



# Permit Type III

## COMMUNITY DEVELOPMENT

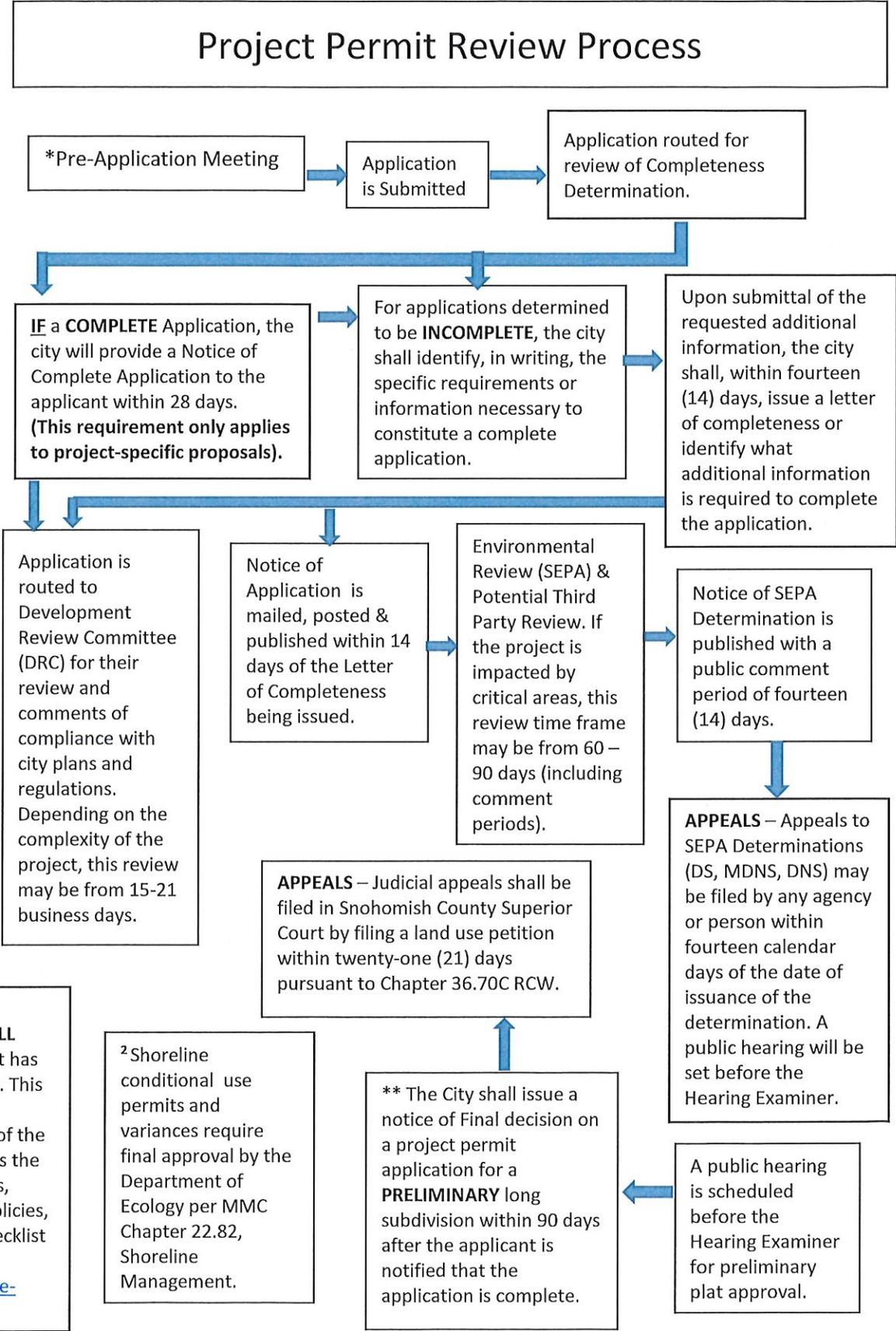
806 WEST MAIN STREET  
 MONROE, WA 98272  
 PERMIT CENTER (360) 863.4501  
[www.monroewa.gov](http://www.monroewa.gov)

### Project Permit Review Process

Project Permit Types
Administrative Approval (when a Conflict of Interest Exists)
Conditional Use
Reasonable Use Exception
Removal of a Six-Year Development Moratorium
<sup>2</sup> Shoreline Conditional Use Permit
<sup>2</sup> Shoreline Variance
Site-Specific Zoning Map Amendment (Site-Specific Rezone)
**Subdivision -Preliminary
Variance
Variance from Flood Hazard Regulation

**TYPE III PERMITS ARE:**  
 Quasi-judicial actions subject to public notice and a public hearing. Decisions on Type III actions are made by the Hearing Examiner after consideration of a recommendation from the zoning administrator, unless otherwise specified in Table 22.84.060(B)(2): Decision-Making and Appeal Authorities.

**\*PRE-APPLICATION MEETINGS**  
 Applications for Type III permits **WILL NOT BE** accepted until the applicant has attended a pre-application meeting. This requirement may be waived by the zoning administrator. The purpose of the pre-application meeting is to discuss the proposal, permit requirements, fees, review process, applicable plans, policies, and regulations. Pre-application checklist is available at <http://www.monroewa.gov/512/Pre-Application-Review>



<sup>2</sup> Shoreline conditional use permits and variances require final approval by the Department of Ecology per MMC Chapter 22.82, Shoreline Management.

\*\* The City shall issue a notice of Final decision on a project permit application for a **PRELIMINARY** long subdivision within 90 days after the applicant is notified that the application is complete.

A public hearing is scheduled before the Hearing Examiner for preliminary plat approval.



**CITY OF MONROE**  
**PERMIT DIVISION**  
**COMMUNITY DEVELOPMENT**  
806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

## **REASONABLE USE EXCEPTION - MMC CHAPTER 22.80**

A reasonable use exception is a mechanism by which the city may grant relief from the provisions of this title where development may be allowed which is consistent with the general purpose of MMC 22.80 and the public interest; provided, that the hearing examiner, after a public hearing, finds to the extent consistent with the constitutional rights of the applicant.

This checklist is to determine completeness of a submittal.  
It does not verify the accuracy of materials received.

### **PRE-APPLICATION MEETING:**

The purpose of a pre-application meeting is to provide an opportunity for initial feedback on a proposed application. The pre-application meeting is used to discuss the proposal and associated permit requirements, including the review process and fees, proposed plans, and applicable policies and regulations.

Please note that a pre-application meeting is **REQUIRED** for Type III permits (**REASONABLE USE EXCEPTION**). Pre-application meetings are nonbinding, and shall not prevent the city from enforcing all applicable codes, ordinances, and regulations in effect at the time of application. If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360-863-4501.

### **SUBMITTAL OPTIONS:**

- **ELECTRONIC** Submittals can be made electronically by requesting a Sharefile link at [landuse@monroewa.gov](mailto:landuse@monroewa.gov). Please see the General Guidelines (*attached*) for electronic submittals.
- **IN PERSON** If you prefer to submit hard copies in person at City Hall, please call the Permit Center @ 360-863-4501 for an intake appointment. If making application in person, please provide (1) original plus (1) copy of all checklist items in addition to a flash drive with individual PDFs of each of the required items.

### **SUBMITTAL CHECKLIST:**

Below is a checklist of items that must be submitted as part of your **REASONABLE USE EXCEPTION APPLICATION**. In addition to the items in the development design standards for the specific permit types, the following items are required in order for a complete application submittal. An applicant for a land use permit shall also demonstrate that the proposed development complies with any applicable regulations and decision criteria.

- APPLICATION FORM.** A completed and signed City of Monroe Combined Permit Application form.
- TITLE REPORT.** 30 days to current at time of submittal
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.



# CITY OF MONROE PERMIT DIVISION COMMUNITY DEVELOPMENT

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

**VICINITY MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project with respect to public streets and other parcels and development.

**WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which includes the following information:

- The title and location of the proposed development (if applicable).
- Names, addresses, and telephone numbers of the owner(s) of record of the land, and of the applicant, and, if applicable, the names, addresses and telephone numbers of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative of the applicant;
- The existing zoning district(s) of the subject site;
- The existing zoning district(s) within three hundred feet of the site;
- The existing and proposed use(s) of the project site;
- The proposed use or uses of the land and buildings;
- The proposed number of square feet in paved or covered surfaces, whether covered by buildings, driveways, parking lots or any other structure covering land, and the total amount of square feet in the entire proposed development site;
- The proposed number of dwelling units and number of bedrooms in the development;
- The proposed number of square feet in gross floor area for each commercial and industrial use; and
- A description of each commercial and industrial use.

**SITE PLAN.** A site plan drawing or drawings at a scale of not less than one inch for each fifty feet (1" = 50') which shall include or show:

- a. Locations of all existing and proposed buildings and structures;
- b. The boundaries of the subject site;
- c. All setback lines;
- d. All critical areas and their associated buffers;
- e. Existing lot area
- f. All existing and proposed easements;
- g. The locations and size of all existing and proposed utility structures and lines;
- h. The storm water drainage systems for existing and proposed structures;
- i. Sizes and locations of driveways, streets, and roads.

**SEPA CHECKLIST.** An original, signed SEPA Environmental Checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt.

**VARIANCE PERMIT APPLICATION.** A Variance permit application must be submitted to the City of Monroe for the project. Applicants may only apply for a Reasonable Use Exception if they have also applied for a Variance.

**CRITICAL AREAS STUDY.** A critical areas report shall have three components: **(a)** a site analysis, **(b)** an impact analysis, and **(c)** proposed mitigation measures. More or less detail may be required for each component depending on the size of the project, severity, and potential impacts.

**1. Map of the project area at a one-to-twenty or larger scale including:**

- a. Reference streets and property lines;
- b. Existing and proposed easements, rights-of-way, and structures;



**CITY OF MONROE  
PERMIT DIVISION  
COMMUNITY DEVELOPMENT**

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

- c. Contour intervals, as determined by the zoning administrator;
- d. Hydrology. Show surface water features both on and adjacent to the site; show any water movement into, through, and off the project area; show stream and wetlands classifications; show seeps, springs, and saturated soil zones; and label wetlands not found on the city inventory maps as uninventoried; and
- e. Location of buffer and building setback lines (if required or proposed).

**2. Written report detailing:**

- a. How, when, and by whom the report was performed (including methodology and techniques);
- b. Weather conditions during and prior to any field studies if relevant to conclusions and recommendations;
- c. Description of the project site and its existing condition;
- d. The total acreage of the site in critical area(s) and associated buffers;
- e. The proposed action and potential environmental impact of the proposed project to the critical area(s); and
- f. The mitigation measures proposed to avoid or lessen the project impacts (during construction and permanently). When alteration to the critical area or its buffer is proposed, include a mitigation plan as specified by this chapter.

**ADDITIONAL WETLAND REPORT REQUIREMENTS.** In addition, for wetlands, reports shall include the following:

**1. On the map:**

- a. The edge of the wetland as flagged and surveyed in the field using the approved federal wetland delineation manual and applicable regional supplements, as required by RCW 36.70A.175;
- b. The edge of the one-hundred-year floodplain, if appropriate;
- c. The location of any existing or proposed utility easements, rights-of-way, and trail corridors;
- d. The location of any proposed wetland area(s) to be created through mitigation measures; and
- e. The location of any proposed wetland alteration or fill

**2. In the report:**

- a. Description of the wetland by classification and general condition of wetland;
- b. Description of vegetation species and community types present in the wetland and surrounding buffer;
- c. Description of soil types within the wetland and the surrounding buffer using the USDA Soil Conservation Service soil classification system;
- d. Description of hydrologic regime and findings;
- e. Description of habitat features present and determination of actual use of the wetland by any



**CITY OF MONROE  
PERMIT DIVISION  
COMMUNITY DEVELOPMENT**

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

- endangered, threatened, rare, sensitive, or unique species of plants or wildlife as listed by the federal government or state of Washington;
- f. Description of existing wetland and buffer functions and values;
  - g. Description of any proposed alteration to the wetland or its buffer including, but not limited to, filling, dredging, modification for storm water detention, clearing, grading, restoring, enhancing, grazing or other physical activities that change the existing vegetation, hydrology, soils or habitat;
  - h. If applicable, description of potential impacts to wetland functions and values and description of any proposed mitigation measures; and
  - i. Description of local, state, and federal regulations and permit requirements.

Building Setback Line (BSBL). Unless otherwise specified, a minimum BSBL of ten feet is required from the edge of any separate tract, buffer or NGPE, whichever is greatest.

**ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.**



# CITY OF MONROE PERMIT DIVISION COMMUNITY DEVELOPMENT

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

**The burden is on the applicant to provide justification supporting a reasonable use exception request. Applicants must answer the following questions accurately and concisely. Additional pages may be used as necessary.**

1. Describe the development proposal and purpose of this request.  
Ray Sayah seeks to construct a total of 7 short term lodging cabins and 8 associated parking stalls, plus a 30' x 30' storage building. In addition to the structures, the client is also proposing a new 20' wide driveway and a 10' expansion of the existing access and utilities easement connecting to 179th Ave SE. The entire site is currently encumbered by critical areas and their buffers; therefore, a Reasonable Use Exception (RUE) is required for the proposed development. After implementation of mitigation measures, no direct impacts to critical areas nor their buffers are proposed.
2. Are there any other applications filed with the City of Monroe related to this development proposal?  
City of Monroe Variance
3. Explain how the application of specific Critical Areas regulations would deny all reasonable use on the property.  
At present, no portion of the site falls outside of critical areas or their buffers, and reducing the buffer by 25% as allowed in MCC 22 does not provide sufficient area for the proposed land use therefore, without a reasonable use exception, development that complies with MCC 22 is not possible. The requested variance is the minimum necessary to construct the proposed lodging facility (cabins), which is consistent with the underlying zoning.
4. Are there any other reasonable uses that could be established on the subject property with less impact on critical areas and/or associated buffers?  Yes  No Explain.  
The underlying zoning is Tourist Commercial, which seeks to create amenities for attendees to the Evergreen State Fairgrounds. The proposed use (short term lodging cabins) both complies with this underlying zoning and is less impactful than other potential allowed uses such as a gas station or parking facility which include excessive hard surface, or food and beverage establishment which will consist of consumer traffic through a primarily residential area.



**CITY OF MONROE  
PERMIT DIVISION  
COMMUNITY DEVELOPMENT**

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | [www.monroewa.gov](http://www.monroewa.gov)

5. Justify that the proposed development does not pose an unreasonable threat to the public health, safety, or welfare on or off the property.  
Lodging facilities are an allowed use in the Tourist Commercial zoning; the proposed short term lodging cabins would not pose an unreasonable threat to the public health, safety, or welfare on or off the property.
  
6. What probable impacts to public health, safety, or welfare on or off the property will result from this development proposal?  
No impacts to public health, safety, or welfare on or off the property are anticipated to result from the proposed development.
  
7. Explain what alterations are proposed to the critical area and/or associated buffers.  
The applicant is proposing a total of 27,528 sf of permanent buffer impacts, and 3,097sf of temporary impacts. Impacts to buffers are proposed to be mitigated via 21,825 sf of Buffer Enhancement & 3,097 sf of Buffer Restoration; the remaining 5,703 sf of buffer impacts will be mitigated for offsite in the form of mitigation credits. No impacts to critical areas are proposed.



# CITY OF MONROE PERMIT DIVISION COMMUNITY DEVELOPMENT

806 WEST MAIN STREET | MONROE, WA 98272  
City Hall 360.794.7400 | www.monroewa.gov

8. Are the proposed alterations to the critical areas the minimum necessary to allow for reasonable use of the property?  
 Yes  No Explain.  
 At present, no portion of the site falls outside of critical areas or their buffers, therefore, without a variance, development that complies with MCC 22 is not possible. The requested exception is the minimum necessary to construct the proposed lodging facility (short term lodging cabins), which is consistent with the underlying zoning.
9. Is the inability to derive reasonable use of the property the result of actions of the applicant?  Yes  No Explain.  
 The inability to derive reasonable use of the property is a result of the extent of on-site wetlands. The parcel is a legal lot that was created in 1989 (pre-GMA) as part of the Calvary Creek Plat.
10. Show that there is no other reasonable use consistent with the underlying zoning of the property that has less impact on the critical area and/or associated buffer.  
 The site is located in a residential area and has an underlying zoning of Tourist Commercial; other allowed/ permitted uses in this zoning include, but are not limited to:
- Dwelling Units, Temporary Security Guard
  - Retirement Housing & Assisted Living Facilities
  - Food & Beverage Establishments
  - Gas Stations
  - General Retailer
  - Mobile Vendor
  - Pharmacy/Drug Store
  - Parking Facility
  - Government Facilities
  - Trade Schools
  - Health Clubs
  - Recreation Centers
- Each of these other, allowed, uses would require significantly more parking areas and would create more traffic in a residential area than 7 cabins.  
 The proposed development is the most reasonable use of the property per the underlying zoning and surrounding land uses.



### Community Development Permit Division

806 West Main Street, Monroe, WA 98272  
Phone (360) 794-7400 Fax (360) 794-4007  
[www.monroewa.gov](http://www.monroewa.gov)

FOR OFFICE USE ONLY  
PERMIT FILE # **RU2025-01**  
APPLICATION # **11602**  
SEPA # **SEPA2025-10**

**VR2025-02 /  
App#11601**

## COMBINED PERMIT APPLICATION

**PERMIT SUBMITTAL HOURS**  
**MONDAY – FRIDAY 8:00 – 12:00 / 1:00 – 5:00**

Building	Operations	Fire	Land Use
<input type="checkbox"/> Basic SFR	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Type I Permit
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Type II Permit
<input type="checkbox"/> Demolition	<input type="checkbox"/> Grading	<input type="checkbox"/> High Piled Storage	<input checked="" type="checkbox"/> Type III Permit
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hood Suppression	<input type="checkbox"/> Type IV Permit
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Rockery	<input type="checkbox"/> Operational	<input type="checkbox"/> See permit types listed on attached form
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Other _____
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Tents & Canopies	
<input type="checkbox"/> Racking	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Residential Remodel			
<input type="checkbox"/> Other _____			

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS**

Site Address or Property Location: 13626 179th Ave SE, Monroe, WA 98272

Size of site (acre/square feet): 1.23-acres / 53,579 sf

Assessor's Tax Parcel Number (14 digits): 007778-000-003-00

Applicant: Ray Sayah & Renee Uribe Phone # ( 206 ) 331-1420

\*Signature:  Raymond Sayah 02/15/24 Printed Name: Raymond Sayah

Mailing Address: PO Box 1373 Fax # (      ) \_\_\_\_\_

City Monroe State WA Zip 98272 E-mail raysayah@gmail.com

Property Owner: Same as applicant Phone # ( 206 ) 947-4542

\*\*Signature:  Renee Uribe-Sayah 02/15/24 Printed Name: Renee Uribe-Sayah

Mailing Address: PO Box 1373 Fax # (      ) \_\_\_\_\_

City Monroe State WA Zip 98272 E-mail reneeu5@yahoo.com

Attach a separate sheet for additional property owners/additional addresses

\*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

\*\*Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.

# City of Monroe Land Use Permit Application- Page 2



**Forest Tax Reporting Account Number** (if harvesting timber call the Department of Revenue at (800) 548-8829 for tax reporting information or to receive a tax number):

Give a detailed description below of the proposal / work. Provide details specific to your application e.g., description of proposed business including hours of operation, number of employees, existing and proposed parking spaces.

The applicant seeks to construct a total of 7 short term lodging cabins and 8 associated parking stalls on the property listed above (see site plan prepared by Harmsen), as well as a 30' x 30' detached garage with upper dwelling unit. In addition to these structures, the client is also proposing a new 20' wide driveway and a 10' expansion of the existing access and utilities easement connecting to 179th Ave SE. The entire site is currently encumbered by critical areas and their buffers; therefore, a Reasonable Use Exception (RUE) is required for the proposed development. After implementation of mitigation measures, no direct impacts to critical areas nor their buffers are proposed.

### FOR OFFICE USE ONLY

Planning Application Fee: \_\_\_\_\_ Publication Fee: \_\_\_\_\_

Fire Plan Check Fee: \_\_\_\_\_ Mailing Fee: \_\_\_\_\_

SEPA Fee: \_\_\_\_\_ Technology Fee: \_\_\_\_\_

Hearing Examiner Deposit required (\$2,500.00):

Consultant review fee (if applicable) – Deposit for estimated cost + 10% Admin fee:

\_\_\_\_\_

**TOTAL FEES:** \_\_\_\_\_