



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

Tuesday, March 23, 2021, 6:00 PM
Zoom Online Meeting Platform

Councilmembers
Ed Davis
Jeff Rasmussen
Heather Rousey

Page

1. CALL TO ORDER

1.1. Virtual Participation Information:

The City Council meeting will be held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and [Proclamation 20-28.14](#) issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- [Click link](#)
- Dial in: (253) 215-8782
- Meeting ID: 413523

2. ROLL CALL

3. APPROVAL OF MINUTES

- 3.1. Meeting Minutes of February 23, 2021
[P3 Minutes 02-23-21](#)

3

4. NEW BUSINESS

- 4.1. Housing Action Plan (HAP) Update - Anita Marrero 4 - 34
[Agenda Bill - Housing Action Plan - Pdf](#)
- 4.2. Proposed Public Services Utilities and Public Works Design & Construction Standards code revisions - John Lande 35 - 39
[Agenda Bill - Utility Design Regulations Revisions MMC Chapter 13 and Public Works Design & Construction Standards - Pdf](#)
- 4.3. Public Works Design and Construction Standards Approval Process - Jakeh Roberts 40 - 42
[Agenda Bill - PW Standards - Pdf](#)

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.
For assistance, please contact the City Clerk's Office at 360-794-7400 in advance of the meeting.
THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA

5. NEXT COMMITTEE MEETING

5.1. April 27, 2021 at 6:00 p.m.

6. ADJOURNMENT



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

Councilmembers
Heather Rousey, Chair
Ed Davis
Jeff Rasmussen

Tuesday, February 23, 2021 6:00 p.m.
Zoom Online Meeting Platform

MINUTES

I. Call to Order & Roll Call

A regular meeting of the Monroe City Council Transportation/Planning, Parks and Recreation, and Public Works (P3) Committee was held on February 23, 2021 via Zoom. Due to the COVID-19 pandemic, and Proclamation 20-28 issued by Governor Jay Inslee, in-person attendance is not permitted at this time. The meeting was called to order by Councilmember Rousey at 6:01p.m.

Committee present: Councilmembers Rousey and Davis. Councilmember Rasmussen was excused.

Mayor present: Yes

Staff present: Knight, Hasart, Feilberg, Swanson, Roberts, Ottow, Darrow, Huebner

II. Approval of Minutes – Councilmember Davis moved to approve the minutes of January 26, 2021. Councilmember Rousey seconded. Motion passed 2-0.

III. New Business

Review the Watershed Restoration and Enhancement Plan. Mr. Ottow introduced Ms. Darrow and provided background on the watershed plan and provided information on the contents and impacts of the plan. Councilmember Davis clarified the plan had no real impacts on the City. Staff confirmed this is correct. Additional discussion ensued.

Motion: move to recommend approval of the Watershed Restoration and Enhancement Committee Plan to the full Council. Councilmember Davis moved. Councilmember Rousey seconded. Motion passed 2-0.

IV. Next Committee Meeting is scheduled for March 23, 2021 6:00 p.m.

V. Adjournment – Councilmember Davis moved to adjourn. Councilmember Rousey seconded. Motion passed 2-0. Meeting adjourned at 6:19 p.m.

Submitted by:

Approved by:

Becky Hasart, Interim City Clerk

Councilmember Rousey, Chairperson



AGENDA BILL

Meeting Date: March 23, 2021

Staff Contact: Anita Marrero, Senior Planner

Department: Community Development

SUBJECT: Housing Action Plan (HAP) Update

REQUESTED ACTION:

N/A, Discussion Item Only

POLICY CONSIDERATIONS:

N/A, The P3 Committee is not being asked to consider any policy issues at this time.

DESCRIPTION/BACKGROUND:

In October 2019, the City of Monroe applied for a Department of Commerce (DOC) grant funded through E2SHB 1923, which provided \$5 million to increase residential building capacity in Washington communities. Of the list of eligible activities, as defined in the bill, the City chose to adopt a housing action plan with a total funding request of \$50,000. The City was awarded the grant on November 5, 2019.

The City Council accepted the grant and the Mayor signed the DOC grant agreement on January 14, 2020. Staff selected a consultant and Council approved the consultant agreement on April 28, 2020.

Housing costs and housing affordability have been an increasingly prominent state and national policy issue since the Great Recession. In Snohomish County, the 2019 Snohomish County Housing Affordability and Regional Task Force (HART) report found that housing affordability has worsened since 2010. From 2010 to 2017:

- The monthly rent for a two-bedroom apartment increased 49.5% from \$901 to \$1,347;
- The price for an average single-family home increased 36.1% from \$400,000 to \$544,449;
- During that same period, median household income increased only by 17.7%.

Population growth driven by the State's strong economy increased the demand for, and cost of, both rental and owner occupied housing. By comparison, wage growth outside of the tech industry has not kept up with these housing cost increases.

The Washington State legislature has been particularly active the past few years in considering and/or passing housing related legislature. Certain legislature has provided increased funding for housing programs (e.g. State Housing Trust Fund); other recent legislation has reduced Cities' ability to create limiting regulations for certain accessory dwelling units and also the operation of homeless encampments by religions organizations.

Still other legislation, which did not pass in 2020, sought to pre-empt local land use authority and require certain types of housing such as duplexes, triplexes, quadplexes, sixplexes, and courtyard apartments be allowed in areas zoned for single-family residential use.

HB 1923, passed in 2019, took an incentive approach. Rather than mandate certain requirements be adopted (as the bill originally proposed), HB 1923 allows local jurisdictions to work collaboratively with their communities to develop a Housing Action Plan to include housing recommendations and strategies appropriate to their jurisdiction. It also provides funding to support these efforts.

HOUSING ACTION PLAN

The goal of a housing action plan is to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family market.

The City of Monroe has planned for growth in the Comprehensive Plan. Growth targets require a population capacity of 24,754 in 2035. With the new density limits under the newly adopted Unified Development Regulations (UDR), Monroe now has a population capacity of 25,306 in 2035.

Although the City has the capacity to accommodate growth, the challenge is creating opportunities for non-profit and for-profit developers to build a variety of housing developments for all income levels. Pursuing a Housing Action Plan will provide the City with a clear vision and strategies to increase residential building capacity and/or streamline regulations.

As part of the Housing Action Plan, the city will focus on the following strategies:

- Helping people stay in affordable housing
- Creating a variety of housing choices
- Creating more affordable housing
- Unlock housing supply by making it easier to build
- Identify public lands for housing opportunities

Public involvement will be key in this process. The City wants to hear from all groups who have an interest in affordable housing and residents from all income levels. The

Stakeholder Advisory Committee will be able to provide input on proposed strategies as well as the Planning Commission.

The Housing Action Plan will provide guidance to the City when planning for the future and will be instrumental when drafting the mandated Comprehensive Plan 2024 Update.

The City hopes that the Housing Action Plan will stimulate development of new housing, preserve existing affordable housing, and improve the overall quality of life in the City. Addressing the affordable housing crisis is a top priority for the City and the goal is to create an inclusionary community through quality development and collaboration.

Staff has been working with the consultant to create a project charter, public participation plan, schedule, and project website. The consultant is currently working on the Housing Needs Assessment. Housing needs assessments typically involve a housing inventory, household characteristics (e.g. size, income, housing costs), population and employment forecasts, and an evaluation of needs for all demographic and economic segments of the community. This information is consistent with Growth Management Act (GMA) data requirements.

HOUSING NEEDS ASSESSMENT

A Housing Needs Assessment (HNA) is a study that evaluates current and future housing needs among all economic segments of the of the community and for different household sizes and types. The HNA also identifies gaps between the current housing supply and identified needs.

Components of an HNA

- Community Profile
- Workforce Profile
- Housing Inventory
- Gap Analysis
- Land Capacity

Next Steps

- An HNA is the first step towards addressing housing affordability challenges in the City of Monroe.
- The next steps are to:
 - Identify suitable housing strategies for addressing housing needs
 - Create an action plan for implementing these strategies

GOALS AND OBJECTIVES

Goals

- Assess Monroe's housing needs.
- Through a comprehensive public engagement process, develop a strategy addressing housing needs for the citizens of Monroe.

- Prepare a HAP that is consistent with the housing element of the City's Comprehensive Plan and addresses goals and policies.

Objectives

- Develop strategies and recommendations to increase the supply and types of housing needed, in Monroe.
- Develop zoning, regulatory, and incentive strategies to support housing that meets the needs of Monroe.
- Evaluate and refine existing housing policies and actions.
- Develop recommendations for improvement based on housing needs assessment data.

Identify a schedule of programs/actions to implement the recommendations of the HAP.

- Create a collaborative process that is inclusive and focused on housing solutions.

Findings of the HNA

Community Profile:

- Monroe's population has grown by 6,005 people since 2000 and by 2,496 since 2010.
- Monroe's population is younger on average than Snohomish County and Washington State.
- Monroe has seen a 3 percent increase of Hispanic/Latino residents since 2011.
- Monroe households earn predominately middle to upper-middle incomes and are majority homeowners.
- Monroe renters saw a greater income increase between 2011 and 2018 than homeowners did.
- Renter households are more likely than homeowners to experience overcrowding.
- Displacement risk is moderate.

Workforce:

- In 2017, Monroe was home to nearly 8,000 jobs and 7,149 workers (10 percent of whom also work in the city).
- A majority of Monroe employees live outside the city.
- Monroe has added medium and high wage jobs in recent years, but low wage jobs have stagnated.

Housing Market:

- Monroe's housing stock is predominately single-family homes built between 1980 and 2000.
- The majority of Monroe's housing units have between 1 – 4 bedrooms while the average household size has 1 – 4 people.
- Construction of single-family homes has grown steadily over the past 10 years; in contrast, multi-unit buildings have flatlined.
- A scarcity of affordable housing across much of the central Puget Sound region is pushing residents east and north into fringe cities such as Monroe.
- Renters are more likely to spend more than 30% of their income on housing than homeowners.

Gap Analysis:

- Monroe residents earning the median income can comfortably afford the average market rate housing; however, there are not enough units at this price to satisfy the demand.
- There is a need for housing units that accommodate 1 – 2 person households.

Land Capacity:

- The city has room to accommodate the 1,200 housing units needed for the 2035 growth projections, with caveats.

FISCAL IMPACTS:

There is no match requirement. The grant is reimbursement based. Qualified expenditures made by the City are not to exceed the grant award amount of \$50,000.

TIME CONSTRAINTS:

The Commerce deadline for adoption of the HAP is June 30, 2021.

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

[Draft HNA Revised 20210305-FINAL](#)

HOUSING NEEDS ASSESSMENT

CITY OF MONROE, WASHINGTON



PROJECT OVERVIEW

WHAT IS A HOUSING NEEDS ASSESSMENT, AND WHY IS THE CITY OF MONROE CREATING ONE?

Washington State House Bill 1923 granted the Washington State Department of Commerce (Commerce) \$5 million dollars in the 2019 Legislative Session to provide grant funds to local governments for activities to increase residential building capacity, streamline development or develop a Housing Action Plan (HAP).

The City of Monroe received \$50,000 grant from Commerce to develop a HAP, the goal of which will be to assess current and future housing needs and offer strategies and recommendations for policy development regulations that will allow for a variety of housing types affordable to varying income ranges.

A Housing Needs Assessment (HNA) is a comprehensive study that will be used to inform the HAP. In order to formulate policy recommendations, the City of Monroe must have access to the most recent population, housing, and workforce data¹. The HNA is developed to define the housing needs specific to Monroe residents.

THE HNA IS CATEGORIZED INTO FIVE ELEMENTS:

1. Community Profile
2. Workforce Profile
3. Housing Inventory
4. Gap Analysis
5. Land Capacity Analysis

QUESTIONS THE HNA HELPS TO ANSWER:

1. Who lives and works in Monroe and what are some of their socioeconomic characteristics?
2. How much housing will be needed to accommodate for future population growth?
3. Are there housing options for residents at all income levels?

¹ Due to data availability, most recent available data is 2018.

Source: WA Department of Commerce



HOUSING NEEDS ASSESSMENT OUTLINE

1. Community Profile

- a. Population Characteristics
- b. Household Characteristics
- c. Special Housing Needs

2. Workforce Profile

- a. Local Workforce Characteristics
- b. Jobs to Housing Ratio
- c. Employment Trends & Projections

3. Housing Supply

- a. General Housing Inventory
- b. Housing Market Conditions
- c. Special Housing Inventory

4. Gap Analysis

5. Land Capacity Analysis

*The datasets explored in each of the five elements are required by Commerce. If not required, the data will be marked with an asterisk to display optional or additional analysis done on behalf of the City and consultant.

** Information provided in this report reflects the most recent available data at the time of writing.

Data Sources:

American Community Survey (ACS)

- Roughly 3.5 million households are surveyed every month, every year
- Explores topics not asked by decennial Census

Washington State Office of Financial Management (OFM)

- Obtains data from state and federal agencies, and private businesses

United States Department of Housing and Urban Development (HUD)

- Obtains data from the ACS

OnTheMap (OTM)

- Web Application provided by the U.S. Census Bureau
- Maps jurisdictions based on workforce characteristics

Employment Security Department (ESD)

- Labor Market and Economic Analysis

U.S. Bureau of Labor Statistics

- Quarterly Census of Employment and Wages

City of Monroe

- Building permits
- Comprehensive Plan

Zillow

- Tracks home values, rental units, and market changes on a monthly basis

1. COMMUNITY PROFILE

2. WORKFORCE

3. HOUSING MARKET

4. GAP ANALYSIS

5. LAND CAPACITY

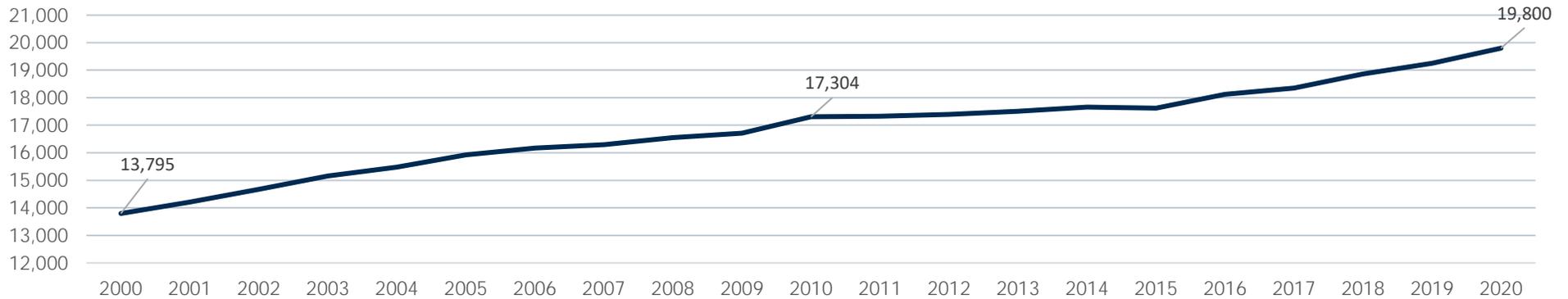


Population and Community Characteristics

MONROE'S POPULATION HAS GROWN BY 6,005 PEOPLE SINCE 2000 AND BY 2,496 SINCE 2010.

Since 2000, Monroe's population has grown from 13,795 to roughly 19,800 as of 2020, according to the Washington State Office of Financial Management (OFM), an increase of more than 6,000 residents (43 percent). The majority of that population increase occurred between 2000 and 2010.

Exhibit I. Population Estimate, 2000 - 2020



SNOHOMISH COUNTY AND THE CITY OF MONROE EXPECT TO SEE STEADY, MODERATE GROWTH INTO THE FUTURE.

Monroe's Comprehensive Plan projects the city to have a total of 22,102 residents by the year 2035. This is a 12 percent increase from the year 2020, an addition of 2,302 new residents. Per the 2017 GMA Projections created by OFM, Snohomish County will experience even steeper population growth at 167,776 new residents, or a 19 percent increase, in the same amount of time.

It is important to note the Monroe Correctional Complex (MCC) population is included in the decennial Census count and influences the City's demographics with people who are not full time Monroe residents.

Population and Community Characteristics

MONROE'S POPULATION IS YOUNGER ON AVERAGE THAN SNOHOMISH COUNTY AND WASHINGTON STATE.

In the year 2018, Monroe shows a similar, but slightly younger, age distribution as Snohomish County and Washington State.

The City of Monroe has a larger percentage of school aged (Under 19) and working residents (20-64) than the County or State.

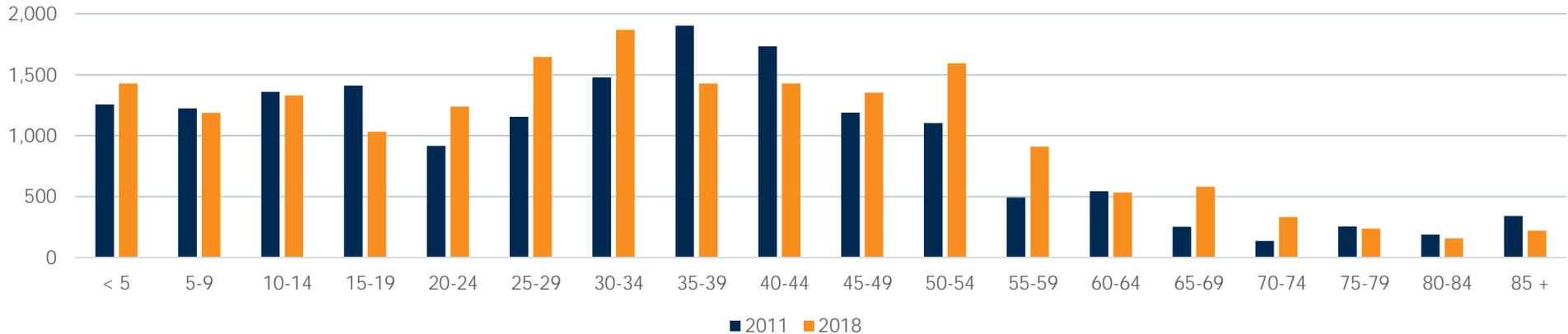
In terms of the aging population, Monroe has a significantly smaller portion of residents 65 years and older. 8.3 percent of Monroe's population is over the age of 65, while the County sees 13.5 percent and the state see 15.8 percent.

Exhibit II. Comparison in Age Distribution

	MONROE	SNOHOMISH COUNTY	WASHINGTON STATE
UNDER 19 YEARS OLD	27.2%	13.5%	24.5%
20 – 64 YEARS OLD	64.8%	61.8%	60.2%
65 AND OLDER	8.3%	13.5%	15.8%

Source: 2014 – 2018 ACS 5-year estimates. Table S1010

Exhibit III. Population by Age Group, 2011 - 2018



Source: 2014 – 2018 ACS 5-Year Estimates. Table S1010

Population and Community Characteristics

MONROE HAS SEEN A 3 PERCENT INCREASE OF HISPANIC/LATINO RESIDENTS SINCE 2011.

Monroe was 75 percent white in 2011, and as of the 2014-2018 survey period, that percentage had fallen to roughly 70 percent. This change was driven by increases in the Black, multiracial, and Hispanic/Latino communities. As seen in Exhibit IV, after accounting for the demographics of the state correctional facility, those identifying as two or more races and those identifying as Hispanic or Latino make up more than a quarter of the city's population.

RESIDENCE OUTSIDE OF THE U.S. PRIOR TO LIVING IN MONROE AND LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME HAS INCREASED SINCE 2011.

In the 2014-2018 survey period, Monroe residents were asked where they were living one year prior to taking the census survey. 179 of Monroe residents answered that they were living abroad at the time. This is nearly a 1,000 percent increase from the 2007-2011 survey period, when only 16 Monroe residents reported living outside the U.S in the year prior to taking the survey. Additionally, Monroe residents who were born outside of the United States increased from 1,751 to 2,155, a 23 percent increase, between the two survey periods.

Combined with data on language spoken at home (see Exhibit V below), which show a 16 percent increase in households reporting speaking a language other than English at home over that time, these trends suggest immigration has played a large role in Monroe's recent growth. This has implications for housing because different immigrant communities may have differences in family size and work in different economic sectors both compared to other immigrant groups and compared to the community at large.

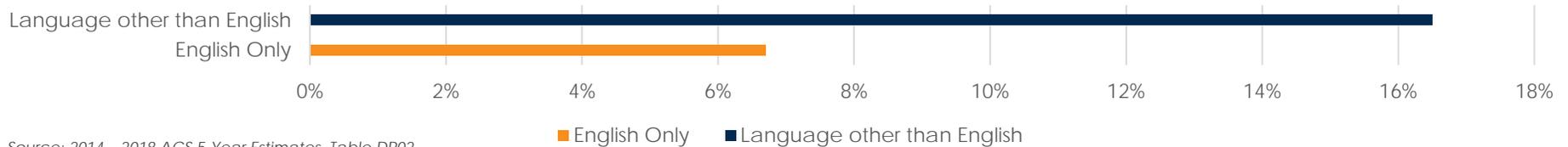
Exhibit IV. Race and Ethnicity of Monroe, Adjusted for the MCC Population, 2019

2019

	Estimate	Percent
White	12,276	70.0%
Black or African	217	1.5%
American Indian and Alaska Native	98	0.5%
Native Hawaiian, Asian or Other Pacific Islander	468	3.0%
Two or More Races	1,365	8.0%
Hispanic or Latino, Any Race	3,250	18.0%

Source: 2015 - 2019 ACS 5-Year Estimates. MCC adjustments made by City of Monroe staff.

Exhibit V. Percent Change in Languages Spoken at Home, 2011 - 2018



Source: 2014 - 2018 ACS 5-Year Estimates. Table DP02

Household Characteristics

THE TOTAL COUNT OF HOUSEHOLDS IN MONROE ONLY INCREASED BY 341 BETWEEN THE YEARS 2011 AND 2018.

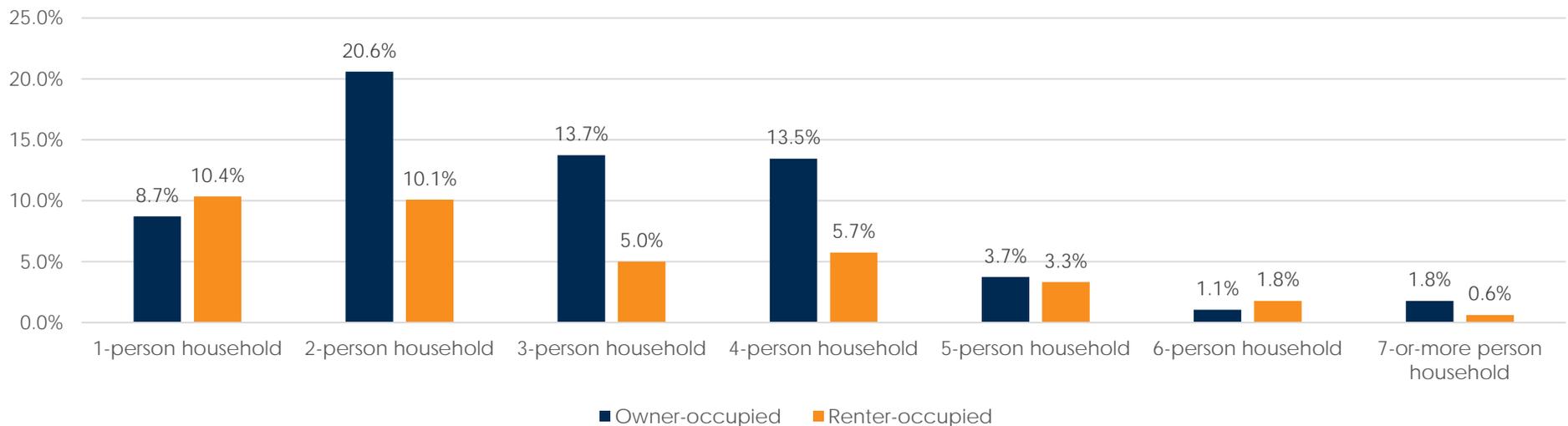
In the year 2011, Monroe’s population was 17,304 in a total of 5,164 households, with an average of 3.3 people per household. In 2018, Monroe’s total population increased to 18,860 residents in 5,505 households, with an average of 3.4 people per household. Between the 2007 – 2011 and 2014 – 2018 estimate periods, rentership increased from 1,458 households to 2,032, a 39 percent increase.

THE DISTRIBUTION OF HOUSEHOLD SIZE IN MONROE MATCHES SNOHOMISH COUNTY AND WASHINGTON STATE PATTERNS.

Household size distribution in Monroe follows the same trends as the county and state extremely close. At the city, county, and state level, between 30 – 35 percent of households were occupied by two people. Between 88 – 90 percent of households in Monroe, Snohomish County and Washington State have between 1 and 4 household members. The percentage of households with more than 4 members quickly declines at all three levels studied.

As seen in Exhibit VI, the household size distribution is also similar among Monroe’s home-owning and renter population. Two exceptions are shown in 1-person and 6-person households – in these household size categories, there is a greater percentage of renters than homeowners.

Exhibit VI. Tenure by Household Size, 2018



Source: 2014 – 2018 ACS 5-Year Estimates. Table B25009

Household Characteristics

MONROE HOUSEHOLDS EARN PREDOMINATELY MIDDLE TO UPPER-MIDDLE INCOMES AND ARE MAJORITY HOMEOWNERS.

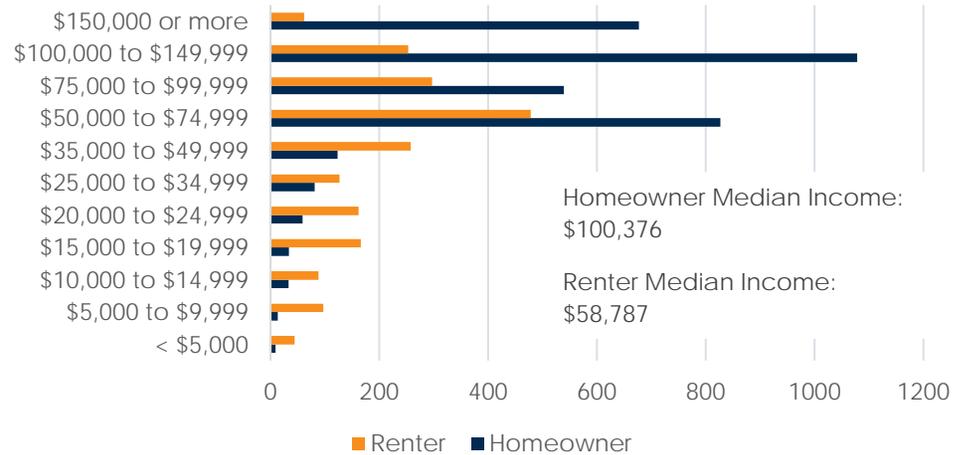
In 2018, 63 percent of Monroe residents owned their housing unit. This is 9 percent lower than 2011 when 72 percent of households owned a home.

MONROE RENTERS SAW A GREATER INCOME INCREASE BETWEEN 2011 AND 2018 THAN HOMEOWNERS DID.

As seen in Exhibit VIII, renters in Monroe have more varied income levels, while homeowners are seen to have a smaller, but higher range. In 2018, the median renter income was \$58,787 and the median homeowner income was \$100,376.

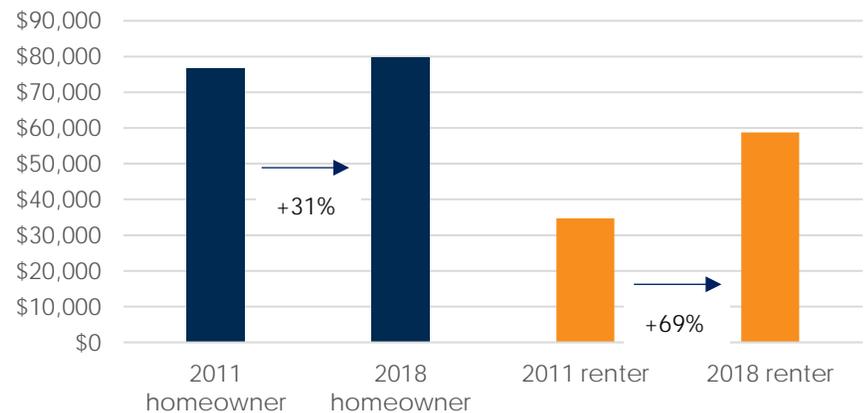
Between the years 2011 and 2018, Monroe renters saw a much larger increase in median income at a 69 percent difference. Homeowners only saw a 31 percent increase in median income in that same time period.

Exhibit VIII. Comparison Between Renter & Owner Median Income, 2018



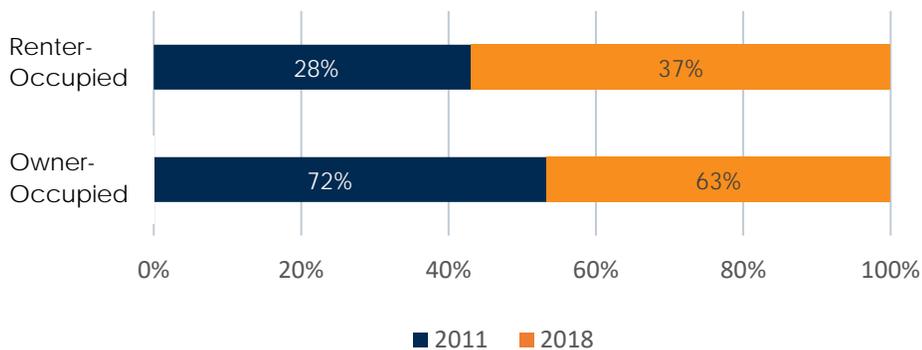
Source: 2007 – 2011 & 2014 – 2018 ACS 5-Year Estimates. Table S2503

Exhibit IX. Change in Median Income, 2011 - 2018



Source: 2007 – 2011 & 2014 – 2018 ACS 5-Year Estimates. Table S2503

Exhibit VII. Housing Tenure 2011 - 2018



Source: 2014 – 2018 ACS 5-Year Estimates. Table B25009

Household Characteristics

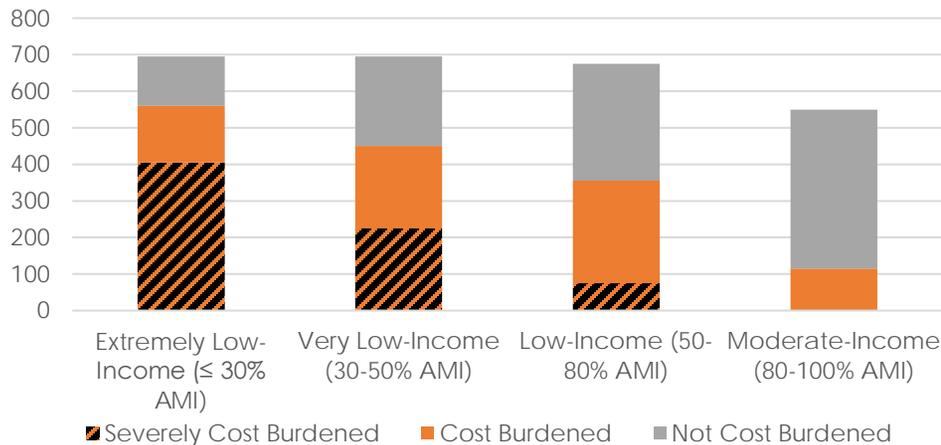
The Housing and Urban Development (HUD) Department considers a household to be cost burdened when more than 30 percent of their income is spent on housing. In the HUD tabulations using the 2016 American Community Survey (ACS), 18 percent of Monroe residents were spending between 30 and 50 percent of their income on housing annually. An additional 15 percent of households were severely cost burdened, meaning they spent more than 50 percent of their household income on housing.

Overall, roughly 32 percent of surveyed Monroe households spent more than 30 percent of their income on housing - this was approximately 1,575 households in 2016. This tracks with broader regional trends, as both Snohomish County and the State of Washington also had 32 percent of residents spending more than 30 percent of their income on housing.

An additional aspect to the cost burden analysis is incorporating what percent of the area median family income these cost burdened households are earning (see table below right).

To put things in perspective using the latest data available, 15 percent of surveyed households earn less than 30 percent of the median family income **and** spend more than 30 percent of their income towards housing. In 2016, this means 560 Monroe households were earning less than \$27,090 annually and spending more than \$8,127 of that income on housing annually. It is important to note that these HUD income limits are from Snohomish County broadly through HUD's FY 2016 Income Limits and may not be precise for Monroe, although they allow comparison of cost burden data with income groupings.

Exhibit X. Cost Burdened Households, 2016



Income Grouping for Cost Burden Analysis	Income Range
Less than 30% Area Median Family Income	Less than \$27,090
30 - 50% Area Median Income	\$27,090 to \$45,150
50 - 80% Area Median Income	\$45,150 to \$72,240
80 - 100% Area Median Income	\$72,240 to \$90,300
100% Area Median Income and Above	\$90,300 and above

Source: Fiscal Year 2016 Income Limits for Snohomish County, Adopted by HUD as Area Median Income for FY 2016

Source: HUD/CHAS (based on ACS 2012-2016 5-Year Estimate), Table 8.

Household Characteristics

RENTER HOUSEHOLDS ARE MORE LIKELY TO EXPERIENCE OVERCROWDING THAN HOMEOWNERS.

Overcrowding estimates are made by looking at how many people occupy a single bedroom in a household. In Monroe, the vast majority of households, both owner and renter occupied, have 1 or less occupants per room. As seen in Exhibit XI, there are dramatically more renter-households with more than 1 occupant per room.

Exhibit XI. Overcrowding Estimates, 2018

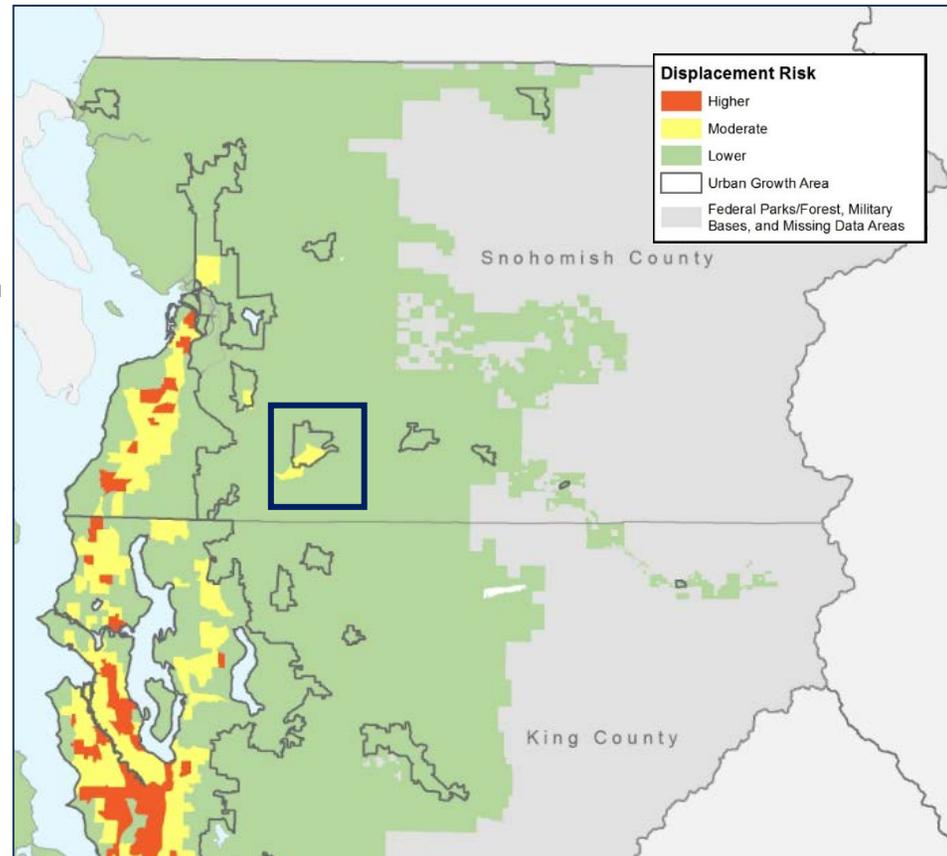
OCCUPANTS PER ROOM	2018 OWNER-OCCUPIED	2018 RENTER-OCCUPIED
1 OR LESS	3,431	1,797
1.01 – 1.50	42	191
1.50 OR MORE	0	44

DISPLACEMENT RISK

The Puget Sound Regional Council has developed a strategy to determine the risk of displacement of census tracts. Each census tract in Monroe has received a place on the displacement index by analyzing factors in the following categories: socio-demographics, transportation qualities, neighborhood characteristics, housing, and civic engagement. In Monroe, census tract 522.09 is shown to have a moderate level of displacement risk. This means residents may be susceptible to physical, economic, or cultural displacement.

CENSUS TRACT	DISPLACEMENT RISK
522.09	MODERATE
522.08	LOW
522.04	LOW
522.04	LOW

Exhibit XII. PSRC Displacement Risk



Source: Puget Sound Regional Council

Source: US Census Bureau – 2010 Census

1. COMMUNITY PROFILE

2. WORKFORCE

3. HOUSING MARKET

4. GAP ANALYSIS

5. LAND CAPACITY

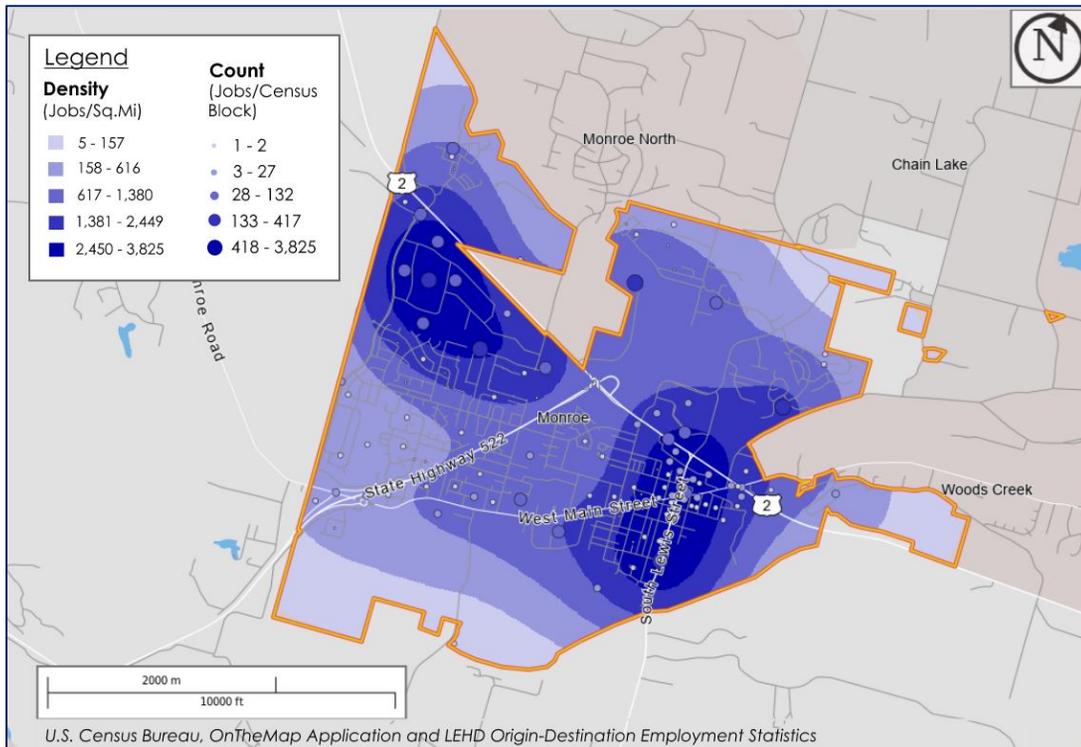


Local Workforce Characteristics

IN 2017, MONROE WAS HOME TO NEARLY 8,000 JOBS AND 7,149 WORKERS (10 PERCENT OF WHOM ALSO WORK IN THE CITY).

These 7,999 jobs are clustered along South Lewis Street and East Main Street as well as SR 2 in the north eastern corner of the city. The top industries in Monroe (hold above 10 percent of total City employment) are manufacturing (16.9%), retail trade (17.1%), educational services (13.9%), healthcare and social services (14.6%).

According to the 2005-2025 Monroe Comprehensive Plan, over 50 percent of the labor force is employed in government jobs. Within the public sector, the majority of jobs are held at the State Correctional Facility and Monroe School District, along with county and municipal departments.



EMPLOYMENT TRENDS AND PROJECTIONS IN MONROE HAVE BEEN SEVERELY DISRUPTED DUE TO COVID-19.

The Washington State Employment Security Department (WA ESD) produces employment projections by industry and occupation and provides updates on an annual basis.

Alongside the Bureau of Labor Statistics, they have been producing datasets that try to encapsulate the impacts COVID-19 has had on jurisdictions. The following numbers should be taken with great reservation, given they did not account for the way COVID-19 has altered labor markets across Washington State.

As part of the Comprehensive Plan, Monroe incorporates the WA ESD employment projections to inform the Economic Development section. Per these sources, the 2035 employment target is 11,456 jobs which is an increase of 3,890 jobs from the year 2017. In the unincorporated Monroe UGA, there is an increase of 325 jobs expected.

The City of Monroe's manufacturing industry has room for potential expansion as their rates fall slightly below Snohomish County (16.9% in Monroe versus 20.8% in the County). "This indicates an opportunity for Monroe to continue to attract businesses from further west in the County." (Monroe Comprehensive Plan, 2015).

Local Workforce Characteristics

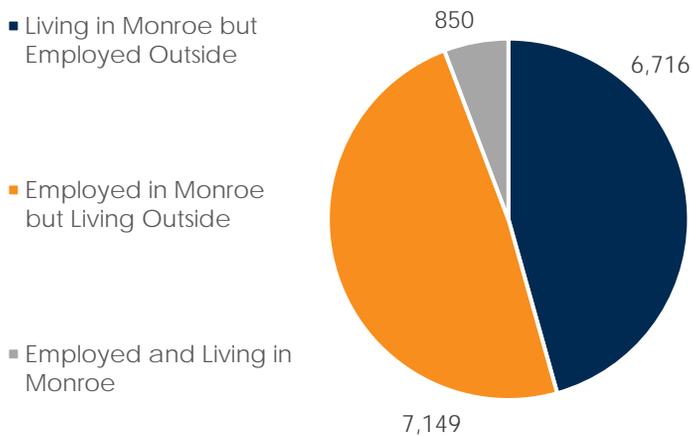
A MAJORITY OF MONROE EMPLOYEES LIVE OUTSIDE THE CITY.

According to an inflow-outflow analysis from the US Census Bureau, almost 90 percent of people employed in Monroe live outside the city. This is 7,149 people commuting into the city on a daily basis. Conversely, around 850 Monroe residents, or 11 percent of the workforce both live in and work in the city. The City of Monroe is home to 7,999 employees, but a total of 13,865 workers, indicating a net outflow of 6,716 workers during the day.

MONROE HAS ADDED MEDIUM AND HIGH WAGE JOBS IN RECENT YEARS, BUT LOW WAGE JOBS HAVE STAGNATED.

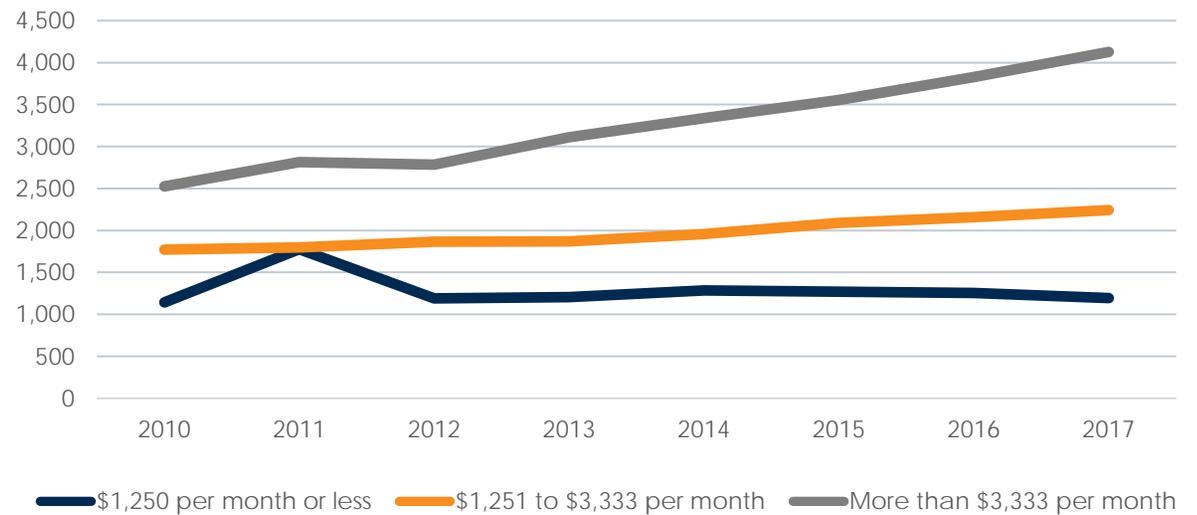
The number of jobs in the city that pay \$1,250 per month or less (roughly \$15,000 per year) jumped slightly in 2011 but remains largely the same since 2010. In contrast, the number of middle and high-income jobs have sharply increased, particularly the latter (jobs paying more than \$3,333 per month).

Exhibit XIII. Monroe Inflow/Outflow Analysis, 2017



Source: OnTheMap Inflow/Outflow Analysis

Exhibit XIV. Change in Jobs by Income



Source: OnTheMap Home Area Profile

1. COMMUNITY PROFILE

2. WORKFORCE

3. HOUSING MARKET

4. GAP ANALYSIS

5. LAND CAPACITY



Housing Inventory

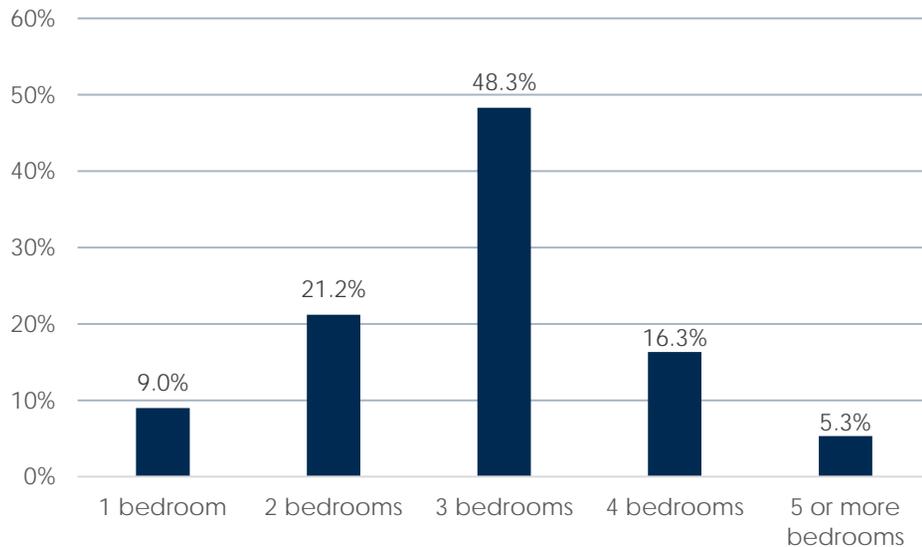
MONROE'S HOUSING STOCK IS PREDOMINATELY SINGLE-FAMILY HOMES BUILT BETWEEN 1980 AND 2000.

Roughly 70 percent of all dwelling units in Monroe are either detached or attached single-family homes. Two or four-unit structures compose an additional 8 percent, while multifamily structures with 5 or more units make up 16 percent of dwellings in the city. Two percent of the housing stock comprises of mobile homes, boats, or RVs.

THE MAJORITY OF MONROE'S HOUSING UNITS HAVE BETWEEN 1 – 4 BEDROOMS WHILE THE AVERAGE HOUSEHOLD SIZE HAS 1 – 4 PEOPLE.

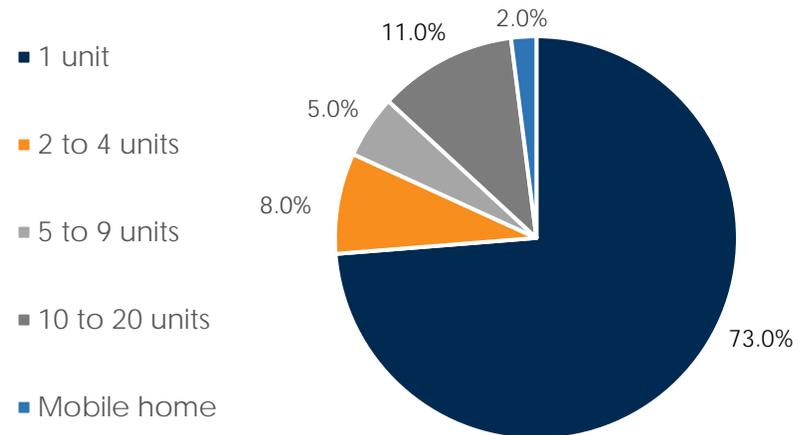
Monroe has roughly 95 percent of its housing stock available to accommodate the largest group of household size in the City. The average household size among renters and homeowners is between 1–4 people and based on the data shown in Exhibit XV, Monroe's housing stock is nearly 95 percent comprised of units with 1-4 rooms.

Exhibit XV. 2018 Unit Size by Number of Bedrooms



Source: 2014 – 2018 ACS 5-Year Estimates. Table DP04

Exhibit XVI. Household Count by Type



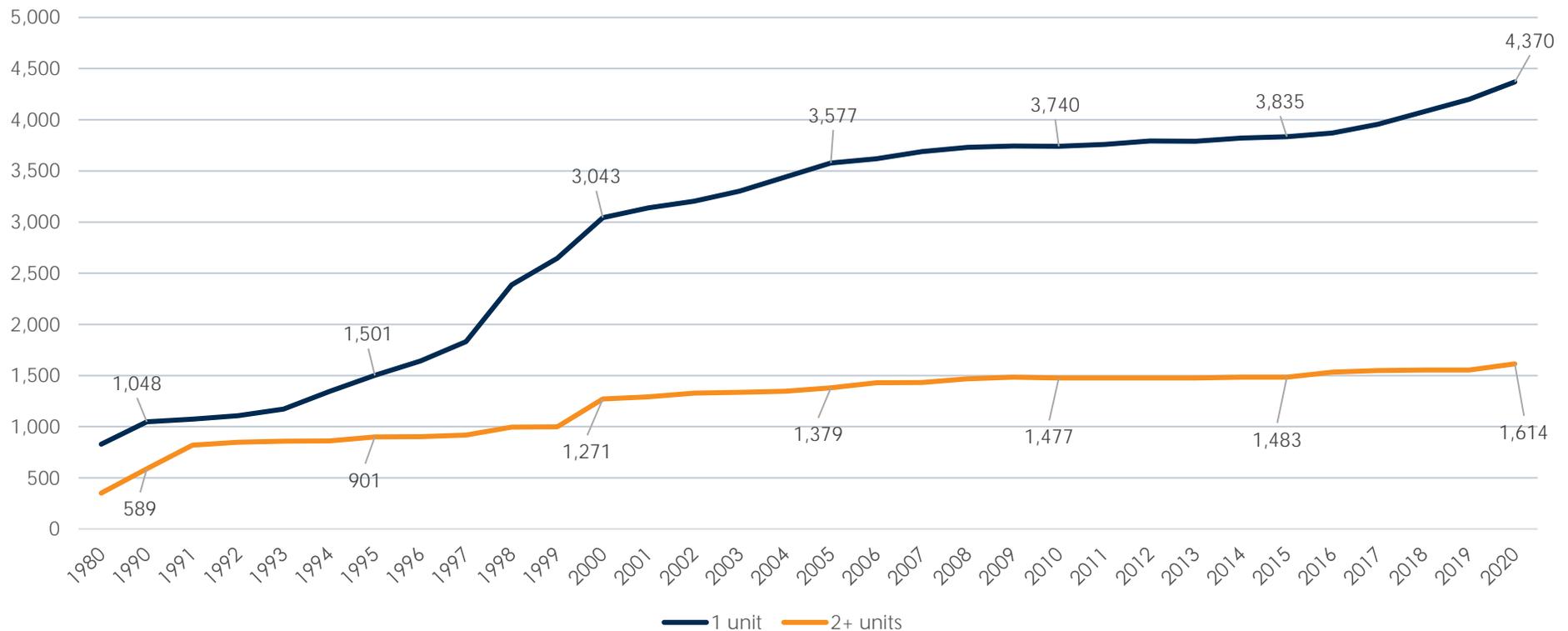
Source: 2014 – 2018 ACS 5-Year Estimates. Table DP04

Market Conditions

CONSTRUCTION OF SINGLE-FAMILY HOMES HAS GROWN STEADILY OVER THE PAST 10 YEARS; IN CONTRAST, MULTI-UNIT BUILDINGS HAVE FLATLINED.

The construction of residential structures with two or more units (duplexes, triplexes, and apartments, for example) has consistently lagged the construction of single-family homes in Monroe. As seen below, the construction of multi-unit homes nearly plateaued in 2010. 630 single-family detached homes were added in the city over that time.

Exhibit XVII. Housing Development Trends 1980, 1990-2020



Source: OFM, Postcensal Estimates of April 1 Housing Units, 1980 - 2020

Special Housing Inventory

THERE ARE A NUMBER OF GROUPS IN MONROE WHO NEED SPECIAL HOUSING ACCOMMODATIONS.

For the purpose of this analysis, the special housing inventory will focus on units available to aging and income-restricted residents. A handful of the facilities listed below in Exhibit XVIII. offer both living and rental assistance. We have split the special housing inventory into three categories based on their type of assistance. Monroe’s aging population (those above the age of 65+) was listed at 1,526 residents in the 2018 ACS survey period; 14 percent of that population is above the age of 85. The existing assisted living and care facilities in Monroe have the capacity to house 27 percent of those who may need assistance. Of the 310 assisted living units in Monroe, 40 percent of them offer/accept rental assistance.

THE CITY OF MONROE HAS 415 SUBSIDIZED HOUSING UNITS THAT PROVIDE FEDERAL RENTAL ASSISTANCE.

Rental assistance is provided primarily in three ways: housing choice vouchers, which can be applied to housing units on the private market; public housing which keeps a number of units in any given building affordable; section 8 project-based rental assistance. The latter provides subsidies to entire buildings in order to keep all units affordable. Regardless of how the units are kept affordable, the eligible tenants are expected to pay about 30 percent of their income in rent. In 2016, roughly 32 percent, or 1,585, households were paying more than 30 percent of their income on housing – making them eligible for subsidized housing. Considering there are only 415 subsidized units in 2020 (most likely a few less in 2016), roughly 26 percent or less of the cost burdened population in Monroe could access affordable options.

Homeownership units are another option. They are affordable to the initial homeowner but can be sold at market rate after that first occupant leaves. There are no restrictions on who can buy the units.

Exhibit XVIII. Subsidized and Assisted Living

Subsidized	Housing Type	Number of Units
Athena I & II	Family	28
Fairview Apartments	Family	24
River’s Edge	Family	166
Housing Hope – Woods Creek	Family	8 affordable, 6 homeless
Housing Hope – Monroe Family Village	Family	47
Harmony House East	Adult w/Disability	5
Home Ownership Program		
Housing Hope – Main Street Townhomes	Family	13
Subsidized & Assisted		
Friendship House I & II	Senior & Disabled	64
Monroe Villa	Senior	22
Village East	Senior	38
Assisted		
Brookdale Monroe	Senior	82
Paths Adult Care Family Home & Respite	Senior	6
Regency Care Center	Senior	92
St. Jude Comfort Care LLC	Senior	6

Source: City of Monroe

Housing Affordability

A SCARCITY OF AFFORDABLE HOUSING ACROSS MUCH OF THE CENTRAL PUGET SOUND REGION IS PUSHING RESIDENTS EAST AND NORTH INTO FRINGE CITIES SUCH AS MONROE.

The City of Monroe has a reputation for offering affordable housing options in comparison to the more expensive King County cities. This includes young adults who have just graduated high school or university, young families looking to buy their first homes, and senior citizens who are downsizing need affordable housing options. Exhibit XX. shows that Monroe has consistently had slightly lower home values than Snohomish County, while being slightly more expensive than the Washington State average. Between the years 2000 – 2010, the average home price in Washington rose 66 percent, 72 percent in Snohomish County and 62 percent in Monroe.

Because the Puget Sound Region is continuing to grow in population and high-paying jobs, the City of Monroe will need to focus on maintaining and expanding its affordable housing options. Between the years 2011 and 2018, Monroe saw home values and rent prices increase more than incomes did, meaning people may have been pushed out of housing options that may have been considered affordable in the past.

Exhibit XIX. Change in Housing Affordability Between the Years 2011 - 2018

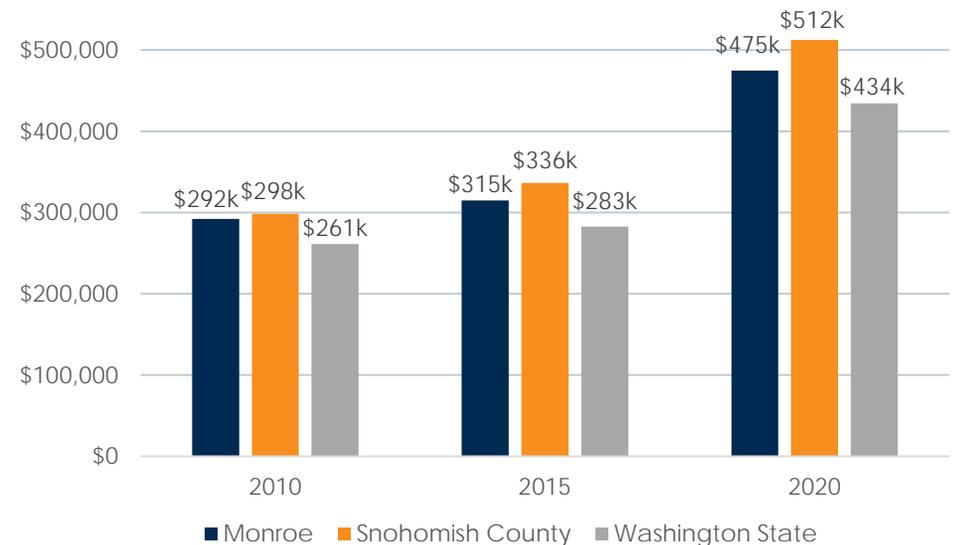
Change in Median Income	14.9%
Change in Median Home Value	78.3%
Change in Median Rental Price	21.3%

RENTERS ARE MORE LIKELY TO SPEND MORE THAN 30% OF THEIR INCOME ON HOUSING THAN HOMEOWNERS.

When looking at households making between \$20,000 – \$50,000 annually, a higher percentage of renters are paying more than 30 percent of their income on housing. However, once in the income bracket of >\$50,000 a year, a higher percentage of homeowners are spending more than 30 percent of their income on housing.

Regardless of the income level, there is still a higher percentage of cost burdened renting households than there are owner households.

Exhibit XX. Monroe, Snohomish County & Washington State Home Value Comparison



Source: Zillow Time Series: 2010 – 2019 Zillow Home Value Index (ZHVI)

1. COMMUNITY PROFILE

2. WORKFORCE

3. HOUSING MARKET

4. GAP ANALYSIS

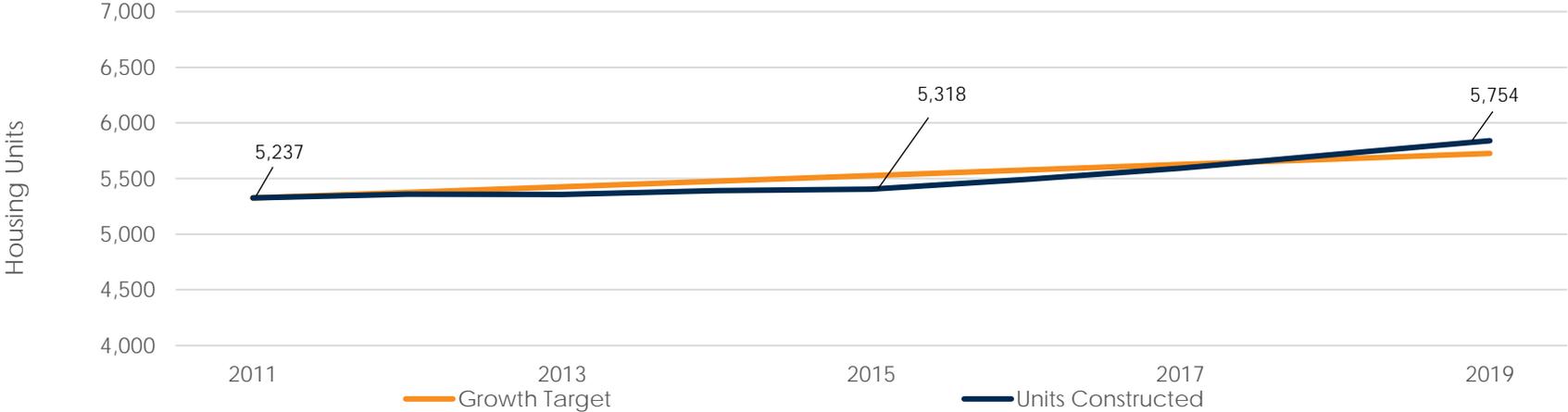
5. LAND CAPACITY



Housing Needs

The City of Monroe will need to add 1,200 units to its housing inventory by the year 2035. With an average addition of 50 unit per year, the City will be able to accommodate the growth targets allocated by the 2015 Snohomish County Land Capacity Analysis. Between the years 2011 and 2019, the Washington State Office of Financial Management estimates Monroe has added a total of 517 housing units, at an average rate of 64 units per year. In 2019 alone, there were 120 building permits issued for single-family homes and 177 for multi-family residential units. However, it is too soon to tell if this trend will continue because how the housing market fluctuates between years. The City is well under way to see no gap between its supply of housing units and demand for housing units by the end of its planning horizon in 2035.

Exhibit XXI. Housing Unit Targeted Growth Rate



Source: OFM, Postcensal Estimates of April 1 Housing Units, 2010 - 2020

The need for the new housing units is reinforced by the low housing vacancy rates within the City. According to the WA Department of Commerce, a vacancy rate of 5 percent is a healthy amount allowing residents to move freely amongst themselves. The ACS estimated that the City had a housing unit vacancy rate of 3.6 percent in 2018; which is nearly a 4 percent lower vacancy rate than 2011. In 2018 the ACS also estimated that the vacancy rate of homeowner households was 0.7 percent (~4 units) and the rental vacancy rate of 2.2 percent (~121 units). The decrease in vacancy rates between 2011 and 2018 tell us that there is a large gap between the City's current housing supply and its high demand for all housing types.

Housing Affordability Gaps

MONROE RESIDENTS EARNING THE MEDIAN INCOME CAN COMFORTABLY AFFORD THE AVERAGE MARKET RATE HOUSING; HOWEVER, THERE ARE NOT ENOUGH UNITS AT THIS PRICE TO SATISFY THE DEMAND.

In 2018, a renting household earning at least \$53,787 annually would be able to comfortably afford market rate rental units, or in other words, would not be cost burdened by their spending on income. The ACS estimated that the average market rate rental unit was approximately \$1,309, and roughly 66 percent of all rental units in Monroe were available at this price.

An average market rate home required approximately \$1,906 in monthly costs, which is considered affordable to those earning at least \$79,661 annually. About 52 percent of houses with that monthly cost were available in Monroe in 2018. A large percentage (between 44 and 48 percent) of households, whether they rent or own their unit, do not have access to affordable housing in Monroe.

HUD identified that nearly 1,585 (32 percent) households in the City were burdened by their annual housing cost. In Snohomish County and the State of Washington, 30 percent of residents are cost burdened, while 31 percent of residents nationwide are. Monroe has slightly higher percent of cost burdened population at 32 percent. The largest group of Monroe residents who are cost burdened are those earning less than 80 percent, or less than \$63,728, annually. 56 percent of these households spend more than 30 percent of their income on housing.

The City of Monroe has a large gap between the supply of low-income housing units, and what is needed to accommodate its residents with below average incomes. Exhibit XXII (next page) shows how many additional affordable units would be necessary to satisfy the demand as of the 2018 data.

Housing Affordability Gaps

Exhibit XXII. Affordability Gap by Income Range

Income Grouping for Cost Burden Analysis	Income Range	Affordable Monthly Rent for Income Group, Family of Four	Income Group Affordability Gap (Units) ¹ , Family of Four	Affordability Gap, Renter HH's, Family of Four	Affordability Gap, Owner HH's, Family of Four
Less than 30% Area Median Family Income	Less than \$28,800	Less than \$720	555	485	70
30 - 50% Area Median Income	\$28,800 to \$48,000	\$720 - \$1,200	435	240	190
50 - 80% Area Median Income	\$48,000 to \$72,000	\$1,200 - \$1,800	380	115	265
80 - 100% Area Median Income	\$72,000 to \$96,000	\$1,800 - \$2,400	190	20	170
100% Area Median Income and Above	\$96,000 and above	\$2,400 and above	130 ²	0 ²	130 ²
Total			1,560²	860	695²

¹ Gap is calculated as the number of households making less than median income paying more than 30 percent of their income in rent. Renters plus owners do not necessarily equal the total households due to rounding.

² HH's making above median income are assumed to be choosing to pay more for housing

Source: Fiscal Year 2017 Income Limits for Snohomish County,

Adopted by HUD as Area Median Income for FY 2017

A total of 860 renter households and 695 households in Monroe who own their housing unit making less than 100 percent of the area median income were cost burdened in the 2013-2017 data period. The degree of cost burden is especially apparent in the extremely low (less than 30 percent of median) income group and the low income (30 – 50 percent) group among renters, and among the moderately low income (50 – 80 percent) group of households who own their units. This suggests that providing housing options for low-income renters and starter homes for those moderate-income households looking to get into ownership should be particular focus areas for the City of Monroe.

Given the city's population trends, current housing gaps, and market pressures, the following housing types and populations are likely to be most needed over the course of the planning period:

- Workforce housing (especially low to moderate income and retail employment)
- Middle-income housing (especially starter single-family homes)
- Multi-family housing (especially for 1- and 2-person households and especially for those making less than 80 percent of the median income). A substantial portion of low-income households are likely to be seniors on fixed incomes.

Housing Size Gaps

THERE IS A NEED FOR HOUSING UNITS THAT ACCOMMODATE 1 – 2 PERSON HOUSEHOLDS.

The ACS estimated that in 2018 roughly 70 percent of the City’s housing units had three or more bedrooms while nearly early 50 percent of the households that live in Monroe are made up of one or two people. These households typically need a housing unit with two or less bedrooms, often times even studio type apartments. Roughly 20 percent of these one to two people households are living in units that are too large for them, and likely paying for unneeded space. In return, there is a notable gap between the number of small, low-price housing units and the demand for those type of housing units.

The ACS estimates 65 percent of the City’s population is between 20 and 60 years old, which is the age range most commonly associated with a household size that is larger than 2 people and would be seeking a housing unit with 3 or more bedrooms. As of now, this works out because the majority of housing units in Monroe are 3 + bedrooms. However, in 2035 at the end of the planning period, a majority of these household will be reduced to one to two person households, as children move out and parents become “empty nesters”. Again, there will be a greater demand placed on the City’s limited supply of smaller one to two-bedroom housing units to accommodate the new population of first-time home buyer and “empty nesters”.

Exhibit XXIII. Household Size, 2018

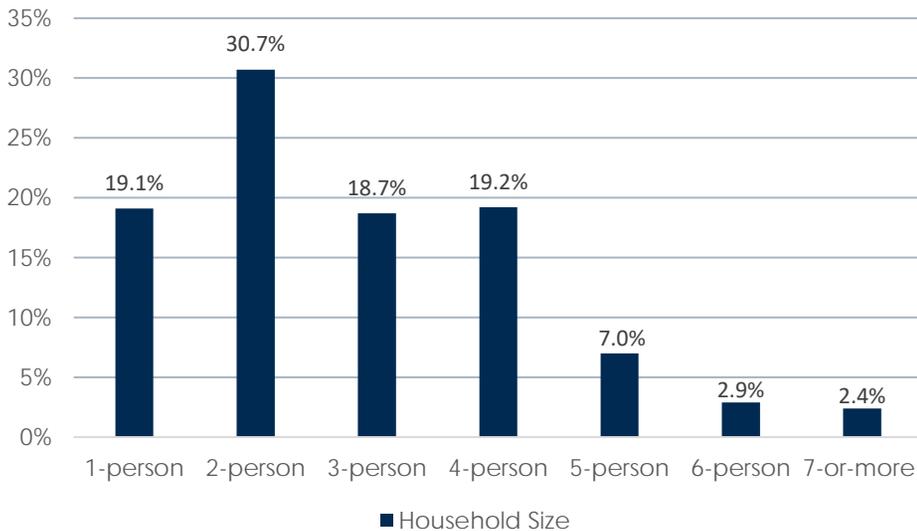
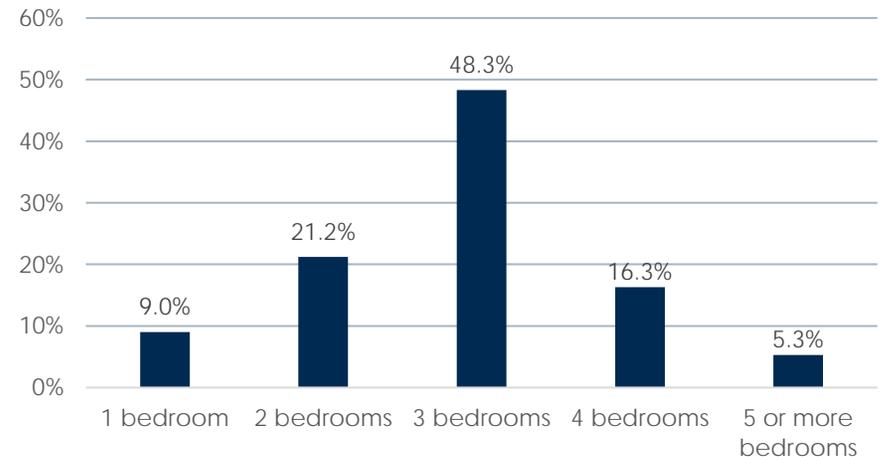


Exhibit XXIV. 2018 Unit Size by Number of Bedrooms



Source: 2014 – 2018 ACS 5-Year Estimates. Table B11016

Source: 2014 – 2018 ACS 5-Year Estimates. Table DP04

1. COMMUNITY PROFILE
2. WORKFORCE
3. HOUSING MARKET
4. GAP ANALYSIS
5. LAND CAPACITY

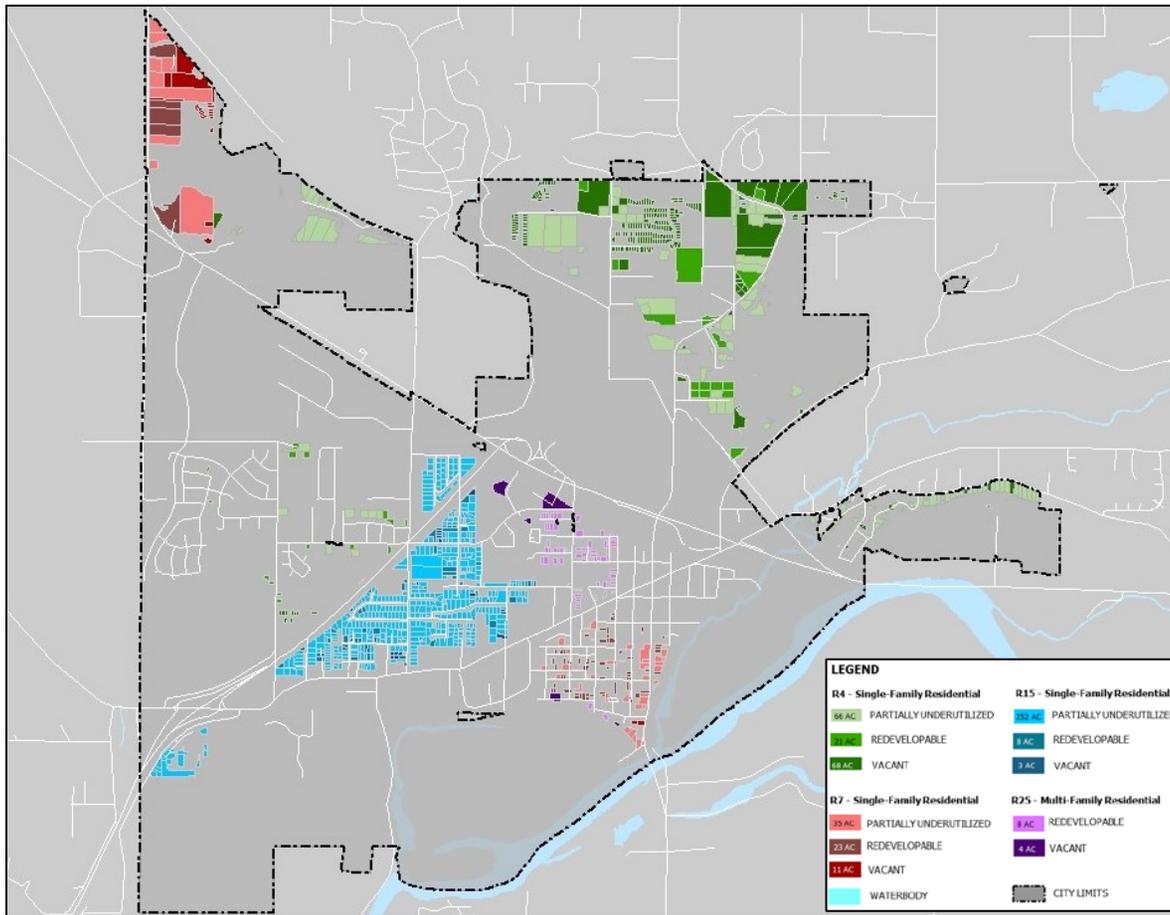


Monroe Residential Land Capacity

THE CITY HAS ROOM TO ACCOMMODATE THE 1,200 HOUSING UNITS NEEDED FOR THE 2035 GROWTH PROJECTIONS, WITH CAVEATS.

The map below shows vacant, redevelopable and partially utilized tax parcels in residential zones. After removing known critical areas, a 25 percent reduction factor is applied to account for any unusable land such as setbacks, common areas or utilities needed for new development. This reduction also considers that not all vacant, redevelopable or partially utilized land will not be sold or subdivided due to unwillingness on behalf of the property owner or other constraints. This analysis shows there are 86 acres of vacant, developable

Exhibit XXV. Land Capacity Analysis



land across residential zoning districts of densities that vary from four to twenty-five units per acre. Sixty acres of land in the City have structures valued at less than \$100,000 or are less than 75% of the underlying land value (considered redevelopable).

Partially utilized parcels are the most frequent (light) colors seen on the map but are most difficult to identify precisely. These parcels are at least twice the size permitted by zoning and are not currently vacant. To identify parcels that truly have potential for additional development, site-specific analyses would be needed.

The 146 vacant and redevelopable acres could theoretically provide roughly 1,000 housing units at varying densities. It is likely that some of the partially utilized land could be developed, so we can assume Monroe has the capacity to accommodate the projected 2035 population and households.

Snohomish County is updating their Buildable Lands Report (BLR) in 2021 and will provide a much closer look at Monroe's land capacity.



AGENDA BILL

Meeting Date: March 23, 2021

Staff Contact: John Lande, Water & Sewer
Operations Manager

Department: Public Works

**SUBJECT: Discussion; Proposed code revisions in Monroe Municipal Code (MMC)
Chapter 13 - Public Services and Utilities, and amendments to the Public
Works Design & Construction Standards .**

REQUESTED ACTION:

Move to recommend the City Council approve the proposed changes.

POLICY CONSIDERATIONS:

Revised Code of Washington (RCW) 35A.11.020 states that the Monroe City Council "...may adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the city....including operating and supplying of utilities and municipal services commonly or conveniently rendered by cities or towns".

DESCRIPTION/BACKGROUND:

Staff recommendations to the following proposed code sections in Chapter 13 - Public Services and Utilities and amendments to the Public Works Design Standards are described below.

Proposed Revision No. 1:

Remove the following sections of the Monroe Municipal Code Chapter 13:

- | | |
|-----------|-----------------------------------|
| 13.08.090 | Discharge prohibited – outright |
| 13.08.100 | Discharge prohibited – In general |
| 13.08.120 | Substance Interceptors |
| 13.08.400 | Right of Entry |
| 13.08.420 | Use of city manholes/septage |

Explanation:

The sections proposed for removal are duplicated in both chapters 13.08 and 13.10. This redundancy is unnecessary and this revision would eliminate confusion.

Proposed Revision No. 2:

Add the option to deviate from Public Works Design & Construction Standard Details,

INSTALLATION WHEN COMPLIANCE IS UNACHIEVABLE— CONDITIONAL PERMIT.

If, the Public Works Director, determines that physical conditions make compliance with the provisions of these standards unachievable, the Director may allow installation of a side sewer requiring compliance with the provisions insofar as is reasonably possible; and such approval shall be granted only upon the condition that the property owner shall record with the City of Monroe an instrument acceptable to the Director agreeing to hold harmless and indemnify the City from any damage or injury resulting from the installation, operation, and maintenance of said side sewer. Such instrument shall be in a form approved by the Director.

This Section may not be used for the provision of sewer service to a parcel of land that is subject to the subdivision or short subdivision process.

Explanation:

There are sometimes physical circumstances that make compliance with installation requirements infeasible. In these circumstances, this new provision would provide for property owners to connect to the sewer system providing the City is held harmless of liability if the installation fails to perform. Each circumstance would have to be approved on a case by case basis by the Director.

Circumstances in which these instances may occur vary. Business opportunities, development opportunity, and reduced reliability of on-site systems, are some of the possible benefits the community could recognize with a conditioned approval.

Proposed Revision No. 3:

Revise Chapter 13.08.245 to read something similar to the following (final language still to be approved by City Attorney):

A. Except as provided in subsection [\(B\)](#) of this section, any premises that is connected with and uses the city sewer system shall also be connected with the city's water system, and shall use water therefrom in its use of the city's sewer system.

B. A premises located within the city's sanitary sewer service area but outside the city's water service area may connect to and use the city's sanitary sewer system only upon:

~~((1. Installation, at the customer's sole expense, of a separate city water meter measuring water flow to the premises; and))~~

~~((2))~~1. The customer's execution of an agreement with ~~((covenant pursuant to RCW [35.67.310](#)))~~ in a form approved by the public works director and signed by the director, the customer, and the water purveyor identified by the Washington State Department of Health as the ~~((that supplies))~~ water utility services provider to the premises. The ~~((covenant))~~ agreement shall be recorded against the title of the premises at the customer's sole expense and shall contain the following provisions:

a. In the event of the customer's nonpayment or other violation of this chapter, authorization for the city, at its option, to: (i) shut off water flow to the premises, and/or (ii) disconnect the premises from the city's sanitary sewer system;

- b. Allowing reestablishment of water flow and/or reconnection of the premises to the city's sanitary sewer system only upon full payment of all delinquent fees and charges, together with applicable interest, and reimbursement of the city's actual expenses in shutting off the water flow and/or disconnecting and reconnecting the premises to the sanitary sewer system, to the fullest extent allowed by law;
- c. A right of entry authorizing the city, its employees and/or agents to enter upon the premises for the purpose of collecting water consumption data, inspection, shutting off and reestablishing water flow to the premises, and connecting, disconnecting and reconnecting the premises to the city's sanitary sewer system;
- d. The customer's agreement to indemnify, hold harmless and release the city, its officials, officers and employees from any damages, injuries, harms, and/or costs arising out of or otherwise related to ~~((the customer's use of the city's sanitary sewer service))~~, except for matters directly resulting from the city's sole negligence;
- e. The water purveyor's authorization for the city to shut off water flow to the premises in the event of the customer's nonpayment or other violation of this chapter;
- f. A reservation of all other potentially applicable city rights, remedies and powers; and
- g. Any other provisions deemed necessary and appropriate by the public works director.

Explanation:

This code is applicable in circumstances where City sewer service is provided outside of the City of Monroe water service area..

In these circumstances, the current code requires each property owner to purchase and install, at their own expense, a separate city water meter used in conjunction (series) with the water system meter as provided by the water system purveyor (not the City of Monroe).

This application increases construction related costs to the property owner, creates installation, inspection, and operational complexities which are often challenging and time-consuming for staff and customers to resolve.

This revision would eliminate the specific requirement for the second meter i by entering into an agreement with the water purveyor to allow access to the purveyors infrastructure.

The attached map shows the city's UGA and water service area. The area marked in red stripes is where this code section is applicable.

We would also like

FISCAL IMPACTS:

None.

TIME CONSTRAINTS:

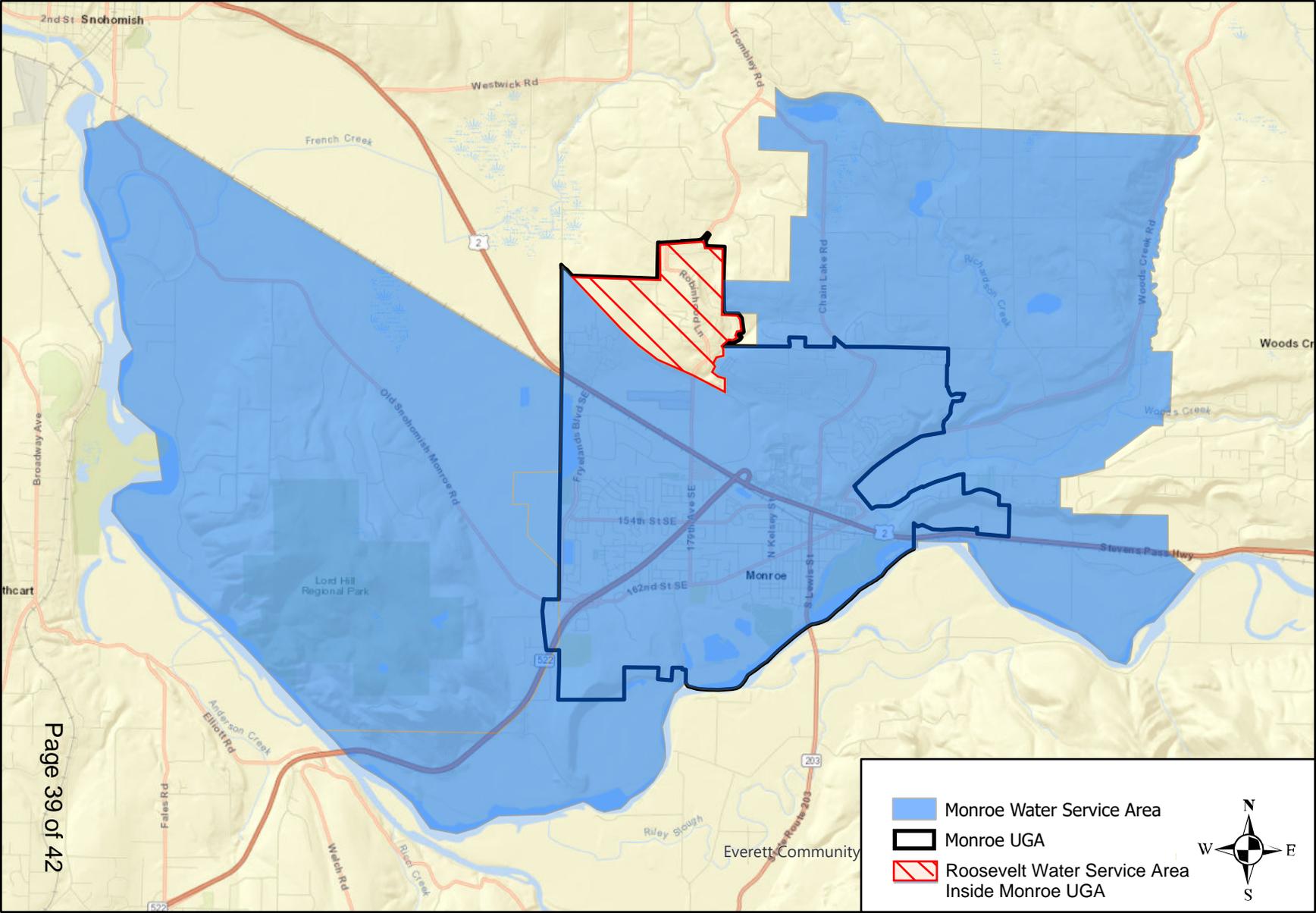
Although there is no specific deadline recommended for the proposed changes, operational efficiency would be achieved if implemented. Planned annexations would fall under Revision No. 3 if executed in a timely manner.

ALTERNATIVES TO REQUESTED ACTION:

1. Move to recommend against approval of the proposed changes
2. Request additional information from staff for further discussion.

ATTACHMENTS:

[RWA-UGA Map \(1\)](#)



Legend:

- Monroe Water Service Area
- Monroe UGA
- Roosevelt Water Service Area Inside Monroe UGA





AGENDA BILL

Meeting Date: March 23, 2021

Staff Contact: Jakeh Roberts, Deputy Public Works Director

Department: Public Works

SUBJECT: Public Works Design and Construction Standards Approval Process

REQUESTED ACTION:

Move to recommend approval by the City Council for the the Public Works Design and Construction Standards to be developed, disseminated, revised, and updated by the Mayor or designees.

POLICY CONSIDERATIONS:

Revised Code of Washington (RCW) 35A.11.020 states that the Monroe City Council "...*may adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the city....including operating and supplying of utilities and municipal services commonly or conveniently rendered by cities or towns*".

DESCRIPTION/BACKGROUND:

The Public Works Design and Construction Standards ([available online](#)) provide technical information to developers regarding the installation of utility improvements in the City of Monroe. As the information contained within the Public Works Design and Construction Standards is technical, and not policy related, and can change frequently due to changes in construction method and materials staff feels a administrative adoption and amendment process is appropriate.

The last time the Public Works Design and Construction Standards were officially adopted was in 2000 (Resolution 2000/007). City staff is currently conducting a through review and rewrite of the Standards to take into account current practices and the code changes due to the adoption of the Unified Development Regulations in Chapter 22 of the Monroe Municipal Code.

Currently, there is no formal process for the adoption of the Public Works Design and Construction Standards. There are several options for this process:

1. Recommendation by Planning Commission and then adoption by City Council.
2. Adoption by City Council.
3. Delegation of the creation and promulgation of the Public Works Design and Construction Standards to the Mayor.

Staff is recommending option 3 for the City of Monroe with inclusion of the following to Monroe Municipal Code Chapter 22:

The mayor or designees is hereby authorized to develop, disseminate, revise, and update design, construction, and maintenance standards and specifications for utility work, work in public right-of-way or in easements, landscaping, and other private or public work performed within the Monroe City Limits or utility service area.

The Public Works Design and Construction standards contain mostly technical information regarding construction methods and materials. Requirements such as minimum right-of-way, hydrant spacing, parking restrictions would be contained in the Monroe Municipal, either in the Unified Development Regulations or elsewhere.

The delegation of authority will allow the Public Works Design and Construction Standards to be updated as new materials become available or the model numbers of valves and hydrants change without burdening the Council with non-policy issues. Policy issues regarding like minimum right-of-way widths, parking mandates, etc. will continue to be presented to the City Council for inclusion in the Monroe Municipal Code.

In reviewing the websites of other jurisdictions in the area, most do not have any information on the adoption process for construction standards. Two have delegated the authority to the Mayor or staff.

The City Attorney has reviewed the proposed adoption and amendment process.

FISCAL IMPACTS:

None

TIME CONSTRAINTS:

The revisions to the Public Works Design and Construction Standards are underway the adoption process should be determined prior to end of Q2 2021

ALTERNATIVES TO REQUESTED ACTION:

1. Recommend that the Public Works Design and Construction Standards use the Recommendation by Planning Commission and then adoption by City Council process.
2. Recommend that the Public Works Design and Construction Standards are adopted by the City Council.
3. Request additional information for further discussion.

ATTACHMENTS:

[Resolution 2000007](#)

RESOLUTION NO. 2000/07

A RESOLUTION OF THE CITY OF MONROE, WASHINGTON ADOPTING THE MONROE PUBLIC WORKS DESIGN CONSTRUCTION STANDARDS AND WSDOT/APWA STANDARD SPECIFICATIONS AND WSDOT/APWA STANDARD PLANS.

WHEREAS, the City Council has held a public hearing and encouraged citizens to review and submit comments for the proposed Monroe Public Works Design Construction Standards;

WHEREAS, the purpose of the Monroe Public Works Design and Construction Standards is intended to be a guide whenever public or private work is performed within the Monroe City limits. This includes work performed by private parties at their own expense under authority granted by ordinance of the City Council or permit process. Except where these Standards provide otherwise, design, construction, and materials shall conform to the following:

A. WSDOT/APWA Standard Specifications for Road, Bridge and Municipal Construction, hereafter referred to as the "WSDOT/APWA Standard Specifications" (most current edition).

B. WSDOT/APWA Standard Plans for Road, Bridge and Municipal Construction, hereinafter referred to as "WSDOT/APWA Standard Plans" (most current edition).

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Monroe, Washington, that the Monroe Public Works Design and Construction Standards, dated April, 2000, are by this reference adopted and incorporated therein and made a part hereof as though fully set forth.

ALSO, BE IT RESOLVED, that the WSDOT/APWA Standard Specifications for Road, Bridge and Municipal Construction, hereafter referred to as the "WSDOT/APWA Standard Specifications" (most current edition and/or amendments thereto).

B. WSDOT/APWA Standard Plans for Road, Bridge and Municipal Construction, hereinafter referred to as "WSDOT/APWA Standard Plans" (most current edition and/or amendments thereto), are by this reference adopted and incorporated therein and made a part hereof as though fully set forth.

PASSED by the City Council of the City of Monroe at its regular meeting thereof and APPROVED by the Mayor, this 26th day of April, 2000.

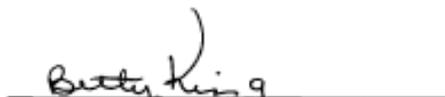
CITY OF MONROE, WASHINGTON



Bob R. Holman, Mayor

Effective: 04/26/00

ATTEST:



Betty King, City Clerk

APPROVED AS TO FORM:

