



MONROE CITY COUNCIL

Regular Study Session Meeting
Tuesday, April 20, 2021 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
*Heather Rousey, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Ed Davis, & Kirk Scarboro*

MINUTES

CALL TO ORDER

The City Council meeting was held virtually 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.

Mayor Thomas called the meeting to order at 7:00 p.m.

ROLL CALL

Councilmembers present:

Rousey, Cudaback (7:03 pm), Hanford, Davis, Gamble (7:04 pm), Rasmussen, and Scarboro

Staff present:

Knight, Hasart, Swanson, Jolley, Farrell, Roberts, Criswell, Marrero, Huebner, and Christian

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Davis.

PROCLAMATION – Mayor Thomas proclaimed April 22, 2021 as Earth Day and April 20, 2021 as Arbor Day and read the proclamation commemorating Earth Day and Arbor Day into the record.

PUBLIC COMMENTS – there were no public comments.

COUNCILMEMBER REPORTS

Councilmember Gamble is encouraged about recent events and hopes we can move forward and heal as a nation and a community. We have further to go but he is optimistic. Councilmember Gamble appreciates our police department. We have been watching how things might go and for reactions but hopefully everything will be peaceful. Councilmember Gamble is disappointed about the direction of the COVID data; it does not look promising or encouraging.

Councilmember Cudaback echoed Councilmember Gamble's comments. Hopefully with the outcome of the trial, things can move forward in a positive manner for our country. Councilmember Cudaback also agrees about the disappointing COVID data for Snohomish County.

STAFF/DEPARTMENT REPORTS

Mr. Roberts provided an Emergency Management update (attachment 1). There was no further discussion.

MAYOR/ADMINISTRATIVE REPORTS

City Administrator Update. Ms. Knight reviewed the extended agenda included in the packet materials and reminded Council of the scheduled Monroe Transportation Benefit District meeting on May 18, 2021 at 6:00 p.m. Councilmember Hanford informed everyone he will be absent on May 18, 2021 and May 25, 2021.



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Ms. Knight updated Council about the key card system update for the municipal campus and asked that any Council that does not have their new card contact Mr. Huebner.

Ms. Knight provided a legislative update on SB5476 regarding controlled substances to include amendments made over the weekend. An email with more detail was provided earlier. Mayor Thomas referred to the letter sent to the legislature regarding this bill and noted it appears that consequences are being reintroduced into the bill.

Ms. Knight also gave an update on the legislative transportation package. The Senate bill has a different funding mechanism from the House bill. It appears the differences may not be able to be reconciled, which would mean there will be no transportation package with this legislative session.

Ms. Knight gave kudos to the team currently handling the City Clerk's functions, which include Mr. Rich Huebner, Mr. Tyler Christian, and Ms. Becky Hasart. The migration to the new I-Compass platform being managed by Mr. Huebner and Mr. Christian was specifically highlighted. Mayor Thomas and Councilmember Scarboro also included their thanks.

Mayor Thomas shared again the letter to the legislature regarding SB5476 was sent last week. Mayor Thomas informed Council that he and staff have been engaging our boards, commissions, and other community partners regarding the City's allocation through the American Rescue Plan Act (ARPA), expected to be around \$3.5 million over two years. These meetings will continue. The intent is to bring a list of recommendations for this funding that will include input from the Mayor, Administrator, Senior Leadership Team, Community Human Services Advisory Board (CHSAB), Economic Development Advisory Board (EDAB), and other community partners. Mayor Thomas expressed his thanks to the CHSAB, EDAB, and other boards and commissions for their input.

DISCUSSION

- 9.1. Housing Action Plan (HAP) Update – Ms. Marrero summarized the Housing Action Plan as presented in the agenda packet. Ms. Marrero introduced Ms. Kirsten Larsen, Washington State Department of Commerce, who presented additional information regarding the HAP (attachment 2). After the presentation, Ms. Marrero summarized the six strategies included in the packet.

Councilmember Rousey is a fan of the Accessory Dwelling Units (ADUs) and the cottage housing. Is glad to see the master plan community portion included. Councilmember Rousey mentioned having pre-approved plans for ADUs; views this as a generational housing issue. She likes where the HAP is headed.

Mayor Thomas clarified with Councilmember Rousey regarding what is meant by pre-approved ADU plans. Ms. Marrero added that having pre-approved ADU plans is part of the middle-income ADU section and that pre-approved plans make the permitting process more expedient.

Councilmember Hanford concurred with Councilmember Rousey; this looks really good and really likes the ADUs.

Councilmember Cudaback agrees with these strategies; they look good and make sense. The details will be key and she will be interested in seeing the details.

Councilmember Scarboro asked if there will be covenants on the ADUs with regards to setbacks and design. Ms. Marrero responded the design standards will address how the ADUs may look and their



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locations. Councilmember Scarboro inquired about the ability to place ADUs in residential backyards and inquired as to how neighbors may provide input before an ADU is placed. Ms. Marrero clarified that each property would be limited to one ADU and the existing code requires a public comment period of fourteen days prior to the ADU being installed. Councilmember Scarboro inquired if the City currently allows ADUs and if there are any in town. Mayor Thomas and Ms. Marrero responded that we do already allow ADUs and there are some in town. Only one ADU per residence is allowed. Mayor Thomas and Ms. Marrero shared some details about the size allowances for ADUs. Councilmember Scarboro asked if this is changing single family zoning to multi-family zoning. Ms. Marrero clarified this does not, it only creates one small unit as an accessory to the existing residence. Councilmember Gamble shared he has an ADU and shared his experience with the permitting process when the ADU was installed. Councilmember Gamble reminded that in addition to the design guidelines our code requires, there could be homeowners' association guidelines as well. He also shared that while he was going through this process, there was a lot of input about the impact fees associated with ADUs at that time. The Council addressed that issue at that time, which was after Councilmember Gamble had completed his permitting process. The Planning Commission and the CHSAB will be holding a joint meeting about this plan after which this item is scheduled to come back to Council, most likely by the end of May.

EXECUTIVE SESSION

Mayor Thomas noted the need for an executive session and provided the following information:

The City Council will convene an executive session for the purposes of discussing property acquisition pursuant to RCW 42.30.110(1)(b) for 5 minutes. The Mayor will notify the Interim City Clerk (Ms. Hasart) if the executive session has been extended and the Interim City Clerk will notify the public. Council is anticipated to take action following the executive session. For purposes of the executive session, the Council will leave the current, publicly accessible Zoom meeting and will join a new Zoom meeting, for which the dial-in information has been separately provided to the Council Members.

The Council meeting was recessed to executive session at 8:00 p.m. for 5 minutes.

At 8:05 p.m. the executive session was extended to 8:10 p.m.

At 8:10 p.m. the executive session was extended to 8:13 p.m.

The executive session ended at 8:13 p.m.

The Council meeting reconvened to regular session at 8:14 p.m.

ADJOURNMENT

There being no further business, Councilmember Rasmussen moved to adjourn the meeting. Councilmember Gamble seconded. Motion passed 7-0.

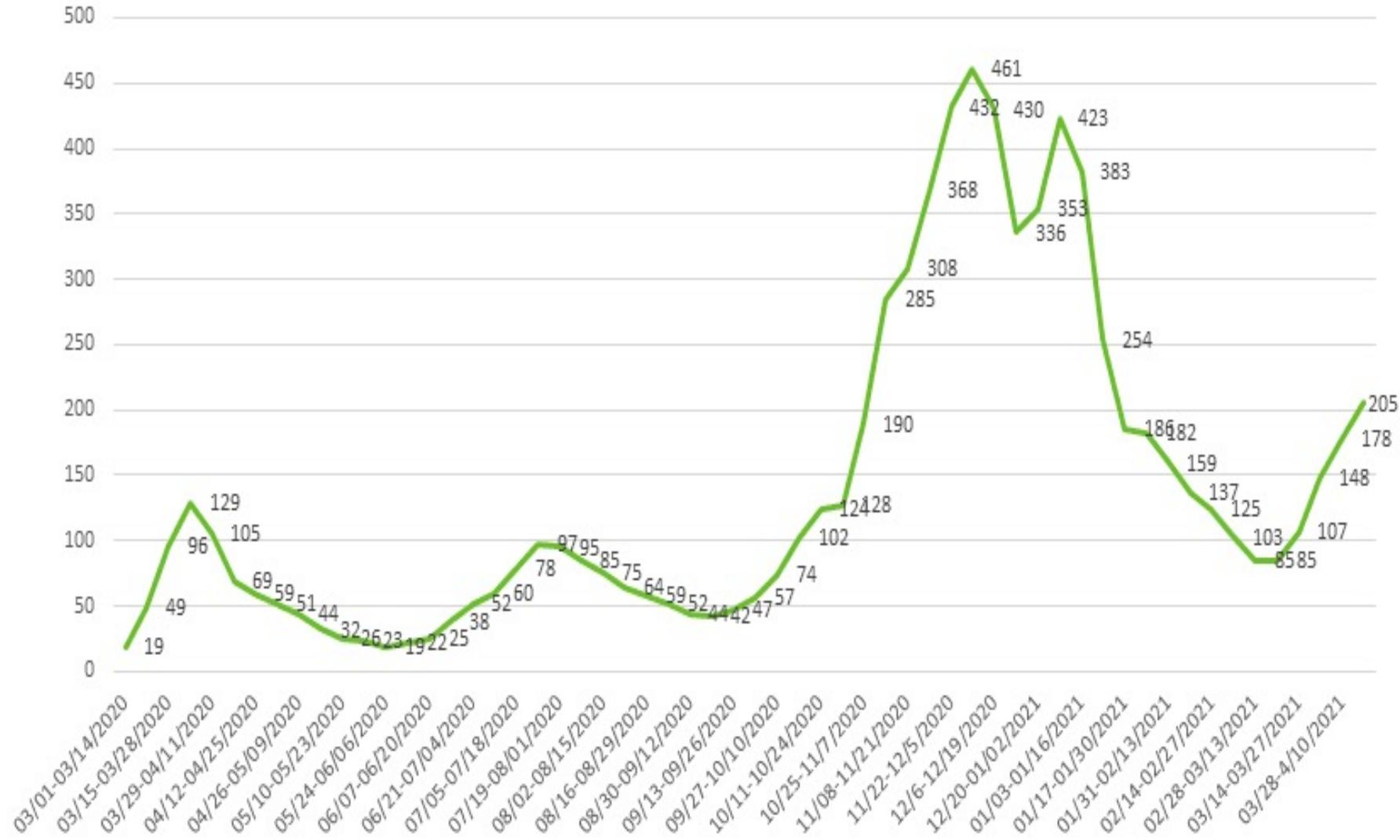
MEETING ADJOURNED: 8:14 p.m.

Geoffrey Thomas, Mayor

Rebecca R. Hasart, Interim City Clerk

COVID-19 Case Rate

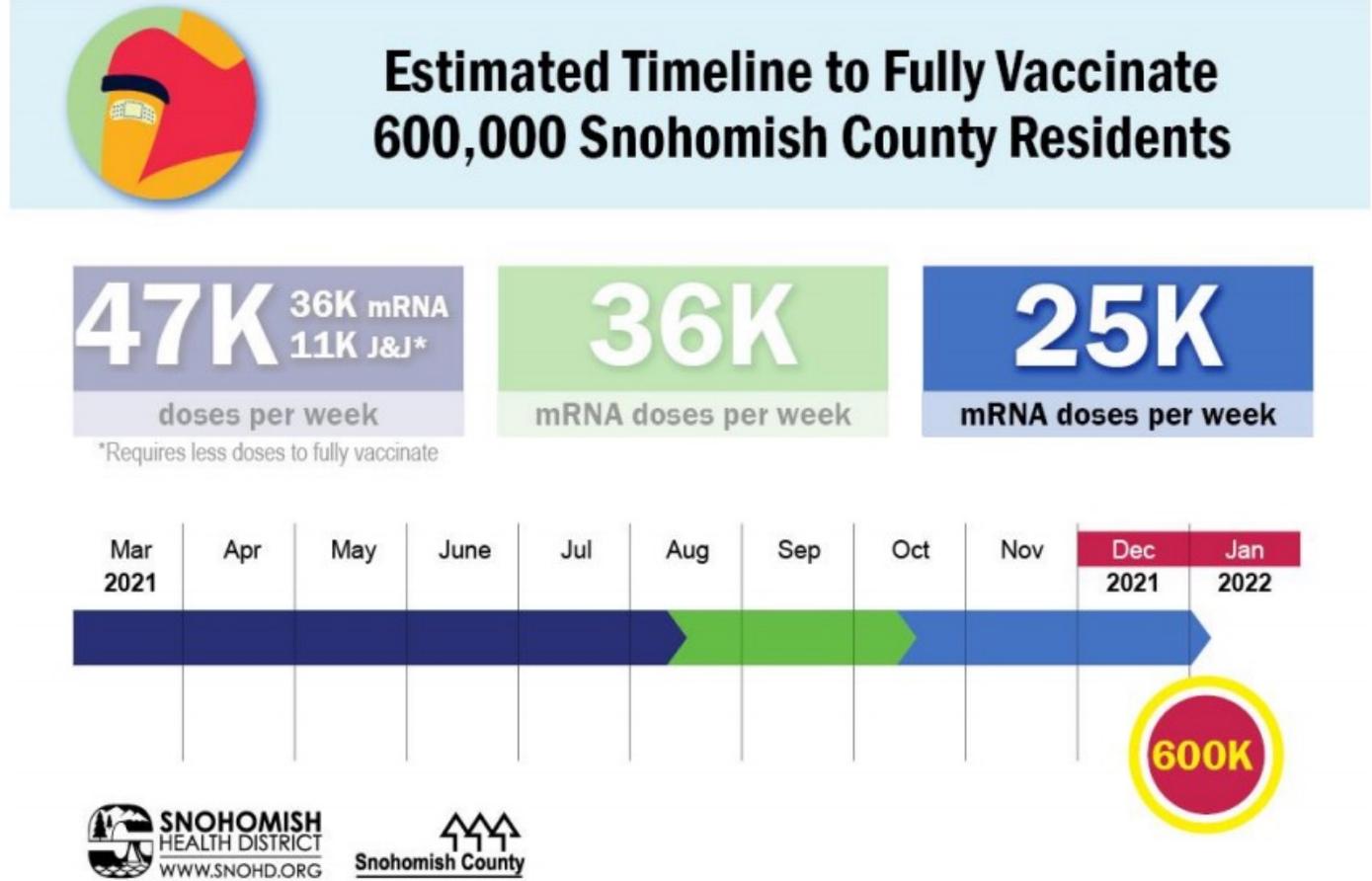
SNOHOMISH COUNTY COVID-19 CASE RATE PER 100,000 FOR 2-WEEK ROLLING PERIOD (UPDATED MONDAYS)



Snohomish Health District now including antigen testing in its case counts to better align with the state Department of Health.

Vaccine Timeline

- Mid August milestone assumed J&J vaccine available
- Without J&J vaccine anticipated mid October for 600,000 fully vaccinated.



As of March 2021

MAY THE FOURTH

OF EARTHQUAKE EARLY WARNING

BE WITH YOU!

LEARN MORE AT

[MIL.WA.GOV/ALERTS](https://mil.wa.gov/alerts)

ShakeAlert earthquake warnings go live for Washington on May 4th.

ShakeAlert

Housing Action Plans

*To encourage construction of additional affordable
and market rate housing*

Kirsten Larsen, AICP, Department of Commerce

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360-280-0320

APRIL 20, 2021



Washington State
Department of
Commerce

We strengthen communities



**HOUSING
HOMELESSNESS**



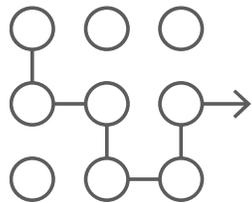
INFRASTRUCTURE



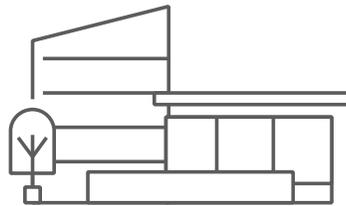
**BUSINESS
ASSISTANCE**



ENERGY



PLANNING



COMMUNITY FACILITIES



**CRIME VICTIMS &
PUBLIC SAFETY**

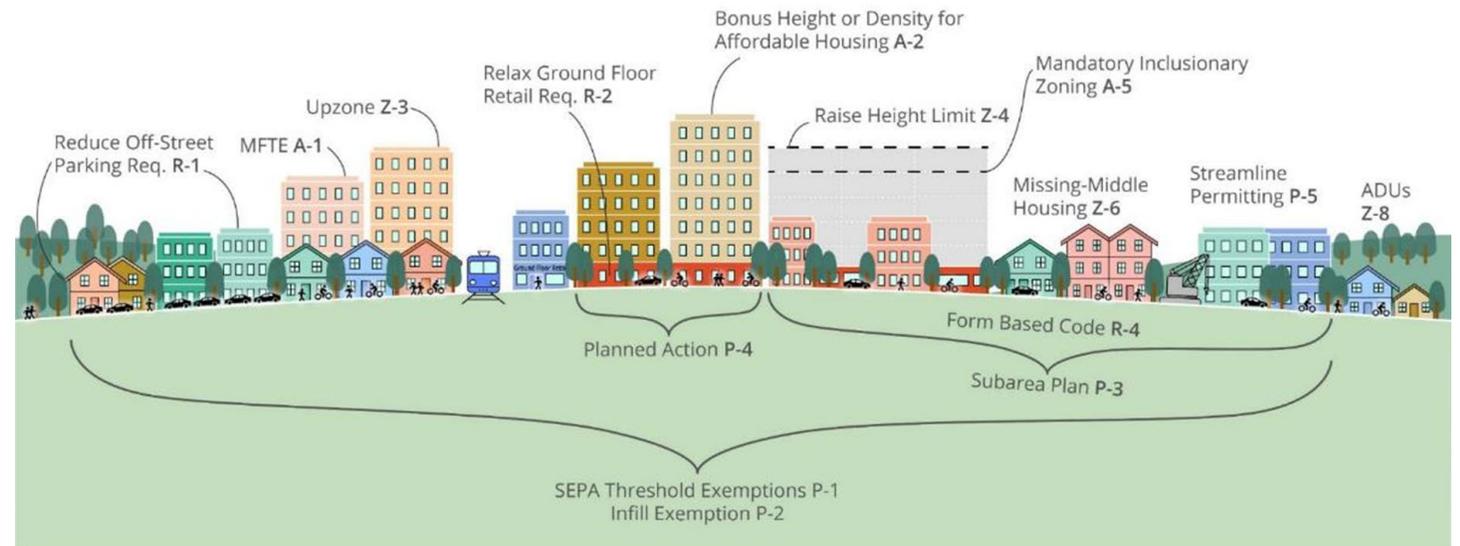


**COMMUNITY
SERVICES**

What is a Housing Action Plan (HAP)?

A plan including **strategies** and **implementing actions** for promoting:

- Greater housing diversity
- Affordability
- Access to opportunity for residents of all income levels



A HAPs Relationship to Other Planning

- HB 1923 provided grant funding for cities to prepare housing action plans (HAPs)
- HAPs inform both the housing element and housing implementation strategies (regulations, programs, incentives)



Developing a Housing Action Plan



RCW 36.70A.600(2)

Housing Strategies to Address Needs

- Commerce's HAP Guidance includes six categories of housing strategies to implement policies

Revising Zoning Strategies:
regulating building heights, density levels, permitted uses

Additional Regulatory Strategies:
adjusting parking requirements, setbacks, design standards

Process Improvements:
smoother, faster, and/or more predictable permitting

Housing Incentives:
fee waivers, multifamily tax exemptions, inclusionary zoning

Funding Options for Affordable Housing:
grants, loans, and new revenue streams

Other Strategies:
strategic infrastructure improvements, ADU financing or design assistance, etc.

Considerations When Selecting Strategies

What types of needs are we trying to address?

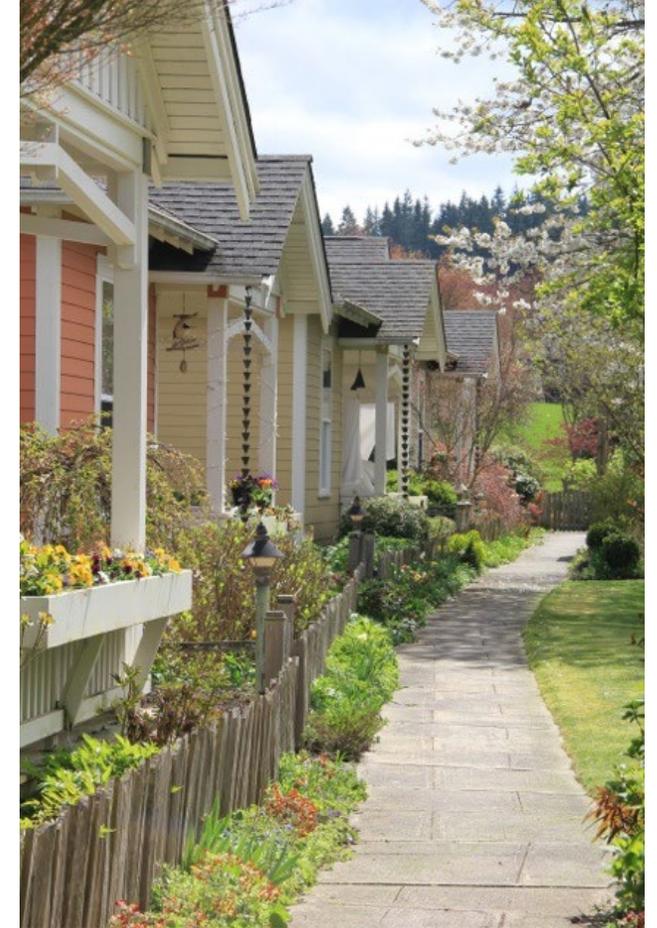
(general housing supply, housing diversity, housing prices, affordable housing, senior housing, homelessness)

What type of community/neighborhood are we planning for?

(urban center, corridor, small city, rural community)

What are current market conditions that will impact how we address these needs?

(regional housing trends, commuting patterns, policies in nearby communities)



Addressing Displacement

Three types of displacement

- Physical Displacement
- Economic Displacement
- Cultural Displacement

Proactively addressing displacement

- Act early
- Set goals and monitor progress
- Capture benefits of new development

A HAP should:
“Consider strategies to minimize displacement of low-income residents resulting from redevelopment”
RCW 36.70A.600(2)(d).

Implementation and Monitoring Plans

Implementation plan (required)

- Priority
- Timeline
- Responsible parties
- Type of action needed
- Investment/cost

Monitoring plan (recommended)

- Select metrics
- Report on progress

Action 1.3: Update the Multifamily Tax Exemption Program to Increase Its Impact

<i>Priority</i>	<i>Timeline</i>	<i>Type</i>	<i>Lead Party</i>	<i>Who can assist?</i>	<i>Investment</i>
High	1 year	Legislative	City Council	Community and Economic Development Department	Staff – 0.5 FTE

Adopting the HAP

Develop the HAP to respond to housing needs

Stakeholder engagement and public review

Environmental review (SEPA)

Adopt by resolution or ordinance

Implementation and monitoring

Housing Action Plan Resources



Housing Action Plans

A housing action plan (HAP) is an optional tool, described in RCW 36.70A.600(2), that defines strategies and implementing actions that promote greater housing diversity, affordability and access to opportunity for residents of all income levels. Please click on the pages under the "Housing Action Plan" tab for resources, example documents, housing images, presentations and HAP webpages.



Commerce housing planning webpage
www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/planning-for-housing/

EZ View housing action plan (HAP) resource page
www.ezview.wa.gov/site/alias_1976/37657/housing_action_plans.aspx

Thank you!

Questions?



Washington State
Department of
Commerce

www.commerce.wa.gov



Kirsten Larsen, AICP, Department of Commerce

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360-280-0320

MCC Minutes 04-20-2021

Final Audit Report

2021-04-28

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