



November 5, 2024

Ryan Larsen
Land Group Pro Group, Inc.
10515 20th Street SE, Suite 202
Lake Stevens, WA 98258

Pre-Application Review

Monroe 30 Subdivision
12611 175th Avenue SE

Tax Parcel #: 28062600401300, 280626004011700, 28062600401202, 28062600401200,
28062600400700, 28062600400500, 28062600400100, 28062600400900, 2806200401100

Meeting Date: October 29, 2024

This letter summarizes the issues discussed in your Pre-Application meeting for this project as well as the feedback and recommendations provided by City staff to address said issues. This serves as an informational letter only and does not vest your project in any way. The comments provided may not be comprehensive or complete. Please note that as plans are developed and finalized, there may be additional comments and/or revisions to the comments listed below. The comments in this letter do not constitute, nor are they to be interpreted as an official review of your proposal.

These comments regarding your proposed development or land use action are not to be construed to be an approval for any construction or demolition action on the subject property. If you wish to proceed with your proposed development or land use action, you are required to apply for all necessary permits.

Project Description as Proposed by Potential Applicant

Proposal is to construct 181 detached residential units, 40 townhouse units, for a total of 221 lots and a BLA to create an out parcel.

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division

Contact: Anita Marrero, Senior Planner, at (360) 863-4513 or amarrero@monroewa.gov

1. The city cannot accept applications for the proposed project until the property is annexed into the city.
2. The design standards can be found here: [Ch. 22.42 Design Standards | Monroe Municipal Code](#)
3. Parking:

Single-family – detached	2 per unit
Single-family – attached	2 per unit
Subdivision – single-family detached	1 on or off site per lot (1) , (2)
Subdivision – single-family attached	1 per 7 lots (1) , (2)

Table Notes:

1 Garages shall not count toward this parking requirement.

2 This requirement is in addition to those established for individual dwelling units in this table.

4. The BLA can be submitted and reviewed prior to approval of the preliminary plat.
5. I will have to get back to you regarding your questions about adding language in the DA pertaining to density and townhomes.

Landscape/Irrigation

Contact: Leigh Anne Barr, Associate Planner, at 360-863-4511 or labarr@monroewa.gov

1. The project will need to meet landscape the requirements of Monroe Municipal Code (MMC) 22.46 including but not limited to:
 - a. MMC 22.46.030(B)(2) Landscape plans for subdivisions, site plans, and other projects shall be prepared by a licensed landscape architect and stamped and signed by such professional.
 - b. MMC 22.46.110(B) Permanent irrigation shall be required in all planting areas unless temporary irrigation is installed for a period of five years in conjunction with drought tolerant landscaping.
2. A preliminary landscape plan will be required with the preliminary plat submittal. A final landscape and irrigation plan will be required with the civil permit submittal.

Permit Services Division

Contact: Hannah Maynard, Planning Admin. Assistant, @ (360) 863-4609 or hmaynard@monroewa.gov

1. The Permit Division provides options for permit submittals. Please contact the Permit Center @ 360-863-4501 to discuss the overall submittal process.
2. The permit checklists and application can be found on the City’s website here: <http://www.monroewa.gov/93/Permitting>.
3. The current Fee Resolution is available on the City’s website here: <http://www.monroewa.gov/549/Fees>

Building Division

Contact: Ted Corey, Plans Examiner, at (360) 863-4524 or tcorey@monroewa.gov

1. Building permit applications vest in the edition of the building codes in effect at the time of submittal, if they are complete applications with complete plans, vesting does not occur with the land use permit(s).
2. The WUIC will be made effective once mapping is complete, keep the requirements of that code in mind when designing landscaping and other natural features etc.
3. I suggest your architect schedule a pre-application meeting with the City prior to submitting permits for the townhome buildings.

PUBLIC WORKS DEPARTMENT

Design & Construction Division

Contact: Tom Gathmann, P.E., Senior Engineer, at (425) 218-5165 or tgathmann@monroewa.gov

1. Correct several errors in the Public Utilities table:
 - a. Water is provided by the Roosevelt Water Association
 - i. Manager: Janelle McDicken (425) 239-6359
 - b. Garbage is provided by Waste Management
 - c. This is in the Snohomish School District
2. The sanitary sewer system must be designed as a gravity flow system. A lift station will not be approved.
3. There is sufficient sewer capacity for the proposed 221 DUs without participation from the developer in sewer system improvements. Improvements are already scheduled in the City's Capital Improvement Program.
4. The stormwater system must meet the requirements of the 2019 WA DOE SWMMWW. Depending on when the preliminary civil plans are deemed to be complete, a newer version of the SWMMWW may have been adopted by the Monroe City Council.
5. The Public Works department is okay with reviewing the full civil engineering plans for a construction permit at second submittal for the preliminary plat.
6. The preliminary TIA is good, however for the final report Engineering Staff needs to discuss with TENW staff:
 - a. the basis for the proposed trip distribution. We believe a higher percentage of trips should be allocated to SR522.
 - b. Intersection LOS calculations are needed for US2/179th Ave. SE; US2/SR522; US2/Kelsey; US2/Lewis (SR203)/Chain Lake Rd.
7. If the pedestrian path perpendicular to the streets will also be used as a sewer easement, it must be 20-feet wide.

PARKS & RECREATION DEPARTMENT

Parks Division

Contact: Ben Swanson, Assistant Parks & Rec Director, at (360) 863-4554 or bswanson@monroewa.gov

1. Monroe 30 will follow up with the Parks & Rec Dept. and Public Works Dept. on the location of the stormwater vault and existing improvements within the proposed park (Tract 999 & 998).

2. At time of p-plat, the City will take maintenance responsibility of the hard surface pathway in Tract's 994, 998, and 989. All areas outside the hard surface with these tracts (e.g. vegetation) will be the responsibility of the HOA.
3. Widen Tract 989 to 20 feet.

SNOHOMISH REGIONAL FIRE & RESCUE

Risk Reduction

Contact: Jason Bowen, Deputy Fire Marshal, at (360) 328-0328 option 5 or jason.bowen@sfr.org.

The following comments are based upon the assumption of the homes being less than 3,600 square feet, eaves/parapets being less than 30 feet from finished ground level, construction type V-B.

1. Fire flow required 1000 GPM for 1 hour. Please contact the Roosevelt Water Association to have a water availability study completed.
2. Fire Hydrants required. Hydrant distribution is required to meet Table C102.1 of the Washington State Fire Code and be installed in accordance with the City of Monroe Water design standards.
3. Grade of roadways not to exceed 10%. If roadway grade is 10-15%, all homes are required to be equipped with an automatic fire sprinkler system.
4. All townhomes that are greater than 4 units are required to be equipped with NFPA 13D automatic fire sprinkler systems.

We will be happy to meet with you, individually or collectively, to discuss any questions you may have regarding this information.

Sincerely,

Anita Marrero

Anita Marrero
Senior Planner

Cc: File