County School Districts adopt Capital Facilities Plans annually, the City must revise its Comprehensive Plan each year to adopt the School Districts’ Capital Facilities Plans by reference. These are essentially yearly “housekeeping” amendments required of the City. The proposed amendments would amend the Capital Facilities Element of the 2015 – 2035 Comprehensive Plan by adopting the Monroe and Snohomish School Districts 2016 – 2021 Capital Facilities Plans by reference. Furthermore, the amendments would update the School Impact Fee Mitigation Program in Monroe Municipal Code section 20.07 to reflect the fees adopted annually by each school district. The City’s fee schedule must also be amended each year to reflect the current school impact fees.

b. Criteria Analysis, Findings of Fact, and Conclusions of Law:

1. *Each amendment:*

a. *Shall not adversely affect public health, safety, or welfare in any significant way.*

Findings:

The proposed amendments adopt the School Districts’ Capital Facilities Plans by reference and updates the City’s fee schedule to reflect the amendments. The amendments have no direct relation to and no impacts on public health, safety, and/or welfare.

b. *Shall be consistent with the overall goals and intent of the comprehensive plan as amended by the proposals.*

Findings:

The Capital Facilities Element of the 2015 - 2035 Comprehensive Plan incorporates the Monroe School District’s CFP by reference. The Vision and Policy Framework in Chapter 2 of the Plan contains specific goal and policy statements including:

P.106 Require development proponents to mitigate service and utility impacts, ensuring that proportional costs are borne by new development rather than present residents and ratepayers, and that level of service standards are not degraded.

P.107 Develop and adopt new, or refine existing GMA compliant impact fees as part of financing public facilities, balancing between impact fees and other sources of public funds.

The proposal is consistent with the overall goals and intent of the comprehensive plan as amended by the proposals.

- c. *Shall be in compliance with the Growth Management Act and other State and Federal laws.*

Findings:

Of the fourteen Planning Goals in RCW 36.70A.020, the proposal addresses the following:

Urban Growth
Reduce Sprawl
Economic Development
Citizen Participation and Coordination
Public Facilities and Services

The proposal facilitates the collection of the School Districts' current impact fees, as authorized by RCW 82.02.050(5)(a):

Impact fees may be collected and spent only for the public facilities defined in RCW 82.02.090 which are addressed by a capital facilities plan element of a comprehensive land use plan adopted pursuant to the provisions of RCW 36.70A.070 or the provisions for comprehensive plan adoption contained in chapter 36.70, 35.63, or 35A.63 RCW.

Pursuant to RCW 82.02.050(5)(a), the City of Monroe adopted Ordinance 1205, which established the authority to collect school impact fees and created a school mitigation program under GMA. Provisions for impact fees must be in the Comprehensive Plan's Capital Facilities Element to allow for their collection. The proposed Comprehensive Plan amendments would permit this to occur. The proposed amendments are in compliance with the Growth Management Act and other State and Federal laws.

- d. *Must be weighed in light of cumulative effects of other amendments being considered.*

Findings:

All proposed amendments on the 2016 – 2017 Comprehensive Plan amendment cycle docket are being noticed and reviewed concurrently. All of the proposed amendments have been weighed in light of their potential cumulative effects.

Conclusions:

The proposed amendments:

- Will not adversely affect public health, safety, or welfare in any significant way.
- Are consistent with the overall goals and intent of the comprehensive plan, as amended by the proposal.

- Are in compliance with the Growth Management Act and other State and Federal laws.
- Have been weighed in light of cumulative effects of other amendments being considered.

The proposed amendments to the 2015 – 2035 City of Monroe Comprehensive Plan regarding School Impact Fees are consistent with review criterion #1 of Resolution 2012/020 – Comprehensive Plan Amendment Procedures.

2. *In addition to the above mandatory requirements, any proposed amendment must meet the following criteria unless compelling reasons justify its adoption without meeting them:*

- a. *Addresses needs or changing circumstances of the City as a whole or resolves inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.*

Findings:

The proposed amendments would allow for the collection of the current impact fee amount, which is presently inconsistent with the City's adopted fee amount.

- b. *Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.*

Findings:

The Monroe School District conducted a review of the proposal under SEPA. The School District issued a Determination of Non-Significance (DNS) for this proposal on August 4, 2016. The proposed amendments meet the requirements of MMC Chapter 20.04 MMC, RCW43.21C, and Chapter 197-11 WAC.

- c. *Is consistent with the land uses and growth projections that were the basis of the comprehensive plan and/or subsequent updates to growth allocations.*

Findings:

The proposal is consistent with growth projections that were the basis of the comprehensive plan. Every net new residential unit incurs impact fees. The Comprehensive Plan assumes a future residential capacity at build-out. The School Districts use the calculated capacity to approximate future revenue from impact fees. The proposal would not change the growth projections.

- d. *Is compatible with neighboring land uses and surrounding neighborhoods, if applicable.*

Findings:

The proposed amendments are not site-specific. This does not apply.

- e. *Is consistent with other plan elements as amended by the proposals.*

Findings:

The proposed amendments will not amend other Plan elements. Furthermore, the proposed amendments will bring the Plan into compliance with both the Monroe and Snohomish School Districts' Capital Facilities Plans.

Conclusions:

The proposed amendments meet the following criteria, or the Planning Commission has detailed compelling reasons to justify their adoption without meeting the criteria:

- Address needs or changing circumstances of the City as a whole or resolve inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.
- Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.
- Are consistent with the land uses and growth projections that were the basis of the comprehensive plan and/or subsequent updates to growth allocations.
- Are compatible with neighboring land uses and surrounding neighborhoods, if applicable.
- Are consistent with other plan elements as amended by the proposals.

The proposed amendments to the 2015 – 2035 City of Monroe Comprehensive Plan regarding School Impact Fees are consistent with review criterion #2 of Resolution 2012/020 – Comprehensive Plan Amendment Procedures.

- c. **Planning Commission Docket Recommendation:** Recommend approval of application CPA2016-01 to the City Council.

2. **CPA2016-02:** Proposed Comprehensive Plan Amendment to update the name of the fire district from Fire District # 3 to Fire District # 7

- a. **Description:** The City has proposed text amendments to the 2015 – 2035 Comprehensive Plan to update the name of the fire district in which Monroe is located. At the time the current Comprehensive Plan was adopted, the City was situated within Snohomish County Fire District # 3. However, this recently changed and the City is presently in Snohomish County Fire District # 7. The proposed amendments will update the references to “Fire District # 3” to “Fire District # 7” to reflect the district in which the City is currently situated.

b. **Criteria Analysis, Findings of Fact, and Conclusions of Law:**

1. *Each amendment:*

- a. *Shall not adversely affect public health, safety, or welfare in any significant way.*

Findings:

The proposed amendments, which were initiated by the City, update the name of the fire district to reflect the district in which the City is presently situated. The amendments have no direct relation to and no impacts on public health, safety, and/or welfare.

- b. *Shall be consistent with the overall goals and intent of the comprehensive plan as amended by the proposals.*

Findings:

The Capital Facilities Element of the 2015 - 2035 Comprehensive Plan references the Fire District by name. While updating the name of the Fire District is essentially a correction to the Plan, the Vision and Policy Framework in Chapter 2 of the Plan contains specific goal and policy statements related to the provision of fire services, including:

P.024 *Support Fire District in efforts to develop additional facilities that will enhance emergency services and public safety throughout the city, especially north of the BNSF railroad tracks.*

P.019 Develop and maintain an emergency response plan and other related policies to assure continued public safety and quality of life.

The proposal is consistent with the overall goals and intent of the comprehensive plan as amended by the proposals.

- c. *Shall be in compliance with the Growth Management Act and other State and Federal laws.*

Findings:

Of the fourteen Planning Goals in RCW 36.70A.020, the proposal addresses the following:

Public Facilities and Services

The proposed amendments would update the name of the Fire District in which the City is located from Snohomish County Fire District # 3 to Snohomish County Fire District # 7. The proposed amendments do not alter the substance of the Plan and are in compliance with the Growth Management Act and other State and Federal laws.

- d. *Must be weighed in light of cumulative effects of other amendments being considered.*

Findings:

All proposed amendments on the 2016 – 2017 Comprehensive Plan amendment cycle docket are being noticed and reviewed concurrently. All of the proposed amendments have been weighed in light of their potential cumulative effects.

Conclusions:

The proposed amendments:

- Will not adversely affect public health, safety, or welfare in any significant way.
- Are consistent with the overall goals and intent of the comprehensive plan, as amended by the proposal.
- Are in compliance with the Growth Management Act and other State and Federal laws.
- Have been weighed in light of cumulative effects of other amendments being considered.

The proposed amendments to the 2015 – 2035 City of Monroe Comprehensive Plan regarding updating the name of the Fire District are consistent with review criterion #1 of Resolution 2012/020 – Comprehensive Plan Amendment Procedures.

2. *In addition to the above mandatory requirements, any proposed amendment must meet the following criteria unless compelling reasons justify its adoption without meeting them:*

- a. *Addresses needs or changing circumstances of the City as a whole or resolves inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.*

Findings:

In 2016, Snohomish County Fire Districts 3 and 7 merged into Fire District 7. The City was previously in Snohomish County Fire District # 3, but is now in District # 7 because of the merger. The proposed amendments address

inconsistencies by correcting the name of the Fire District (# 3) to the current District (# 7) in which the City is located.

- b. *Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.*

Findings:

A SEPA environmental checklist was submitted with the application. The checklist addressed potential environmental impacts associated with the approval of the proposed amendment. The City of Monroe SEPA Official issued a Determination of Non-Significance (DNS) for this proposal on September 9, 2017. No comments or appeals were received on the DNS. The proposed amendments meet the requirements of MMC Chapter 20.04 MMC, RCW43.21C, and Chapter 197-11 WAC.

- c. *Is consistent with the land uses and growth projections that were the basis of the comprehensive plan and/or subsequent updates to growth allocations.*

Findings:

The proposed amendments update references to the name of the Fire District in which Monroe is situated. There are no implications for land uses and growth projections. This does not apply.

- d. *Is compatible with neighboring land uses and surrounding neighborhoods, if applicable.*

Findings:

The proposed amendments are not site-specific. This does not apply.

- e. *Is consistent with other plan elements as amended by the proposals.*

Findings:

The amendments will not change the substance of the Comprehensive Plan. Therefore, the proposal is consistent with other plan elements, as amended by the proposal.

Conclusions:

The proposed amendments meet the following criteria, or the Planning Commission has detailed compelling reasons to justify their adoption without meeting the criteria:

- Address needs or changing circumstances of the City as a whole or resolve inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.
- Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.
- Are consistent with the land uses and growth projections that were the basis of the comprehensive plan and/or subsequent updates to growth allocations.
- Are compatible with neighboring land uses and surrounding neighborhoods, if applicable.
- Are consistent with other plan elements as amended by the proposals.

The proposed amendments to the 2015 – 2035 City of Monroe Comprehensive Plan regarding updating the name of the Fire District are consistent with review criterion #2 of Resolution 2012/020 – Comprehensive Plan Amendment Procedures.

- c. **Planning Commission Docket Recommendation:** Recommend approval of application CPA2016-02 to the City Council.

3. **CPA2016-03:** Proposed Comprehensive Plan Amendment to clarify the City's policy concerning sanitary sewer system extension outside of City boundaries

- a. **Description:** The proposal is for amendments to the 2015 – 2035 Comprehensive Plan to clarify the City's policy regarding sanitary sewer extensions outside of City limits, but within the Urban Growth Area. The City's policy is to refrain from extending new sanitary sewer service to parcels beyond City boundaries prior to annexation into the City of said parcels. This policy specifically addresses those parcels in the City's UGA.

b. **Criteria Analysis, Findings of Fact, and Conclusions of Law:**

1. *Each amendment:*

- a. *Shall not adversely affect public health, safety, or welfare in any significant way.*

Findings:

The proposed amendments, which were initiated by the City, clarify the City's policy concerning the extension of the sanitary sewer system outside of City limits. The 2015 – 2035 Comprehensive Plan states that, barring exceptional circumstances, the sewer cannot be extended beyond the UGA. However, in actuality, it does not preclude the extension of the sanitary sewer into those areas that currently are within the City's UGA. The amendments clarify that extension into the current UGA is permitted subsequent to annexation. The Planning Commission finds that the amendments have no direct relation to and no impacts on public health, safety, and/or welfare.

- b. *Shall be consistent with the overall goals and intent of the comprehensive plan as amended by the proposals.*

Findings:

The proposal does not modify the overall intent of the Comprehensive Plan. The proposed amendments would delay the extension of the City's sanitary sewer system into the UGA until the affected portion of the UGA has been annexed into the City. The Vision and Policy Framework in Chapter 2 of the Plan contains specific goal and policy statements related to the provision of utilities, including:

Goal 6: *Provide and promote both utility and transportation infrastructures that coincide with need, growth, and long-term objectives.*

P.106 *Require development proponents to mitigate service and utility impacts, ensuring that proportional costs are borne by new development rather than present residents and ratepayers, and that level of service standards are not degraded.*

P.159 *Coordinate and combine the construction of new utility lines and public infrastructure, minimizing disruption and helping reduce the cost of services.*

The proposal is consistent with the overall goals and intent of the comprehensive plan as amended by the proposals.

- c. *Shall be in compliance with the Growth Management Act and other State and Federal laws.*

Findings:

Of the fourteen Planning Goals in RCW 36.70A.020, the proposal addresses the following:

- Urban Growth
- Reduce Sprawl
- Environment
- Public Facilities and Services

The City's sanitary sewer service area includes the City and its UGA. RCW 36.70A.110(9) states:

If a county, city, or utility has adopted a capital facility plan or utilities element to provide sewer service within the urban growth areas during the twenty-year planning period, nothing in this chapter obligates counties, cities, or utilities to install sanitary sewer systems to properties within urban growth areas designated under subsection (2) of this section by the end of the twenty-year planning period when those properties:

(a)(i) Have existing, functioning, nonpolluting on-site sewage systems;

Properties within the City's UGA are required connect to City sewer unless they have a functioning septic system. As the City's sanitary sewer system is, at present, generally constructed to the City's corporate boundaries, the majority of properties in the UGA have on-site sewage systems. Provisions of the GMA, as shown above, allow for the retention of septic systems, provided they are functioning, which supports City policy. The proposed amendments are in compliance with the Growth Management Act and other State and Federal laws.

- d. *Must be weighed in light of cumulative effects of other amendments being considered.*

Findings:

All proposed amendments on the 2016 – 2017 Comprehensive Plan amendment cycle docket are being noticed and reviewed concurrently. All of the proposed amendments have been weighed in light of their potential cumulative effects.

Conclusions:

The proposed amendments:

- Will not adversely affect public health, safety, or welfare in any significant way.
- Are consistent with the overall goals and intent of the comprehensive plan, as amended by the proposal.
- Are in compliance with the Growth Management Act and other State and Federal laws.
- Have been weighed in light of cumulative effects of other amendments being considered.

The proposed amendments to the 2015 – 2035 City of Monroe Comprehensive Plan regarding extending the sanitary sewer system beyond City boundaries are consistent with review criterion #1 of Resolution 2012/020 – Comprehensive Plan Amendment Procedures.

2. *In addition to the above mandatory requirements, any proposed amendment must meet the following criteria unless compelling reasons justify its adoption without meeting them:*

- a. *Addresses needs or changing circumstances of the City as a whole or resolves inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.*

Findings:

The proposed amendments would address the needs of the City as a whole by allowing for the City to focus its resources on areas within City boundaries, providing good and services directly to City residents.

- b. *Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.*

Findings:

A SEPA environmental checklist was submitted with the application. The checklist addressed potential environmental impacts associated with the approval of the proposed amendment. The City of Monroe SEPA Official issued a Determination of Non-Significance (DNS) for this proposal on September 9, 2017. No comments or appeals were received on the DNS. The proposed amendments meet the requirements of MMC Chapter 20.04 MMC, RCW43.21C, and Chapter 197-11 WAC.

- c. *Is consistent with the land uses and growth projections that were the basis of the comprehensive plan and/or subsequent updates to growth allocations.*

Findings:

The calculated capacities in the 2015 – 2035 Comprehensive Plan include both the land within the City and its UGA when determining whether growth targets can be met. The proposed amendments will not affect the capacity, as the projected capacity takes into consideration land within the UGA. The only difference is the timeline for providing sanitary sewer services to the UGA. The numbers remain the same.

- d. *Is compatible with neighboring land uses and surrounding neighborhoods, if applicable.*

Findings:

The proposed amendments are not site-specific. This does not apply.

- e. *Is consistent with other plan elements as amended by the proposals.*

Findings:

The Comprehensive Plan Amendments proposed are intended to clarify City policy that is currently in the Plan. The proposed amendments are consistent with other plan elements, as amended by the proposal

Conclusions:

The proposed amendments meet the following criteria, or the Planning Commission has detailed compelling reasons to justify their adoption without meeting the criteria:

- Address needs or changing circumstances of the City as a whole or resolve inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.
- Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.
- Are consistent with the land uses and growth projections that were the basis of the comprehensive plan and/or subsequent updates to growth allocations.

- Are compatible with neighboring land uses and surrounding neighborhoods, if applicable.
- Are consistent with other plan elements as amended by the proposals.

The proposed amendments to the 2015 – 2035 City of Monroe Comprehensive Plan regarding extending the sanitary sewer system beyond City boundaries are consistent with review criterion #2 of Resolution 2012/020 – Comprehensive Plan Amendment Procedures.

- c. **Planning Commission Docket Recommendation:** Recommend approval of application CPA2016-03 to the City Council.

F. RECOMMENDATION OF THE PLANNING COMMISSION

The Planning Commission **ADOPTS** the Findings of Fact and Conclusions of Law contained in Attachment 1 to the Planning Commission agenda bill, **AUTHORIZES** the Planning Commission Chair to sign the Findings on behalf of the Commission, and **RECOMMENDS** that the Monroe City Council **APPROVE** the proposed amendments to the 2015 – 2035 Comprehensive Plan included in the 2016 – 2017 amendment cycle docket.



Bridgette Tuttle, Planning Commission Chair

10/10/2017
Date