



July 23, 2025

Logan Gregg
Reid Development Group, LLC
P.O. Box 1930
Woodinville, WA 98072

Pre-Application Review

Proposal to subdivide a single 7.9 acre parcel into 49 fee total simple lots: 40 detached dwellings and nine (9) attached townhomes in three (3) buildings.

13224 191st Ave SE

Tax Parcel #: 28063600101200

Meeting Date: July 15, 2025

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

The Applicant propose a total of forty-nine (40) fee simple lots, of attached fee-simple townhomes housing units utilizing the City's zoning bulk and dimensional standards for the R-7 Zone set forth in MMC 22.16.040(P).

The applicants included 16 questions for staff prior to the meeting. The questions and responses are included with each division's comments below, along with additional information applicable to requested pre-application meeting.

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division

Contact: Leigh Anne Barr, Associate Planner, at (360) 863-4511 or labarr@monroewa.gov
Kate Tourtellot, Planning Manager, at (360) 863-4618 or ktourtellot@monroewa.gov

1. Responses to applicant questions:
 - a. Question 6 from the Applicant: In general no, but there are requirements for landscaping if fencing is proposed adjacent to sidewalks, MMC Section 22.46.030(11). Here is a link to the landscaping chapter - <https://monroe.municipal.codes/MMC/22.46>.
 - b. Question 7 from the Applicant: Monroe does not have any open space or tree retention/replacement requirements at this time. Street trees are required within new subdivision, MMC Section 22.46.090, <https://monroe.municipal.codes/MMC/22.46.090>.
 - c. Question 8 from the Applicant: No.
 - d. Question 12 from the Applicant: The western edge of the property is within the Airport Overlay Zone 6, MMC Chapter 22.54, here's a link to the chapter for easy reference - <https://monroe.municipal.codes/MMC/22.54>. This zone will not impact the proposed development.
 - e. Question 13 from the Applicant: based on a quick review of available critical areas mapping tools (City of Monroe 2008 map, Snohomish County Critical Areas, WDFW Priority Habitat and WA Ecology) there do not appear to be critical areas present on the subject parcel. Based on the pre-application meeting, the applicant has also completed an onsite evaluation of the parcel and will include documentation with the forthcoming application.
 - f. Question 15 from the Applicant: the city has only processed one preliminary plat since the Unified Development Regulations (UDR), MMC Title 22, were adopted in late 2019: Cooper's Ridge took 9 months from original submittal to the Hearing Examiner's decision. This application included two rounds of corrections. In-house staff review did not exceed 90 days.
 - g. Question 16 from the Applicant: the City has processed six final plat applications since the 2019 adoption of the UDR. The average review time from original submittal to recording is six weeks and all but one had one resubmittal. In-house staff review has not exceeded 30 days.
2. This proposed subdivision is subject to MMC Chapter 22.42, Design Standards, <https://monroe.municipal.codes/MMC/22.42>. These standards cover everything from land disturbing activities, development on sloped parcels of land, terracing requirements, storm water management facilities, new street designs, to single-family and townhouse design standards.

3. Please contact Williams Northwest Pipeline (NWP) regarding restrictions and requirements relating to the NWP gas line utility easement that runs through the subject property. Per RCW 19.27 and 19.122, the City is required to send all development applications to a utility operator when a project is within 100-feet of a major transmission line.

NWP's contacts are: Jason Westmoreland, Area Operations Supervisor, Jason.Westmoreland@Williams.com and (307) 522-8642; Jon Berger, Area Operations Tech, Jon.Berger@Williams.com and (425) 530-8008; and coordination for all encroachment activities at Encroachments@williams.com.

4. Please provide an illustration and/or narrative regarding Tract B, what is proposed? If this is a planned open space tract, please include how the tract will be accessed and maintained.

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 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.
 - c. Street trees will be required along all public streets at an average of 25 feet on center per MMC 22.46.080.
 - d. Retaining walls require a 5-foot type II landscape buffer per MMC 22.24.050.
 - e. Storm water facilities require a minimum 15-foot type V landscape buffer with at least 80% evergreen trees or shrubs per MMC 22.24.050.

Permit Services Division

Contact: Hannah Maynard, Planning Permit Tech, at (360) 863-4609 or hmaynard@monroewa.gov

Jennifer Woods, Building Permit Tech, at (360) 360-863-4527 or jwoods@monroewa.gov

1. The Permit Division provides options for permit submittals. Please contact the Permit Center at 360-863-4501 to discuss the overall submittal process.
2. The permit checklists and application can be found on the City's [website](#).
3. The [current fee resolution](#) is available on the City's website.

Building Division

Contact: Stacy Criswell, Building Official, at (360) 863-4536 or scriswell@monroewa.gov

Contact: Shiyao Zhai, Plans Examiner, at (360) 863-4524 or zszhai@monroewa.gov

1. Per your question #16, our current review times for building permit applications are 4 to 6 weeks for first review. Resubmittals are approximately 2 to 4 weeks.
2. Design your project to meet all the state adopted building codes, and local Monroe Municipal Code amendments in Title 15.04.

3. For townhomes on their own individual lot, we require separate permits for each unit. We can review the same set of plans for each unit since it is all connected, but separate permits are required.
4. Please ensure roof overhangs and decks/balconies don't cross property lines for your fee simple townhomes.

PUBLIC WORKS DEPARTMENT

Design & Construction Division

Contact: Tyler Glenn, Public Works Development Services Manager, at (425) 760-1963 or tglenn@monroewa.gov

1. Responses to applicant questions:
 - a. Question 1 from Applicant: No, proposed streets configuration will do, applicant to submit deviation request to City Engineer; deviation from City of Monroe Design standards "Street Layout" section 3.2.2.1 (12)
 - b. Question 2 from applicant: Yes, sewer extension on 134th may be done prior to grading and clearing, connection to parcel #28063600101400 may occur prior to clearing and grading, a separate permit will be required for the side sewer connection for this parcel, and a sewer SDC will be due at time of permit.
 - c. Question 3: Additional ROW may be required along 134th for proper horizontal alignment, reference City of Monroe standard text 3.2.2 "Horizontal and Vertical Alignment".
 - d. Question 4: Frontage improvement requirements, curb/gutter, planter, sidewalk and applicable ADA ramps.
 - e. Question 5: Looped alley configuration meets Public Works requirements.
 - f. Question 8: proposed developments; Monroe West, the development to the west of this development, will not impact this project. City of Monroe Capital Improvement project; Trombley Transmission Water Main, project is in design and scheduled for bid in February of 2026 and construction to start April of 2026. Project will be in the City of Monroe easement in the Williams pipeline from the water tanks on 191st to the fairgrounds.
 - g. Question 9: No.
 - h. Question 10: No, just standard extensions for development.
 - i. Question 11: No.
 - j. Question 14: Meets Public Works requirements.
2. Additional comments: Private Tract Road on the northside of development (Tract C and Tract E) will need to be designed for future development of parcel 2806360010600. Access to the existing cell site on this property will need to be provided in design as well. Access for the cell site in Tract E will also need to be shown on design, assume access will be off of 191st. Private tract road serving lot 37 does not need to extent to the north property boundary.

Water Quality

Contact: Scott Barr, PW Water Quality Lead, at (360) 863-4616 or sbarr@monroewa.gov

1. None at this time.

SNOHOMISH REGIONAL FIRE & RESCUE

Office of the Fire Marshal

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

1. All homes to be equipped with NFPA 13D automatic fire sprinkler systems per Monroe Engineering Street Standards Designation 300 Note 3, City of Monroe Public Works Design, Construction, and operations standards Section 3.2.2.1 (12), MMC 22.68.040 (B)(11)(G). These systems are a deferred submittal requirement and are required to be submitted for each dwelling unit.
2. Fire flow required to meet Table B105.1(1) of the Washington State Fire Code. Homes less than 3,600 square feet in fire area are required to be provided with 500 GPM for ½ hour fire flow, homes 3,601-4,800 square feet are required to be provided with 875 GPM for 1 hour, homes 4,800-6,200 square feet are required to be provided with 1,000 GPM for 1 hour. The above fire flows are result of a tabulated reduction due to the homes being equipped with fire sprinklers. The hydrants installed would need to be flow tested after installation to ensure that the homes located within 300 feet of each particular hydrant have enough fire flow available.
3. All roadways are to have “NO PARKING FIRE LANE” signs installed in accordance with SRFR DS-003. The roadway network in this development would have the signs posted on both sides of the roadway.
4. Hydrants are required to be installed in accordance with Appendix C of the Washington State Fire Code. Hydrants are to be installed at street intersections. The locations that would be acceptable are shown here:



COMMUNITY SERVICE OFFICERS / POLICE

Animal Control

Contact: Macy Haverly, Community Service Officer, at (360) 863-4594 or
mhaverly@monroewa.gov

Contact: Amanda Johnston, Community Service Officer, at (360) 794-6300 or
ajohnston@monroewa.gov

1. None at this time.

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

Sincerely,

Kate Tourtellot
Planning Manager

Leigh Anne Barr
Associate Planner

cc: File