

MONROE CITY COUNCIL AGENDA

June 15, 2010

7:00 P.M.

City Council Chambers

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS/PRESENTATIONS

1. Oath of Office – New Councilmember/Bridgett Tuttle

PUBLIC HEARINGS

COMMENTS FROM CITIZENS

This time is set aside for you to speak to the City Council on any issue **except any quasi-judicial matter subject to a public hearing (citizens wanting to voice concerns about quasi-judicial matters must do so during the public hearing process). Those items are marked with an *.** You are welcome to address the council on any other subject. (You must sign in before the meeting starts and give your request to the City Clerk).

Please limit your time to 5 minutes.

CONSENT AGENDA

1. Minutes
 - A. May 18, 2010 Business Meeting
2. Bills
3. Resolution Adopting Six-Year Transportation Improvement Program 2011 – 2016
4. Award Public Works Bid and Authorize Mayor to Sign Construction Contract for West Columbia Street Sidewalk Phase II Project
5. Resolution Adopting Findings & Conclusions (AP2010-02) T-Mobile Cell Phone Tower
6. Approve Donation of Plants from Puget Sound Nursery Services, LLC
7. Ordinance Adopting (RZ2010-01) Rezone to Remove Restrictive Covenants

NEW BUSINESS

1. Discussion Regarding Transportation Benefit District
2. 2010 Comprehensive Plan Amendments and ZCA2010-01 School District Fees

FINAL ACTION

1. Ordinance Adopting Code Revisions (Definitions) ZCA200901
2. Garbage Contract Items:
 - A. Billing
 - B. Clean-up Events

COUNCILMEMBER REPORTS

MAYOR/ADMINISTRATIVE STAFF REPORTS

1. Mayor:
 - A. Library Tour
 - B. Residential Sprinkler Demo
2. City Administrator: Draft Agenda/June 22, 2010 Study Session (Budget)

EXECUTIVE SESSION

1. Executive Session Related to Pricing of Property/North Kelsey
2. Executive Session Related to Personnel

ADJOURNMENT (majority vote to extend past 10:00 p.m.)

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA

Accommodations for people with disabilities will be provided upon request.

Please call City Hall at (360) 794-7400. Please allow one-week advance notice.

**CITY COUNCIL
BUSINESS MEETING MINUTES
May 18, 2010**

The Business Meeting of the Monroe City Council was held on April 20, 2010, in the Council Chambers at City Hall. Mayor Robert Zimmerman called the meeting to order at 7:00 p.m.

Councilpersons present: Balk, Rodriguez, Stima, Cudaback, Goering, and Williams.

Staff present: Quenzer, Feilberg, Brazel, Lande, Farrell, and Martinson.

City Attorney Phil Olbrechts was not present.

Attorney Dave Ellenhorn was present for the Executive Session.

The meeting was opened with the Pledge of Allegiance.
Matthew Gunnarson, Boy Scout, led the Pledge of Allegiance.

ANNOUNCEMENTS & PRESENTATIONS

Proclamation/6th Annual Traditional Pow Wow

Mayor Zimmerman read the Proclamation for the 6th Annual Traditional Pow Wow. He acknowledged the visitors from the *Sky Valley Indian Education* and presented them with the Proclamation. Head girl dancer, Kiana Busey, and Head boy dancer, Elijah Stevenson, addressed Council and invited everyone to attend the Pow Wow on Saturday, May 29th.

Councilperson Balk encouraged everyone to attend, as the event is well worth the time.

COMMENTS FROM CITIZENS

Tod Johnson, 267 East Main Street, Monroe, is co-owner of Monroe Laundry Company. He addressed Council to inform them that the national association representing the laundry industry in America had selected the Monroe Laundry Company as a flagship facility to focus the attention of what can happen in historic downtown areas that need to create an attraction so businesses can thrive in a pedestrian-based economy. The City created such an environment by reducing business fees. A laundromat, restaurant, and antique shop have opened in that one block recently. He feels there is a great opportunity to help create a destination environment by refurbishing the Coca-Cola ad on the Burnette building. To do so would cost \$15,000; they have \$10,000; and need \$5,000 to reach their goal. He asked if there are funds available from the City to restore the old advertisement. Mayor Zimmerman said they would like to partner with them, but would have to get back to him.

Councilperson Balk mentioned person who has a personal interest and would give her contact information to him.

CONSENT AGENDA

Councilperson Stima pulled Consent Agenda #5 (Resolution Delegating Authority to Staff to Make Investment Transactions). The motion was made by Councilperson Stima and seconded by Councilperson Balk, to approve Consent Agenda items #1, 2, 3, 4 & #6. On vote,

Motion carried 6/0.

After discussion Consent Agenda #5 was tabled to a future agenda.

Items approved: 1A) April 6, 2010 Business Meeting Minutes; 1B) April 13, 2010 Study Session Minutes, 2) Bills (Vouchers # 076567 – 076708) in the amount of \$406,433.68; 3) Authorize Purchase of the Beaton Road Lift Station Emergency Generator; 4) Resolution Declaring Police Vehicles Surplus & Authorizing Disposition; 6) Resolution Authorizing an Interfund Loan from the Public Works Equipment Reserve Fund to the General Government Equipment Fund.

NOTE: Consent Agenda item #1C) April 20, 2010 Business Meeting Minutes, was moved to June 1, 2010. Consent Agenda #5 (Resolution Delegating Authority to Staff to Make Investment Transactions) was tabled to another meeting.

NEW BUSINESS

Draft Agenda/June 1, 2010 Council Business Meeting

Interim City Administrator Brazel presented the draft agenda for the June 1, 2010 Council Study Session.

After discussions, it was determined that the proposed planner promotions would come back on June 8th, and a discussion of a Transportation Benefit District would come back to Council on June 15th.

FINAL ACTION

Approve Monetary Donation

Parks and Recreation Director Farrell gave a brief introduction, reviewing the \$1600 donation from Allied Waste to go towards the *Movies Under the Moon* Summer Nights series in the Park. The Monroe Municipal Code requires that donations over \$1000 are to go before Council. These additional funds would support community events. Council expressed concern about the appearance, due to the Request For Proposals for garbage service. In the City Attorney's opinion, it wouldn't violate any law, as long as Council wouldn't be influenced by the donation. The Ethics ordinance doesn't apply to gifts given to the City. Director Farrell recommended acceptance of the donation. He also noted the list of other companies that have made donations to the City for various programs and projects.

After discussion, the motion was made by Councilperson Goering and seconded by Councilperson Rodriguez to authorize the Mayor to accept the donation from Allied Waste/Republic Services in the amount of \$1600 for the sole purpose of *Movies Under the Moon* Summer Nights series in the Park.

After further discussion, the motion on the floor was to accept the \$1600 donation. On vote,

Motion carried 5/1.

Councilperson Cudaback voted nay.

Mayor Zimmerman explained that there was a need to go into Executive Session for approximately 15 minutes for purposes of discussing pricing of property on North Kelsey; action is anticipated afterwards.

MEETING RECESSED INTO EXECUTIVE SESSION: 8:00p.m.

EXECUTIVE SESSION WAS EXTENDED

MEETING RECONVENED INTO REGULAR SESSION: 8:55 p.m.

Authorize Mayor to Sign Second Amendment to Purchase and Sale Agreement with Sabey Corporation

After Executive Session, the motion was made by Councilperson Goering and seconded by Councilperson Cudaback to authorize the Mayor to sign the Second Amendment with Sabey Corporation extending the feasibility period deadline to June 30, 2010, and the purchaser's notice of extension of submittal deadline to June 20, 2010. On vote,

Motion carried 5/1.

Councilperson Balk voted nay.

MAYOR/COUNCIL/ADMINISTRATIVE STAFF REPORTS

Councilperson Stima gave a brief report on changes on Community Transit fares, and service starting on Sunday. There will be a place at Safeway where people can purchase Community Transit bus passes.

Director Farrell explained that high school student groups would be planting starts that they had raised next Wednesday afternoon. Another group is planting over 100 plants donated by Woods Creek Nursery. The Department of Corrections is planting their starts next week, which will be the first of 10 offender work crew programs.

Chief Quenzer stated that the Police Department also had a "donation" via their K-9 officer finding of narcotics and cash.

Councilperson Rodriguez asked if the City plans to ask for donations for the baskets on Main Street. Director Farrell explained that the cost has been donated already.

Mayor Zimmerman stated that Theresa Quigley from the Snohomish Health District asked to send out reports via e-mail, instead of paper reports. Council agreed.

Reschedule Library Tours

Mayor Zimmerman explained that the Library would like to reschedule elected officials evenings as that had been cancelled due to scheduling problems. The e-mail will be forwarded to Council for their review.

There being no further business, the motion was made by Councilperson Stima and seconded by Councilperson Cudaback, to adjourn the meeting. On vote,

Motion carried 6/0.

MEETING ADJOURNED: 9:04 p.m.

Robert G. Zimmerman, Mayor

Eadye Martinson, Deputy City Clerk

WARRANT PREPARATION

APPROVAL DATE: 6/15/2010
 WARRANT DATE: 6/15/2010

Agenda Item
CA #2

Date 6/15/10

TOTAL WARRANTS: \$784,015.74
 TOTAL PREPAIDS: 2,788.01
 TOTAL PROCESSED: \$786,803.75

FUND TRANSFERS

000	Return of Revenues	100.00
001	Administration	18,903.75
002	Finance	0.00
003	Admin Services	375.00
004	Police	17,585.57
005	Fire Station	0.00
006	Engineering	398.58
007	Planning	4,702.07
008	Building	8,261.10
010	Parks	6,411.00
011	Police Court Costs	25,788.08
012	Technology Services	(33.48)
098	Transfers	0.00
102		0.00
103	General Gov't Equip.	11,219.03
104	PW Equip.	1,062.94
105	Streets	9,176.43
107	Police Vehicles	0.00
109	Fund - tourism	2,500.00
111		0.00
112	EMS	0.00
113	YMCA	0.00
115	Sale of Fixed Assets	0.00
118	Warrants Payable	55.00
120	Donations	0.00
201	Fire Station Levy	0.00
202	Public Safety 800 Mhz	0.00
203	North Kelsey Debt	0.00
204	PW Trust Loan Repayment	13,242.65
205	LID GTY 91/01	0.00
206	PD/Utility 1993 GO Bond	0.00
207	W/S Captial Reserve	0.00
208	Sewer Captial Debt Reserve	0.00
211	DOE-W/S Bond	0.00
213	Public Works Trust Loan	0.00
215	Kelsey Street Extension	0.00
217	Ratepayer Water Reserve	0.00
220	Sewer Revenue Bond/WWTP CAP	0.00
221	East Intercept Bond	0.00
303	Building Maintenance	2,509.17
306	Youth Activities Building	0.00
307	CIP	0.00
311	Monroe Ind/Comm	0.00
314	164th/Tester/SR522	0.00
315	CIP Parks	0.00
316	CIP Parks Mitigation	0.00
317	Kelsey Street Improvement	0.00
318	CIP Civic Center	208,471.02
319	North Kelsey Debt	683.50
320	North Fryelands LID 95-01	0.00
321	South Fryelands LID 95-02	0.00
340	CIP Water	0.00
341	CIP Water (North Hill)	0.00
344	CIP Storm Drain	0.00
343	Waterline Replacement Reserv	0.00
350	CIP Sewer	90.55
358	CIP WWTP Construction	0.00
357	PW Building	0.00
359	CIP Eastside Interceptor	0.00
390	ESCARC	0.00
391	ESCARC	0.00
401	Water	371,083.99
402	Sewer	71,815.53
403	Solid Waste Garbage	214.49
404	Solid Waste Recycle	214.49
405	Storm Drain Utilities	5,402.14
604	PD Agency Violation Fund	0.00
621	Sick Leave Reserve	0.00
623	Leoff	0.00
631	Agencies	1,863.15
635	Salvation Army	0.00
636	School Mitigation Fees	4,708.00

76810-76931

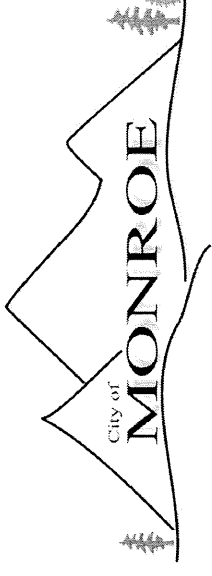
\$786,803.75

Accounts Payable

Voucher Register By Vendor Number

User: rose

Printed: 06/11/2010 - 10:08 AM



Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076810	scaudimp Snohomish County Auditor	401-000-100-534-00-49-03	Utility Lien Releases	Utility Lien	06/02/2010		06/02/2010	12.40	76810
076810	scaudimp Snohomish County Auditor	402-000-200-535-00-49-03	Utility Lien Releases	Utility Lien	06/02/2010		06/02/2010	12.40	76810
076810	scaudimp Snohomish County Auditor	403-000-000-537-00-49-03	Utility Lien Releases	Utility Lien	06/02/2010		06/02/2010	12.40	76810
076810	scaudimp Snohomish County Auditor	404-000-000-538-00-49-03	Utility Lien Releases	Utility Lien	06/02/2010		06/02/2010	12.40	76810
076810	scaudimp Snohomish County Auditor	405-000-000-538-30-49-03	Utility Lien Releases	Utility Lien	06/02/2010		06/02/2010	12.40	76810
076812	carswell Jake Carswell	001-000-004-521-20-49-09	J Carswell Tactical Tracking per diem	J Carswell	06/04/2010		06/04/2010	207.70	76812
076813	orcutt Mindy Orcutt	001-000-004-521-20-31-02	M orcutt reimb Assessment Center supply	M Orcutt	06/04/2010		06/04/2010	43.54	76813
076814	cabot Cabot Dow Associates, Inc.	001-000-003-516-10-41-10	Labor relations-reissue warrant # 64657	May 2006	06/08/2010		06/08/2010	375.00	76814
076815	scaudimp Snohomish County Auditor	401-000-100-534-00-49-03	Utility Lien Releases	Utility Lien	06/08/2010		06/08/2010	24.80	76815
076815	scaudimp Snohomish County Auditor	402-000-200-535-00-49-03	Utility Lien Releases	Utility Lien	06/08/2010		06/08/2010	24.80	76815
076815	scaudimp Snohomish County Auditor	403-000-000-537-00-49-03	Utility Lien Releases	Utility Lien	06/08/2010		06/08/2010	24.80	76815
076815	scaudimp Snohomish County Auditor	404-000-000-538-00-49-03	Utility Lien Releases	Utility Lien	06/08/2010		06/08/2010	24.80	76815
076815	scaudimp Snohomish County Auditor	405-000-000-538-30-49-03	Utility Lien Releases	Utility Lien	06/08/2010		06/08/2010	24.80	76815
076816	brough Roger Broughton	001-000-004-354-00-00-00	reimburse 50% of 5/19 parking infraction	P2290	05/31/2010		05/31/2010	125.00	76816
076817	geib Sister Barbara Geib	001-000-004-521-20-41-01	replace lost warrant# 74530	Sept 09	06/10/2010		06/10/2010	350.00	76817

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076818	scaudimp Snohomish County Auditor	401-000-100-534-00-49-03	Utility Lien Releases	Utility Lien	06/10/2010		06/10/2010	62.00	76818
076818	scaudimp Snohomish County Auditor	402-000-200-535-00-49-03	Utility Lien Releases	Utility Lien	06/10/2010		06/10/2010	62.00	76818
076818	scaudimp Snohomish County Auditor	403-000-000-537-00-49-03	Utility Lien Releases	Utility Lien	06/10/2010		06/10/2010	62.00	76818
076818	scaudimp Snohomish County Auditor	404-000-000-538-00-49-03	Utility Lien Releases	Utility Lien	06/10/2010		06/10/2010	62.00	76818
076818	scaudimp Snohomish County Auditor	405-000-000-538-30-49-03	Utility Lien Releases	Utility Lien	06/10/2010		06/10/2010	62.00	76818
076819	UB*01193 Snohomish County Auditor	401-000-000-211-10-00-00	Refund check		06/10/2010		06/10/2010	568.29	76819
076820	East West Bank	UB*01194 401-000-000-211-10-00-00	Refund check		06/10/2010		06/10/2010	78.05	76820
076821	Laura Footer	UB*01195 401-000-000-211-10-00-00	Refund check		06/10/2010		06/10/2010	103.94	76821
076822	Premiere Asset Services	UB*01196 401-000-000-211-10-00-00	Refund check		06/10/2010		06/10/2010	93.06	76822
076823	Pauline Davis	UB*01197 401-000-000-211-10-00-00	Refund check		06/10/2010		06/10/2010	82.70	76823
076824	Mark Murray	agudeloj 402-000-200-535-00-43-09	J Agudelo Evergreen Rural Water per diem	J Agudelo	06/11/2010		06/11/2010	99.13	76824
076825	Jose' Agudelo	erdmann 001-000-004-521-20-43-09	N Erdmann Commercial Vehicle per diem	N Erdmann	06/11/2010		06/11/2010	165.60	76825
076826	Nathan Erdmann	aaa 401-000-100-534-00-48-09	West Columbia spoils disposal	34014861	05/31/2010		06/15/2010	146.80	76826
076827	AAA Monroe Rock Corp.	afts 401-000-100-534-00-41-09	Lockbox Charges	MON1005028	05/28/2010		06/15/2010	115.29	76827
076827	AFTS	afts 402-000-200-535-00-41-09	Lockbox Charges	MON1005028	05/28/2010		06/15/2010	115.29	76827
076827	AFTS	afts 403-000-000-537-00-41-09	Lockbox Charges	MON1005028	05/28/2010		06/15/2010	115.29	76827
076827	AFTS	afts 404-000-000-538-00-41-09	Lockbox Charges	MON1005028	05/28/2010		06/15/2010	115.29	76827
076827	AFTS	afts 405-000-000-538-30-41-09	Lockbox Charges	MON1005028	05/28/2010		06/15/2010	115.29	76827
076828	alpele	402-000-200-535-00-41-09	electrical PLC failure troubleshoot	277	05/21/2010		06/15/2010	883.46	76828
076829	Alpine Electrical Services, LL	alpha 402-000-200-535-00-41-01	sample courier	E040SX114	06/01/2010		06/15/2010	92.30	76829
076830	Alpha Courier, Inc	amgreen 001-000-010-576-00-31-16	hydroseed turf	2229-108	07/31/2009		06/15/2010	380.10	76830

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076831	amtest AmTest, Inc.	402-000-200-535-00-41-01	wwtp testing	59493	05/25/2010		06/15/2010	145.00	76831
076832	archerc Cali Archer	001-000-004-322-30-00-00	overpayment reimbursement		06/08/2010		06/15/2010	10.00	76832
076833	ashbrook Asbrook Simon-Hartley	402-000-200-535-00-48-01	bp parts	110895	05/24/2010		06/15/2010	62.26	76833
076833	ashbrook Asbrook Simon-Hartley	402-000-200-535-00-48-01	bp parts	110978	05/28/2010		06/15/2010	730.79	76833
076834	blumenth Blumenthal Uniforms Co, Inc	001-000-004-521-20-31-05	uniform for new employee	814699	05/25/2010		06/15/2010	283.26	76834
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	5/8" - rock	5115679	05/11/2010		06/15/2010	142.93	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	spoils disposal	5115828	05/12/2010		06/15/2010	50.00	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	5/8" - 1 1/4" rock	5115829	05/12/2010		06/15/2010	293.96	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	crusher run backfill	5115966	05/13/2010		06/15/2010	505.06	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	spoils disposal	5115967	05/13/2010		06/15/2010	275.00	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	crusher run backfill	5116116	05/14/2010		06/15/2010	319.92	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	spoils disposal	5116117	05/14/2010		06/15/2010	250.00	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	sand	5116118	05/14/2010		06/15/2010	233.73	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	crusher run backfill	5116520	05/18/2010		06/15/2010	246.36	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	spoils disposal	5116521	05/18/2010		06/15/2010	225.00	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	crusher run backfill	5116653	05/19/2010		06/15/2010	156.57	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	spoils disposal	5116654	05/19/2010		06/15/2010	175.00	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	sand	5116655	05/19/2010		06/15/2010	118.53	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	crusher run backfill	5116773	05/20/2010		06/15/2010	150.52	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	spoils disposal	5116774	05/20/2010		06/15/2010	100.00	76835
076835	cadman Cadman, Inc.	401-000-100-534-00-48-09	Welco crusher run	5116897	05/21/2010		06/15/2010	88.27	76835
076836	carlsont Thomas G Carlson	001-000-001-510-00-41-09	1st qtr 2010 wsst data	2010-26	05/28/2010		06/15/2010	150.00	76836

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076837	centweld	104-000-000-548-00-48-03	helium	RN05101041	05/31/2010		06/15/2010	8.94	76837
076838	Central Welding Supply Co, Inc								
076838	chinook	401-000-100-534-00-48-09	thrust block mix	5-759520	05/21/2010		06/15/2010	19.28	76838
076838	Chinook Lumber, Inc								
076838	chinook	405-000-000-538-30-31-09	CB repairs	5-760415	05/24/2010		06/15/2010	53.84	76838
076839	Chinook Lumber, Inc								
076839	cityevtu	401-000-100-534-00-33-01	water purchased for resale	010274	05/25/2010		06/15/2010	59,243.34	76839
076839	City of Everett- Everett Utilities								
076839	cityevtu	401-000-100-534-00-33-01	water purchased for resale	010288	05/25/2010		06/15/2010	46,327.03	76839
076839	City of Everett- Everett Utilities								
076839	cityevtu	401-000-100-534-00-33-01	water purchased for resale	025284	05/25/2010		06/15/2010	7,979.29	76839
076840	City of Everett- Everett Utilities								
076840	citymonm	001-000-001-510-00-47-25	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	602.01	76840
076840	City of Monroe								
076840	citymonm	001-000-001-510-00-47-26	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	28.62	76840
076840	City of Monroe								
076840	citymonm	001-000-001-510-00-47-27	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	281.50	76840
076840	City of Monroe								
076840	citymonm	001-000-001-510-00-47-29	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	126.70	76840
076840	City of Monroe								
076840	citymonm	001-000-010-576-00-47-04	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	4,140.78	76840
076840	City of Monroe								
076840	citymonm	401-000-100-534-00-47-38	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	128.89	76840
076840	City of Monroe								
076840	citymonm	402-000-200-535-00-47-19	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	24.68	76840
076840	City of Monroe								
076840	citymonm	402-000-200-535-00-47-35	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	830.50	76840
076840	City of Monroe								
076840	citymonm	402-000-200-535-00-47-36	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	28.62	76840
076840	City of Monroe								
076840	citymonm	402-000-200-535-00-47-39	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	182.91	76840
076840	City of Monroe								
076840	citymonm	402-000-200-535-00-47-41	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	120.81	76840
076840	City of Monroe								
076840	citymonm	402-000-200-535-00-47-45	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	28.62	76840
076840	City of Monroe								
076840	citymonm	402-000-200-535-00-47-46	4/27-5/26/10 water/sewer		06/01/2010		06/15/2010	52.50	76840
076840	City of Monroe								
076841	coastwid	001-000-010-576-00-31-09	custodial supplies trash can liners	W2193411	05/20/2010		06/15/2010	224.75	76841
076842	CoastWide Laboratories								
076842	comcast	001-000-001-510-00-42-03	Cable & IP	177406	06/02/2010		06/15/2010	164.95	76842
076843	Comcast Cable Communications,								
076843	comcate	103-000-012-518-88-41-01	monthly maint-Monroe connection	4794	06/01/2010		06/15/2010	340.00	76843
	Comcate Software, Inc								

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076844	consolp 401-000-100-534-00-41-01 Consolidated Press Printing Co		water quality report	1584	05/14/2010		06/15/2010	723.11	76844
076845	costcohr 001-000-004-521-20-31-02 Costco-HSBC Business Solutions		kitchen supplies/training refreshments	041428	05/02/2010		06/15/2010	141.59	76845
076846	customm 001-000-004-521-20-48-01 Custom Micro, Inc.		Justice Software license/maint 7/10-6/11	2010 134	06/03/2010		06/15/2010	5,000.00	76846
076847	cuz 402-000-200-535-00-35-09 Cuz Concrete Products Inc		locking lid tools	189697	05/25/2010		06/15/2010	130.32	76847
076847	cuz 405-000-000-538-30-41-01 Cuz Concrete Products Inc		Ferry & Main St Catch Basin reappear	189698	05/25/2010		06/15/2010	323.05	76847
076848	depcomm 204-000-000-591-45-01-00 Department of Commerce		PW-5-90-280-024 pricipple & interest pymt	PW132193	06/08/2010		06/15/2010	13,111.53	76848
076848	depcomm 204-000-000-592-45-02-00 Department of Commerce		PW-5-90-280-024 pricipple & interest pymt	PW132193	06/08/2010		06/15/2010	131.12	76848
076848	depcomm 401-213-000-582-34-78-01 Department of Commerce		PW-97-791-026 pricipple & interest pymt	PW132366	06/08/2010		06/15/2010	62,794.17	76848
076848	depcomm 401-213-000-592-34-83-01 Department of Commerce		PW-97-791-026 pricipple & interest pymt	PW132366	06/08/2010		06/15/2010	15,070.60	76848
076848	depcomm 401-213-100-582-34-78-00 Department of Commerce		PW-02-691-035 pricipple & interest pymt	PW132883	06/08/2010		06/15/2010	135,144.24	76848
076848	depcomm 401-213-100-592-34-83-00 Department of Commerce		PW-02-691-035 pricipple & interest pymt	PW132883	06/08/2010		06/15/2010	35,137.50	76848
076849	depte128 402-221-100-582-35-78-00 Department of Ecology		L0300021 Principle & Interest	L0300021	06/01/2010		06/15/2010	32,646.58	76849
076849	depte128 402-221-100-592-35-83-00 Department of Ecology		L0300021 Principle & Interest	L0300021	06/01/2010		06/15/2010	6,728.10	76849
076850	deplc1f 631-098-001-586-10-51-02 Department of License		Concealed Pistol License remittance		05/27/2010		06/15/2010	18.00	76850
076851	depttrnw 001-000-004-521-20-41-01 Department of Transportation		SR2/Red light monitor system construct	RE41JA6934L002	05/11/2010		06/15/2010	724.39	76851
076852	dunlap 405-000-000-538-30-31-09 Dunlap Industrial Hardware, In		fountain bouy's	1240098-01	05/26/2010		06/15/2010	1,702.27	76852
076853	elite 303-000-003-518-90-31-16 Elite Lock & Safe		PD front door repair	25198	05/26/2010		06/15/2010	55.93	76853
076853	elite 402-000-200-535-00-31-09 Elite Lock & Safe		wwtp keys	25213	05/21/2010		06/15/2010	35.62	76853

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076853	elite	303-000-003-518-90-31-16	replacement door knobs	25354	06/02/2010		06/15/2010	302.45	76853
076854	Elite Lock & Safe								
076854	emp soc	001-000-001-510-00-31-09	monthly payment	June 10	06/09/2010		06/15/2010	215.00	76854
076855	Employees Social Fund								
076855	geoline	402-000-200-535-00-48-04	GPS repairs	305815	05/20/2010		06/15/2010	313.00	76855
076856	GeoLine Positioning System, In		reimbursement of reservation fees		06/10/2010		06/15/2010	40.00	76856
076856	graden	001-000-010-347-30-00-00							
076857	Earl Graden		orp/ph meter ab's	6738452	05/19/2010		06/15/2010	1,679.99	76857
076857	Hach Company	402-000-200-535-00-31-09	lab supplies	6744012	05/24/2010		06/15/2010	198.01	76857
076857	hach	402-000-200-535-00-31-14							
076857	Hach Company		process metering	6745940	05/25/2010		06/15/2010	373.53	76857
076857	hach	402-000-200-535-00-31-09	process metering	6747996	05/26/2010		06/15/2010	25.68	76857
076857	Hach Company		process metering	6749985	05/27/2010		06/15/2010	786.26	76857
076857	hach	402-000-200-535-00-31-09	operations monitoring	6752070	05/28/2010		06/15/2010	957.80	76857
076857	Hach Company		window cleaning	29	06/01/2010		06/15/2010	325.00	76858
076858	hageman	303-000-003-518-90-31-16	6x4 redwood	114800/1	05/25/2010		06/15/2010	116.64	76859
076859	H.B. Jaeger Services, Inc.		vavle lids	114805/1	05/25/2010		06/15/2010	54.06	76859
076859	hbjaeger	401-000-100-534-00-48-09	hole saw bits	1391810	05/24/2010		06/15/2010	731.72	76860
076860	H.B. Jaeger Company, LLC		tarping saddles	1396738	05/21/2010		06/15/2010	131.95	76860
076860	hd supply	401-000-100-534-00-31-09	West Columbia Phase 11 ad	0001695833	05/13/2010		06/15/2010	141.12	76861
076860	HD Supply Waterworks, LTD		PW Maintenance ad	0001697988	05/31/2010		06/15/2010	325.00	76861
076861	herald	318-000-813-595-30-49-01	irrigation repair parts	2M001811	05/20/2010		06/15/2010	347.34	76862
076861	The Daily Herald Company		irrigation repair tool	2M001812	05/20/2010		06/15/2010	11.89	76862
076861	herald	401-000-100-534-00-44-09	herbicide	2M002097	06/02/2010		06/15/2010	72.79	76862
076862	The Daily Herald Company		chem pump repair	000984	05/27/2010		06/15/2010	276.26	76863
076862	horizonr	001-000-010-576-00-48-11	Chaplain Barbara Geib membership dues	29898	06/01/2010		06/15/2010	125.00	76864
076862	Horizon Distributors, Inc								
076862	horizonr	001-000-010-576-00-48-11							
076862	Horizon Distributors, Inc								
076862	horizonr	001-000-010-576-00-31-09							
076862	Horizon Distributors, Inc								
076863	Howardhu	402-000-200-535-00-48-01							
076863	Howard E Hutching Company Inc								
076864	ichapla	001-000-004-521-20-49-06							
076864	International Conference of Po								

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076865	ikon0073	103-000-000-548-00-48-02	CH Cannon copier lease extra copies	82008583	05/25/2010		06/15/2010	131.98	76865
	Ikon Office Solutions, Inc								
076865	ikon0073	104-000-000-594-38-66-01	WWTP Cannon copier lease	82193303	05/21/2010		06/15/2010	130.62	76865
	Ikon Office Solutions, Inc								
076865	ikon0073	103-000-000-548-00-45-09	CH Cannon copier lease	82208583	05/25/2010		06/15/2010	397.47	76865
	Ikon Office Solutions, Inc								
076865	ikon0073	103-000-000-548-00-45-09	CH color/fax copier lease	82208590	05/25/2010		06/15/2010	686.35	76865
	Ikon Office Solutions, Inc								
076865	ikon0073	103-000-000-548-00-48-02	CH color/fax copier lease	82208590	05/25/2010		06/15/2010	364.08	76865
	Ikon Office Solutions, Inc								
076865	ikon0073	001-000-004-521-20-45-01	PD Cannon copier lease	82208591	05/25/2010		06/15/2010	286.31	76865
	Ikon Office Solutions, Inc								
076865	ikon0073	103-000-000-548-00-45-09	Engr Cannon copier lease	82208592	05/25/2010		06/15/2010	186.79	76865
	Ikon Office Solutions, Inc								
076865	ikon0073	103-000-000-548-00-48-02	Engr Cannon extra copies	82208592	05/25/2010		06/15/2010	3.02	76865
	Ikon Office Solutions, Inc								
076865	ikon0073	001-000-004-521-20-45-01	PD Ricoh copier lease	82208594	05/25/2010		06/15/2010	460.05	76865
	Ikon Office Solutions, Inc								
076866	integrat	001-000-001-510-00-42-01	Long distance charges	6928853	06/01/2010		06/15/2010	557.95	76866
	Integra Telecom of Washington,								
076867	jmf	001-000-004-521-20-41-01	sergeant assessment center	May 10	05/02/2010		06/15/2010	4,000.00	76867
	JMF & Associates								
076868	kcdapc	001-000-001-510-00-31-01	copy paper	3399636	05/28/2010		06/15/2010	355.15	76868
	KCDA Purchasing Cooperative								
076869	kesselri	001-000-004-521-20-31-07	SERT holster parts	25109	02/02/2010		06/15/2010	298.10	76869
	Kesseling Gun Shop, Inc								
076869	kesselri	001-000-004-521-20-31-07	SERT holster parts	26407	05/27/2010		06/15/2010	173.76	76869
	Kesseling Gun Shop, Inc								
076870	kummerj	001-000-007-345-81-00-00	Permit# CU200802-Amendment	J Kummerfeldt	06/09/2010		06/15/2010	1,100.00	76870
	Jason Kummerfeldt								
076870	kummerj	001-000-007-345-89-01-00	Permit# CU200802-Amendment	J Kummerfeldt	06/09/2010		06/15/2010	43.49	76870
	Jason Kummerfeldt								
076870	kummerj	118-000-000-345-89-01-00	Permit# CU200802-Amendment	J Kummerfeldt	06/09/2010		06/15/2010	55.00	76870
	Jason Kummerfeldt								
076871	lakeside	105-000-000-542-90-48-09	Fryelands Blvd Paving Repairs	6009020MB	05/31/2010		06/15/2010	924.05	76871
	Lakeside Industries								
076872	latimore	001-000-008-559-00-41-09	bldg permit consulting 5/3-5/27/10	10-18	05/27/2010		06/15/2010	8,050.00	76872
	The Latimore Company, LLC								
076873	lessch	103-000-000-548-00-48-04	tires for patrol vehicle P40	746917	05/01/2010		06/15/2010	598.35	76873
	Les Schwab Tire Center								
076873	lessch	402-000-200-535-00-31-09	misc parts	747006	05/03/2010		06/15/2010	15.52	76873
	Les Schwab Tire Center								
076874	lowes	001-000-010-576-00-31-09	supplies	99006678157 May	06/02/2010		06/15/2010	23.24	76874
	Lowe's Home Centers, Inc								

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076874	lowes	001-000-010-576-00-35-09	supplies	99006678157	May 06/02/2010		06/15/2010	114.77	76874
	Lowe's Home Centers, Inc								
076874	lowes	103-000-000-594-19-64-07	supplies	99006678157	May 06/02/2010		06/15/2010	19.47	76874
	Lowe's Home Centers, Inc								
076874	lowes	303-000-003-518-90-31-16	supplies	99006678157	May 06/02/2010		06/15/2010	279.38	76874
	Lowe's Home Centers, Inc								
076874	lowes	303-000-003-518-90-31-16	supplies	99006678157	May 06/02/2010		06/15/2010	20.59	76874
	Lowe's Home Centers, Inc								
076874	lowes	401-000-100-534-00-48-09	supplies	99006678157	May 06/02/2010		06/15/2010	61.92	76874
	Lowe's Home Centers, Inc								
076874	lowes	402-000-200-535-00-31-09	supplies	99006678157	May 06/02/2010		06/15/2010	686.74	76874
	Lowe's Home Centers, Inc								
076874	lowes	402-000-200-535-00-31-09	supplies	99006678157	May 06/02/2010		06/15/2010	16.37	76874
	Lowe's Home Centers, Inc								
076874	lowes	402-000-200-535-00-35-09	supplies	99006678157	May 06/02/2010		06/15/2010	268.73	76874
	Lowe's Home Centers, Inc								
076874	lowes	402-000-200-535-00-35-09	supplies	99006678157	May 06/02/2010		06/15/2010	55.34	76874
	Lowe's Home Centers, Inc								
076874	lowes	402-000-200-535-00-48-01	supplies	99006678157	May 06/02/2010		06/15/2010	71.53	76874
	Lowe's Home Centers, Inc								
076874	lowes	402-000-200-535-00-48-04	supplies	99006678157	May 06/02/2010		06/15/2010	47.61	76874
	Lowe's Home Centers, Inc								
076874	lowes	402-000-200-535-00-48-04	supplies	99006678157	May 06/02/2010		06/15/2010	32.49	76874
	Lowe's Home Centers, Inc								
076874	lowes	405-000-000-538-30-41-01	supplies	99006678157	May 06/02/2010		06/15/2010	5.15	76874
	Lowe's Home Centers, Inc								
076875	makers	001-000-007-558-00-41-03	professional services - west main	1001-2	06/02/2010		06/15/2010	3,036.25	76875
	Makers Architecture and Urban								
076876	moncham1	109-000-000-557-30-00-00	monthly payment	June 10	06/01/2010		06/15/2010	2,500.00	76876
	Monroe Chamber of Commerce								
076877	monfire	103-000-000-548-00-48-04	patrol vehicle maintenance	05/28/10 MPD	05/28/2010		06/15/2010	2,799.20	76877
	Snohomish County Fire District								
076877	monfire	103-000-000-548-00-48-04	vehicle maintenance	5/28/10 COM	05/28/2010		06/15/2010	1,198.28	76877
	Snohomish County Fire District								
076878	monhigh	636-098-000-589-00-01-00	School Mitigation fees 1/13-6/9/10		06/10/2010		06/15/2010	4,708.00	76878
	Monroe School District								
076879	monparts	104-000-000-548-00-48-03	bolts	233912	05/13/2010		06/15/2010	2.54	76879
	Monroe Parts House								
076879	monparts	104-000-000-548-00-48-03	socket ext.	236231	05/24/2010		06/15/2010	13.08	76879
	Monroe Parts House								
076879	monparts	104-000-000-548-00-48-03	mower head roller bearings	236715	05/26/2010		06/15/2010	156.08	76879
	Monroe Parts House								
076880	monpolice	631-098-001-589-21-00-01	June 10 transactions		06/09/2010		06/15/2010	176.40	76880
	Monroe Police Department								

Voucher	Vendor	No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076880	monpolic	631-098-001-589-21-00-01		June 10 transactions	June 10	06/10/2010		06/15/2010	1,611.00	76880
076881	Monroe Police Department									
076881	mtull	001-000-008-345-83-01-00		May 10 consulting - Henry's Donut's	8455	05/29/2010		06/15/2010	50.00	76881
076881	M-Tull Plumbing Consultant									
076881	mtull	001-000-008-345-83-01-00		May 10 consulting - Henry's Donut's	8470	05/29/2010		06/15/2010	100.00	76881
076882	M-Tull Plumbing Consultant									
076882	nautenv	402-000-200-535-00-41-01		chronic toxicity testing	4317	05/21/2010		06/15/2010	1,100.00	76882
076883	Nautilus Environmental. LLC									
076883	ncmachin	105-000-000-542-90-45-09		roller rental	37001723-0001	05/26/2010		06/15/2010	178.52	76883
076884	NC Machinery / Rental Company									
076884	nelsonpe	103-000-000-548-00-32-09			0429519-IN	05/26/2010		06/15/2010	382.10	76884
076884	Nelson Petroleum									
076884	nelsonpe	105-000-000-542-90-32-09			0429519-IN	05/26/2010		06/15/2010	382.12	76884
076884	Nelson Petroleum									
076884	nelsonpe	401-000-100-534-00-32-09			0429519-IN	05/26/2010		06/15/2010	382.12	76884
076884	Nelson Petroleum									
076884	nelsonpe	402-000-200-535-00-32-09			0429519-IN	05/26/2010		06/15/2010	382.12	76884
076884	Nelson Petroleum									
076884	nelsonpe	405-000-000-538-30-32-09			0429519-IN	05/26/2010		06/15/2010	382.12	76884
076885	Nelson Petroleum									
076885	nengva	001-000-000-321-90-00-00		outside City limits refund		06/10/2010		06/15/2010	50.00	76885
076886	Neng Va Cha's Garden									
076886	nex24570	001-000-004-521-20-42-01		Police cell phones	245701437-044	05/30/2010		06/15/2010	1,034.16	76886
076887	Nextel Communication: Sprint									
076887	nex76498	001-000-001-510-00-42-01		Admin cell phones	764981311-102	05/28/2010		06/15/2010	71.99	76887
076887	Nextel Communications: Sprint									
076887	nex76498	001-000-006-525-10-42-01		Engr Emergency Management cell phones	764981311-102	05/28/2010		06/15/2010	52.92	76887
076887	Nextel Communications: Sprint									
076887	nex76498	001-000-006-532-00-42-01		Engr cell phones	764981311-102	05/28/2010		06/15/2010	192.34	76887
076887	Nextel Communications: Sprint									
076887	nex76498	001-000-008-559-00-42-01		Bldg cell phones	764981311-102	05/28/2010		06/15/2010	61.10	76887
076887	Nextel Communications: Sprint									
076887	nex76498	001-000-010-576-00-42-00		Parks cell phones	764981311-102	05/28/2010		06/15/2010	226.91	76887
076887	Nextel Communications: Sprint									
076887	nex76498	001-000-012-518-88-42-01		IT cell phones credit	764981311-102	05/28/2010		06/15/2010	-33.48	76887
076887	Nextel Communications: Sprint									
076887	nex76498	401-000-100-534-00-42-01		PW cell phones	764981311-102	05/28/2010		06/15/2010	67.52	76887
076887	Nextel Communications: Sprint									
076887	nex76498	401-000-100-534-00-42-01		PW cell phones	764981311-102	05/28/2010		06/15/2010	484.73	76887
076887	Nextel Communications: Sprint									
076887	nex76498	402-000-200-535-00-42-01		sewer cell phones	764981311-102	05/28/2010		06/15/2010	184.21	76887
076888	Nextel Communications: Sprint									
076888	nostar	402-000-200-535-00-31-12		process scrubber chem	11417	05/19/2010		06/15/2010	3,232.76	76888
	NorthStar Chemical Inc.									

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076888	nostar	402-000-200-535-00-31-12	process/scrubber	11615	05/26/2010		06/15/2010	1,486.73	76888
	NorthStar Chemical Inc.								
076889	office	001-000-001-510-00-31-01	supplies	518817897001	05/12/2010		06/15/2010	6.27	76889
	Office Depot, Inc								
076889	office	401-000-100-534-00-31-01	supplies	518817897001	05/12/2010		06/15/2010	3.70	76889
	Office Depot, Inc								
076889	office	001-000-001-510-00-31-01	supplies	520434734001	05/26/2010		06/15/2010	36.75	76889
	Office Depot, Inc								
076889	office	001-000-010-576-00-31-09	supplies	520434734001	05/26/2010		06/15/2010	18.72	76889
	Office Depot, Inc								
076889	office	401-000-100-534-00-31-01	supplies	520434734001	05/26/2010		06/15/2010	3.06	76889
	Office Depot, Inc								
076889	office	001-000-001-510-00-31-01	supplies	520435304001	05/25/2010		06/15/2010	-3.39	76889
	Office Depot, Inc								
076889	office	001-000-004-521-20-31-01	supplies	520501493001	05/26/2010		06/15/2010	71.22	76889
	Office Depot, Inc								
076889	office	350-000-000-594-00-63-09	supplies	520603185001	05/27/2010		06/15/2010	16.94	76889
	Office Depot, Inc								
076890	ogden	001-000-001-510-00-41-03	professional services through 4/30/10	683355	04/30/2010		06/15/2010	891.42	76890
	Ogden, Murphy, Wallace, PLLC								
076890	ogden	001-000-001-510-00-41-03	professional services through 4/30/10	683819	05/26/2010		06/15/2010	1,577.08	76890
	Ogden, Murphy, Wallace, PLLC								
076890	ogden	319-000-100-594-61-41-01	professional services through 4/30/10	683819	05/26/2010		06/15/2010	683.50	76890
	Ogden, Murphy, Wallace, PLLC								
076890	ogden	001-000-001-510-00-41-03	professional services through 4/30/10	683822	04/30/2010		06/15/2010	9,646.75	76890
	Ogden, Murphy, Wallace, PLLC								
076891	outofcha	001-000-000-321-90-00-00	outside city limits refund		06/10/2010		06/15/2010	50.00	76891
	Out of Chaos, Inc								
076892	oweneq	104-000-000-548-00-48-03	valve, hyd, pilot	00056669	05/21/2010		06/15/2010	437.44	76892
	Owen Equipment Company								
076892	oweneq	104-000-000-548-00-48-03	valve sect	00056670	05/21/2010		06/15/2010	69.37	76892
	Owen Equipment Company								
076892	oweneq	402-000-200-535-00-31-06	valve section	00056721	05/26/2010		06/15/2010	822.88	76892
	Owen Equipment Company								
076892	oweneq	402-000-200-535-00-31-06	hose reel	00056744	05/27/2010		06/15/2010	1,085.48	76892
	Owen Equipment Company								
076892	oweneq	405-000-000-538-30-31-06	sweeper repairs	00056761	05/28/2010		06/15/2010	2,569.02	76892
	Owen Equipment Company								
076893	pacpow	001-000-010-576-00-48-11	irrigation batteries	17042706	05/19/2010		06/15/2010	14.07	76893
	Pacific Power Batteries								
076894	pacpub	001-000-001-510-00-44-09	advertising	10-8084	05/11/2010		06/15/2010	236.25	76894
	Pacific Publishing Company, In								
076894	pacpub	001-000-001-510-00-44-09	advertising	10-8135	05/11/2010		06/15/2010	41.69	76894
	Pacific Publishing Company, In								

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076894	pacpub	001-000-007-558-00-44-09	advertising	10-8135	05/11/2010		06/15/2010	126.89	76894
	Pacific Publishing Company, In								
076894	pacpub	402-000-200-535-00-44-09	advertising bs hauling advertising	10-8135	05/11/2010		06/15/2010	10.88	76894
	Pacific Publishing Company, In								
076894	pacpub	001-000-001-510-00-44-09	advertising	7753	05/26/2010		06/15/2010	860.00	76894
	Pacific Publishing Company, In								
076894	pacpub	001-000-007-558-00-44-09	advertising	7753	05/26/2010		06/15/2010	395.44	76894
	Pacific Publishing Company, In								
076894	pacpub	402-000-200-535-00-44-09	biosoids hauling notice	7753	05/26/2010		06/15/2010	10.88	76894
	Pacific Publishing Company, In								
076895	petrocar	103-000-000-548-00-32-09	fuel for patrol vehicles	C233386	05/31/2010		06/15/2010	3,296.62	76895
	PetroCard Systems, Inc.								
076896	platt	402-000-200-535-00-31-09	electrial parts	7757734	05/19/2010		06/15/2010	14.32	76896
	Platt Electric Supply								
076897	precturf	001-000-010-576-00-48-09	Toro mower parts	9746	06/02/2010		06/15/2010	107.84	76897
	Precision Turf Equipment								
076898	pse	001-000-001-510-00-47-51	Vehicle Storage, Wood Shop, Archives	009-068-700-5	05/21/2010		06/15/2010	22.08	76898
	Puget Sound Energy, Inc								
076898	pse	303-000-000-518-90-47-70	Vehicle Storage, Wood Shop, Archives	009-068-700-5	05/21/2010		06/15/2010	22.07	76898
	Puget Sound Energy, Inc								
076898	pse	401-000-100-534-00-47-70	Vehicle Storage, Wood Shop, Archives	009-068-700-5	05/21/2010		06/15/2010	22.07	76898
	Puget Sound Energy, Inc								
076898	pse	402-000-200-535-00-47-70	Vehicle Storage, Wood Shop, Archives	009-068-700-5	05/21/2010		06/15/2010	22.07	76898
	Puget Sound Energy, Inc								
076898	pse	405-000-000-538-30-47-70	Vehicle Storage, Wood Shop, Archives	009-068-700-5	05/21/2010		06/15/2010	22.07	76898
	Puget Sound Energy, Inc								
076898	pse	001-000-001-510-00-47-51	Parks Shop	244-998-300-2	05/21/2010		06/15/2010	469.06	76898
	Puget Sound Energy, Inc								
076898	pse	001-000-001-510-00-47-51	Maint Shop,City Hall	694-398-900-1	05/21/2010		06/15/2010	130.13	76898
	Puget Sound Energy, Inc								
076898	pse	303-000-000-518-90-47-70	Maint Shop,City Hall	694-398-900-1	05/21/2010		06/15/2010	130.13	76898
	Puget Sound Energy, Inc								
076898	pse	401-000-100-534-00-47-70	Maint Shop,City Hall	694-398-900-1	05/21/2010		06/15/2010	130.13	76898
	Puget Sound Energy, Inc								
076898	pse	402-000-200-535-00-47-70	Maint Shop,City Hall	694-398-900-1	05/21/2010		06/15/2010	130.13	76898
	Puget Sound Energy, Inc								
076898	pse	405-000-000-538-30-47-70	Maint Shop,City Hall	694-398-900-1	05/21/2010		06/15/2010	130.13	76898
	Puget Sound Energy, Inc								
076898	pse	001-000-001-510-00-47-52	Police Department	739-494-300-0	05/21/2010		06/15/2010	504.13	76898
	Puget Sound Energy, Inc								
076899	pubsafe	001-000-004-521-20-31-02	flashlight batteries	2059811N	06/01/2010		06/15/2010	46.00	76899
	Public Safety Center, Inc								
076900	pud1100	105-000-000-542-63-00-00	Street Lighting	2018-5890-9	06/02/2010		06/15/2010	382.65	76900
	PUD								

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076900	pud1100 PUD	401-000-100-534-00-47-09	pud	2023-9577-8	05/24/2010		06/15/2010	119.43	76900
076900	pud1100 PUD	105-000-000-542-63-00-00	Street Lighting	2025-2917-8	06/02/2010		06/15/2010	760.82	76900
076900	pud1100 PUD	105-000-000-542-63-00-00	Street Lighting	2025-2917-8	06/02/2010		06/15/2010	760.82	76900
076900	pud1100 PUD	105-000-000-542-63-00-00	Street Lighting	2025-7614-6	06/02/2010		06/15/2010	5,274.03	76900
076900	pud1100 PUD	105-000-000-542-63-00-00	Street Lighting	2026-7069-1	06/02/2010		06/15/2010	216.14	76900
076900	pud1100 PUD	105-000-000-542-63-00-00	Street Lighting	2030-7664-1	06/02/2010		06/15/2010	217.55	76900
076901	pugsafet Puget Safety Equipment Co	401-000-100-534-00-31-08	overalls	0041535-IN	05/26/2010		06/15/2010	20.10	76901
076902	renmar Renmar Enterprises	402-000-200-535-00-48-04	spoils sorb	7992	05/24/2010		06/15/2010	74.39	76902
076903	Safetysc Safety & Supply Company	001-000-006-525-40-34-09	gauze	173749-2	05/18/2010		06/15/2010	72.95	76903
076904	sherwin The Sherwin-Williams Co	402-000-200-535-00-31-09	179th PS paint	6311-4	05/11/2010		06/15/2010	23.02	76904
076904	sherwin The Sherwin-Williams Co	001-000-010-576-00-31-15	athletic field paint	6926-9	05/27/2010		06/15/2010	47.60	76904
076905	skyterra Skyterra LP	001-000-006-525-10-42-03	Emergency Management Mobile Phone	1000158365	05/14/2010		06/15/2010	80.37	76905
076906	snopac91 SNOPAC911	001-000-011-521-90-51-06	June 10 dispatch services	4284	06/01/2010		06/15/2010	19,957.58	76906
076907	soutrac Sound Tractor Company	104-000-000-548-00-48-03	Kubota blade	IN77310	05/27/2010		06/15/2010	92.61	76907
076908	staples Staples	402-000-200-535-00-31-09	supplies	49960	04/29/2010		06/15/2010	84.97	76908
076908	staples Staples	001-000-004-521-20-31-01	supplies	51573	05/05/2010		06/15/2010	86.84	76908
076908	staples Staples	401-000-100-534-00-48-09	supplies	55533	05/21/2010		06/15/2010	2.49	76908
076908	staples Staples	001-000-010-576-10-35-01	supplies-surge protector	92748	05/03/2010		06/15/2010	54.29	76908
076909	staplesb Staples Business Advantage	350-000-000-594-00-63-09	S Kelsey utility replacement	3136900084	05/22/2010		06/15/2010	73.61	76909
076910	stellar Stellar Industrial Supply, Inc	104-000-000-548-00-48-03	vehicle maintenance	2933655	05/28/2010		06/15/2010	152.26	76910
076911	supermed SuperMedia LLC	001-000-001-510-00-42-03	monthly web hosting	360000863871	05/19/2010		06/15/2010	59.95	76911
076912	techsys Technical Systems, Inc.	401-000-100-534-00-41-09	North Hill Reservoir programming	14456	05/27/2010		06/15/2010	1,042.56	76912

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076913	tenelco	402-000-200-535-00-48-06	tenelco	1414	05/05/2010		06/15/2010	1,303.20	76913
	Tenelco Inc.		biosolids hauling						
076913	tenelco	402-000-200-535-00-48-06	tenelco	1417	05/07/2010		06/15/2010	1,300.75	76913
	Tenelco Inc.		biosolids hauling						
076913	tenelco	402-000-200-535-00-48-06	tenelco	1419	05/13/2010		06/15/2010	1,308.50	76913
	Tenelco Inc.		biosolids hauling						
076913	tenelco	402-000-200-535-00-48-06	tenelco	1422	05/14/2010		06/15/2010	1,296.29	76913
	Tenelco Inc.		biosolids hauling						
076913	tenelco	402-000-200-535-00-48-06	tenelco	1426	05/19/2010		06/15/2010	1,276.32	76913
	Tenelco Inc.		biosolids hauling						
076913	tenelco	402-000-200-535-00-48-06	tenelco	1429	05/20/2010		06/15/2010	1,263.29	76913
	Tenelco Inc.		biosolids hauling						
076913	tenelco	402-000-200-535-00-48-06	tenelco	1432	05/25/2010		06/15/2010	1,274.29	76913
	Tenelco Inc.		biosolids hauling						
076913	tenelco	402-000-200-535-00-48-06	tenelco	1433	05/27/2010		06/15/2010	1,264.51	76913
	Tenelco Inc.		biosolids hauling						
076913	tenelco	402-000-200-535-00-48-06	tenelco	1434	05/27/2010		06/15/2010	1,253.11	76913
	Tenelco Inc.		biosolids hauling						
076914	thomco	318-000-812-595-30-63-00	May 10 Fourth payment on contract	May 10 #4	05/31/2010		06/15/2010	197,901.35	76914
	Thomco Construction, Inc								
076915	truaa	001-000-004-521-20-49-03	court appointed attorney	May 10	05/28/2010		06/15/2010	3,650.00	76915
	Aimee Trua								
076916	united95	402-000-200-535-00-48-04	sewer plugs	87446726-001	05/06/2010		06/15/2010	2,324.00	76916
	United Rentals NW, Inc.								
076917	ups	001-000-001-510-00-42-02	shipping	830059200	05/15/2010		06/15/2010	40.60	76917
	United Parcel Service, Inc								
076917	ups	318-000-813-595-30-49-01	W Columbia Sidewalk Phase 11 shipping	830059200	05/15/2010		06/15/2010	12.69	76917
	United Parcel Service, Inc								
076917	ups	001-000-001-510-00-42-02	shipping	830059210	05/22/2010		06/15/2010	35.17	76917
	United Parcel Service, Inc								
076917	ups	001-000-001-510-00-42-02	shipping	830059220	05/29/2010		06/15/2010	25.11	76917
	United Parcel Service, Inc								
076917	ups	401-000-100-534-00-41-02	shipping	830059220	05/29/2010		06/15/2010	5.83	76917
	United Parcel Service, Inc								
076918	valleygh	001-000-004-521-20-41-01	legal blood alcohol collection	10844	05/31/2010		06/15/2010	20.00	76918
	Valley General Hospital								
076919	ver20030	402-000-200-535-00-42-01	wwtp phone line	13028503	05/22/2010		06/15/2010	99.95	76919
	Verizon Online								
076920	ver30001	001-000-004-521-20-42-01	Galaxy phone & broadband	001000004521204	06/01/2010		06/15/2010	93.50	76920
	Verizon Northwest								
076920	ver30001	001-000-001-510-00-42-01	Admin & Sewer phone lines	360 197-1152	06/01/2010		06/15/2010	1,770.83	76920
	Verizon Northwest								
076920	ver30001	402-000-200-535-00-42-01	Admin & Sewer phone lines	360 197-1152	06/01/2010		06/15/2010	260.39	76920
	Verizon Northwest								

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076920	ver30001	001-000-004-521-20-42-01	Police Investigations backline	360 794-3176	05/16/2010		06/15/2010	49.55	76920
	Verizon Northwest								
076920	ver30001	001-000-010-576-00-42-01	Sky River Park pay phone	360 794-9909	06/01/2010		06/15/2010	85.85	76920
	Verizon Northwest								
076920	ver30001	401-000-100-534-00-42-01	Scada phone line	360 805-4657	06/01/2010		06/15/2010	54.30	76920
	Verizon Northwest								
076920	ver30001	001-000-010-576-00-42-01	Sky River Park concession stand	360 805-5126	06/01/2010		06/15/2010	49.91	76920
	Verizon Northwest								
076920	ver30001	001-000-010-576-00-42-01	Lake Tye Park concession stand	360 805-5208	06/01/2010		06/15/2010	49.91	76920
	Verizon Northwest								
076920	ver30001	103-000-000-548-00-48-02	monthly PBX monitoring	360 805-5788	06/01/2010		06/15/2010	45.56	76920
	Verizon Northwest								
076920	ver30001	401-000-100-534-00-42-01	PW phone lines	360 805-9842	06/01/2010		06/15/2010	34.03	76920
	Verizon Northwest								
076920	ver30001	402-000-200-535-00-42-01	PW phone lines	360 805-9842	06/01/2010		06/15/2010	34.03	76920
	Verizon Northwest								
076920	ver30001	402-000-200-535-00-42-01	Scada phone line	360 863-0471	06/01/2010		06/15/2010	50.51	76920
	Verizon Northwest								
076920	ver30001	001-000-010-576-00-42-01	Lake Tye Park pay phone	360 863-9936	06/01/2010		06/15/2010	99.48	76920
	Verizon Northwest								
076921	wacops	001-000-004-521-20-49-09	R Moody Bullet Proof Mind	R Moody	06/10/2010		06/15/2010	40.00	76921
	Washington Council of Police a								
076921	wacops	001-000-004-521-20-49-09	S Richey Bullet Proof Mind	S Richey	06/10/2010		06/15/2010	40.00	76921
	Washington Council of Police a								
076922	webcheck	401-000-100-534-00-41-09	May 10 utility lien search	4005	06/02/2010		06/15/2010	105.00	76922
	Webcheck, Inc								
076923	westdefi	303-000-003-518-90-31-16	fire extinguisher tests	081216	05/20/2010		06/15/2010	1,373.62	76923
	Westside Fire & Safety Supply								
076924	westconu	001-000-010-576-00-31-09	landscape nursery	2127	06/02/2010		06/15/2010	142.16	76924
	West Coast Nursery								
076925	westflui	105-000-000-542-90-31-06	hydraulic hoses	P-34346-0	05/28/2010		06/15/2010	63.56	76925
	Western Fluid Components								
076925	westflui	105-000-000-542-90-31-06	hydraulic connectors	P-34756-0	06/03/2010		06/15/2010	16.17	76925
	Western Fluid Components								
076926	whidbey	318-000-812-595-30-63-00	May 10 Fourth retainage on contract	May 10 #4	05/31/2010		06/15/2010	10,415.86	76926
	1523181121 - Whidbey Island Bank								
076927	wolfkill	001-000-010-576-00-31-15	chalk	084432	05/12/2010		06/15/2010	56.69	76927
	Wolfkill Feed & Fertilizer Cor								
076927	wolfkill	001-000-010-576-00-31-11	fertilizer	084496	05/18/2010		06/15/2010	26.33	76927
	Wolfkill Feed & Fertilizer Cor								
076927	wolfkill	001-000-010-576-00-31-15	feild chalk	084596	05/25/2010		06/15/2010	47.24	76927
	Wolfkill Feed & Fertilizer Cor								
076927	wolfkill	001-000-010-576-00-31-15	feild chalk	084670	05/27/2010		06/15/2010	28.34	76927
	Wolfkill Feed & Fertilizer Cor								

Voucher	Vendor No/Name	Account Number	Description	Inv No	Inv Date	PO	Pmt Date	Amount	Check
076928	wscrimju	001-000-004-521-20-49-09	field training officer training	2011-0565	05/27/2010		06/15/2010	60.00	76928
076929	W A St Criminal Justice Trainin								
076929	wspar	631-098-001-586-10-51-00	fingerprinting	110008979	06/01/2010		06/15/2010	57.75	76929
	Washington State Patrol								
076930	xeta	103-000-000-548-00-48-02	monthly phone maintenance	8305853	05/15/2010		06/15/2010	769.76	76930
	Xeta Technologies Inc								
076931	zachor	001-000-011-521-90-51-03	prosecuting attorney fees		05/28/2010		06/15/2010	5,830.50	76931
	Zachor & Thomas, Inc., P.S.								
Report Total:								786,803.75	

MONROE CITY COUNCIL

Agenda Item Cover Sheet

TITLE:	<i>Resolution Adopting Six-Year Transportation Improvement Program 2011–2016</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
6/15/10	Operations/ Engineering	Maggie Inahara	Brad Feilberg	Consent Agenda #3

COUNCIL GOAL:	<i>Build an Integrated Transportation Network</i>
OBJECTIVE:	<i>Review, update and implement the Transportation Element annually with the TIP</i>

Discussion: 6/1/10

Public Hearing – Plan. Com.:

Public Hearing – Council: 6/1/10

First Reading:

Attachments:

1. Proposed Resolution 2010-008 Adopting TIP 2011-2016
2. Proposed 2011-2016 Transportation Improvement Plan

DESCRIPTION/BACKGROUND

RCW 35.77.010 requires the Council to adopt a six-year Transportation Improvement Plan each year by July 1, through a public hearing process. The 2011-2016 Transportation Improvement Plan included with this cover sheet is consistent with the 2005-2025 Comprehensive Transportation Plan and Supplemental Environmental Impact Statement adopted by City Council on April 17, 2007. This Transportation Improvement Plan focuses on projects to reduce traffic congestion. The proposed plan is financially constrained based on the anticipated revenues outlined in the Comprehensive Transportation Plan.

As required, a public hearing was held on June 1, 2010. No comments were received from the public. The priority order of the projects was changed in accordance with direction by Council.

IMPACT – BUDGET

Adoption of the TIP in itself has no budget impacts.

IMPACT – SERVICE DELIVERY

The TIP attempts to provide a 6-year framework to reduce traffic congestion within the city.

TIME CONSTRAINTS

TIP required to be adopted by July 1, 2010.

RECOMMENDED ACTION

Motion to adopt Resolution adopting City of Monroe 2011-2016 Six-Year Transportation Improvement Plan.

ALTERNATIVES TO STAFF RECOMMENDATION: None

RESOLUTION NO. 2010/008**A RESOLUTION OF THE CITY OF MONROE, WASHINGTON,
ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT
PROGRAM FOR YEARS 2011-2016**

WHEREAS, pursuant to RCW 35.77.010, the City Council of the City of Monroe, State of Washington, considered a Six-Year Transportation Improvement Program for years 2011-2016, for the City;

WHEREAS, the six-year transportation improvement plan is required to be updated annually, in accordance with state law, and is necessary for the city to obtain state and federal funding for street, road, and transit programs;

WHEREAS, the transportation improvement plan establishes the schedule and funding for planned transportation and non-motorized transportation improvements;

WHEREAS, adoption of the proposed transportation improvement plan is consistent with the action to regularly update the transportation improvement plan based on established level-of-service standards;

WHEREAS, the proposed transportation improvement plan is generally consistent with the City of Monroe Comprehensive Plan;

WHEREAS, on June 1, 2010, pursuant to notice duly published May 11, 2010, in the Monroe Monitor, a legal newspaper, a public hearing was held to consider the adoption of said Transportation Improvement Program, and said Council having determined that the Program was in the best interests of the City;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE,
HEREBY RESOLVES AS FOLLOWS:

That the City Council of the City of Monroe, Washington, does hereby accept and adopt the said Transportation Improvement Program, a copy of which is attached hereto, and by this reference incorporated herein and made a part thereof.

That the City Engineer is hereby authorized and directed to file a copy thereof with the Director of the Department of Transportation.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 15th day of June, 2010.

CITY OF MONROE, WASHINGTON

Robert G. Zimmerman, Mayor

ATTEST:

Eadye Martinson, Deputy City Clerk

APPROVED AS TO FORM:

Phil Olbrechts, City Attorney

CITY OF MONROE 2011-2016 TRANSPORTATION IMPROVEMENT PROGRAM									
May 26, 2010		All amounts are in year spent \$							
Priority Number	PROJECT	2011	2012	2013	2014	2015	2016	Total	
1	US 2/Main St/Old Owen Intersection Improvements	1,575,289	2,443,288	2,119,229	3,603,044	3,258,567	4,525,314	17,524,731	
	design R/W								
	Const.	760,614						760,614	
2	Kelsey/Main Signal								
	design R/W								
	Const.	814,675						814,675	
3	Tjerne Pl - Chain Lake to Woods Creek								
	design R/W		399,084						
	Const.		1,839,588					2,238,672	
4	Oak St - Woods Creek to Old Owen								
	design R/W		144,116						
	Const.		60,500	2,025,691				2,230,307	
5	Woods Creek/Tjerne Signal			93,538					
	design R/W								
	Const.				841,845			935,383	
6	Old Owen/Oaks Signal								
	design R/W				65,848				
	Const.				12,100	771,692		849,640	
7	179th/147th Signal								
	design R/W				86,968				
	Const.				60,500			875,176	
8	Kelsey/Blueberry Intersection Improvements								
	design R/W				727,708				
	Const.								
								1,639,792	
9	179th/154th Signal								
	design R/W				1,639,792				
	Const.				93,539			1,019,569	
10	Fryelands/Tye Signal								
	design R/W				74,744	926,031			
	Const.					11,000	848,861	934,605	
11	Fryelands/146th Signal								
	design R/W					74,744			
	Const.					11,000		934,605	
12	Downtown Parking Facility								
	design R/W								
	Const.					1,464,100	484,617	1,948,717	
13	Woods Creek Road Improvements, PH I								
	design R/W								
	Const.						2,000,000	2,000,000	
14	Chain Lake Rd./Kelsey St. roundabout								
	design R/W								
	Const.						342,975	342,975	
15	Fryelands Blvd/Main Street Roundabout								
	design R/W								
	Const.						990,040	990,040	
16	Centennial Trail								
	design R/W						292,308	292,308	
	Const.							584,616	

Agenda Item
CA #3.2
Date 6/15/10

MONROE CITY COUNCIL

Agenda Item Cover Sheet

TITLE:	<i>Award Public Works Bid and Authorize Mayor to Sign Construction Contract for West Columbia Street Sidewalk Phase II Project</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
6/15/10	Operations/ Engineering	Mark Neuman & Jammi Guion	Maggie Inahara	Consent Agenda #4

<i>COUNCIL GOAL:</i>	<i>Build an Integrated Transportation Network Develop infrastructure that meets long-term growth and development needs.</i>
<i>OBJECTIVE:</i>	<i>Apply for grant funding for sidewalks to include TIB and CDBG</i>

Discussion: 12/2/08; 10/16/07

Public Hearing – Plan. Com.:

Public Hearing – Council:

First Reading:

Attachments:

1. Snohomish County Letter of Award Recommendation
2. Bid Tabulation

DESCRIPTION/BACKGROUND

Bids were opened on Thursday, June 3, 2010 at 10:00 a.m., for the West Columbia Street Sidewalk Phase II Project. The bidding process was set up to allow contractors to bid separately on the construction of a new sidewalk along West Columbia Schedule A, which is funded by CDBG-R in the amount of \$110,624.36. Schedule B, the repaving of the south lane of West Columbia, is funded by the city in the amount of \$29,598.75.

Per Snohomish County grant requirements, all funds in excess of the bid amount of Schedule A must be returned.

Six bids were received for this project, ranging from \$128,528.40 to \$149,979.21. (See Bid Tabulation.) The Engineer's Estimate for this project was \$164,000.00 (Schedule A plus Schedule B).

After an initial review of the lowest three bids, the results and actual bid packets were sent to the Snohomish County Community Development Block Grant (CDBG) analyst for review and determination of compliance with the grant regulations. All three bidders were deemed responsive to the MBE requirements and were not on HUD's debarred list. However, the lowest bidder was non-responsive to Section 3 which asks bidders if they fall into an income category or if they employ Section 3 residents and the second-lowest bidder had a suspended contractor license at time of bid submittal. Snohomish County CDBG-R has no objection to the award of the contract to the third-lowest bidder, Pacific Northwest Earthworks, LLC.

IMPACT – SERVICE DELIVERY

The project includes installation of a new 5-foot sidewalk, 4-foot planter strip, curb, 3 catch basins, a 210 foot long infiltration trench and associated pipe and fittings on the south side of West Columbia between King Street and Dickinson Street.

TIME CONSTRAINTS

Upon Council approval, a contract may be executed allowing work to begin immediately to insure construction is complete within a window of summer weather.

RECOMMENDED ACTION

Motion to authorize the Mayor to sign the construction contract for the West Columbia Street Sidewalk Project to Pacific Northwest Earthworks, LLC in the amount of \$140,223.11.

ALTERNATIVES TO STAFF RECOMMENDATION

None.



Snohomish County
Human Services

Aaron Reardon
County Executive

Agenda Item

CA #4.1

Date 6/15/10

(425) 388-3605
(425) 388-7200
FAX (425) 388-3504

M/S #305
3000 Rockefeller Ave.
Everett, WA 98201-4046

June 7, 2010

City of Monroe
Jammi Guion
806 West Main Street
Monroe, WA 98272

RE: West Columbia Street Sidewalk Phase II Project

Dear Ms. Guion,

I have reviewed the three lowest bids provided to our office. None of the bidders are on HUD's debarred list. All of the bidders were responsive to the MBE requirements. However, the lowest bidder was non-responsive to Section 3 and the second-lowest bidder had a suspended contractor license at time of bid submittal. Therefore, this office has no objection to the award of the contract to the third-lowest bidder.

Please make it a contract stipulation that all MBE's and Section 3 businesses listed by the contractor to be used, must be used to perform and/or supply as proposed in the bid.

Please make sure the award letter to the successful bidder contains the following information:

- a. The date of contract award
- b. The contract amount
- c. The scope of work

Please send a copy of the signed award letter to me.

A pre-construction meeting must be held prior to beginning any construction and attended by the prime contractor and all subcontractors. It is highly recommended that each company bring their staff member who is responsible for completing all of the payroll documentation.

If you have any questions, please call me at (425) 388-3260.

Sincerely,

Dee White
Grants Analyst

BID RESULTS

DATE: June 3, 2010 Time: 10:00am

Agenda Item
CA #4.2
Date 6/15/10

PROJECT: West Columbia Street Sidewalk Phase II Project Snohomish County Community Development Block Grant Program – HCD-09-25-0802-235			ENGINEERS ESTIMATE: Schedule A: \$138,000.00 Schedule B: \$ 26,000.00		Bid Open: Outside of the Council Chambers City of Monroe							
NAME OF BIDDER	TOTAL AMOUNT BID	Schedule A	Schedule B	Date/Time Received	Addendum No. 1	Bid Guaranty	Certification of Non-Segregated Facilities	Non-Collusion Statement	MBE Participation/ Attempt	Cert. Regarding Lobbying	Section 3 Business Concern	Remarks
Pacific Northwest Earthworks	\$ 140,223.11	\$ 110,624.36	\$ 29,598.75	6/3/2010 8:02 am	Addendum Acknowledged	Bid Bond	Yes	Yes	Yes – 4 attempts	Yes	Yes	Apparent #3
AGR Contracting, Inc.	\$ 147,248.71	\$ 120,163.72	\$ 27,084.99	6/3/2010 9:42 am	Addendum Acknowledged	Bid Bond	Yes	Yes	Yes – 3 attempts	Yes	Not Included	Apparent #4 Irregularity
Storey Construction, Inc.	\$ 148,763.31	\$ 122,817.31	\$ 25,946.00	6/3/2010 9:36am	Addendum Acknowledged	Bid Bond	Yes	Yes	Yes – 3 attempts	Yes	Yes	Apparent #5
Kamins Construction	\$ 128,528.40	\$ 103,413.35	\$ 25,115.05	6/3/2010 9:34am	Addendum Acknowledged	Bid Bond T-048	Yes	Yes	Yes – 4 attempts	Yes	Not Included	Apparent #1 Irregularity
Utility Systems, Inc.	\$ 138,474.39	\$ 109,765.44	\$ 28,708.95	6/3/2010 9:30am	Addendum Acknowledged	Cashier's Check \$6,950.00	Yes	Yes	Yes – 3 attempts	Yes	Yes	Apparent #2
Dennis R. Craig Construction, Inc.	\$ 149,979.21	\$ 119,239.76	\$ 30,739.45	6/3/2010 8:54am	Not Acknowledged	Bid Bond	Yes	Yes	Included – No attempts	Yes	Yes	Apparent #6 Irregularity

TOTAL NUMBER OF BIDDERS: 6

Bids Opened by: Maggie Inahara, P.E., Engineering Manager

Witness at Bid Opening: Mark Neumann, Project Manager, Doug Gould, Inspector

DUE TO BID IREGULARITIES OF BIDDER #1 AND THE SUSPENDED LICENSE (DEPT. L&I) AWARD IS MADE TO BIDDER #3 – PACIFIC NORTHWEST EARTHWORKS

Supporting documents for Consent Agenda
Item #5: ***Resolution Adopting Findings &
Conclusions (AP2010-02) T-Mobile Cell
Phone Tower*** are not available until after
Council adopts the Resolution.

MONROE CITY COUNCIL

Agenda Item Cover Sheet

TITLE:	<i>Approve Donation of Plants from Puget Sound Nursery Services, LLC</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
6/15/10	Parks & Recreation		Mike Farrell	Consent Agenda #6

COUNCIL GOAL:	<i>Maintain and develop a Safe and Welcoming Community</i>
OBJECTIVE:	<i>Provide resources for ongoing programs and operations</i>

Discussion:

Public Hearing – Plan. Com.:

Public Hearing – Council:

First Reading:

Attachments: 1. Puget Sound Nursery Services, LLC invoice listing donated plants to the City of Monroe.

DESCRIPTION/BACKGROUND

Melinda Anthony of Puget Sound Nursery Services, LLC has generously donated 476 nursery-quality shrubs for the Monroe Parks and Recreation Department to be utilized in the parks system.

Chapter 3.40 of the Monroe Municipal Code requires all donations of \$1,000.00 or more to be approved by the City Council prior to acceptance. Note: Due to short notice (nursery is in the process of consolidating their nursery sites to one location) we have already received the plants (May 25).

IMPACT – BUDGET

Add 476 nursery-quality plants at no charge to the City.

IMPACT – SERVICE DELIVERY

The donation of the plants gives the department the ability to add needed landscaping plants to beautify the City parks.

TIME CONSTRAINTS

The plants have been received due to timing of nursery location consolidation move by Puget Sound Nursery Services, LLC.

RECOMMENDED ACTION

Motion to authorize the Mayor to accept plant donation from Puget Sound Nursery Services, LLC valued at \$2,454.05 for the purpose of planting in City parks.

ALTERNATIVES TO STAFF RECOMMENDATION

17829 Tester Road
Snohomish, WA 98290
(360) 794-9806
Fax (360) 794-1888

CA # 6

Date 6/15/10

DATE	INVOICE #
5/24/2010	16218

CITY OF MONROE
806 W. MAIN
MONROE, WASH. 98272

P.O. NUMBER

TERMS

Net 30

REP

SHIP

5/24/2010

VIA

F.O.B.

PROJECT

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
20	COK2	Cornus alba 'Kesselringii', #2	8.65	173.00
150	COK1	Cornus alba 'Kesselringii', #1	3.80	570.00
2	SAC2	Salix caprea, #2	8.15	16.30
25	CHTN1	Chaenomeles speciosa 'Toyo-Nishiki', #1	3.80	95.00
2	CHJT2	Chaenomeles superba 'Jet Trails', #2	8.65	17.30
35	CHJT5	Chaenomeles superba 'Jet Trails', #5	13.65	477.75
14	KEJ2	Kerria japonica, #2	8.15	114.10
14	RIWI2	Ribes sanguineum 'White Icicle', #2	9.20	128.80
30	PHD1	Physocarpus 'Diablo', #1	3.80	114.00
25	ZEP1	Zenobia pulverulenta, #1	4.05	101.25
40	ITHG1	Itea virginica 'Henry's Garnet', #1	3.50	140.00
25	AZA1	Azalea Vis. 'Antilope', #1	4.05	101.25
14	AZA2	Azalea Vis. 'Antilope', #2	8.95	125.30
80	SPLP1	Spiraea 'Little Princess', #1	3.50	280.00
		This is a donation to Monroe Parks Department - No Charge EVERETT, WASH	8.30%	0.00
THANKS, MELINDA			TOTAL	\$2,454.05

Credit Accounts not paid within 30 days are subject to a 1½% finance charge per month.

MONROE CITY COUNCIL

Agenda Item Cover Sheet

TITLE:	<i>Ordinance Adopting (RZ2010-01) Rezone to Remove Restrictive Covenants</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
6/15/10	Operations/ Community Devel.		Russ Wright	Consent Agenda #7

COUNCIL GOAL:	<i>(if applicable)</i>
OBJECTIVE:	

Discussion: June 1, 2010
Public Hearing – Plan. Com.: May 24, 2010
Public Hearing – Council:
First Reading: June 15, 2010

Attachments: 1. ORDINANCE NO. 007/2010

DESCRIPTION/BACKGROUND

Land use restrictions, adopted through Ordinance #673 recorded under (AF # 8010030259) limit the use of the properties at 17675 / 17731 - 147th Street SE. The proponent requests a rezone from Light Industrial with land use restrictions to Light Industrial to allow the full range of uses permitted in the zoning district. At the May 24 public hearing, the Planning Commission recommended that City Council approve the rezone request

IMPACT – BUDGET

NA

IMPACT – SERVICE DELIVERY

The proposed rezone to Light Industrial will allow the full range of permitted light industrial uses.

TIME CONSTRAINTS

NA

RECOMMENDED ACTION

Adopt Ordinance #007/2010 changing the zoning designation of a parcel of property from Light Industrial with restrictive conditions to Light Industrial and repealing the conditions set forth in Ordinance #673 recorded under Auditor File # 8010030259 for said property.

ALTERNATIVES TO STAFF RECOMMENDATION

NA

ORDINANCE NO. 007/2010

AN ORDINANCE CHANGING THE ZONING DESIGNATION OF A PARCEL OF PROPERTY FROM LIGHT INDUSTRIAL WITH RESTRICTIVE CONDITIONS TO LIGHT INDUSTRIAL REPEALING THE CONDITIONS SET FORTH IN ORDINANCE 673 RECORDED UNDER AUDITOR FILE # 8010030259 FOR SAID PROPERTY AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

WHEREAS, the property owner initiated a request to rezone the property legally described as SEC 35 TWP 28 RGE 06 THAT PTN OF SE1/4 SE1/4 DAF - BEG AT SE COR OF SD SEC 35 TH N00*59 27WALG E LN OF SD SEC 35 FOR 220FT TH S89*00 33W AT R/A TO SD E LN 329.90FT TO BEG OF A TANG CRV TO R HAVG A RAD OF 284.81FT TH WLY ALG SD CRV AN ARC DIST OF 175.19FT THRU C/A 31*14 42 TH N55*44 45W DIST 67.91FT TO TPB TH N55*4445W DIST 255.51FT TH N00*59 27W DIST 644.35FT TO SLY BDY OF CERTAIN R/W CONVYD TO PSP & LIGHT CO TH S60*31 27E ALG SD SLY R/W LN 432.02FT TH S01*30 47E DIST 335.55FT TH S88*29 13W 159FT THS00*59 27E DIST 240.33FT TPB AKA PTN LOT 4 SP AF 7908170205 & REV BY BLA REC AF 8911290086 & SURV AF 8911275005 (Vicinity Map attached as Exhibit A and incorporated by this reference as if set forth in full) from Light Industrial with restrictive covenants to Light Industrial; and

WHEREAS, the Monroe City Council rezoned the subject property Business Low Density and applied conditions limiting the use and configuration of the site, through Ordinance 673; and

WHEREAS, in order to implement the conditions of Ordinance No. 673, the owners placed restrictive land use covenants on the property in 1980, recorded under Auditor File # 8010030259; and

WHEREAS, the Monroe City Council rezoned the subject property Professional Office through Ordinance 922 and the Council did not at that time repeal the conditions required by Ordinance No. 673; and

WHEREAS, the Monroe City Council rezoned the subject property Light Industrial through Ordinance 1193 and the Council did not at that time repeal the conditions required by Ordinance No. 673; and

WHEREAS, the city issued a categorical exemption from State Environmental Policy Act review of the subject rezone under the Washington Administrative Code 197-11-800(19); and

WHEREAS, the Monroe Planning Commission held a public hearing on May 24, 2010, to consider repealing the restrictive conditions, adopted by City of Monroe Ordinance 673 and to recommend approval of the requested rezone to Light Industrial; and

WHEREAS, the Monroe City Council considered the recommendation of the Monroe

Planning Commission on June 06, 2010 and determined to approve the zoning designation from Light Industrial with restrictive conditions to Light Industrial; and

WHEREAS, the Monroe City Council desires to repeal the conditions set forth in Ordinance 673 recorded under Auditor File # 8010030259 for said property;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The rezone from Light Industrial with restrictive conditions to Light Industrial identified in the whereas clauses above is hereby approved.

Section 2. Findings, Conclusions, and Analysis. The Monroe City Council adopts the Planning Commission's findings, conclusions, and analysis on the subject rezone (city staff report and May 24, 2010 Planning Commission minutes, pages 11-12), attached hereto as Exhibit B and Exhibit C and incorporated by this reference as if set forth in full.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective Date. This ordinance shall be in full force and effect five (5) days after its passage and publication as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 15th day of June 2010.

CITY OF MONROE, WASHINGTON:

Robert G. Zimmerman, Mayor

1st and Final Reading: 6/15/10

Published: 6/22/10

Effective: 6/27/10

APPROVED AS TO FORM:

ATTEST/AUTHENTICATED:

Phil Olbrechts, City Attorney

Eadye Martinson, Deputy City Clerk

Exhibit A

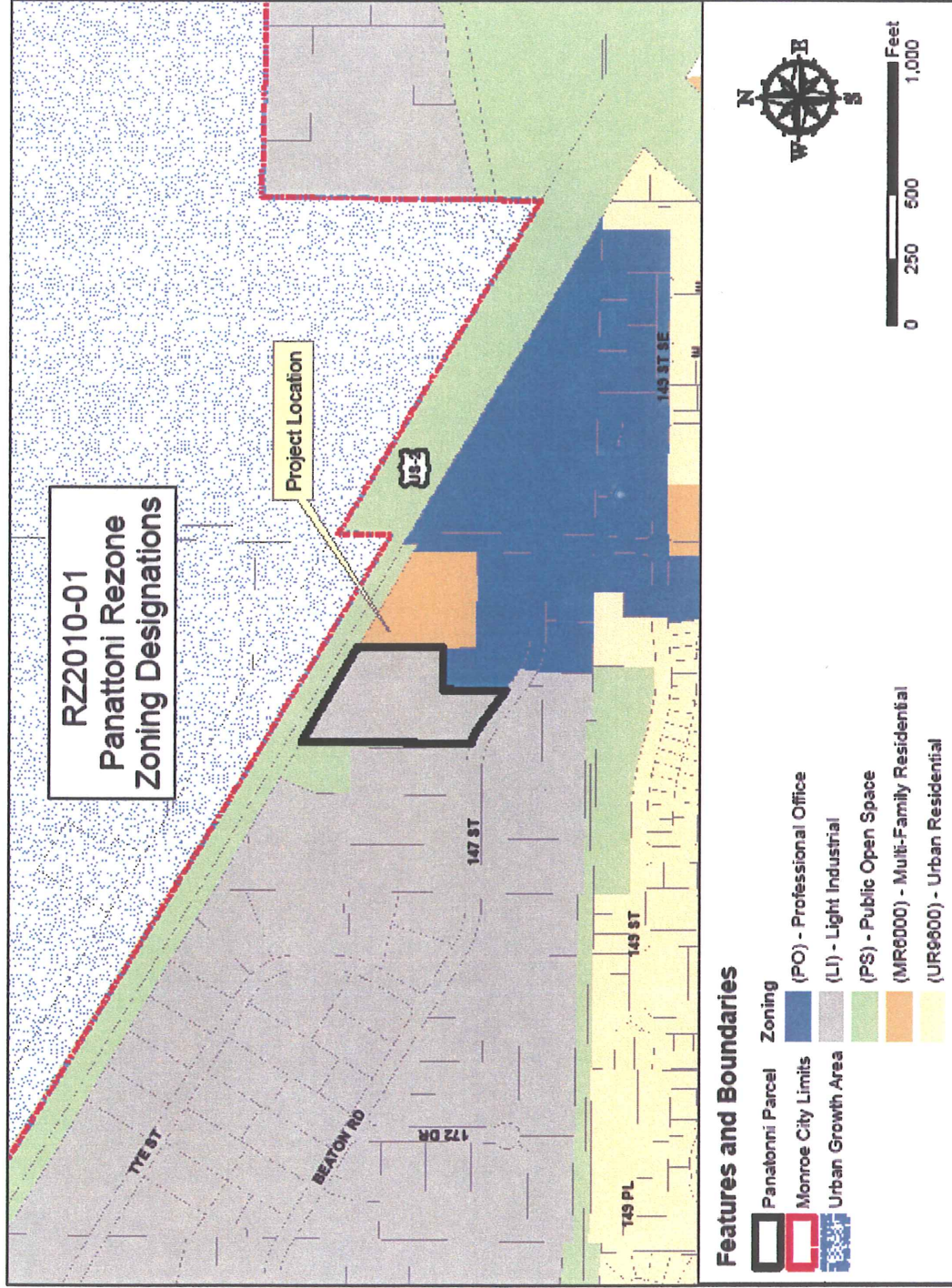


Exhibit B

STAFF REPORT AND RECOMMENDATION (Exhibit 1) Zoning Reclassification Application

RZ2010-01
May 24, 2010

TO: CITY OF MONROE PLANNING COMMISSION
FROM: RUSS WRIGHT, ASSOCIATE PLANNER
SUBJECT: PANATTONI REZONE (#RZ2010-01) FROM LIGHT INDUSTRIAL WITH LAND USE RESTRICTIONS TO LIGHT INDUSTRIAL
HEARING: MAY 24, 2010

A. PURPOSE:

The proponent requests a rezone from Light Industrial with land use restrictions to Light Industrial to allow the full range of light industrial uses permitted in the zoning district. Existing land use restrictions, adopted through Ord 673, limit the use of the property.

B. INFORMATION:

Property Owner(s):	Applicant:
Panattoni Development Co., Inc	Bart Brynestad
6840 Fort Dent Way	Panattoni Development Co., Inc
Suite 350	6840 Fort Dent Way
Seattle, Washington 98188	Suite 350
206-248-0555	Seattle, Washington 98188
	206-248-0555

Property Location: 17675 / 17731 - 147th Street SE (Exhibit 2)

Legal Description: SEC 35 TWP 28 RGE 06 THAT PTN OF SE1/4 SE1/4 DAF - BEG AT SE COR OF SD SEC 35 TH N00*59 27WALG E LN OF SD SEC 35 FOR 220FT TH S89*00 33W AT R/A TO SD E LN 329.90FT TO BEG OF A TANG CRV TO R HAVG A RAD OF 284.81FT TH WLY ALG SD CRV AN ARC DIST OF 175.19FT THRU C/A 31*14 42 TH N55*44 45W DIST 67.91FT TO TPB TH N55*4445W DIST 255.51FT TH N00*59 27W DIST 644.35FT TO SLY BDY OF CERTAIN R/W CONVD TO PSP & LIGHT CO TH S60*31 27E ALG SD SLY R/W LN 432.02FT TH S01*30 47E DIST 335.55FT TH S88*29 13W 159FT TH S00*59 27E DIST 240.33FT TPB AKA PTN LOT 4 SP AF 7908170205 & REV BY BLA REC AF 8911290086 & SURV AF 8911275005

Zoning: Light Industrial (LI) (Exhibit 3)

Comprehensive Plan Designation: Industrial

Adjacent Zoning: North – Public Open Space East – MR6000 / PO

	South – LI / Professional Office (PO)	West – LI
Adjacent Land	North – Special Regional Use	East – PO
Use Designations:	South – Industrial / Professional Office (PO)	West – Industrial
Adjacent Land	North – Puget Sound Energy / Railroad	East – Medical / Apartments
Uses:	South – Warehouse / Retail / Medical	West – PUD station
Codes & Policies:	Chapter 18.99 MMC (Rezoning Procedures), Chapter 20.04 MMC (State Environmental Policy Act), the Monroe Comprehensive Plan, and Chapter 36.70A RCW (Growth Management Act)	

C. DISCUSSION/HISTORY

The city received rezone application RZ2010-01 on April 06, 2010 (Exhibit 4). The city deemed the application complete as of April 06, 2010 (Exhibit 5).

In 2008, Barghausen Consulting applied for a two lot short subdivision of the subject lot. Concurrently, the proponents constructed two buildings on the site intended for Light Industrial uses (Exhibit 6). During its review, staff discovered restrictive covenants (AF # 8010030259) (Exhibit 7) attached to the property concurrently with a rezone of the property to Business Low Density (BL) from Low-Density Multifamily in 1980. As part of rezone approval, the city limited the use of the property to

“... professional business uses as defined as relating to schools, especially a graduate school or offering instruction in a profession, or professional offices for service offered by doctors, dentists, lawyers, architects, engineers, accountant or practitioners of similar professions” through Ord 673 (Exhibit 8).

Subsequent to the 1980 rezone, the city adopted new land use designations and zoning districts. In 1989, Ord 922 (Exhibit 9) rezoned the property to Professional Office, which is consistent with the restrictions, to the property. Following in 2000, Ord 1193 (Exhibit 10) amended the zoning classification for this parcel from Professional Office to Light Industrial. The various rezones did not repeal the underlying land use restrictions.

Staff held an introductory workshop with the Planning Commission on April 26, 2010. On May 03, 2010, city staff mailed written notification of the hearing to all property owners within 500-feet (Exhibit 11a). City staff posted the Notice of Application and Public Hearing notice on-site May 05, 2010 (Exhibit 11b). The Monroe Monitor published the hearing notice May 05, 2010 (Exhibit 11c).

As noted above, the proponent requests to remove the land use restrictions through a rezone process. The proposed rezone to Light Industrial will allow the full range of light industrial uses permitted throughout the zoning district.

FINDINGS AND CONCLUSIONS

Compliance with Chapter 18.99 MMC (Rezoning Procedures) and Rezone Application Criteria:

Findings:

- The property owners requested that the city remove the land use restrictions and allow the full range of uses permitted in the Light Industrial zone.

- As noted in Section B, a variety of land uses are currently found in the surrounding area including retail, medical, warehousing, utility, and multifamily.
- The site has undergone a series of rezones dating back to 1980 that reflect changes in the use of the property.
- Staff identified no negative impacts with the proposed change.

Conclusions:

- The proposed rezone from Light Industrial with land use restrictions to Light Industrial is consistent with the goals and policies of the Comprehensive Plan and Land Use Map (see Subsection 4).
- Industrial uses are consistent with the purposes of the zoning code and the existing land uses of surrounding properties.
- The proposed rezone addresses changes in economic patterns, social customs, policy changes, and other factors that affect the character of the area.
- The proposal is not injurious to the public or private property.

Consistency with the Chapter 20.04 MMC (SEPA)

Findings:

- The project is exempt from environmental review under Washington Administrative Code 197-11-800(19) as a procedural clarification.
- The SEPA Administrator issued Determination of Categorical Exemption on April 12, 2010. (Exhibit 12)

Conclusions: The proposed rezone is consistent with Chapter 20.04 MMC and Chapter 197-11 WAC.

Consistency with the Comprehensive Plan:

Findings:

- The proposed amendment is consistent with the underlying Comprehensive Plan Land Use designation of Industrial.
- LUP-1.1.11 notes that the Industrial designation comprises both light and general industrial uses, including non-polluting manufacturing and processing, wholesaling, warehousing and distribution and other similar activities...
- LUG-11 promotes industrial growth to provide a healthy employment base for local citizens, complement existing industrial uses, and provide for projected needs.

Conclusions: The proposed rezone is consistent with the Monroe Comprehensive Plan.

Consistency with the Chapter 36.70A (Growth Management Act):

Findings:

- Staff requested Expedited Review of the proposal from the Department of Commerce on April 23, 2010 (Exhibit 13a).
- The Department of Commerce emailed a Letter of Acknowledgement on April 26, 2010 with

material ID # 15606 (Exhibit 13b).

- The Department of Commerce granted expedited review on May 10, 2010 (Exhibit 13c).
- Staff received no agency comments.

Conclusions: The proposal has met the Growth Management Act requirements.

RECOMMENDATION

Staff hereby recommends the Planning Commission **APPROVE** the requested Rezone Application, file number RZ2010-01 changing the present zoning district from Light Industrial with land use restrictions to Light Industrial as it complies with the Monroe Municipal Code, City of Monroe Comprehensive Plan and other State and Federal Regulations.

F. PROPOSED CONDITIONS OF APPROVAL

Pending approval of RZ2010-01, the proponent/owner must record an approved legal instrument with Snohomish County repealing or removing the prior restrictive, land use covenants A through C recorded under (AF # 8010030250).

G. EXHIBITS (Exhibits are on file & available upon request and may be available at: http://www.ci.monroe.wa.us/citygov/depts/community_development/planning/codeamend/codeamend.php):

- | | |
|---------------------------|--|
| 1. Staff Report | 11. Public Notice |
| 2. Vicinity Map | a. Affidavit of Mailing |
| 3. Zoning Map | b. Affidavit of Posting |
| 4. Application | c. Proof of Publication |
| 5. Letter of Completeness | 12. Determination of Categorical Exemption |
| 6. Site Plan | 13. Department of Commerce |
| 7. AF # 8010030259 | a. Expedited Review Request |
| 8. Ordinance 673 | b. Letter of Acknowledgement |
| 9. Ordinance 922 | c. Expedited Review Granted |
| 10. Ordinance 1193 | |

Exhibit C

City of Monroe
Planning Commission Minutes
Regular Meeting of May 24, 2010

forward with change when something is not planned. He would rather look at a change when the area is annexed because we will have a better view of the economy, where housing starts are, and what is happening with the development of our other Comprehensive Plan Amendments.

Motion

Commissioner Knettles made a motion that the Planning Commission recommend to City Council that they disapprove CPA2010D Comprehensive Plan Amendment. Commissioner Rodland seconded the motion. By show of hands the motion passed 4/2.

Planner Wright explained what the process is for the Comprehensive Plan Amendments and said this will be going tentatively to City Council on June 8 for an introduction and adoption July 6.

RZ2010-01 (Bart Brynestad on behalf of Panattoni Development) – Associate Planner Planner Wright

Vice Chair Philip opened the public hearing.

Planner Wright reviewed this item and explained that in 1980 the city adopted restrictions on development of the property at 17675/17731 – 147th Street SE. The zoning has changed several times over the years once to Professional Office, then to Light Industrial. As that happened the original restrictions were not looked at again. The owners have constructed two buildings on this property and have tenants who would like to have businesses other than Professional Office.

Planner Wright has completed an analysis of this rezone stating it complies with the Monroe Municipal Code, the Monroe Comprehensive Plan, and other state and federal regulations and recommended approval.

Vice Chair Philip opened the public testimony portion of the hearing.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Cyr answered affirmatively.

Paul Cyr, Barghausen Consulting Engineers, 18215 72nd Avenue, Kent, Washington

Mr. Cyr recommended following staff's recommendation and allow for development of this property according to the current zoning and would like the Planning Commission approve removal of the restrictions. He distributed current photos of the property and thanked the Planning Commission for their time.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Gemma answered affirmatively.

Patrick Gemma, 6840 Fort Dent Way, Suite 350 Seattle, Washington

Mr. Gemma explained that the restrictions on the property were brought to their attention when they were going through a short plat process. They currently have 3 tenants that will bring

approximately 75-80 jobs to Monroe and asked the Planning Commission for their recommendation.

Motion

Commissioner Loots made a motion to close the public testimony portion of the hearing. Commissioner Rodland seconded the motion. By vote the motion passed 6/0.

Motion

Commissioner Loots made a motion to close the public hearing. Commissioner Kristiansen seconded the motion. By vote the motion passed 6/0.

Motion

Commissioner Loots made a motion that the Planning Commission recommend to City Council approval of RZ2010-01 changing the present zoning district from Light Industrial with land use restrictions to Light Industrial as it complies with the Monroe Municipal Code, the Monroe Comprehensive Plan, and other state and federal regulations. Commissioner Rodland seconded the motion. By vote the motion passed 6/0.

Break 9:17 - Vice Chair Philip reconvened the meeting at 9:20.

WORKSHOP

RZ2010-03 (Introduction Joseph Smeby on behalf of HHD LLC Rezone) – Assistant Planner Ben Swanson

Planner Swanson explained that with Comprehensive Plan Amendments different land use designations may have more than one underlying zone. There is a direct correlation between the current zone of R8-11 dwelling units per acre and MR6000. The Comprehensive Plan Amendment was approved by City Council on Oct. 6, 2009 with a stipulation that the Rezone have a developer's agreement to limit the use to retirement housing/assisted living, single family or Type I group homes.

Planner Swanson explained that all studies have been completed and because there is a direct correlation to the Comprehensive Plan Amendment, no other studies need to be done. An additional SEPA has been submitted and is currently going through the process. There is no new additional information to submit. The city acknowledges that this parcel is capable of this designation. He asked for direction from the Planning Commission.

Commissioner Loots asked if City Council's restrictions allowed any commercial use on the property, if they will see the developer's agreement, and what is the timeline. Planner Swanson replied there is no commercial use is permitted, staff is waiting for the SEPA process to be complete and for CTED's response.

The next step, Planner Swanson explained, is to go to either a workshop or public hearing. Consensus was to move to public hearing as long as the Planning Commission's hearing materials will contain any comments relating to the SEPA determination, the CTED review and the developer's agreement

MONROE CITY COUNCIL

Agenda Item Cover Sheet

TITLE:	<i>Discussion Regarding Transportation Benefit District</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
6/15/10	Operations	Brad Feilberg	Brad Feilberg	New Business #1

COUNCIL GOAL:	<i>Build an Integrated Transportation Network</i>
OBJECTIVE:	<i>Identify funding sources for street & road maintenance and rehabilitation</i>

Discussion: 2008 and 05/11/2010

Public Hearing – Plan. Com.:

Public Hearing – Council:

First Reading:

Attachments:

1. Survey results
2. Draft Transportation Benefit District Checklist
3. Transportation Benefit District Legislation in Effect (does not include 2010 changes)

DESCRIPTION/BACKGROUND

State law allows the City to create a Transportation Benefit District to collect and expend funds on transportation projects. The Transportation Benefit District can impose a non-voter approved \$20 license fee, a voter approved license fee of up to \$100, voter approved 1-year property tax levy, or a voter approved sales tax of up to 0.2%.

The City is currently conducting a non-random survey regarding budget priorities. Of 56 respondents, less than 40% are supportive of a voter approved sales tax increase.

IMPACT – BUDGET

New funding source for transportation improvements and/or maintenance.

0.2% sales tax increase is estimated to generate \$700,000 per year.

IMPACT – SERVICE DELIVERY

Completion of planned transportation improvements.

TIME CONSTRAINTS

If going to voters for sales tax increase to begin collecting money in April 2011 (received in June 2011), decision to hold election must be made by August 3, 2010. This decision would be made by the Transportation Benefit District governing board which is created after a public hearing.

Possible Timeline:

June 22, 2010 Advertise for Public Hearing regarding creation of a Transportation Benefit District

July 6, 2010 Conduct public hearing regarding formation of Transportation Benefit District

July 6, 2010 Adopt Ordinance forming Transportation Benefit District

July 20, 2010 Transportation Benefit District governing board adopts resolution for election on sales tax increase.

August 10, 2010 Resolution for election due to Snohomish County Auditor

November 2, 2010 Election

November 23, 2010 Election Certified

April 1, 2011 Sales tax increases

June 2011 City receives first payment

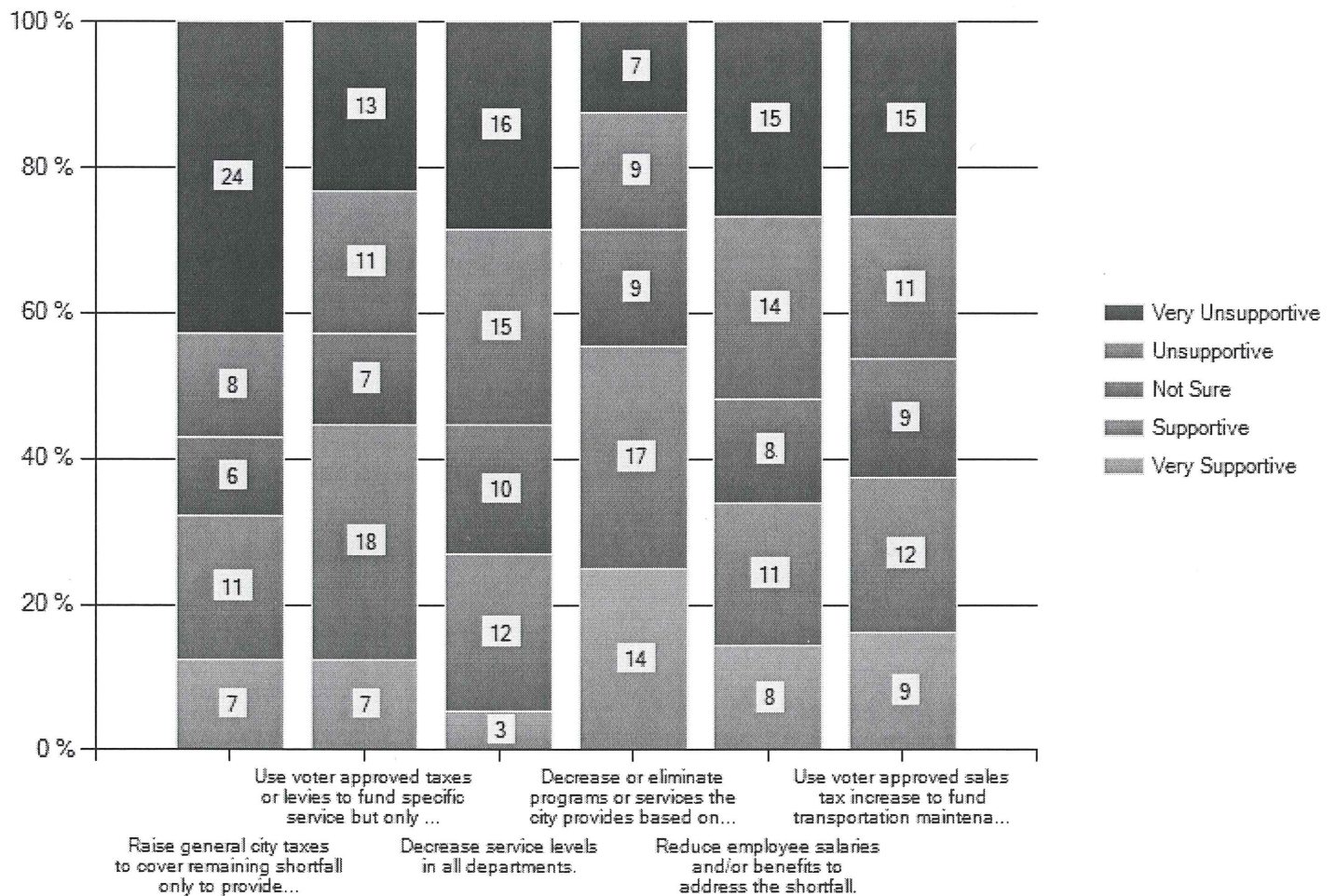
RECOMMENDED ACTION

Move to hold public hearing on July 6, 2010 on the creation of a Transportation Benefit District by the City of Monroe.

ALTERNATIVES TO STAFF RECOMMENDATION

Do not move forward with creation of Transportation Benefit District.

There is no single solution to this fiscal crisis; it will take a combination of efforts to solve. Please rate your level of support for the following actions to balance the City's budget.



DRAFT Transportation Benefit District (Chapter 36.73 RCW)

Checklist-Updated May 2010

This checklist is informational only and cannot replace a review of applicable statutes. It is intended to highlight many of the important considerations when creating a Transportation Benefit District (TBD). We encourage you to seek legal advice when creating a TBD.

Agenda Item
NB #1.2

Date 6/15/10

Elements of Creating a TBD:

- Are you **Eligible** to create a TBD?
- Are the TBD **Boundaries** consistent with the revenue options to be imposed?
- Do you need an **Interlocal Agreement**?
- Is the TBD funding **Qualifying Transportation Improvements**?
- Have you conducted the proper **Notice & Public Hearings**?
- Have you identified the proper **Revenue Options**?
- Have you adopted the proper **Ordinance**?
- Is the **Administration** of the TBD in place?
- Have you notified the **Appropriate Revenue Collection Agencies**?

Eligibility

Counties and cities are eligible to create a TBD. They may include other counties, cities, ports or transit agencies.

Boundaries

The ordinance establishing the TBD must include the boundaries of the district. All of the transportation improvements to be funded by the TBD must be located within the TBD boundaries. Additionally, what boundaries you choose affects the revenue options of the TBD.

- If the revenue options will be subject to a public vote, the boundaries can be less than the boundaries of the participating jurisdictions.
- If the revenue options will not be subject to a public vote, the boundaries must be:
 - Countywide; or
 - Citywide; or
 - Unincorporated Countywide (but only after a countywide TBD has failed; see **Interlocal Agreement** below)

Interlocal Agreement

An interlocal agreement is required in two instances:

- If the TBD will include two or more jurisdiction (county and city, two cities, a city and a port, transit, etc.), an interlocal agreement, adopted pursuant to Chapter 39.34 RCW, is required between the participating jurisdiction.
- If a county creates a TBD for the purpose of imposing the up to \$20 vehicle fee, the county must first attempt to adopt a countywide fee to be shared with the cities within the county according to an interlocal agreement. There are no requirements about what the interlocal agreement should contain, but it should be adopted pursuant to Chapter 39.34 RCW. Sixty percent of the cities representing seventy five percent of the incorporated population in which the fee will be collected must enter into the interlocal agreement for it to be effective.

- If an interlocal agreement cannot be reached, a county may create a TBD that includes only the unincorporated portion of the county.

Qualifying Transportation Improvements

A TBD exists solely for the purpose of acquiring, constructing, improving, providing, and funding “transportation improvements” within the district. The ordinance establishing the TBD must specify those transportation improvements. To be a qualifying transportation improvement:

- The improvement must be located within the boundaries of the TBD.
- The improvement is necessitated by existing or reasonably foreseeable congestion levels*
- The improvement is contained in a state or regional transportation plan.
- When selecting the improvement, the governing board must consider the following criteria, to the extent practical:
 - Reduced risk of transportation facility failure and improved safety;
 - Improved travel time;
 - Improved air quality;
 - Increases in daily and peak period trip capacity;
 - Improved modal connectivity;
 - Improved freight mobility;
 - Cost-effectiveness of the investment;
 - Optimal performance of the system through time; and
 - Other criteria, as adopted by the governing body.

*There is not a legal standard for congestion; the TBD must simply declare there is existing or foreseeable congestion levels within the defined TBD.

Remember that statutory definition of a “transportation improvement” is quite broad and includes state, regional, and local transportation facilities such as:

- New or existing highway of statewide significance;
- Principal arterials of regional significance;
- High capacity transportation;
- Public transportation;
- Transportation demand management; or
- Other transportation projects and programs of regional or statewide significance (as defined or amended into the respective regional or state plans).

Notice & Public Hearings

The creation of a TBD and any actions taken by the TBD’s governing board thereafter must follow notice and public hearings. These items are specifically mentioned in the TBD statute:

Notice

- The jurisdiction creating the TBD must publish a notice of a hearing to establish a TBD at least once, ten days or more before the proposed hearing in a newspaper of general circulation within the proposed TBD. This notice is in addition to any other notice required by law.
- The notice must specify the transportation improvements to be provided or funded by the TBD.

Public Hearing

- The jurisdiction proposing to create a TBD must hold a public hearing. The legislative authority of the jurisdiction must hear objections from any person affected by the creation of the TBD.

Revenue Options

- TBD's have several revenue options, all of which can be subject to voter approval and two are not required to be subject to voter approval.

TBD's revenue options subject to voter approval:

1. Property taxes – a 1-year excess levy or an excess levy for capital purposes;
2. Up to 0.2% sales and use tax;
3. Up to \$100 annual vehicle fee per vehicle registered in the district; and
4. Vehicle tolls.

Please Note: There are exemptions or unique requirements when using the vehicle fee or vehicle tolls.

TBD's have two revenue options *not subject to voter approval, but subject to other conditions*:

1. Annual vehicle fee up to \$20. This fee is at the time of vehicle renewal and cannot be used to fund passenger only ferry-service improvements.
2. Transportation impact fees on commercial and industrial buildings. Residential buildings are excluded. In addition, a county or city must provide a credit for a commercial or industrial transportation impact if the respective county or city has already imposed a transportation impact fee.

Please Note: This is an option only. A county or city still has the option of placing either the annual fee of up to \$20 or the impact fees to the vote of the people as an advisory vote or an actual requirement of imposition.

Ordinance

The creation of a TBD must be through an ordinance. The ordinance must include:

- A finding that the creation of a TBD must be in the public's interest;
- The boundaries of the TBD;
- A specific description of the transportation improvement or improvements proposed by the district; and
- The proposed taxes, fees, charges, and the range of tolls imposed by the TBD to raise revenue to fund the improvement or improvements. Depending on the revenue option chosen, the ordinance may need to include additional information such as statutory exemptions and credits for the vehicle fee, the date in which the sales and use tax will be effective, the date in which the property tax excess levy will be put to the voters, etc.

If the revenue options will be put to a public vote, the ordinance should also include when the vote will occur. A vote can be at any general or special election.

Administration

Administration of the TBD is relatively simple. The legislative authority proposing to establish the TBD is the TBD's governing body. If additional jurisdictions are part of the TBD through an interlocal agreement, the TBD governing body must have at least five members, including at least one elected official from each of the participating jurisdictions. Members are acting ex

officio and independently on the TBD governing board. The treasurer of the legislative authority proposing to establish the TBD must act as the ex officio treasurer of the TBD. In 2010, the law was amended to allow a Metropolitan Planning Organization to serve as the administrative body if the TBD and the MPO share the same boundaries.

There are some specific on-going requirements of the TBD.

- The TBD must develop a material change policy to address major plan changes that affect the delivery or the ability to finance the plan. The policy must include a public hearing to solicit comments on how the cost changes should be resolved should transportation improvement costs exceed its original cost by more than 20%.
- The TBD must issue an annual report indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules to the public and to newspapers of record in the district.
- If the TBD proposes functions or transportation improvements that are expanded beyond those specified in the original notice of hearing establishing the TBD, the TBD must go through the notice, public hearing, and ordinance process again.

Appropriate Revenue Collecting Agencies

Each of the TBD revenue options are collected and administered by different agencies. Each agency has its own requirements to comply with before collection can begin. *Early notification to the appropriate state agency that your county or city is considering a TBD is highly recommended.*

- Property taxes are administered by the county assessor and treasurer. Contact the appropriate county officials to determine the timeline/process for collecting this tax.
- The sales and use tax is administered by the Department of Revenue (DOR). The sales and use tax cannot be imposed for a period exceeding 10 years (unless reauthorized by the voters for another period not to exceed 10 years). A new sales tax cannot be collected until DOR receives 75 days notice and the new tax will begin on the first day of January, April, July or October. Thereafter, DOR will remit the proceeds to the TBD monthly.
- The vehicle fee is administered by the Department of Licensing (DOL). The fee cannot be collected until 6 months after the fee is authorized by voters or the TBD governing board. There are a several vehicles types (snowmobiles, farm equipment, etc.) that are exempt from the fee. The fee is collected by DOL on vehicle renewals, remitted to the State Treasurer who will then remit the proceeds to the TBD monthly.
- Vehicle tolls are administered by the Department of Transportation when imposed on state routes or federal highways. The TBD must administer collection of tolls on city streets or county roads. However, in both instances, the Washington State Transportation Commission must approve, set, and impose the tolls and the amount of tolls is limited to the amount sufficient to implement the TBD's transportation improvement finance plan.
- Transportation impact fees on commercial and industrial buildings/developments are administered by the TBD. If this fee is imposed, it is important to contact the counties and cities within the TBD because if a county or city has already imposed a transportation impact fee, the TBD may not impose the fee on that building/development.

Transportation Benefit District Legislation in Effect

(DRAFT-Updated May, 2010)

Through the cooperative efforts of the Association of Washington Cities (AWC) and the Washington State Associations of Counties (WSAC), significant legislation went into effect in 2007, which resulted in the most important local transportation tool for cities and counties in sixteen years – Transportation Benefit Districts (TBDs). The TBD authority has been enhanced with the enactment of new legislation in 2010. TBDs are independent taxing districts that can impose an array of taxes or fees either through a vote of the people or through council action. TBDs are flexible: they allow cities and counties to work cooperatively on addressing both regional and local transportation challenges.

Frequently Asked Questions

Background

In 1987, the Legislature created Transportation Benefit Districts ("TBD") as an option for local governments to fund transportation improvements. In 2005, the Legislature amended the TBD statute to expand its uses and revenue authority. In 2007, the Legislature further amended the TBD statute to authorize the imposition of vehicle fees and transportation impact fees without a public vote. In 2010, the Legislature amended the TBD statute again to clarify project eligibility, the use of impact fees, sales tax expenditures, and make the governance of TBDs more flexible. The purpose of these materials is to help you better understand TBDs.

What is a Transportation Benefit District (TBD)?

A TBD is a quasi-municipal corporation and independent taxing district created for the sole purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district.

Who may create a TBD?

The legislative authority of a county or city may create a TBD by ordinance following the procedures set forth in Chapter 36.73. The county or city proposing to create the TBD may include other counties, cities, port districts, or transit districts through interlocal agreements.

Who governs the TBD?

The members of the legislative authority (county or city) proposing to establish the TBD is the governing body of the TBD. The legislative authority is acting ex officio and independently as the TBD governing body. If a TBD includes additional jurisdictions through interlocal agreements, then the governing body must have at least five members, including at least one elected official from each of the participating jurisdictions, or may be the governing body of a metropolitan planning district if the TBD boundaries are identical to the boundaries of the metropolitan planning organization serving the district.

What are the boundaries of a TBD?

The boundaries of a TBD may be less than the boundaries of those jurisdictions participating in the TBD. For example, a county or city may choose to have the TBD boundaries identical with the county or city, or just include a portion of the county or city. However, if a TBD chooses to exercise the tax authority that does not require a public vote (e.g. vehicle and impact fees), the boundaries of the TBD must be countywide, citywide, or unincorporated countywide.

Why create a TBD if the county or city legislative authority is the governing board?

A TBD is an independent legal creature. Although a TBD has many of the powers of a county and city (impose taxes, eminent domain powers, can contract and accept gifts, etc.), - it is a separate taxing district, which is important for property tax purposes. Additionally, by being a separate legal and taxing creature, TBDs are flexible. For example, more than one type of jurisdiction can be part of a TBD and the boundaries can be less than countywide or citywide.

Can a TBD be created without imposing fees or proposing voter approved revenue options?

No. The creation of a TBD must be through an ordinance. The ordinance must include a finding that the creation of a TBD is in the public's interest, the boundaries of the TBD, a description of the transportation

improvement or improvements proposed by the district, and the proposed taxes, fees, charges, etc. the TBD will impose to raise revenue to fund the identified improvement or improvements.

Are TBD revenues required to be spent as they are collected?

No. The governing body must develop a plan that specifies the transportation improvements to be provided or funded by the TBD. As part of this plan, the TBD's governing board can indicate if the funds will be used immediately, or if they will be collected for a specified period. Typically, funds that are collected for a specified period before being expended are used to fully fund large projects, when bonding, or serve as a match for state or federal funds that may only become available in a specified time frame.

Does a TBD have to meet certain tests?

There are three threshold tests for transportation improvements in a TBD: 1) the transportation improvement contained within the boundaries of the TBD, 2) the improvements are identified in any existing state, regional, county, city or eligible TBD jurisdiction's (port or transit) transportation plan and that are 3) necessitated by existing or reasonably foreseeable congestion levels. The definition of "congestion" does not have a set standard in law; each TBD has the discretion to tailor and make its own determination of congestion levels when implementing its TBD ordinance.

What transportation improvements can be funded by a TBD?

The definition of transportation improvements is broad. This can include maintenance and improvements to city streets, county roads, state highways, investments in high capacity transportation, public transportation, transportation demand management and other transportation projects identified in a regional transportation planning organization plan or state plan.

If a jurisdiction uses the SEPA process to collect impact fees, would this preclude a TBD from using impact fees?

No. However, the law requires the jurisdiction to provide a credit to commercial or industrial developments that are subject to SEPA, or transportation impact fees authorized under GMA. This is commonly called a "no double-dipping" provision.

What revenue options do TBD's have?

TBD's have several revenue options subject to voter approval:

- Property taxes – a 1-year excess levy or an excess levy for capital purposes;
- Up to 0.2% sales and use tax;
- Up to \$100 annual vehicle fee per vehicle registered in the district; and
- Vehicle tolls.

Please Note: There are exemptions or unique requirements when using the vehicle fee or vehicle tolls.

TBD's have two revenue options that do not require voter approval, but are subject to additional conditions:

1. Annual vehicle fee up to \$20. This fee is collected at the time of vehicle renewal and cannot be used to fund passenger only ferry-service improvements.
2. Transportation impact fees on commercial and industrial buildings. Residential buildings are excluded. In addition, a county or city must provide a credit for a commercial or industrial transportation impact if the respective county or city has already imposed a transportation impact fee.

Please Note: Foregoing a vote is an option only. A county or city still has the option of placing either the annual fee of up to \$20 or the impact fees to the vote of the people as an advisory vote or an actual requirement of imposition.

What are the additional conditions required to impose revenue options not subject to voter approval?

To impose either fee, the TBD's boundaries must be countywide or citywide, or if applicable, in the unincorporated county.

Vehicle Fees: A county that creates a TBD to impose up to a \$20 vehicle fee must first attempt to impose a countywide fee to be shared with cities by interlocal agreement. Sixty percent (60%) of the cities representing

seventy-five (75%) of the incorporated population must approve the interlocal agreement for it to be effective. If an interlocal agreement cannot be reached, the county is authorized to create a TBD and impose the fee only in the unincorporated area of the county.

Credits must be provided for previously imposed TBD vehicle fees. Credits are not required for voter approved vehicle fees.

Commercial and Industrial Transportation Impact Fees: A TBD that is either countywide or citywide must provide a credit for a commercial or industrial transportation impact fee if the respective county or city has already imposed a transportation impact fee. This is commonly called a “no double-dipping” provision.

If we create a countywide TBD for the up to \$20 vehicle fee, how is the revenue distributed to cities?

The revenue must be shared according to the interlocal agreement. The law does not prescribe what the interlocal agreement contains. Consequently, the revenue can be shared by population, number of vehicles within each jurisdiction, project list, a combination of these, or whatever the county and cities can reach agreement on.

What happens if a city imposes the up to \$20 vehicle fee and then the county imposes a countywide fee without voter approval?

The law requires TBDs to provide a credit for vehicle fees previously imposed by a TBD.

For example, if a City was the first to create a TBD to impose a \$20 vehicle fee and subsequently its County creates a countywide TBD imposing a \$20 vehicle fee, the County TBD must provide a \$20 credit against its fee for vehicles registered in the City. As a result, no fee would be collected by the County TBD from vehicles registered in the City. Additionally, the City would not be part of the interlocal agreement with the County or be included in the number/percentages needed for the interlocal agreement to be effective.

However, if in the same example, the City TBD imposed only \$10 of the \$20 vehicle fee and the County TBD imposed a countywide \$20 vehicle fee, only a \$10 credit would be provided for vehicles registered in the City. The County TBD would collect \$10 from vehicles registered in the City. Consequently, the County TBD would need to include the City in the interlocal agreement discussions and the City is included in the number/percentages needed for the interlocal agreement to be effective.

If a county or city is considering the \$20 vehicle fee, is it easy to estimate revenues?

A qualified “yes”. No TBD has been in effect for an entire year and therefore revenue estimates and histories are incomplete. This is what TBDs around the state have learned: vehicles per household calculations vary significantly around the state. Statistical data shows that there tends to be about one vehicle per person in rural areas and 0.8 vehicles per person in urban areas. Another factor to *strongly* consider is seasonality; vehicles sales are not evenly distributed throughout the year and this will affect monthly receipts. Finally, a city or county must understand and recognize that other factors such as people failing to register their vehicles, and data accuracy can affect actual revenues when compared to forecasted revenues.

What other requirements should I be aware of?

Revenue rates, once imposed, may not be increased, unless authorized by voter approval.

If project costs exceed original costs by more than 20 percent, a public hearing must be held to solicit public comment regarding how the cost change should be resolved. This is typically called a material change policy.

The TBD must issue an annual report to include the status of project costs, revenues, expenditures, and construction schedules.

The TBD must be dissolved upon completion of the project(s) and the payment of debt service.

Who has imposed a TBD?

Lake Forest Park, Edmonds, DesMoines, Olympia, Prosser, and Shoreline have imposed the \$20 vehicle fee. Ridgefield and Sequim have passed the 2/10% sales tax. Point Roberts and Liberty Lake formed TBD's prior to the legislative changes in 2005.

Checklist

For a checklist that highlights many of the important considerations when creating a Transportation Benefit District (TBD), please see www.awcnet.org/tbd .

Eligibility requirements vary. For additional questions on Transportation Districts, please contact AWC staff Ashley Probart at ashleyp@awcnet.org or Sheri Sawyer at sheris@awcnet.org.

MONROE CITY COUNCIL

Agenda Item Cover Sheet

TITLE:	<i>2010 Comprehensive Plan Amendments and ZCA2010-01 School District Fees</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
6/15/10	Operations/ Community Devel.		Russ Wright	New Business #2

<i>COUNCIL GOAL:</i>	<i>Enhance Quality of Life Through Responsible Development of Land and Stewardship of the Environment</i> <i>Maintain and Develop City Facilities, Infrastructure, and Programs</i>
<i>OBJECTIVE:</i>	

Discussion: May 11, 2010, June 15, 2010

Public Hearing – Plan. Com.: May 24, 2010

Public Hearing – Council:

First Reading: July 06, 2010

Attachments:

1. June 8, 2010 staff memo re: 2010 Comprehensive Plan
2. Staff Report for CPA2010A
3. Staff Report for CPA201B
4. Draft Capital Facilities Plan with strikethroughs
5. Staff Report for CPA2010C
6. Staff Report CPA2010D
7. Draft Planning Commission Minutes from May 10, 2010
8. Draft Planning Commission Minutes from May 24, 2010
9. June 8, 2010 staff memo re: School District Amendment
10. Staff Report for ZCA 2010-01
11. Draft Chapter 20.07 MMC with strikethroughs

DESCRIPTION/BACKGROUND

The purpose of tonight's discussion is to apprise Council on the status of the city-initiated 2010 Comprehensive Plan amendments and relay the Planning Commission's recommendations for action as well as the companion code amendment to the updated capital facilities element to update Chapter 20.07 School Impact Mitigation Fee Program.

IMPACT – BUDGET

Collection of Impact fees on behalf of Snohomish School District and Implement Capital Plans for Water and Stormwater

IMPACT – SERVICE DELIVERY

Completion on 2010 Comprehensive Plan Docket

TIME CONSTRAINTS

Resolution 2005-06 establishes a timeline for Council action on Comprehensive Plan amendment to be in June/July.

RECOMMENDED ACTION

Direct staff to complete Ordinance adopting approved Comprehensive Plan Amendments.

ALTERNATIVES TO STAFF RECOMMENDATION

NA

Memo

To: Mayor Zimmerman & Monroe City Council
From: Russ Wright, Associate Planner
Date: June 08, 2010
Re: 2010 Comprehensive Plan Docket

Agenda Item
NB #2.1
Date 6/15/10

SUMMARY

The purpose of tonight's discussion is to apprise Council on the status of the city-initiated 2010 Comprehensive Plan amendments and relay the Planning Commission's recommendations for action. The Council should consider the merits of the recommendations individually and collectively as to potential impacts and for consistency with the current Comprehensive Plan.

Staff reviewed the proposed amendments against Resolution 2005/06 – Procedures and Criteria for Amending the Comprehensive Plan to consider potential effects on public health, safety, or welfare and overall compliance with the current Monroe Comprehensive Plan. All of the proposed amendments have undergone Growth Management Act (GMA) review and State Environmental Policy Act (SEPA) review. The SEPA administrator issued a threshold determination for each proposal with the appropriate public comment period. Staff forwarded all of the proposed amendments to the Washington State Department of Commerce, under RCW 36.70A.106(1), for agency review. The city has not received any agency comments indicating concerns with the proposed amendments or appeals.

PROPOSED 2010 COMPREHENSIVE PLAN AMENDMENTS

CPA2010A – North Kelsey

- City-initiated map amendment to refine the North Kelsey Planning Area and Planned Development Area boundaries and amend the land use designations for the most northern city-owned parcels, from Industrial to General Commercial.
- The Planning Commission held a public workshop on March 08, 2010.
- The Planning Commission held a public hearing on May 10, 2010 and recommended that Council approve the map amendment.

CPA2010B – Capital Facilities

- This proposed comprehensive plan amendment proposes to adopt the Snohomish School District Capital Facilities Plan 2008-2013, City of Monroe 2009 Stormwater System Plan, and the 2008 Water System Plan into the Capital Facilities Element of the City of Monroe Comprehensive Plan 2005 -2025, by reference.
- The Planning Commission held a public workshop on March 08, 2010.
- The Planning Commission held a public hearing on May 10, 2010 and recommended that Council approve the map amendment.

CPA2010C – Roosevelt Road

- This map amendment proposes to change the land use designation for approximately 71 acres in the Roosevelt Road Area from R 2-5 dwelling units per acre to R 5-7 dwelling units per acre.
- The Planning Commission held public workshops on February 8, 2010 and May 10, 2010.
- The Planning Commission held a public hearing on May 24, 2010.
- At the public hearing, the Planning Commission received testimony that expressed mixed support for the proposal. The majority of the testimony opposed the proposal. The primary concern voiced by residents of the area was increased traffic volumes. Secondary concerns related to property taxes and critical areas.
- The Planning Commission found that the proposal was not consistent with the Comprehensive Plan citing traffic impacts as the largest concern, notably the intersection of Roosevelt Road and US2 and the city's limited ability to improve this intersection.
- The Planning Commission recommended that City Council not approve the proposal.

CPA2010D – Roosevelt Ridge

- This map amendment proposes to change the preliminary land use designation for approximately 137 acres in the Roosevelt Ridge Area, in the unincorporated Urban Growth Area, from R 2-5 dwelling units per acre to R 5-7 dwelling units per acre. The current county designation is R 4-6 dwelling units per acre.
- City and County staff identified the new land use designation and subsequent zoning as a potential reasonable measure to address the projected population deficit for 2025.
- The Planning Commission held public workshops on February 8, 2010 and May 10, 2010.
- The Planning Commission held a public hearing on May 24, 2010.
- At the public hearing, the Planning Commission received testimony that expressed mixed support for the proposal. The majority of the testimony opposed the proposal. The primary concern voiced by residents of the area was increased traffic volumes. Secondary concerns related to property taxes, critical areas, school district boundaries, current lot sizes and density, and potential for increased crime.
- The Planning Commission found that the proposal was not consistent with the Comprehensive Plan citing traffic impacts as the largest concern, notably ingress and egress into and out of the area.
- The Planning Commission recommended that City Council not approve the proposal.

APPEAL INFORMATION

Any appeal of the City Council's decision adopting Comprehensive Plan amendments shall be by petition to the Growth Hearings Board for Central Puget Sound, as provided under RCW 36.70A.290. Appellants must file a petition within 60 days of ordinance publication adopting the comprehensive plan amendment.

ATTACHED

- | | |
|---|--|
| 1. Staff Report for CPA 2010A | 5. Staff Report for CPA2010D |
| 2. Staff Report for CPA2010B | 6. Draft Planning Commission Minutes from May 10, 2010 |
| 3. Draft Capital Facilities Element (strikethrough) | 7. Draft Planning Commission Minutes from May 24, 2010 |
| 4. Staff Report for CPA2010C | |

STAFF REPORT AND RECOMMENDATION
Comprehensive Plan Amendment
CPA 2010A – North Kelsey Map Amendment

Agenda Item
NB #2.2
Date 6/15/10

TO: City Of Monroe Planning Commission

FROM: Russ Wright, Associate Planner

SUBJECT: City-initiated comprehensive plan map amendment to change the land use designation for the most northern city-owned parcels, in the North Kelsey Planning Area, from Industrial to General Commercial and to refine the North Kelsey Planning Area and Planned Development Area boundaries.

HEARING DATE: May 10, 2010

A. PURPOSE:

The proposal is to refine the North Kelsey Planning Area and Planned Development Area boundaries and pursue a map amendment for the most northern city-owned parcels, from Industrial to General Commercial. The original SEIS for the planned action included the northern and southern portions of the North Kelsey area, Galaxy Theater area, proposed Monroe Public Works site, and Little Monroe Pit. City of Monroe Ordinance 016-2003 adopted boundaries for the Planning Area, Planned Development Area and General Commercial zone that excluded the properties in current use by Lakeside Industries, and the future Public Works site. The proposed amendment supports desired development patterns and intended uses for the northern half of the project to integrate the northern and southern portions of the subarea.

B. BACKGROUND:

The City of Monroe North Kelsey Development Plan (2003) was a planned action for a 68-acre site in the City of Monroe, known as the North Kelsey Subarea. The SEIS for the planned action included the northern and southern portions of the North Kelsey Area, Galaxy Theater area, proposed Monroe Public Works site, and Little Monroe Pit. Since the plan's inception, elements of the plan have been implemented, including changing the land use designation for a portion of the subarea from Industrial to Commercial (followed by an associated rezone), the construction of an anchor tenant on the southern North Kelsey property, the construction of infrastructure improvements (e.g., new roads, intersection improvements, and stormwater facilities). Lakeside Industries has relocated its operations from the northern North Kelsey parcels to The Little Monroe Pit directly behind the Galaxy Theater. The Monroe Public Works Department has developed their operational site as part of the existing Monroe city campus.

City staff requested the map amendment in July 2009 (Exhibit 1). Staff provided a pre-docket review (Exhibit 2) to the Planning Commission on August 31, 2009. The Planning Commission held a public hearing on the docket October 12, 2010 and recommended that the City Council accept the proposal for docketing in 2010. The City Council approved the application for the 2010 Docket in November 2009. The city issued a SEPA Determination of Non-Significance for this proposal on February 16, 2010 (Exhibit 3). The Planning Commission held a workshop for the proposal on March 08, 2010 and directed staff to schedule a public hearing, which is scheduled for May 10, 2010.

C. FINDINGS AND CONCLUSIONS

1. Compliance with Resolution 2005/06 – Procedures and criteria for amending the comprehensive plan.

(1) Each amendment:

- a. Shall not adversely affect public health, safety, or welfare in any significant way.
- b. Shall be consistent with the overall goals and intent of the comprehensive plan.
- a. Shall be in compliance with the Growth Management Act and other State and Federal laws.
- b. Must be weighed in light of cumulative effects of other amendments being considered.

(2) In addition to the above mandatory requirements, any proposed amendment must meet the following criteria unless compelling reasons justify its adoption without meeting them:

- a. Addresses needs or changing circumstances of the city as a whole or resolves inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.
- b. Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.
- c. Is consistent with the land uses and growth projections that were the basis of the comprehensive plan and/or subsequent updates to growth allocations.
- d. Is compatible with neighboring land uses and surrounding neighborhoods, if applicable.
- e. Is consistent with other plan elements and the overall intent of the comprehensive plan.

Findings and Conclusions:

- The proposed amendment is consistent with the mandatory review criteria outlined in Subsection (1) above. Re-designation of the northerly planned development area to General Commercial does not adversely affect the public health, safety, or welfare. It is consistent with the city's goal of developing the North Kelsey Planned Development area with retail and public spaces and amenities.
- The amendment is also consistent with the criteria listed in Subsection (2). The proposed amendment specifically addresses changing circumstances of the city, as it would re-designate land previously used by Lakeside Industries and planned for a Public Works facility to General Commercial, to a designation that is consistent with the city's plans for this area, which are favorable to development in retail and mixed uses. This General Commercial designation is consistent with the designation for the remainder of the North Kelsey Planned Development area, as are the proposed uses.
- City staff submitted the proposed comprehensive plan amendment and associated documents to the Department of Commerce for a 60-day review on April 20, 2010 (Exhibit 4). City staff has received no comments.

2. Compliance with Monroe Municipal Code (MMC) Chapter 20.04 (State Environmental Policy Act).

Findings:

- City staff submitted an environmental checklist with the subject application addressing potential environmental impacts associated with the approval of the proposed application (see Exhibit 1).
- The City of Monroe SEPA Official issued a Determination of Non-Significance (DNS) for this proposal on February 16, 2010 (Exhibit 3). The comment/appeal period has expired – the city received no comments or appeals.
- As the applicant proceeds with the actual site development, the city will require site-specific SEPA review.

Conclusion: The proposed amendment has met the requirements of SEPA Chapter 20.04 MMC and Chapter 197-11 WAC.

D. Recommendation

Staff recommends the Planning Commission recommend the City Council **APPROVE** Comprehensive Plan Amendment CPA 2010A, to change the land use designation for the most northern city-owned parcels, in the North Kelsey Planning Area, from Industrial to General Commercial and to refine the North Kelsey Planning Area and Planned Development Area boundaries, as it has been found to be consistent with Resolution 2005/06, Chapter 20.04 MMC and other state, federal and local regulations.

G. LIST OF EXHIBITS (Exhibits are on file & available upon request or available at http://www.ci.monroe.wa.us/citygov/depts/community_development/planning/codeamend/codeamend.php)

1. Application
 - a. Legal Descriptions
 - b. Environmental Checklist
 - c. Map of Existing Boundaries and Comprehensive Plan Designations
 - d. Map of Proposed Boundaries and Comprehensive Plan Designations
2. Pre-Docket Review
3. SEPA Determination
4. Department of Commerce 60-day review packet
5. Notice(s) of Public Hearing
 - a. Notice of Mailing
 - b. Notice of Posting
 - c. Notice of Publication

STAFF REPORT AND RECOMMENDATION
Comprehensive Plan Amendment
CPA200801B – Capital Facilities Element

May 10, 2010

TO: CITY OF MONROE PLANNING COMMISSION
FROM: BEN SWANSON, ASSISTANT PLANNER
SUBJECT: CAPITAL FACILITIES ELEMENT OF THE COMPREHENSIVE PLAN

A. PURPOSE:

This proposed comprehensive plan amendment would adopt by reference the Snohomish School District Capital Facilities Plan 2008-2013, City of Monroe 2009 Stormwater System Plan and the 2008 Water System Plan into the Capital Facilities Element of the City of Monroe Comprehensive Plan 2005 -2025.

School District

The city is proposing to adopt by reference the Snohomish School District Capital Facilities Plan 2008 – 2013 (Exhibit #2) into the Capital Facilities Element. The capital facilities plan includes an inventory and capacity analysis of existing school district facilities; a forecast of the future capital facilities needs; a financing plan; and defines the proposed locations and capacities of expanded or new facilities.

Stormwater Plan

The updated Stormwater System Plan provides a broad overview of the stormwater utility and identifies how to meet the needs of the city's ratepayers based on a comprehensive examination of Monroe's current field inventory, policies, programs, and regulatory mechanisms and requirements. The city will adopt the 2009 Stormwater System Plan (Exhibit #3) by reference into the Capital Facilities Element and update text as necessary.

Water System Plan

The city is proposing to adopt the 2008 Water System Plan (Exhibit #4) by reference into the Capital Facilities Element and update text as necessary. The Water System Plan provides a comprehensive evaluation of the existing and future system resulting in orderly growth of the service area.

B. BACKGROUND:

School District

In January 2008, the city of Monroe annexed approximately 70 acres in the Roosevelt Road Area into city limits by Ordinance 2008-004. This annexation includes properties located within the Snohomish School District Boundary. There are 200 additional acres in the unincorporated Urban Growth Area that would be affected at the time of annexation into corporate city limits. The adoption of the Snohomish School District Capital Facilities Plan 2008 – 2013 would enable the city to collect school impact fees on affected properties within city limits for the Snohomish School District as well.

Stormwater Plan

In 1996, the city adopted a Stormwater Management Utility to gather revenue for operations and maintenance of the stormwater system. On September 6, 2009 the City Council adopted the updated City of Monroe 2009 Stormwater System Plan, by Ordinance No. 016/2009 to comply with the Washington State Department of Ecology National Pollution Discharge Elimination System (NPDES) Phase II requirements.

Water System Plan

City Council adopted the City of Monroe 2008 Water System Plan on December 27, 2009, by Ordinance No. 027/2009. The Water System Plan provides documentation for utility rates, grants, loan requests, and verifies the city is meeting all state and federal requirements. The Water Plan ensures consistency between the water system planning efforts, the regional Critical Water Supply Plan, and the city's Capital Improvement Plan.

C. FINDINGS AND CONCLUSIONS

1. Compliance with the Growth Management Act.

Findings:

School District

- a. The Revised Code of Washington (RCW) Section 36.70A.130 (Comprehensive Plans – Review- Amendments) states that comprehensive plans shall not be amended more frequently than once a year, with three exceptions.
- b. The subject CFP includes all GMA required elements as stated in RCW Section 36.70A.070.3 (Comprehensive plans – mandatory elements – capital facilities plan).
- c. RCW 82.02. 070 (Impact fees – definitions) states that impact fees may be collected for school facilities.
- d. The City of Monroe adopted Ordinance 1205, establishing the authority to collect school impact fees as well as establishing the first school mitigation program under GMA.

Stormwater Plan

- a. The Revised Code of Washington (RCW) Section 36.70A.130 (Comprehensive

Plans – Review- Amendments) states that comprehensive plans shall not be amended more frequently than once a year, with three exceptions.

- b. The subject CFP includes all GMA required elements as stated in RCW Section 36.70A.070.3 (Comprehensive plans – mandatory elements – capital facilities plan).

Water System Plan

- a. The Revised Code of Washington (RCW) Section 36.70A.130 (Comprehensive Plans – Review- Amendments) states that comprehensive plans shall not be amended more frequently than once a year, with three exceptions.
- b. The subject CFP includes all GMA required elements as stated in RCW Section 36.70A.070.3 (Comprehensive plans – mandatory elements – capital facilities

Conclusion: The proposed Capital Facilities Plan and amendments to the City of Monroe Comprehensive Plan are consistent with the requirements of the Growth Management Act.

2. Compliance with Resolution 2005/06, Comprehensive Plan Amendment Procedures.

Findings:

School District

- a. The application was submitted as a City Initiated Application and the City Council approved this item for the 2010 Docket in January 2010.
- b. The subject amendment will not adversely affect the public health, safety or welfare of the citizens of Monroe. The amendments will actually allow the City to amend the current School Impact Fees to mitigate the impacts of new development on school district facilities.
- c. The amendments are also consistent with the overall goals and policies of the Comprehensive Plan: see section C-3 of this report for a more in depth review.
- d. The subject amendments are consistent with the Growth Management Act: see Section C-1 of this report for a more in depth review.
- e. As the population continues to grow, the Snohomish School District will need to change in order to meet the growing needs of the community. Their CFP is amended annually to identify costs and revenue sources to meet the growing demands of the District.
- f. The proposed CFP and subsequent Comprehensive Plan amendments are being proposed for consistency with the District's school enrollment projections for the next six years.
- g. Included in the CFP are proposed site locations for future schools. The proposed locations are consistent with the Land Use Element and will be compatible with the proposed neighborhoods they are being sited for.

Stormwater Plan

- a. The application was submitted as a City Initiated Application and the City

Council approved this item for the 2010 Docket in January 2010.

- b. The subject amendment and CFP will not adversely affect the public health, safety or welfare of the citizens of Monroe.
- c. The amendments are also consistent with the overall goals and policies of the Comprehensive Plan: see section C-3 of this report for a more in depth review.
- d. The subject amendments are consistent with the Growth Management Act: see Section C-1 of this report for a more in depth review.
- e. A Determination of Non-Significance was issued by the City of Monroe on April 20, 2010: see Section C-4 of this report for more details.

Water System Plan

- a. The application was submitted as a City Initiated Application and the City Council approved this item for the 2010 Docket in January 2010.
- b. The subject amendment and CFP will not adversely affect the public health, safety or welfare of the citizens of Monroe.
- c. The amendments are also consistent with the overall goals and policies of the Comprehensive Plan: see section C-3 of this report for a more in depth review.
- d. The subject amendments are consistent with the Growth Management Act: see Section C-1 of this report for a more in depth review.
- e. A Determination of Non-Significance was issued by the City of Monroe on April 20, 2010: see Section C-4 of this report for more details.

Conclusion: The proposed Capital Facilities Plan and amendments to the City of Monroe Comprehensive Plan are consistent with the amendment criteria of Resolution 2005/06.

3. Compliance with the City of Monroe Comprehensive Plan.

Findings:

School District

- a. The Capital Facilities Element of the Comprehensive Plan incorporates the District's CFP by reference and includes specific goal and policy statements including:
 - i. Goal – To ensure that public facilities necessary to support new development are adequate to serve the development at the time the development is available for occupancy and use based on locally adopted level of service and in accordance with State Law.
 - ii. Goal – To enhance the quality of life in Monroe through plan provision of public capital facilities either directly by the city or via coordination with other public entities.
 - iii. Goal – To ensure that new growth and development pay for a proportionate share of the cost of new facilities needed to serve such

growth and development.

- iv. Policy CFP 15 – The City adopts the Snohomish School District Capital Facilities Plan to enable the district to collect impact mitigation fees. Subsequent updates to the School District’s CFP shall be reviewed and approved by the City Council in order to continue the authorization to collect impact mitigation fees and to provide an opportunity for the District and the City to coordinate discussion of current issues and future planning efforts.
- b. The facilities identified in the District’s CFP are consistent with those identified in the Land Use and Capital Facility Elements of the Comprehensive Plan.

Stormwater Plan

- a. The Capital Facilities Element of the Comprehensive Plan incorporates the 2009 Stormwater Plan by reference and includes specific goal and policy statements including:
 - i. Goal – To ensure that public facilities necessary to support new development are adequate to serve the development at the time the development is available for occupancy and use based on locally adopted level of service and in accordance with State Law.
 - ii. Goal – To enhance the quality of life in Monroe through plan provision of public capital facilities either directly by the city or via coordination with other public entities.
 - iii. Policy CFP 1 - Develop a capital facilities plan consistent with the provisions of the comprehensive plan for scheduling of community services and facilities.
 - iv. Policy CFP 8 - Monroe’s water, sanitary sewer and stormwater management plans (and future updates and amendments to those plans) are incorporated by reference, as part of this comprehensive plan.
 - v. CFP22 - The following level of service guidelines should be used to evaluate whether existing public facilities are adequate to accommodate the demands of new development:
 - Stormwater Management - Require that new development and redevelopment have adequate stormwater management facilities to meet the Washington State Department of Ecology Stormwater Management Manual for Western Washington, August 2001 or as updated, requirements.

Water System Plan

- a. The Capital Facilities Element of the Comprehensive Plan incorporates the 2008 Water System Plan by reference and includes specific goal and policy statements including:

- i. Goal – To ensure that public facilities necessary to support new development are adequate to serve the development at the time the development is available for occupancy and use based on locally adopted level of service and in accordance with State Law.
- ii. Goal – To enhance the quality of life in Monroe through plan provision of public capital facilities either directly by the city or via coordination with other public entities.
- iii. Policy CFP 1 - Develop a capital facilities plan consistent with the provisions of the comprehensive plan for scheduling of community services and facilities.
- iv. Policy CFP 8 - Monroe's water, sanitary sewer and stormwater management plans (and future updates and amendments to those plans) are incorporated by reference, as part of this comprehensive plan.
- v. CFP22 - The following level of service guidelines should be used to evaluate whether existing public facilities are adequate to accommodate the demands of new development:
 - Water - Require that new development have adequate water supply for consumption and fire flow. Maintain the current level of service of 800 gallons of domestic storage and demand of 300 gallons per day per ERU. Fire flow per UFC appendix minimum pressure of 20-psi equivalent residential unit.

Conclusion: The proposed Capital Facilities Plan and amendments to the City of Monroe Comprehensive Plan are consistent with the Capital Facilities Plan.

4. Compliance with Monroe Municipal Code (MMC) Chapter 20.04 (State Environmental Policy Act).

Findings:

School District

- a. Snohomish County Staff conducted environmental review by preparing and issuing an addendum to the 2005 Final Environmental Impact Statement (FEIS) for the Growth Management Act Comprehensive Plan (GMACP) in compliance with the State Environmental Policy Act (SEPA). The recommended amendments are within the scope of analysis contained in the FEIS and associated adopted environmental documents and result in no new significant adverse environmental impacts.

Stormwater Plan

- a. The City of Monroe is the Lead Agency for SEPA review of the Capital Facilities Plan.
- b. The City of Monroe issued a Determination of Non-Significance (DNS) for this non-

project comprehensive plan amendment on April 20, 2010 (Exhibit #5).

Water System Plan

- a. The City of Monroe is the Lead Agency for SEPA review of the Capital Facilities Plan.
- b. The City of Monroe issued a Determination of Non-Significance (DNS) for this non-project comprehensive plan amendment on April 20, 2010 (Exhibit #5).

Conclusion: The proposed amendment has met the requirements of SEPA and MMC Chapter 20.04.

5. Compliance with Monroe Municipal Code

Findings:

School District

- a. The proposed CFP is consistent with Section 20.07.060(2) (Updating of school district plan), which states the CFP may be amended annually if the District finds it necessary to adjust the impact fee.
- b. The proposed CFP is adjusting the existing impact fees to reflect the most current student enrollment counts for the 2008-2013 planning period.

Stormwater Plan

- a. The proposed CFP is consistent with MMC Chapters 1.04 Enforcement, 6.06 Nuisances, 13.32 Stormwater Management, 13.34 Illicit Discharge Detection and Elimination, 14.01 Flood Hazard Area Regulations, 15.01 Stormwater Management, 15.02 Stormwater Maintenance, 19.01 Shoreline Master Program, 20.05 Critical Areas, and 20.08 Land Clearing and Forest Practices.

Water System Plan

- a. The proposed CFP is consistent with MMC Chapter 13.04 Water Regulations, Rates and Charges, 13.06 Cross-Connection Control, 13.16 Fire Hydrants and Water Mains, and 13.20 Reimbursement Agreement for Utility Improvements.
- b. The proposed CFP is consistent with the City of Monroe Public Works and Design Construction Manual

Conclusion: The proposed amendments are consistent with Monroe Municipal Code.

D. RECOMMENDATION

Staff recommends the Planning Commission recommend the City Council **APPROVE** the Snohomish School District Capital Facilities Plan, 2009 Stormwater System Plan, 2008 Water System Plan and amend the highlighted text within the Capital Facilities Element of the Comprehensive Plan as it has been found to be consistent with the Growth Management Act, the Monroe Comprehensive Plan, Monroe Municipal Code and other state, federal and local regulations.

E. EXHIBITS

1. Capital Facilities Element
2. Snohomish School District Capital Facilities Plan, 2008-2013 (available upon request)
3. 2009 Stormwater Plan (available upon request)
4. 2008 Water Plan (available upon request)
5. SEPA Determinations (available upon request)
6. a) Request for Review to Dept. of Commerce (available upon request)
b) Acknowledgement Letter from Dept. of Commerce (available upon request)
7. a) Public Hearing Notice (available upon request)
b) Affidavit for Publication of Public Hearing Notice (available upon request)

Agenda Item
NB#2.4
Date 6/15/10

Capital Facilities Element

(Amended 1997-1998, Ordinance 1167)

(Amended 2000, Ordinance 1201)

(Amended 2003, Ordinance 015/2003)

(Amended 2004, Ordinance 029/2004)

(Amended 2005, Ordinance 038/2005)

(Amended 2006, Ordinance 026/2006)

(Amended 2008, Ordinance 036/2008)

Capital Facilities Element

Purpose and Relationship to the Growth Management Act

The Washington State Growth Management Act (GMA) requires cities to prepare a Capital Facilities Element consisting of:

1. An inventory of current capital facilities owned by public entities showing the location and capacities of those public facilities;
2. A forecast of the future needs for such capital facilities;
3. The proposed locations and capacities of expanded or new capital facilities;
4. At least a six-year plan that will finance capital facilities within the projected funding capacities and clearly identify sources of public money for such purposes; and
5. A requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities element, and finance plan within the capital facilities plan element are coordinated and consistent.

This Capital Facilities Element is concerned with needed improvements in public facilities and services, including potable water, sanitary sewer, stormwater management facilities, parks and recreation, police, fire and emergency medical services and schools that are of relatively large scale, are generally non-recurring high cost, and may require multi-year financing. The list of improvements has been limited to major components in order to analyze development trends and impacts at a level of detail that is both manageable and reasonably accurate.

For the purposes of capital facility planning, capital improvements are major projects, activities, or maintenance, costing over \$20,000.00, requiring the expenditure of public funds over and above annual operating expenses. They have a life expectancy of more than ten years and result in an addition to the city's fixed assets and/or extend the life of the existing capital infrastructure. It does not include capital outlay items such as equipment or the city's rolling stock, nor does it include the capital expenditures of private or non-public organizations. Minor projects, activities, or maintenance costing less than \$20,000.00 are considered minor maintenance and are not a part of capital improvements.

Organization of Capital Facilities Element

This element is presented in five parts:

1. Capital facilities inventories and needs assessment for future projections and their capacities.
2. Level-of-Service Standards for all capital facilities.
2. A discussion of Essential Public Facilities within the City of Monroe.

3. Capital facilities financing sources and amounts. A summary discussion comparing projected capital facilities needs against funding capacity and addressing the requirements in the Growth Management Act that a balance be maintained between needs and funding.
4. Goals, policies, and actions to provide overall direction for capital facilities decisions in accordance with the Growth Management Act.

Inventories and Needs Projections

Potable Water

The principal goal of water system planning is to make the best use of available resources in order to provide high quality service and to protect the health of customers. The Monroe Water System Plan is the foundation whereby the city takes a comprehensive look at all of its needs, desires, and statutory requirements and charts a plan of action for achieving those needs, desires, and requirements. The Monroe Water System is required to prepare and submit for approval a Water System Plan at least every six years, pursuant to Washington Administrative Code 246-290-100.

The City of Monroe completed ~~a Draft the six year update by creating the 2008~~ Comprehensive Water System Plan~~. City Council adopted the plan by ordinance in 2009 which will be adopted in early 2006.~~ Ordinance ~~038/2005XXX/2009 then incorporated the draft~~incorporates the plan by reference into the city's Comprehensive Plan~~in 2005~~. The Comprehensive Water System Plan is an appendix to this element and contains an updated inventory and planned potable water capital improvement projects.

Existing Facilities

~~The City of Monroe water service area boundaries are consistent with the North Snohomish County Coordinated Water System Plan (CWSP) and typically run parallel to section lines and have been established in working with the county and adjacent water purveyors. The general borders of the service area include the Skykomish River on the south, Woods Creek on the east, the City of Everett Pipeline #5 on the north and 163rd Street on the west. The service area is shown in Figure 1-1 and the legal description is included in Chapter 10.3 of the City's Water System Plan. The land use within the service areas varies from low density residential (1 house per 10 acres) to high density residential (11 dwelling units per acre) to commercial/industrial use. The higher densities are generally located closer to the core of the city with residential densities decreasing going north. The commercial areas are concentrated in the downtown area, along SR-2 and in the western portion of the service area, south of SR-2.~~

~~The Monroe Water System future service area was developed in 1991 as part of the North Snohomish County Critical Water Supply Service Area planning process and was approved by the Snohomish County Boundary Review Board on September 17, 1990. The future service area is also shown in the North Snohomish County Coordinated Water System Plan.~~

It is the adopted policy of the City of Monroe to provide water service to any property within the water service area boundary. Prior to granting such service the applicant must meet all water department requirements and meet conditions of service. The city currently has two wholesale water customers, the Washington State Department of Corrections Monroe Correctional Complex and the Sky Meadow Water Association. The wholesale rate was determined by a rate study completed in 2003.

The Monroe Water System currently purchases water from the City of Everett. This water is supplied through three connections to the City of Everett's Transmission Main #5, located approximately three miles north of the city. The Everett supply system presently consists of Spada Reservoir, an impounding reservoir located at the source of the supply in the Sultan River Basin; a diversion facility located downstream from Spada Reservoir that diverts the flow in the Sultan River to the Lake Chaplain Equalizing Reservoir; and transmission pipelines extending westward. The City of Everett Water Filtration Plant located on Lake Chaplain provides sand filtration and chlorine disinfection of the drinking water.

Existing Storage Facilities

The Monroe Water System existing storage facilities consist of four reservoirs.

- Reservoir #1 Trombley Hill 2 million gallon steel reservoir constructed in 1984.
- Reservoir #2 Ingraham Hill 2 million gallon steel reservoir constructed in 2001.
- Reservoir #3 DOC 750,000 gallon steel reservoir constructed in 1986.
- Reservoir #4 North Hill 1.15 million gallon steel standpipe constructed in 2004. The effective storage volume is 297,781 gallons.

Existing Transmission Mains

Three transmission mains connect the Everett pipeline with the distribution system.

- Wagner Hill 14,000 feet of 12-inch main constructed in 1963 also used as a distribution main.
- Chain Lake Road 21,000 feet of 12 and 16-inch main constructed in 1978.
- North Hill 1,700 feet of 12-inch main constructed in 2004.

Existing Distribution System

The grid system of the distribution system is primarily 8 and 10-inch pipe with a majority of the pipe looping the system 4-inch and 6-inch mains.

Neighboring Water Purveyors

The water service area boundaries for the City of Monroe are consistent with the Snohomish County Coordinated Water System Plan have been established in working with the county and adjacent water purveyors. The following is a brief description of each of those adjacent water purveyors and how they relate to the City of Monroe:

City of Everett:

The City of Monroe purchases its water from the City of Everett. Monroe has three connections to Everett's Transmission Line No. 5, supplied from Lake Chaplain. This transmission line has a capacity of 50 million gallons per day and, since its construction in 1969, has proven to be a reliable source of supply for the City of Monroe.

Sky Meadows Water Association:

The Sky Meadows Water Association is a private water association, southwest of Monroe that serves approximately 3,830 acres in the Lords Hill area, and accounts for approximately 8 percent of the water sold. It serves approximately 350 customers and draws water from the Monroe system through a master meter at Frylands Boulevard and West Main Street SE. The 2003 total demand was 62,431,820 gallons or an average daily demand of 171,046 gallons. This is an approximate 25 percent decrease from 1999 consumption due to several large dairies discontinuing operation. The remaining customer base is mostly residential.

Roosevelt Water Association:

The Roosevelt Water Association is a private water association serving the area northwest of the City of Monroe. It presently has approximately 994 customers serving an area of approximately 2,500 acres. The area is served for the most part by 6 inch waterlines, and is almost entirely residential. The Roosevelt Water Association also purchases its water from the City of Everett. Emergency interties have been informally discussed, but no plans are in place to provide such interties.

Highland Water District:

The Highland Water District serves the area northeast of the City of Monroe, east of Wagner Lake and north of Old Owen Road. The Highland Water District has approximately 1,200 water service connections. A future intertie and joint use reservoir has been informally discussed in the past; however, due to pressure differences and water main sizing issues this is no longer anticipated.

Marbello Water Association:

The Marbello Water Association serves approximately 100 customers and is located near the intersection of Chain Lake Road and Brown Road. This association purchases water from the Monroe Water System at out of city residential rates. The 2003 demand was 15,479,112 gallons or an average daily demand of 42,408 gallons. The city is also required to provide standby storage for this water system.

Milwaukee Hill Water Association:

This small association's water is provided by a well. Located near the intersection of Chain lake Road and North Kelsey Street, the approximately 10 members of this association will probably be absorbed by the Monroe Water System when the property is further developed and sanitary sewer service is requested. A condition of sanitary sewer service is connection to the Monroe Water System.

Current Water Demand

The 2000 census determined the population of the Monroe Water Service Area to be 16,893, at the same time the population within the City of Monroe was 13,795. However, Monroe does not currently provide water service to all residents of the water service area. Based on the State of

Washington's estimate of 2.91 person per single family household and the number of single family connections outside of the corporate limits of the City of Monroe, the estimated served population was 15,186.

The April 1, 2004, population estimate for the City of Monroe is 15,480 and the estimated served population outside of city is 1,640 for a total served population of 17,120.

Projected Land Use

The City of Monroe adopted its original Comprehensive Land Use Plan in 1994 and significantly revised it in 1998. This Plan was reviewed by the City Planning Commission and Council as part of a comprehensive update and has been followed by the rewriting of the city's Zoning Code and Map. A copy of the land use plan for the Monroe area is shown in figure LU-2 of the Land Use Element. The Land Use Plan is important when sizing major system components such as transmission mains and storage reservoirs to insure sufficient fire flows can be provided.

Projected Water Demand and Needs

The water service area population is expected to increase from 16,893 in 2000 to 27,445 in 2025. During the same time period average daily water consumption is anticipated to increase to 3,624,496 gallons from 1,942,093 gallons. In order to meet these increased system demands a long term water system capital improvement program has been established. Major items identified within the \$25 million improvement plan include:

- An additional 2.5 million gallon reservoir on Trombley Hill.
- An additional 2.5 million gallon reservoir on Ingraham Hill
- An additional 2.5 million gallon reservoir adjacent to the Department of Corrections.
- Installation of a new 18 inch transmission main from the Everett Pipeline to the Ingraham Hill Reservoirs.
- Replacement of approximately 100,000 feet of aging asbestos cement pipe.

These improvements will be paid for by a combination of capital improvement fees and water utility rates. The water utility rates are anticipated to increase by approximately 90% by 2011.

Funding is also available from several sources, but the primary local funding source for capital water projects are water rate fees and one time connection charges. The Comprehensive Water System Plan estimates that if no alternative funding sources are available (e.g., state loans or grants), then the city may be required to fund the improvements from these local revenue sources. This is usually accomplished by issuing revenue bonds that are backed by the revenue generated by the rate fees and connection charges.

Stormwater Management Facilities

The City of Monroe completed the six-year update by creating the 2009 Comprehensive Stormwater System Plan. City Council adopted the plan by ordinance in 2009. Ordinance XXX/2009

incorporates the plan by reference into the city's Comprehensive Plan. The Comprehensive Stormwater System Plan is an appendix to this element.

The 2009 Stormwater System Plan as a stand-alone guiding document that provides a broad overview of the Stormwater Management Utility and identifies how to meet the needs of the City's rate payers while clearly defining the guidelines under which to operate, to meet the requirements of Federal and State law. To accomplish this, the Plan:

- Recommends new programs to achieve regulatory compliance, based on a comprehensive examination of Monroe's current field inventory, policies, programs, and regulatory mechanisms and requirements.
- Identifies and evaluates system deficiencies and develops capital improvements to resolve deficiencies, comply with City requirements, and meet Federal and State law.
- Articulates staffing and costs to construct the capital projects and implement new programs.

~~The City of Monroe's stormwater facilities are a mixture of types. The Downtown core area is served by a combination sanitary/storm sewer system. Newer developed areas use either infiltration systems or discharge to ditches that eventually drain to the Skykomish or Snohomish Rivers. The City adopted a Stormwater Management Ordinance that follows the guidelines of Washington State Department of Ecology (DOE) and requires the use of Best Management Practices. The City is regulating all new stormwater facilities in accordance with the DOE Stormwater Management Manual for Western Washington, August 2001.~~

~~The City of Monroe also adopted a storm water utility in 1996 to finance inspection and maintenance of stormwater management facilities. The stormwater utility went into effect as of March 1997. It provides a supplemental revenue source for stormwater maintenance and drainage improvements throughout the city. The fees collected in 2002 totaled \$488,453, of which \$139,5000 was paid to the collective flood and drainage districts that serve the city, including the French Creek Flood Control District, Drainage District #4 and Drainage District #4A, for operation and maintenance. The remaining funds will be used annually by the city for their own maintenance program, including street sweeping, ditch maintenance, and catch basin cleaning.~~

~~Currently the City owns 51,014 linear feet of storm drainage pipe and 25,513 linear feet of open ditches.~~

~~Additional capital facilities will be constructed as development continues. Developers, through direct construction, mitigation fees, and general revenue, will finance these facilities.~~

Wastewater Treatment

The 2008 Comprehensive Sewer Plan is an appendix to this element and includes an updated inventory and planned wastewater capital improvement projects list. The 2008 Sanitary Sewer System Plan for the City of Monroe addresses the City's comprehensive planning needs for wastewater collection, transmission, treatment, and disposal for a twenty year planning period. Because substantial growth is projected for the Monroe area over the next twenty years, planning for that growth will be essential to properly accommodate new customers within the City and the urban

growth area (UGA). It is also important to evaluate the existing wastewater collection and treatment infrastructure, to determine its capability to serve the projected population and to determine equipment replacement needs for the planning period.

Service Area/Existing Facilities

The City of Monroe has a wastewater collection system service area that spreads throughout the City limits and the City's Urban Growth Area (UGA) of unincorporated Snohomish County. The City of Monroe wastewater treatment plant (WWTP) is located at 522 Sams Street, adjacent to Centennial Park. The City's first WWTP was constructed on this site in the late 1950s and has been extensively expanded and upgraded since that time.

The existing WWTP liquid stream treatment processes include influent screening, grit removal, primary settling, biological treatment in aeration basins, secondary settling, and ultraviolet light disinfection. Primary sludge and waste activated sludge are partially digested in aerated sludge holding tanks. The partially stabilized sludge is then dewatered by a belt filter press. Dewatered sludge is transported to a composting site located on DOC property. The aerated static pile method is used to produce compost that meets the Washington State Department of Ecology's Class "A" pathogen reduction and exceptional quality (EQ) standards (WAC 173-308) for relatively unrestricted use by the public.

The City of Monroe wastewater collection system includes approximately 43 miles of gravity sewer pipes, varying in size from 4-inch-diameter local connections to 24 inch diameter interceptors, and 5.7 miles of force mains. Fourteen of the 21 identified sewer basins in the City and the UGA currently have sewer service. Sewer service may be extended to the other sewer basins as unincorporated UGA areas annex into the City and new development occurs. The sewer system contains nine pump stations owned and operated by the City and several private pump stations. The City's Valley View Pump Station receives sewage from eleven sewer basins and pumps it directly to the wastewater treatment plant through a 12-inch-diameter force main. The remaining three sewer basins with sewers drain to the wastewater treatment plant by gravity. Wastewater is discharged to the City's secondary treatment facility, which has an outfall on the Skykomish River.

Historical Background

Sewers were first installed in 1914 under a series of local improvement districts that discharged directly into the Skykomish River. In 1955, construction of the sanitary sewer system to serve the downtown was completed. This construction included an Imhoff tank to provide primary treatment.

Plans for the Westside system were completed in 1975 to extend service to the Snohomish County Fairgrounds, the State of Washington Department of Corrections Facilities, plus a number of newly developing commercial and residential properties. These plans also included improvements to the treatment facility so it would provide secondary treatment. The improvements also included an influent pump station, aerated grit chamber, side hill screens, rotating biological contactors (RBCs), secondary clarifiers, chlorine contact chambers, and aerobic digesters. Finally, as part of these improvements, the Valley View pump station was also constructed.

In 1980, service was extended to Blueberry Manor, and in 1982 the business/commercial area along SR 2 received sewer service.

In 1995, after nearly 20 years of operation, the treatment plant was expanded and upgraded. These improvements included the addition of primary clarifiers, submerged biological contactors (SBCs), secondary clarifiers, primary aerobic digesters, effluent pump station, and rerouting outfall to a point further downstream. Subsequent to the treatment process modifications, the City installed an odor control collection and air-scrubbing system.

The 1995 treatment plant expansion was designed for a maximum monthly flow of 1.69 million gallons a day (mgd). The February 1999 maximum monthly flow was 1.48 mgd, as noted by the treatment plant.

Phase II treatment plan improvements were completed between March 2001 and March 2003. These improvements included replacement of the effluent pumps, a new in-plant pump station submersible pumps, new anoxic and aeration tankage, new blowers, an ultra-violet disinfection unit, an emergency generator, new palmer read system, a new secondary clarifier (WAS and RAS pumps), belt filter press, odor control modifications, operations building modifications, and related site work.

Planning Area

The planning area includes the City of Monroe Urban Growth Area (UGA) adopted by the City Council and an anticipated service area within the current UGA boundaries. Several factors dictate the need for sewer service in the planning area including: 1) growth along the SR 2 corridor, and 2) existing residential developments that are currently using septic tanks, but may need a sewer collection system. Currently, new sewer service is limited to the City of Monroe corporate limits. The City limits encompass 3,843 acres, and the unincorporated UGA consists of 1,050 acres, for a total of 4,893 acres. The current sewer system serves approximately 89 percent of the residences in the City of Monroe.

Projected Demand

The City of Monroe has experienced moderate population growth since 2000 (an average 2.4 percent annual growth rate), compared to the rapid growth during the 1990s in which the population of Monroe more than tripled. The City has projected 2025 populations for the City and for the UGA based on growth management planning by the Puget Sound Regional Council. The combined annual growth for the City and the UGA from 2005 to 2025 has been projected as 2.21 percent. The existing and projected populations are shown in Table CF-1, including buildout population. Extrapolation of the projected population growth rate indicates that the buildout population could be reached by approximately 2047.

Equivalent Residential Unit (ERU) Projections

Equivalent Residential Units (ERUs) are used to express the amount of water or sewer use by non-residential customers as an equivalent number of residential customers. The *wastewater* ERU value is estimated based on winter water use and an estimate of how much of that water does not enter the sewer system. The *wastewater* ERU is estimated to be 130 gal/day.

**TABLE CF-1
Projected City of Monroe and UGA Population**

Year	City of Monroe Population	City and UGA Population	Sewered Population within City and UGA⁽¹⁾
2005	15,920	17,158	14,446
2010	16,967	19,144	16,692
2015	18,083	21,360	19,143
2020	19,272	23,832	21,828
2025	20,540	26,590	24,779
Buildout	28,378	43,248	43,248

(1) Projected sewer populations assume that all new development is sewerred, and that existing unsewered homes connect to the sewer system at a rate of 2 percent per year.

The existing (2005) and projected number of ERUs discharging to the City of Monroe sewer system has been estimated for each customer class (Table CF-2). Non-residential ERUs have been estimated based on winter water use, the City's estimates of employee populations in 2005 and 2025, and the City's estimates of future ERUs at the Department of Corrections (DOC) Monroe Correctional Complex and the Evergreen State Fairgrounds.

**TABLE CF-2
City of Monroe
Existing and Projected Wastewater ERUs**

	2005	2015	2025	Buildout
Residential	4,215	5,538	7,131	13,869
Commercial ERUs ⁽¹⁾	1,835	2,413	3,132	4,978
DOC ERUs ⁽²⁾	2,791	3,539	4,435	4,435
Fairgrounds ERUs ⁽³⁾	96	120	149	242
Total ERUs	8,937	11,610	14,847	23,524

(1) Commercial ERUs = employees/4.35. Commercial ERUs include retail, office, commercial, industrial, mixed-use and institutional uses (such as schools and government offices).

(2) DOC ERUs estimated based on a ratio of 0.90 inmates/ERU.

(3) Average fairgrounds sewage production was 12,500 gpd for period from July 2004 and June 2005, per the City's individual flow meter. 2005 ERUs = 12,500 gpd sewage / 130 gal/wastewater ERU = 96 ERUs. Fairgrounds annual average ERUs projected to grow at the same rate as the total Monroe UGA population.

Wastewater Flow and Loading Rate Projections

Wastewater flow rates have been projected for 2015, 2025 and buildout conditions. It is assumed that the rate of infiltration and inflow (I/I) of stormwater into the existing sewer system will remain constant throughout the planning period. As the sewer system expands, newly sewerred areas will also produce I/I, although at a lower rate than the existing system.

Flow and loading rate projections are developed for two conditions:

- **Option A:** With DOC Lagoon Pretreatment
- **Option B:** Without DOC Lagoon Pretreatment

Table CF-3 provides the existing and projected wastewater flow and loading rates, and the current wastewater treatment plant (WWTP) design criteria and permit limits for comparison.

TABLE CF-3
City of Monroe Existing and Projected Wastewater Flow and Loading Rates

	Current WWTP Design Criteria	Existing (2004-05)	2015	2025	Buildout
Sanitary Flow Rate (mgd)	N/A	1.14	1.51	1.93	3.06
Average Dry Weather Flow Rate (mgd)	N/A	1.29	1.68	2.12	3.29
Annual Average Flow Rate (mgd)	2.19	1.44	1.83	2.28	3.48
Maximum Month Flow Rate (mgd)	2.84 ⁽¹⁾	2.13	2.55	3.02	4.29
Maximum Day Flow Rate (mgd)	5.1	3.99	4.47	5.05	6.56
Peak Hour Flow Rate (mgd)					
With Option A	7.5	7.5	8.62	9.55	11.95
With Option B ⁽²⁾			9.01	9.94	12.34
Maximum Month BOD ₅ Loading (lb/day)					
With Option A	6,090 ⁽¹⁾	4,820	6,270	8,020	12,700
With Option B			7,385	9,415	14,100
Maximum Month TSS Loading (lb/day)					
With Option A	5,940 ⁽¹⁾	5,583	6,970	8,910	14,110
With Option B			8,725	11,110	16,318

(1) Condition S.4.A of City's NPDES permit.

(2) Option B (without DOC Lagoon Pretreatment) peak hour I/I is 0.39 mgd greater than for Option A (with DOC Lagoon Pretreatment).

Current Demand

The City's wastewater collection system was analyzed for its ability to serve the future population and land use and to handle the projected wastewater flow rates.

A hydraulic model was developed to analyze the capacity of major gravity lines at existing, 2015, and buildout conditions at peak hour wet weather flow rates. The results of the hydraulic model (capacity analysis) and estimates of physical condition were used to identify collection system components in need of rehabilitation or replacement. Table CF-4 summarizes the results of the hydraulic model and identifies facilities that have inadequate capacity.

TABLE CF-4
Hydraulic Model Results: Capacity Deficiencies

Deficient Facilities	2006	2015	Buildout
Gravity pipes (Eastside Sewer Basin)	14 segments @ 3,231 lf total	15 segments @ 3,436 lf total	15 segments @ 3,108 lf total
Gravity pipes (other sewer basins)	1 segment @ 98 lf	8 segments @ 1,628 lf total	8 segments @ 1,628 lf total
Pump stations	Valley View P.S.	Valley View P.S.	Valley View P.S.
Force mains	None	None	Valley View P.S. (7,865 lf)

Treatment Evaluation at Projected Flow and Loading Rates

The capacity of the liquid treatment processes to treat the 2015 and 2025 projected flow and loading rates was evaluated (for Option B, without DOC lagoon pretreatment). The condition of the existing WWTP processes was evaluated based on visual observation and interviews with City staff.

Recommended improvements to the WWTP during the 20-year planning period were developed based on the required capacity, performance and operation and maintenance needs.

Recommended improvements to the liquid stream processes at the WWTP:

- New influent pump station
- New headworks bypass channel with manual bar rack
- Construction of a third primary clarifier
- Modification of the aeration basin blower system to increase capacity and efficiency
- Construction of a third secondary clarifier, with associated RAS and scum pumps
- Additional UV disinfection capacity
- Replacement of the effluent pumps and modifications to the effluent pipeline
- Installation of a larger standby generator.

Biosolids Management

Presently the City relies on a composting facility located on DOC property for treatment of the waste sludge produced at the WWTP. It is recommended that the City add facilities to produce biosolids at the WWTP site that are suitable for land application, eliminating dependence on the composting facility. These facilities would need to meet Ecology's Class "B" pathogen removal requirements and the vector attraction reduction requirements (WAC 173-308), which allow land application on sites with biosolids permits.

To reliably meet these requirements at the treatment plant site, the City will need to expand sludge stabilization capacity. Two alternatives for sludge stabilization were evaluated for this Plan:

- Expand the existing aerobic digestion system
- Construct a new anaerobic digestion system

The anaerobic digestion alternative is recommended due to lower footprint requirements, lower operational costs and a lower 20-year net present value.

The City may desire to further treat the Class “B” biosolids to meet Class “A” pathogen standards. Biosolids that are Class “A” with respect to pathogen removal may be distributed to the general public and may also be land applied with fewer restrictions than Class “B” biosolids. Two alternatives were evaluated for optional Class “A” biosolids treatment for this Plan:

- Sludge drying
- Sludge composting

Table CF-5 summarizes the capital costs, and operation and maintenance (O&M) costs and net present value of the two Class “A” biosolids treatment alternatives.

TABLE CF-5
Class “A” Biosolids Treatment Alternatives
Comparison of Capital and O&M Costs (2007 Dollars)

Alternative	Capital Cost ⁽¹⁾	Annual O&M Cost	20-Year Net Present Value ⁽²⁾
Class "A" Sludge Dryer System	\$6,307,000	\$285,000	\$10,999,000
Class "A" Sludge Composting System	\$8,286,000	\$401,000	\$14,744,000

- (1) Includes sales tax, 20 percent contingency, engineering, and construction management.
(2) Net present value calculated based on an average 3 percent annual inflation rate, a 6 percent interest rate and a 5.5 percent discount rate.

Suitable space is not available for Class “A” biosolids treatment at the WWTP site using either of these processes. It is recommended that the treatment system be installed at another location on land owned or leased by the City. Costs for land were not considered in this evaluation.

Sludge drying is the recommended Class “A” biosolids treatment system, based on lower capital and annual O&M costs. Class “A” biosolids treatment is an optional process that the City may elect to develop at a City owned or leased site during the planning period.

Summary of Recommended WWTP Improvements

In order to reduce the financial impact on the City, it is recommended that the WWTP improvements be constructed in three phases. As the previous phases of WWTP upgrades are known as Phase I (1995) and Phase II (2002), the future phases are labeled Phase III, IV and V.

The Phase III upgrade (2009) includes the following components:

- New influent pump station
- New headworks bypass channel with manual bar rack
- Additional UV disinfection capacity
- Replacement of the effluent pumps and modifications to the effluent pipeline
- Installation of a larger standby generator

The Phase IV upgrade (2012) includes the following components:

- Construction of a third primary clarifier
- Modification of the aeration basin blower system to increase capacity and efficiency
- Construction of a third secondary clarifier, with associated RAS and scum pumps

- Gravity sludge thickener for primary sludge
- Mechanical sludge thickener for waste activated sludge

The Phase V upgrade (2016) includes the following components:

- Construction of two anaerobic digester tanks
- Construction of a digester equipment building, including digester heating equipment (boiler, heat exchanger and pumps) and digester gas handling equipment
- Construction of a digested sludge holding tank

Table CF-6 provides a summary of the preliminary project cost estimates for each phase of the WWTP improvements.

TABLE CF-6
WWTP Improvements Preliminary Project Cost Estimate (2007 Dollars)

Project Phase	Year of Construction	Project Cost Estimate⁽¹⁾
Phase III WWTP Upgrade	2009	\$5,015,000
Phase IV WWTP Upgrade	2012	\$8,444,000
Phase V WWTP Upgrade	2016	\$11,875,000
Class "A" Sludge Dryer (Optional)	2016	\$6,307,000

(1) Includes sales tax, 20 percent contingency, engineering, and construction management.

Table CF-7 provides estimated 2025 annual operation and maintenance costs for the WWTP, with the recommended improvements.

TABLE CF-7
WWTP with Recommended Improvements
2025 Annual Operation and Maintenance Cost Estimate⁽¹⁾

Item	Annual Quantity	Unit	Unit Price	Annual Cost
Labor	9	FTE	\$52,000	\$468,000
Power	4,712,612	kWh	\$0.08	\$377,000
Alkalinity Chemical and Chlorine	1	LS	\$80,000	\$80,000
Polymer	24,000	LB	\$2.50	\$60,000
Natural Gas	1	LS	\$5,000	\$5,000
Odor Control Chemicals	1	LS	\$130,000	\$130,000
Repair and Maintenance	1	LS	\$147,000	\$147,000
Supplies/Miscellaneous	1	LS	\$130,000	\$130,000
Subtotal Annual O&M Cost Estimate				\$1,397,000
Class "B" Biosolids Land Application ⁽²⁾	3,676	WT	\$60	\$221,000
Total Annual O&M Cost Estimate				\$1,618,000

(1) Costs are in 2007 dollars for projected 2025 conditions. Cost estimate does not include costs for optional Class "A" sludge dryer system.

- (2) If the Class “A” sludge treatment option is not selected, Class “B” biosolids should be hauled off-site to a land application site.

Water Reclamation and Reuse Evaluation

This Plan presents a brief evaluation of the feasibility of reclaiming effluent from the WWTP and reusing it in the City. Landscape irrigation of Centennial Park and sanitary sewer flushing are the most suitable uses of reclaimed water in the City of Monroe. The estimated capital and O&M costs to provide reclaimed water far exceed the potential revenue from sale (revenue would cover 11 percent of costs for a reclaimed water system). Other external benefits of the reclaimed water system may cause it to be feasible at some time in the future, but the system will not be included in the capital improvement plan.

6-Year Capital Improvement Plan (CIP)

Wastewater capital improvements for the collection system and the WWTP have been scheduled and prioritized on the basis of growth, regulatory requirements, component reliability, system benefit, and cost.

The recommended CIP projects are summarized below using the following abbreviations:

- G – Gravity Sewer Improvements
- F – Force Main Improvements
- P – Pump Station Improvements
- WWTP – Wastewater Treatment Improvements

Table CF-8 presents a summary of the recommended CIP improvements for 2007 to 2013 (6-year CIP), sorted in chronological order. The year shown for each project is the anticipated year of construction.

TABLE CF-8
6-Year Capital Improvement Plan: 2007 to 2013
(2007 Dollars)

CIP Project No.	Title	Year of Construction	Project Cost Estimate⁽¹⁾
P-1	Park Place Pump Station	2008	\$ 1,264,000
F-1	Valley View Force Main Replacement Phase I	2008	\$ 1,425,000
P-4	Pump Station Flow Meter Calibration	2008	\$ 35,000
G-7	Miscellaneous Pipe Rehabilitation Projects	2008	\$ 500,000
WWTP-1	Phase III WWTP Upgrade	2009	\$ 5,015,000
WWTP-5	WWTP Capacity Analysis	2009	\$ 25,000
G-3	WWTP Influent Pipe Replacement	2009	\$ 84,000
G-1	South Kelsey Street Interceptor I/I Reduction Project	2009	\$ 501,000
P-3	Beaton Pump Station Standby Generator	2009	\$ 170,000
G-7	Miscellaneous Pipe Rehabilitation Projects	2009	\$ 500,000
G-2	Fremont Street Drainage Improvements	2010	N/A ⁽²⁾
G-7	Miscellaneous Pipe Rehabilitation Projects	2010	\$ 500,000
G-4	Misc. Gravity Pipe Improvements	2011	\$ 140,000
G-7	Miscellaneous Pipe Rehabilitation Projects	2011	\$ 500,000
WWTP-2	Phase IV WWTP Upgrade	2012	\$ 8,444,000
G-5	Chain Lake Road Interceptor Project	2012	\$ 1,350,000
G-6	177 th Avenue SE Capacity Expansion Project	2012 ⁽³⁾	\$ 288,000
G-7	Miscellaneous Pipe Rehabilitation Projects	2012	\$ 500,000
G-7	Miscellaneous Pipe Rehabilitation Projects	2013	\$ 500,000
Total			\$21,741,000

- (1) Project cost estimates include sales tax, 20 percent contingency, engineering, and construction management.
- (2) Project G-2 does not include sanitary sewer improvements.
- (3) Project required when the DOC pretreatment lagoons are removed from service (due to loss of equalization for peak I/I) or the inmate population increases substantially.

20-Year Capital Improvement Plan (CIP)

Table CF-9 summarizes the projects recommended for construction between 2014 and 2025 (20-year CIP).

TABLE CF-9
20-Year Capital Improvement Plan: 2014 to 2025 (2007 Dollars)

CIP Project No.	Title	Year of Construction	Project Cost Estimate⁽¹⁾
WWTP-3	Phase V WWTP Upgrade	2016	\$11,875,000
WWTP-4	Class "A" Sludge Dryer (Optional)	2016	\$ 6,307,000

- (1) Project cost estimates include sales tax, 20 percent contingency, engineering, and construction management.

Roads

A complete discussion of the City's traffic circulation system and proposed six-year transportation improvement plan can be found in the Transportation Element of the Comprehensive Plan.

Parks, Recreation, and Open Spaces

An updated inventory and planned parks capital improvement projects are contained in the 2002 Parks, Recreation, and Open Space Element of the Comprehensive Plan.

Fire Protection Facilities

Existing Facilities

The City of Monroe operates a joint fire department with Snohomish County Fire Protection District #3. Because of this joint operation, it is impossible to isolate City of Monroe requirements.

Therefore, this Capital Facilities Plan is for the entire service area of Monroe Fire District #3, which includes the unincorporated urban growth area.

Monroe Fire District #3 currently operates two fire stations. The Headquarters station is located at 163 Village court and is staffed 24 hours per day with between four and eight firefighters. Station 32 is located at 22122 132nd Street SE and is currently staffed by volunteers responding from their residences.

The District had the following staff in 2000:

1 Fire Chief
 1 Assistant Chief
 3 Battalion Chiefs
 4 Captains
 9 Firefighters
 16 Firefighter/Medics
 40 Volunteer firefighters

2000 Existing equipment is outlined below:

A31 1999 Chevrolet 4X4 K3500 Aid Car
 A31A 1995 Ford E350 Braun Aid Car
 A32 1994 Ford E350 Braun Aid Car
 M31 1998 Ford E350 Braun Aid Car
 M32 1998 Ford E350 Braun Aid Car
 City of Monroe Comprehensive Plan
 2005-2025 Capital Facilities Element

L31 1996 Simon Duplex Aerial Ladder Truck
BR31 1991 Ford F250 4x4 Pickup Brush Unit
U31 1991 Ford Explorer 4X4 Command Vehicle
E31 1987 Western States 1500 GPM Quad Fire Engine
E33 1976 Western States 1250 GPM Quad Fire Engine
R31 1992 H&W 1250 GPM Rescue Truck
S31 1984 Ford F350 4x4 Squad Vehicle
S33 1983 Ford Staff Vehicle
T31 1984 4-Guys 2500 gal. Tanker
C31 1995 Ford Taurus Sedan
AC31 1998 Ford Expedition
BAT3 1995 Chevrolet Suburban Command Vehicle
R32 1989 Ford/Western States Pumper
Boat 31 Aluminum Jet Sled 19 ft.
Boat 32 Achilles Inflatable 12 ft.

Current Demand

In 2002 the department responded to 3,881 alarms within the district (average 10.50 alarms per day). Of this total, approximately 1,779 (60%) were accounted for within the City limits. In total, approximately 72% of all calls are for medical or EMS service. Over the past 10 years, total alarms have been increasing at a rate of 5% per year.

The level of service provided by the fire department can be calculated many ways. The numbers of firefighters per 1,000 residents, number of calls per firefighter, or response time to alarms are all measures used to determine the level of service.

Because the fire department is charged with the preservation of life and protection of property the level of service should be related to the provision of service. Therefore, the desired level of service for Monroe Fire District #3 shall be a response time of less than 5 minutes for 85% of the population of the Urban Growth Area. Shorter response times will be provided for high value areas (i.e. downtown, West Monroe Industrial Park, etc.).

Projected Demand, 2006

Fire districts that currently have a service population in the range of Monroe's projected 2015 population respond to 100 to 150 calls per 1,000 population. Using 125 calls per 1,000 gives an alarm total of 3,650 (average 10 alarms per day).

At the present time, all of the City and its urban growth area can be serviced within the 5-minute level of service standard. Due to recent growth in west and north Monroe, a station north of the railroad tracks, near Fred Meyer, would be indicated.

Projected Needs

The Fire District anticipates that increasing growth beginning with the next decade will begin to stretch the existing stations ability to maintain the current level of service. In order to achieve the recommended level of service after the year 2000, the District anticipates completing a study for siting new facilities, including construction of additional stations and the acquisition of new apparatus. Possible new stations may include:

- Station 33 - Located on the north side of SR 2 near Fred Meyer's or the Kelsey Street extension. This station would provide service to the north side of the city, Chain Lake and Robin Hood areas.
- Station 34 - Located near the intersection of Florence Acres Road and 243rd Avenue SE. This station will cover the Old Owen Road, Florence Acres Road, Florence Acres Loop, and Hand Road.
- Station 35 - Located on Ben Howard road. This station will cover River View Estates, Sky View Estate, and Thunderbird Terrace.
- Station 36 - Located at the intersection of High Bridge Road and Crescent Lake Road. This station will provide service to the Tualco Valley, High Bridge, and the Mt. Forest Blvd. areas.
- Station 37 - This station will be located in the Fryelands Industrial Park and will provide initial response to the west industrial area.

The District does not usually project capital facilities needs for fire protection services over a 20-year period due to uncertainties, changing technology, expansion of service areas, etc. However, the District is planning to conduct a more comprehensive facility needs study within the next several years.

During the next six years, however, the District anticipates the need for several new stations and equipment as shown in the following table.

Table CF-10
City of Monroe Fire Protection Facilities
Six-Year Needs Projection (2000-2006)

Improvement Description	Per Unit \$ Cost	Total \$ Cost
Fire Stations:		
3 Sites	125,000	375,000
3 Stations	800,000	2,400,000
Total Land & Buildings		2,775,000
Equipment (new and replacement of existing equipment):		
8 Aid Vehicles	100,000	800,000
3 Engines	250,000	750,000
3 Rescues	150,000	450,000
1 Tanker	120,000	120,000
2 Squads	50,000	100,000
2 Command	30,000	60,000
1 Ladder Truck	500,000	500,000
Total Equipment	2,780,000	
Total Capital Expenditure	\$5,555,000	

Source: Fire District #3, 1997

The fire district has three major sources of funding—a \$1.19/\$1,000 assessed value fire service tax on property evaluation; a \$0.50/\$1,000 assessed value EMS tax; and contracts for providing fire protection to the special regional use facilities in the district, including the Washington State Reformatory and the Evergreen Fairgrounds. The district has typically relied upon general obligation bonds for new station construction.

The only significant deficiency of the existing water distribution system is a lack of sufficient fire hydrants in some areas, additional demand requested by Sky Meadows Water district to correct low water pressure problems during peak usage, and old undersized pipe in the downtown corridor.

Police Facilities

Current Demand

In 2002, the Department responded to over 30,207 calls for service as dispatched by the SNOPAC dispatch in Everett. This resulted in an average of 82 calls per 24-hour period, amounting to 2,069 calls of service per 1,000 population. Although “calls for service” has shown an increase, this reporting does not represent a complete picture of the workload encountered by the Monroe Police Department. As more people move in and through our city, they request assistance from the police department. Calls for service counts do not include citizens appearing at the counter with questions or requests for service as well as the many phone calls and fax requests received at the department. A variety of the services requested by means of walk-in visitors include tours of the police department, requests for officers as speakers to various class rooms and civic groups, providing fingerprinting services, complaints centering around code enforcement issues, and answering general questions.

Population increases alone do not appear to be an accurate predictor of call load for Monroe Police Department. Service calls are more closely linked to daytime population and traffic loads. To maintain current levels of service, officers per thousand population cannot stand alone as an indicator. Monroe Police Department strives to maintain a response time of under 3 minutes to “in progress” calls. Currently, responding to 1007 calls per year limits an officer’s time for training, community interaction, and preventive activities crucial to collaborative policing which Monroe has been used to. The department has committed approximately 1.5 officers to activities associated with juvenile crime prevention, including the campus officer and DARE which require manpower levels related to school populations (not exclusively related to growth inside the City limits). Population calls for service, added street miles to patrol, increased tax base revenue, and school populations are among the predictors of police service volume in Monroe.

Projected Demand

Assuming that calls for service are related somewhat to residential increases, but more dramatically to daytime population and traffic loads, it is anticipated that there will be continued growth. The addition of the movie theater complex, offices, and industrial park development may bring another surge in calls for service.

With the inclusion of the housing developments located in the North Area incorporated City limits, internal residential development will begin to stretch the “in progress” response time beyond 3 minutes. This will necessitate the use of beat configurations with minimum staffing requirements. Population for the year 2008 is projected at 16,833 people inside the corporate limits; however, it is

anticipated that the calls for service will continue to also be based on additional factors such as retail development and school district growth.

Unusual changes in the area's industry, such as the theater complex or dramatic traffic alterations such as SR-522 improvements or the SR-2 bypass, will have unique impacts on police requirements, which must be calculated separately from overall plans.

Projected Needs

Capital facility planning begins with working space. The current police facility and municipal campus was the subject of a 1990 Mithun Partners Building Facilities Study. The assessment included past and present functions as well as projections for future needs of the city. The study also contained an evaluation of the existing structure and the development of a long-range plan for the campus with consideration being given to both the space and needs assessment and building evaluations.

The study found that the Police Building was relatively new and would be useful for many years. Some of the operating systems installed in the building, such as the HVAC system, continued to have problems. Additionally, the study revealed that the building provided far less space than the department needed, which continued until the Public Works Department moved out of the building.

In order to support the growth in the City of Monroe, and to provide service as discussed above, it is anticipated that the Monroe Police Department will be hiring additional personnel as outlined below. Currently, the department is experiencing deficits in the commissioned to civilian ratio and the officers per thousand in population ratio. The numbers below reflect a gradual increase in staffing levels, which is anticipated to adequately address the needs of the department and citizens of Monroe. Optimum staffing levels for a police department are accepted as 2.4 officers per thousand population and a ratio of 2.5 commissioned employees per 1 civilian position.

Table CF-11
Projected Additions to Police Department Staff

Year	Commissioned Personnel	Civilian Personnel
2003	0	0
2004	2	1
2005	1	1
2006	0	3
2007	0	3
2008	0	2
2009	1	2

Additional police vehicles will be necessary as the size of the department increases. A minimum of one patrol car per two patrol officers is required, as well as administrative vehicles. This will require new purchases consistent with hiring staff in addition to replacement, which is recommended every two years.

Table CF-12
Projected Six Year Police Facility Capital Improvements
2003-2008

CIP Description	Cost	Funding Source
19 Patrol Vehicles (4 new and 15 replacements)	\$769,000	General Fund
Building Expansion per City Work Space Study	\$465,000	General Fund
Computers and Workstations	\$110,000	General Fund
Crime Reporting Software	\$50,000	General Fund
Telephone Recorder	\$25,000	General Fund
800 MHz Equipment	\$800,000	General Obligation Bond
Furniture	\$20,000	General Fund
Remote Office Site	\$100,000	General Fund
Remodel Records Room	\$50,000	General Fund
Expand Records Storage	\$9,000	General Fund
Records Storage System	\$10,000	General Fund
Lateral Files	\$8,000	General Fund
Workstation Cubicles	\$5,000	General Fund
Remodel Front Counter	\$10,000	General Fund
Total		\$2,431,000

Source: City of Monroe Police Department, 2003

At present, the police department is faced with declining revenues for funding police services. The passage of laws affecting the funding provided for by federal and state resources has shown a dramatic decrease. All indications point towards the obvious: that growth in Monroe will continue. The Monroe Police Department service area will continue to expand and the density within our current service area will increase.

Municipal Campus

Existing Facilities

All City functions with the exception of the Wastewater Treatment Plant are headquartered at the City's main municipal campus at 806 West Main Street. There are three primary structures and two portable buildings occupying the municipal campus. They are the City Hall Building, the Police Building, and the Public Works Portable Offices and Shop Building. There are also three storage and parking outbuildings.

City Hall Building

The City Hall Building is a 9,600 square foot one-story facility situated on the north central portion of the municipal campus. City operations occupied the facility in 1977. Since that time, the building has undergone several expansions and improvements. However, these improvements have occurred in an incidental manner with little long-term planning.

Police Building

Completed in 1991, the Police Building is the most recent addition to the Municipal Campus. It is a 9,400 square foot building that was designed and built to be the headquarters for the City of Monroe

Police Department. It is located immediately south of the City Hall Building on the Municipal Campus.

Public Works Facilities

The Public Works Shop Building is a 4,000 square foot metal shed building with a flat roof and two large bay doors. Most of the building is made up of the shop itself while about 500 square feet of space is a restroom with a small office area constructed above. The building is located immediately west of the City Hall Building on the Municipal Campus. The site of the Municipal Campus was originally an automobile dealership and the existing shop building was part of the previous use. The building is estimated to be over 25 years old.

The two portable offices have a combined area of 3,360 square feet and contain the department offices, lunchroom, and the Community Coordination Center (CCC) used during natural disasters.

1999 Municipal Campus Space Study

In 1999, a study was commissioned with three primary goals; 1) conduct a space needs assessment for all City functions for the present, as well as projections for space needs at five, ten and twenty years; 2) evaluate existing structures for present and future use in light of the results of the space needs assessment; and 3) develop a long-range plan for the Municipal Campus in light of both the space needs assessment and the building evaluations. Each aspect of the Municipal Campus Space Study will be discussed below.

Space Needs Assessment

The Space Needs Assessment was based primarily on information provided by department directors and other key personnel. A series of interviews with these individuals, as well as with the Mayor and the City Administrator, formed the basis of both present and future space needs. Department directors were asked to provide information on their current staffing levels along with an estimate of future staff needs at five, ten, and twenty-year intervals. These estimates were based on estimates of the growth of the City while assuming existing service levels will continue into the future.

Each staff position was then allocated an amount of space based primarily on the space needs of that particular position. The criteria used to determine this included but was not limited to supervisory responsibilities and the attendant need for privacy, the need for meeting space, and the need for file storage or bookshelf space. An estimate was then developed of present and future space needs for each department by adding a percentage for halls and walkways, restrooms, and meeting rooms. The need for space in square feet identified through this process is summarized in the table below.

**Table CF-13
Five and Twenty Year Space Needs**

	5 year	20 year
City Hall	18,000	21,000
Police	15,000	19,000
Public Works	20,000	21,000

Building Evaluations

City Hall Building

The evaluation of the City Hall Building revealed a number of serious problems.

The existing HVAC system is wholly inadequate for the building and will require replacing if any remodel or modernization is planned for the building. In addition, the existing pitched roof was installed over the original flat roof system. The HVAC heat pumps located on the flat roof were enclosed, further reducing their efficiency.

The existing telecommunication hubs are located in the attic space. This is an extremely harsh environment for this type of equipment.

Electrical power for the City Hall Building originates in the Public Works Shop Building. The existing distribution system within the City Hall building is in fair and serviceable condition, but has reached its service capacity owing to the increase in electronic loads since the last upgrade in 1981. Existing branch circuiting in the City Hall Building is inadequate, both in number of available circuits and number of available receptacle outlets.

There is evidence of damaged wood in several locations. Wood beams along the north and east perimeters of the building have blisters that appear to indicate water damage beneath. A roof inspection revealed that leaks are occurring in locations where screws have backed out of gaskets overdriven at several locations along the roof-to-wall transitions where the shingle roof meets the metal panels. The shingle roof area is adequate and should perform in a satisfactory manner for five or more years.

A cost-benefit analysis was performed to evaluate three alternatives for a City Hall facility in the future. The alternatives were: 1) do nothing; 2) remodel but no new space 3) remodel and expand the existing City Hall Building for future use; and 4) demolish the existing building and replace it with an all new, much larger structure. This analysis assumed a thirty-year horizon. An attempt was made to capture all costs including construction, maintenance, and costs associated with utilities and daily upkeep. For example, it was assumed that the utility and maintenance costs for a new building would be much less than it would be for an older one of similar size.

This analysis showed that the least expensive alternative was number 2- to remodel existing city hall and add no additional space. However, this alternative is not without significant costs. As noted above, additional space will be needed, so there will be costs for additional space even if space is provided off-site or in the form of modular units. The total cost of this alternative was estimated to be \$4,186,730. To do nothing at all was estimated to cost only slightly more at \$4,410,317. The costs associated with alternatives three and four were \$8,604,574 and \$9,428,092 respectively. The fact that there is a small difference between the costs of these two alternatives is due to the need for significant repair and improvements to the existing City Hall Building and to the additional cost of utilities and maintenance associated with an older facility.

Police Department Building

Because this building is relatively new, it clearly will be useful for many years into the future. However, the building evaluation process revealed problems with the existing HVAC system. The

existing HVAC in this facility was designed to provide adequate service to the existing structure. However, the system has never worked as it should and there have been constant problems with the system keeping some parts of the building too cool while keeping others too warm.

The Police Building was designed and built with the realization that additional space would be needed for the Police Department before the new building had reached the end of its useful life. In fact, the building was constructed in such a way that the south wall could be removed relatively simply so that the building could be enlarged in that direction. However, the evaluation process revealed that when it was built, the HVAC and electrical services were installed with no additional capacity. Therefore, any future additions to the building will require significant upgrades or replacement of these systems.

The space study revealed that the building already provides far less space than the department needs.

Public Works Shop Building

The roof and gutters were completely replaced in 1997 and are still in good condition. As noted above, however, this facility is very old. As a result, it is completely inadequate in terms of space needs. In addition, it is creating significant costs to the City in both service effectiveness and efficiency.

The employee support facilities for the Public Works Department are wholly inadequate. The Public Works Shop Building has only one restroom (a men's) with one shower stall. Female Public Works employees are forced to use the women's restrooms in the City Hall Building. No Public Works employee currently has access to a locker room. Temporary plywood lockers have been constructed on the main floor of the Public Works Shop Building for their use.

The first portable office was installed in 2000, and the second in 2002. The buildings have a life span of between five and ten years on the site.

The City has identified a potential site for a new Public Works campus adjacent to the North Kelsey Planning Area. It is estimated that the proposed campus, including a new office building, maintenance shops, vehicle and equipment storage building, fueling station, compost bins, and off-street parking will cost approximately \$5 million. Construction of the new facility is dependent on budget priorities and financing.

Long-Range Plan for the Municipal Campus

As part of the Space Study, a long-range plan for the Municipal Campus was developed. This plan was based on several key assumptions:

- Though continued growth may necessitate the relocation of some City functions to another location at some point, City functions should remain at the present Municipal Campus located at the intersection of Main Street and Dickerson Avenue.
- In an effort to improve customer service and citizen access, all City departments and functions should be accessed at one entrance on the Campus.

- Any construction or improvements should be accomplished with minimum disruption to City services (e.g., avoid using modular units, continue to use existing facilities until new facilities are completed, etc.).

The last step would be dependent on the acquisition of significant additional property by the City by the time it is needed. It is assumed that the space needs of the City will outgrow the current Municipal Campus at some point in the future.

The timing of the decision to move some City functions away from the current campus will depend upon the growth rate of the City and the attendant growth in City staffing.

School Capital Facilities

The City of Monroe adopted the updated Monroe School District Capital Facilities Plan (CFP) in 2008. The plan is intended to provide the Monroe School District, Snohomish County and other jurisdictions with a description of facilities needed to accommodate projected student enrollment at acceptable levels of service over the next 12 years, and a more detailed schedule and financing program for capital improvement over the next six years (2008-2013). In accordance with the Growth Management Act, this CFP contains the following required elements:

- An inventory of existing capital facilities owned by the School District, showing the locations and capacities of the facilities.
- A forecast of the future needs for capital facilities owned and operated by the School District.
- A six-year plan for financing capital facilities within projected funding capacities, which clearly identifies sources of public money for such purposes.
- The proposed locations and capacities of expanded or new capital facilities.

Prompted by a 2008 annexation and property located in the city's Urban Growth Area, Monroe adopted the Snohomish School District's Capital Facilities Plan in 2010.—. The Capital facilities Plan is intended to provide the Snohomish School District and associated jurisdictions a description of the facilities needed to accommodate projected student enrolment at acceptable levels of service, including detailed schedule and financing program for capital improvements, over the six—year period of 2008-2013.

The Monroe School District is located in the southeastern portion of Snohomish County. The District covers approximately 82 square miles. The Skykomish and Snoqualmie Rivers join to form the Snohomish River in the central portion of the District. The topography includes flood plains to rolling hills. The major east-west road is U.S. Highway 2, leading from Everett to Stevens Pass and Eastern Washington. The major link to Bothell, Seattle, and the east side of King County is SR-522, leading from Monroe to Woodinville.

The District currently serves a student population of 7,174 (October 1, 2007) with five elementary school campuses, three middle schools, and one high school. Leaders in Learning, an individualized secondary program, is also offered in a facility owned by the District. The Sky Valley Education Center, an individualized program for students in grades K-12, who otherwise would be home schooled, is housed in leased facilities. Sky Valley Education Center and the Leaders in Learning students enrollment figures are included in both the District and OSPI figures. The District also

~~operates WAVA High School, a virtual high school for students in grades 9-12. The District also provides fiscal and administrative support for the youth Re-Engagement program house off-site at Everett community college in Everett, Washington. The WAVA High School and U-3 program enrollment figures are included in the OSPI figures. The enrollment figures for these programs are not included when determining the District's facility needs.~~

~~Elementary schools provide educational programs from students in kindergarten through grade five. Middle schools serve grades six through eight. The high school serves grades nine through twelve. Leaders in Learning serves grades nine through twelve.~~

Capital Facilities Plan

~~Monroe School District develops and adopts a Capital Facilities Plan (CFP) which is intended to provide the Monroe School District, Snohomish County and other jurisdictions with a description of facilities needed to accommodate projected student enrollment at acceptable levels of service over the next 12 years, and a more detailed schedule and financing program for capital improvement over the next six years (2008-2013). In accordance with the Growth Management Act, this CFP contains the following required elements:~~

- ~~• An inventory of existing capital facilities owned by the School District, showing the locations and capacities of the facilities.~~
- ~~• A forecast of the future needs for capital facilities owned and operated by the School District.~~
- ~~• A six year plan for financing capital facilities within projected funding capacities, which clearly identifies sources of public money for such purposes.~~
- ~~• The proposed locations and capacities of expanded or new capital facilities.~~

The Growth Management Act **also** requires reassessment of the land use element if probable funding falls short of meeting existing needs. This is necessary to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. This Capital Facilities Plan is intended to provide local jurisdictions with information on the School District's ability to accommodate projected population and enrollment demands anticipated through implementation of various comprehensive plan land use alternatives.

In addition to the elements required by the Growth Management Act, the CFP provides supporting documentation for the variables used to calculate development impact fees.

The Capital Facilities Plan for the Monroe School District for the year 2008-2013 inclusive is hereby adopted as part of this Capital Facilities Element of the Monroe Comprehensive Plan as if set forth in full.

Impact Fees

The State Environmental Policy Act and the Growth Management Act authorize jurisdictions to require mitigation for impacts directly related to a proposed development. The Growth Management Act authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing "existing facility deficiencies (*Paying for Growths' Impact – A Guide to Impact Fees*, State of Washington Department of Community Development Growth Management Division, January, 1992).

The City of Monroe has been collecting school impact fees since 1991, using the State Environmental Policy Act as the collection method prior to the adoption of impacts fees consistent with the Growth Management Act in 2002.

In September 2002, the city adopted a school impact fee ordinance, Chapter 20.07 of the Monroe Municipal Code (MMC). The Snohomish and Monroe School District (~~District~~) receives impact fees from development within the City of Monroe according to the provisions of MMC Chapter 20.07, and consistent with the Monroe School District No. 103 and the Snohomish School District Six-Year Capital Facilities Plan.

When the Council approved the ordinance approving Chapter 20.07 (School impact fees mitigation program), they deviated from Snohomish County's established discount rate of fifty-percent for the Monroe School District. The City Council is not required to impose the same discount rate as the County. The City Council stated that a twenty-five percent discount was more appropriate in Monroe because the city has the largest and fastest growing school population in the District's boundary. The Council also stated their desire to see new growth pay its proportionate share of impacts on District's facilities; the twenty-five percent strives towards the general policy of making growth pay for the impacts of growth.

The impact fees calculation is based on the District's cost per dwelling unit to purchase land for school sites, make site improvements, construct schools, and purchase/install temporary facilities. As required under GMA, credits have also been applied for State Match Funds, property taxes and capital project funds to be proposed for future bond measures. The formula worksheet used to calculate impact fees for residential development proposed within the Monroe School District are provided in the District's Capital Facilities Plan, Appendix C.

Level-of-Service Standards

The Growth Management Act states that Level-of-Service (LOS) Standards are required for transportation facilities, (RCW 36.70A.070, Mandatory Elements).

The Act also briefly touches on LOS standards for other types of capital facilities, (WAC 365-195, Growth Management – Procedural Criteria for adopting Comprehensive Plans and Development Regulations).

The City of Monroe has adopted minimum LOS standards for the following capital facilities: fire services, parks, police services, potable water, schools, sanitary sewer, and transportation facilities.

These standards were adopted in the Comprehensive Plan or by individual comprehensive facility plans that were adopted into the Capital Facilities Element by reference.

The established minimum LOS standards are incorporated into Capital Facilities Policy CFP 22, and are listed below for easy reference.

Fire Services: The Monroe Fire District #3 has established an alarm response time of less than six and one quarter (6.25) minutes for the City of Monroe and an average response time of 12.30 minutes for the remainder of the district service area.

Parks: The parks LOS standards are based on type of facility, and are listed in the Parks, Recreation and Open Space Element of the Comprehensive Plan. There are 65 types of facilities broken into seven categories: land; resources activities; trails; playgrounds; courts and fields; recreation and community centers; special use facilities; and support facilities.

Police Services: The Monroe Police Department has established an alarm response time of three minutes or less for an “in progress” request for service within the urban growth area.

Potable Water: The Comprehensive Water System Plan established a minimum LOS of 800 gallons of domestic water storage and demand of 300 gallons per day per ERU, and a minimum fire flow pressure of 20-psi equivalent per residential unit.

Schools: The Monroe School District set minimum educational service standards are outlined in the adopted Monroe School District Capital Facilities Plan. based on several criteria. Not meeting these minimum standards will trigger significant changes in program delivery. If there are more than 26 or more students per classroom in a majority of K-4th - grade classrooms, or 30 or more students in a majority of 5th—12th - grade classrooms, the minimum standards have not been met. It should be noted that the minimum educational standards are just that, a minimum; and not the desired level established by the Educational Programs Standards.

The Snohomish School District set minimum educational service standards are outlined in the adopted Snohomish School District Capital Facilities Plan.

Sanitary Sewer: The adopted Comprehensive Sewer Plan establishes minimum LOS standards for the treatment plant. The treatment plant minimum LOS standards shall maintain the following capacities: an influent flow of 1,000 cubic feet per month per Equivalent Residential Unit (ERU), 17.5 pounds of influent biochemical oxygen per month per ERU, and 17.5 pounds of suspended solids per month per ERU.

Transportation: The City of Monroe has established a minimum LOS standard of “C” on all local collector street intersections, except for intersections with state highways; minimum LOS standard of “D” for all non-state arterial intersections; and a minimum LOS standard of “D” for state highway segments, including intersections with city streets or private driveways, subject to the Interlocal Agreement between the City of Monroe and the Washington State Department of Transportation, dated February 22, 1990.

Essential Public Facilities

The GMA defines Essential Public Facilities as facilities that are typically difficult to site, such as airports, state educational facilities and state or regional transportation facilities as defined in RCW 47.06.140, state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, and group homes. In addition to defining essential public facilities, the GMA requires the city to establish a process for siting such facilities. Finally, no local comprehensive plan or development regulations may preclude the siting of essential public facilities within the jurisdiction boundaries.

Snohomish County has also adopted Countywide Planning Policies for the siting of essential public facilities. The policies will be implemented through the Snohomish County Tomorrow

Steering Committee and include a common site review process to evaluate facility proposals, collaboration on the development of common siting criteria for the various types of facilities, and ensure public review of the proposals including mitigation measures to reduce impacts within the jurisdiction where the facility is proposed.

Existing Facilities

Based upon the definition, essential public facilities within the city include, but may not be limited to:

- The WA State Department of Corrections Campus
- City of Monroe Wastewater Treatment Plant
- City of Monroe Ingraham Hill Reservoir
- City of Monroe Water Reservoir located north of the Fairgrounds
- Snohomish County Public Hospital District #1 (Valley General)
- Fire District #3 Facilities
- The City of Monroe Municipal Campus including City Hall, the Police Department, and Public Works Facilities

Capital Facilities Financing

The six-year capital facilities plan includes improvements that the comprehensive plan elements indicate are necessary, along with potential funding sources. In order to identify these potential funding sources, it is important to review how capital improvements have been financed in Monroe in the past. Capital outlays tend to vary a great deal from year to year, depending on need and the ability of the City to secure grants to fund particular projects.

Revenue Sources

This section summarizes the revenue sources available to the City of Monroe and highlights those available for capital facilities.

There are two types of revenue sources for capital facilities:

- Multi-use: taxes, fees, and grants that may be used for virtually any type of capital facility (but which may become restricted if and when adopted for a specific type of capital facility);
- Single use: taxes, fees, and grants which may be used only for a particular type of capital facility.

These revenue sources are discussed below.

Multi-Use Revenue Sources

Property Tax

Property tax levies are most often used by local governments for operating and maintenance costs. They are not commonly used for capital improvements.

The 2005 property tax rate levy in Monroe is \$2.34 per \$1,000 of assessed value (AV). This includes the .08 property tax for financing the 800 MHz communication system over the next seven years, as approved by the voters in Monroe. The maximum rate allowed by state laws is \$3.60 per \$1,000 AV, but the maximum rate possible in Monroe is \$3.375 because of Initiative 747.

Initiative 747 allows cities to increase property tax by one percent or the Implicit Price Deflator (IPD), whichever is less, plus add-ons for new construction and utilities. The previous rate was 6 percent. The statute authorizes temporary or permanent increases above the 1 percent lid, up to a statutory limit under local voter approval. The City of Monroe has a temporary lid lift for the 800 MHz communications system. Property taxes received by the City of Monroe, by policy, have been allocated to pay the City's proportionate share of the Fire District's operations, with the remainder allocated to the City's annual street improvement program and to general government for maintenance and operations.

Long-Term Bonded Indebtedness

There are three basic types of long-term indebtedness used by municipalities to fund capital improvement projects:

- *General Obligation Bonds* - General Obligation Bonds are backed by the value of the property within the jurisdiction (its full faith and credit).
- *Revenue Bonds* - Revenue bonds are backed by the revenue received from the project that the bonds helped fund. Such bonds are commonly used to fund utility improvements. A portion of the utility charge is set aside to pay off the bonds.
- *Special Assessment Bonds* - (Local Improvement District, Road Improvement Districts, and Utility Local Improvement Districts) - Special assessment bonds, repaid by assessments against the property benefited by the improvements, are used to finance projects within a specific geographic area, as opposed to those that will serve the entire jurisdiction.

General Obligation Bonds and Lease-Purchase (Property Tax Excess Levy)

General Obligation Bonds are those that offer the greatest variety of uses. There are two types of General Obligation (GO) bonds: voter-approved and councilmatic. Voter-approved bonds increase the property tax rate, with increased revenues dedicated to paying principal and interest on the bonds.

The city is authorized to issue 1 percent of the city's assessed value for general-purpose debt with a vote of the public for debt and contracts payable. In 2005, this amount is \$12,057,915. Local governments are authorized "excess levies" to repay voter-approved bonds. Excess levies are increased in the regular property tax levy above statutory limits (in Monroe's case). Approval requires a 60 percent majority vote in favor and a turnout of at least 40 percent of the voters from the preceding general election.

A jurisdiction's legislative body authorizes councilmanic bonds without the need for voter approval. The city is authorized to issue 1.5 percent of the city's assessed value for debt without a vote referred to councilmanic for debt and contracts payable. In 2005, the amount is \$18,086,872. Revenue comes from general government revenues, without a corresponding increase in property taxes. Therefore, this method of bond approval does not utilize a dedicated funding source for repaying the bondholder. Lease-purchase arrangements are also authorized by vote of the legislative body and do not require voter approval. The total limit is 2.5 percent of the general-purpose debt limitations for the city.

The amount of the local government debt allowable for GO bonds is restricted by law to 7.5 percent of assessed value of the property within the City limits. This may be divided as follows:

General Purpose Bonds 2.5 percent
Utility Bonds 2.5 percent
Open Space and Park Facilities 2.5 percent

The city has a total of \$1,035,000 of councilmanic GO debts as of December 31, 2004. In April 2005, the City acquired land within the North Kelsey Planning Area from Snohomish County using councilmanic bonds in the amount of \$16,100,000. Depending on the amount in-term of the bonds or lease-purchase arrangement, the impact on the individual taxpayer can vary widely.

The city has a total of \$1,136,000 of GO debt as of December 31, 2004 with voter approval.

Real Estate Excise Tax

RCW 82.46 authorizes local governments to collect a real estate excise tax levy of 0.25 percent of the selling price of real estate within the city limits. The Growth Management Act authorizes collection of another 0.25 percent. Both the first and second 0.25 percents are required to be used for financing capital facilities specified in local governments' capital facilities plan.

The Real Estate Excise Tax (REET) is levied on the full selling price of all real estate sales. The local rate and its uses differ by city size and whether the city is planning under the GMA. The City of Monroe levies both the first and second ¼ percent REET, and will collect about \$300,000 from each REET source in 2005. How the REET is spent differs between the first ¼ percent REET 1 and the second ¼ percent REET 2. REET revenues have been allocated to capital projects in the Capital Improvement Project (CIP) Fund 307 (Public Works Building), CIP Fund 315 (various parks projects), and CIP Fund 350 (Sanitary Sewer).

The following table illustrates how revenues collected for each REET can be spent.

TABLE CF-14
Real Estate Excise Tax

REET 1	REET 2
The first ¼ percent of REET is used solely on capital projects that are listed in the Capital	The second ¼ percent REET is levied by cities that plan under the GMA.
<p>Capital projects for REET 1 are public works projects for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of:</p> <ol style="list-style-type: none"> 1. streets; roads, highways 2. sidewalks; 3. street and road lighting systems; 4. traffic signals; 5. bridges; 6. domestic water system; 7. storm and sanitary sewer system; 8. parks and recreational facilities; 9. law enforcement facilities; 10. fire protection facilities; 11. trails; 12. libraries; 13. administrative and judicial facilities. 	<p>Capital projects for REET 2 are public works projects for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of:</p> <ol style="list-style-type: none"> 1. streets; roads; highways; 2. sidewalks; 3. streets and road lighting systems; 4. traffic signals; 5. bridges; 6. domestic water system; 7. storm and sanitary sewer systems; <p>and planning, construction, reconstruction, repair, rehabilitation, or improvement of:</p> <ol style="list-style-type: none"> 8. parks. <p>(Note: acquisition of land for parks is not a permitted use for REET 2, although acquisition is permitted for street, water, and sewer projects. Recreational facilities and trails are not listed as authorized projects.)</p>

Business and Occupation Tax

RCW 35.11 authorizes cities to collect this tax on the gross or net income of businesses, not to exceed a rate of 0.2 percent. Revenue may be used for capital facilities acquisition, construction, maintenance, and operations. Voter approval is required to initiate the tax or increase the tax rate. The City has not utilized this revenue source.

Projected revenue, if the City were to enact the maximum allowable rate of 0.2 percent of gross income, would amount to an estimated \$611,858 for 2004.

Local Option Sales Tax

Local governments may collect a tax on retail sales of up to 1.1 percent, of which 0.1 percent may be used only for criminal justice purposes (public transportation-benefit authorities may levy up to 0.6 percent). Voter approval is required. Monroe has enacted a 1 percent sales tax, of which 85 percent goes to the City and the remainder 15 percent goes to the County.

In 2004, Monroe collected \$3,029,266 in retail sales tax, which was expended on maintenance and operating costs. The 2005 budget estimates \$3.1 million will be collected in retail sales tax.

Criminal justice tax revenues (0.10 percent) total \$185,000 of which 45 percent is budgeted for operating costs, and 55 percent is budgeted for police vehicles.

Utility Tax

RCW 35A.52 authorizes cities to collect a tax on gross receipts of electrical, gas, garbage, telephone, cable TV, water, sanitary sewer, and stormwater management providers. Service users pay the tax as part of their utility bill.

State law limits the utility tax to 6 percent of the total receipts for cable television, electricity, gas, steam (not applicable to Monroe), and telephone, unless a majority of the voters approve a higher rate. There are no restrictions on the tax rates for sewer, water, solid waste, and stormwater. Revenue can be used for capital facilities acquisition, construction, and maintenance.

| In Monroe, a six percent tax is collected on cable television, natural gas, telephone, water and electricity. No utility tax is collected on sanitation and sanitary sewer. In 2008, \$2,026,410 was budgeted from utility tax revenues to be spent on general government maintenance and operating costs. The city also has a franchise agreement with Comcast for providing cable television in the Monroe area. The 2008 budget estimates that Comcast will pay \$77,600 in franchise fees.

Community Development Block Grants

Approximately \$8.5 million in community development block grants (CDBG) funding is available annually statewide through the federal Department of Housing and Urban Development for public facilities, economic development, and housing projects that benefit low-and moderate-income households. Funds may not be used for maintenance and operations

Community Economic Revitalization Board Grant (CERB)

| The state Department of Community, Trade and Economic Development-Commerce (CTED) provides low-interest loans, and occasionally grants, to finance sewer, water, access roads, bridges, and other facilities for specific private sector development. Funding is available only for projects that support specific private developments or expansions that promote the trading of goods and services outside the state. The average requirement is to create one job per \$3,000 of CERB financing.

The city has not utilized this funding source. It is not possible to forecast revenues from CERB loans or grants.

Public Works Trust Fund Grants (PWTF)

The state Department of Community, Trade and Economic Development provides low-interest loans for capital facilities planning, emergency planning, and construction of bridges, roads, domestic water, sanitary sewer, and storm sewer. Applicants must have a capital facilities plan in place and must be levying the original 0.25 percent real estate sales tax (see previous real estate excise tax discussion). Construction and emergency planning projects must be for reconstruction of existing capital facilities only. Capital improvement planning projects are limited to planning for streets and utilities.

Loans for construction projects require a local match generated only from local revenues or state-shared entitlement (gas tax) revenues. The required local match is 15 percent for a ½ percent loan rate, 10 percent for a 1 percent loan rate, and 5 percent for a 2 percent loan rate.

Emergency planning loans are at a five percent interest rate. If state or federal disaster funds are received, they must be applied to the loan for the life of the project (20 years). Capital improvement planning loans are at least 0 percent interest, but require a 25 percent local match.

The City received \$1,237,000 from the PWTF grant for the construction of the Ingraham Hill Reservoir, and is currently in the process of paying the loan off. The city has approximately \$816,000 remaining on the loan. In 2002, the City was approved for a second loan, worth \$3,138,000 for the construction of the North Hill Reservoir. Future PWTF funding cannot be reliably forecasted.

Farmers Home Administration Community Facilities Program

Farmers Home Administration loans to develop community facilities for public use in rural areas and towns of not more than 20,000 people. Facilities eligible for loan assistance include fire stations, police stations, community buildings, libraries, and utilities. It is not possible to forecast revenues from this program.

Single-Purpose Revenue Sources

Cultural Arts, Stadium/Conventional Facilities

Special-Purpose Districts

RCW 67.38.130 authorizes cultural arts, stadium/convention special purpose districts with independent taxing authority to finance capital facilities. The district requires a majority voter approval for formation, and has a funding limit of 0.25 cents per \$1,000 of assessed valuation. Typically, such a special-purpose district would serve a larger geographical area than a single city. Revenue would be based on the tax base of the area within the special service district.

Fire Protection and Emergency Medical Services

EMS Levy

The state authorizes a \$0.50 per \$1,000 AV property tax levy that may be enacted by fire and hospital districts, cities and towns, and counties. Fire District #3 was approved for a permanent levy and levied .43/\$1,000 assessed value in 2005 to fund EMS services.

Snohomish County has enacted a 0.50 percent EMS levy. This levy is voluntary in cities and fire districts. Monroe is not included in this EMS levy.

Fire Districts

Fire District #3 surrounds the City of Monroe. The 2005 fire district tax levy is \$1.35 per \$1,000 AV as compared to the limit of \$1.50 per \$1,000. This revenue is used for operating and maintenance costs.

Fire Impact Fees

RCW 82.02.050-090 authorizes a charge (impact fee) to be paid by new development for its “fair share” of the cost of fire protection and emergency medical facilities required to serve the development. Impact fees must be used for capital facilities necessitated by growth, and not to correct existing deficiencies in levels of service. Impact fees cannot be used for operating expenses.

Monroe does not currently collect fire impact fees. ~~However, Frylands development contributed \$143,000 in SEPA mitigation fees to help fund purchase of a new ladder truck and dedicated a site for a future fire station.~~

Parks and Recreation

Open Space and Park Facility General Obligation Bonds

See General Obligation Bonds (under Multi-Use Revenue, above) for general discussion of the purpose, requirements, and decision basis for GO bonds. Total amount of local government debt that may be committed to open space and park facilities is 2.5 percent. Monroe currently does not have any open space and park facility general obligation debt.

Park Districts

State law authorizes metropolitan park districts and park and recreation districts, each with independent taxing authority. Monroe presently is in a park and recreation district, whose boundaries are the same as the school district’s boundaries.

Park and Recreation Service Area (PRSA)

RCW 36.68.400 authorizes park and recreation service areas as junior taxing districts for the purpose of financing the acquisition, construction, improvement, maintenance, or operation of any park, senior citizen activity center, zoo, aquarium, or recreational facility. The maximum levy limit is 0.15, or \$0.15 per \$1,000 AV. A PRSA can generate revenue from either the regular or excess property tax levies and through general obligation bonds, subject to voter approval. Revenue may be used for capital facilities maintenance and operations. Voters approve formation of a PRSA, and subsequently approve an excess levy for the purpose of constructing facilities.

User Fees and Program Fees

These fees are charged for using park facilities (such as field reservation fees) or participating in recreational programs (such as arts and crafts registration fees). In 2004, the City collected \$30,551 in park user fees.

As the City develops its own recreation program, revenues from those fees will be added. It is not possible to reliably forecast revenue from this source over 20 years.

Park Impact Fees

RCW 82.02.050-090 authorizes local government to enact impact fees to be paid by new development for its “fair share” of system improvement, costs of parks and recreation facilities necessary to serve the development. Impact fees must be used for capital facilities necessitated by

growth, and not to correct existing deficiencies in levels of service. Impact fees cannot be used for operating expenses. Monroe presently utilizes a park impact fee (mitigation) program.

The City of Monroe adopted a new Park Impact Fee in March 2003. The fees are established in the fee schedule of the Park, Recreation and Open Space Plan, and are as follows by use:

TABLE CF-15
Current Park Impact Fees

	SF	SF - duplex	MF – 3 to 4 units	MF – 5+ units	Mobile Home
Fee/unit	4,579.00	\$3,901.00	\$3,901.00	\$3,562.00	\$3,731.00

State Parks and Recreation Commission Grants

These grants are for parks, capital facilities acquisition, and construction, and require a 50 percent local match. Monroe currently has no state parks or recreational commission grants. It is not possible to reliably forecast the amount of revenue the City would receive over 20 years from this source.

Outdoor Recreation Grant-in-Aid Funding

The Interagency Committee for Outdoor Recreation (IAC) provides grant-in-aid funding for the acquisition, development and renovation of outdoor recreation facilities. Park and boating program grants require 50% local match. It is not possible to forecast revenues IAC grants-in-aid funding sources.

Roads, Bridges, and Mass Transit

Motor Vehicle Fuel Tax

RCW 82.36 authorizes this tax, which is administered by the state Department of Licensing and paid by gasoline distributors. Cities and counties receive 11.53 percent and 22.78 percent, respectively, of motor vehicle fuel tax receipts. Revenues must be spent for “highway purposes” including the construction, maintenance, and operation of city streets, county roads, and highways. In 2004, \$212,735 tax revenue was collected in Monroe, all of which was used for operating, maintenance, and debt service costs. No additional fuel tax revenues are available for capital facilities.

Local Option Fuel Tax

RCW 82.80 authorizes this countywide local option tax equivalent to 10 percent of the statewide motor vehicle fuel tax and a special fuel tax of 2.3 cents per gallon. Revenues are distributed back to the county and its cities on a per capita basis (1.5 for population in unincorporated areas and 1.0 for population in incorporated areas). Revenues must be spent for “highway purposes”. Snohomish County has not enacted this local option fuel tax. In 2004, the City collected \$99,467 in special fuel taxes.

Commercial Parking Tax

RCW 82.80 authorizes a tax for commercial parking businesses, but does not set rates. Revenues must be spent for “general transportation purposes” including highway purposes, public transportation, high-capacity transportation, transportation planning and design, and other transportation related activities.

Monroe does not have a commercial parking tax at this time, nor are any commercial parking businesses anticipated in Monroe for the foreseeable future.

Transportation Benefit District

RCW 35.21.225 authorizes cities to create transportation districts with independent taxing authority for the purposes of acquiring, constructing, improving, providing, and funding any city street, county road, or state highway improvement within the district. A special district's tax base is used to finance capital facilities.

The District may generate revenue through property tax excess levies, general obligation bonds (including ~~councilmanic-councilmatic~~ bonds), local improvement districts, and development fees (see related discussions for background on each of these). Voter approval is required for bonds and excess property tax levies. Council approval is required for ~~councilmanic-councilmatic~~ bonds, special assessments, and development fees.

Transportation improvements funded with district revenues must be consistent with state, regional, and local transportation plans; necessitated by existing or reasonable foreseeable congestion levels attributable to economic growth; and partially funded by local government or private developer contributions, or a combination of such contributions.

A transportation benefit district would address specific transportation projects reducing congestion caused by economic development. Consequently, the amount of revenue is a function of the cost of the project, rather than a levy rate, assessment amount, or fee schedule. It is, therefore, not possible to reliably forecast revenue from this source.

Road Impact Fees

RCW 82.02.050-090 authorizes cities and counties to exact road impact fees from new development for its "fair share" of the system improvement costs of roads necessary to serve the development. Impact fees must be used for capital facilities necessitated by growth and not to correct existing deficiencies in level of service. Impact fees cannot be used for operating expenses.

Monroe has adopted SEPA (State Environmental Policy Act) based road impact fees. However, these fees have not been forecasted for 1992 to 2012, and will be replaced in 2006/2007 with Growth Management Act based impact fees, with the completion of a new Transportation Element.

Local Option Vehicle License Fee

RCW 82.80 authorizes a countywide local option fee of up to \$15.00 maximum annually per vehicle registered in the county. Due to the passage of Initiative 776 in 2003, the City of Monroe no longer receives revenue from local vehicle licenses. This was a loss of \$117,000 in 2004 and forward which will place a burden on street improvements for the city.

SAFETEA-LU

SAFETEA-LU, The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, enacted July 2005, is the latest successor to ISTEA, the first federal surface transportation act, enacted in 1991. SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit through 2009.

Funding approved through the federal surface transportation programs does not generally come directly to the City of Monroe. The funds are given to the Puget Sound Regional Council (PSRC)

and/or Washington State Department of Transportation (WSDOT). PSRC distributes federal highway and transit funds through the following programs:

- Surface Transportation Program (STP)
- Congestion Mitigation and Air Quality (CMAQ)
- Federal Transit Administration (FTA)

WSDOT distributes federal funds to local jurisdictions through the National Highway System (NHS) and the Federal Aid Bridge Replacement Program. The NHS funding is to be used on the Interstate Highway System as well as other roads important to the nation's economy, defense and mobility. WSDOT also oversees the Federal Aid Bridge Replacement Program grants.

In 2004, Representative Rick Larsen included an earmark of \$1.4 million in federal funding for transportation safety projects along U.S. 2, including \$675,000 for improvements for Monroe. The specific projects identified were: \$540,000 for the reconfiguration of the U.S. 2/Main Street/Old Owen Intersection and \$135,000 for the development and construction of a left hand turn lane from U.S. 2 onto Kelsey Street. The bill was passed by the U.S. House of Representatives, but was not acted on by the Senate.

In 2005, the City requested revisions to the 2004 projects list to include a request for \$2.5 million to construct Tjerne Place, a three-lane commercial access street to divert traffic from U.S. 2 between Kelsey Street and Woods Creek Road.

Federal Aid Emergency Relief Grants

WSDOT provides funding for restoration of roads and bridges on the federal aid system that are damaged by natural disasters or catastrophic failures. Funds are available on an 83 percent federal/17 percent local matching basis. Monroe does not qualify for an emergency relief grant at this time. Because emergencies cannot be predicted, it is not possible to forecast revenues from this source.

Urban Arterial Trust Account Grants (UATA)

The Washington State Transportation Improvement Board (TIB) provides funding for projects to alleviate and prevent traffic congestion. For the 1991 to 1993 biennium, \$35 million was allocated statewide. In order to be eligible, roads should be structurally deficient, congested by traffic, and have geometric deficiencies, or a high incidence of accidents. Funds are awarded on an 80 percent federal/20 percent local matching basis.

Transportation Improvement Account Grants (TIA)

The state TIB provides funding for projects to alleviate and prevent traffic congestion caused by economic development or growth. Eligible projects should be multi-agency, multi-modal, congestion, and economic development-related, and partially funded locally. Funds are awarded on an 80 percent/20 percent local matching basis. TIA funding has not been forecasted.

Sanitary Sewer Sewer Districts

No sewer districts presently serve the planning area.

User Fees

The state authorizes cities, counties, and special purpose utility districts to collect fees from wastewater generators. Fees may be based on the amount of potable water consumed, or may be flat fees. Revenues may be used for capital facilities or operating and maintenance costs.

The City collected \$2,627,115 in 2004. All fees collected were used for operating and maintenance costs.

System Development Charges/Connection Fees

The state authorizes a fee to connect to a sanitary sewer system based on capital costs of serving the new connection. In 2008, the City estimates to collect \$1,94,389, all of which will be expended on improvements to the City's wastewater treatment system.

Centennial Clean Water Fund

The Department of Ecology (DOE) issues grants and loans for the design, acquisition, construction, and improvement of water pollution control facilities and related activities to meet state and federal requirements to protect water quality. State grants and loans are available based on a 25 to 50 percent local matching share range. Future funding cannot be reliably forecast.

State Revolving Fund Loans

DOE administers low-interest loans and low-interest guarantees for water pollution control projects. Applicants must demonstrate water quality need, have a facility plan for water quality treatment, show ability to repay a loan through a dedicated source of funding, and conform to other state and federal requirements. Funds must be used for construction of water pollution control facilities (wastewater treatment plans, stormwater treatment facilities, etc.). Revenues from this source are not forecast.

Schools

Impact Fees

~~The City of Monroe adopted a revised GMA-based school impact fees schedule in 2004, by ordinance 033/2004. The city generally updates these fees every two years, with the adoption of the Monroe School District's Six Year Capital Facilities Plan. The CFP includes the impact fee calculation in Appendix C, and is adopted in full into this Element by reference. The City adopted a 25-percent discount rate. The fee calculations are outlined in Appendices C-4 through C-6. The 2008 school impact fees are as follow in Table CF-16s:~~

TABLE CF-16
Current School Impact Fees

Dwelling Type	Impact Fee Amount
Single-Family Dwelling	\$4,708 per unit
Multi-Family (2+ bedrooms)	\$2,075 per unit
Multi-Family (1 bedroom)	\$0 per unit
Duplex/Townhouse Units	\$2,075 per unit

Solid Waste

Department of Ecology Grants

The state awards grants to local governments for a variety of programs related to solid waste, including a remedial action grant to assist with local hazardous waste sites, moderate risk/hazardous waste implementation grants, and waste composting grants. It is not possible to forecast revenue from this source.

Flood Control

Flood Control Special Purpose Districts

RCW 86.15.160 authorizes flood control special purpose districts with independent taxing authority (up to a 50 cents property tax levy limit without voter approval) to finance flood control capital facilities. In addition, the district can, with voter approval, use an excess levy to pay for general obligation debt. Monroe does not have a flood control special district.

Stormwater Management

Storm Drain Utility Fee

The state authorizes cities and counties to charge a fee to support storm drain capital improvements. The fee is usually a flat rate per residential equivalency. Residential equivalencies are based on average amount of impervious surface. Commercial property is commonly assessed a rate based on a fixed number of residential equivalence or area of impervious surface. Monroe adopted a storm drain utility in 1996.

The 2005 monthly assessment rate is \$6.00 per dwelling or equivalent residential unit. The City collected \$703,576 from this fee in 2004.

Utilities

General Obligation Bonds and Property Tax Excess Levy

The amount of local government debt for utility bonds is restricted by law to 2.5 percent of the taxable value of the property. Local government utilities tend to use bonds backed by utility user fees rather than general obligation bonds.

Water Supply

Water Districts

~~Three-Four~~ water ~~districts-providers~~ serve portions of the Monroe planning area including Highland District, Roosevelt Association, Sky Meadow Association Highland, and City of Monroe-Sky Meadows. Water districts have independent taxing authority, with a property tax levy limit of 50 cents per thousand of assessed value. Tax revenue is restricted to uses related to the purpose for which the water district was created. Revenue forecasts for the three water districts are not provided.

User Fees

The state authorizes cities, counties and special purpose utility districts to charge for water consumption, usually on the basis of volume of water consumed. Revenue may be used for capital facilities, operations and all maintenance. In 2004, the City collected \$1,798,404 in tax revenue and \$1,522,514 in Capital fees.

Farmers Home Administration Water and Waste Development Program (Grant and Loan)

Farmers Home provides financial assistance for water and waste disposal facilities in rural areas and towns. Priority is given to areas smaller than 5,500 people to restore deteriorating water supply, or to improve, enlarge or modify a water facility or an inadequate waste facility. It is not possible to forecast FHA grants and loans.

Department of Health Water Grants

State grants available for upgrading existing water systems, ensuring effective management, and achieving maximum conservation of safe drinking water. Grant funds can be used for technical assistance for upgrading current water systems. Revenue forecasts from DOH grants are not possible.

Capital Facilities Needs Versus Funding Capacity

The Growth Management Act (GMA) requires that transportation and capital facilities elements of the comprehensive plan contain finance plans that match future transportation and other capital facilities needs against projected revenue capacities. Probable funding sources and potential revenue capacities are identified in the respective capital facility sections of this element for each identified capital facility need. Potential revenue capacities for probable funding sources are also identified in the "Capital Facilities Financing" section of this element. Transportation facilities needs and funding sources are discussed in the transportation element and the parks and recreation facility needs and funding sources are discussed in the parks and recreation element of this plan, while all other capital facilities needs and funding sources are addressed in this element or the stand-alone comprehensive facilities plans such as the Comprehensive Water System and Comprehensive Sanitary Sewer Plans (adopted by Resolution and incorporated by reference into this Element). Since the comprehensive planning process is a continuing, evolving process, this six-year plan will be continually reviewed and updated.

Any plan is a tool to aid in decision-making. This plan is no exception. By outlining how the needed capital facilities of the future can be successfully financed, the plan will assist in the annual budget decisions needed to incrementally provide the funding for those facilities. The plan is not intended as a substitute for those budget decisions, only to provide a tool for them.

Capital facilities ~~are~~is a widely used term that can be used in a variety of ways. In accounting, it may mean any asset that is capable of being capitalized. As such it would include vehicles, furniture, equipment, and similar assets, as well as much longer term fixed assets. The use of the term here, however, is intended to be much more limited, referring instead to long term fixed assets that have a significant (at least three year) life, and a substantial cost (at least \$20,000). As such, these facilities would require a policy for financing of a longer-term character than that which can be readily afforded by the annual budget cycle of the City.

Capital Facilities Goals, Policies, and Actions Goals

To ensure that decisions to provide, extend, or expand capital facilities are coordinated with the goals and policies of the land use element and are in place concurrent with the impacts of new development warranting such capital facilities.

To guarantee continuous, reliable and cost-effective capital facilities and public services to development in the Urban Growth Area in a phased, efficient manner reflecting the sequence of development as shown in the Land Use Element of the Comprehensive Plan.

To enhance the quality of life in Monroe through planned provision of public capital facilities either directly by the City or via coordination with other public and private entities.

To ensure that public facilities necessary to support new development are adequate to serve the development at the time the development is available for occupancy and use based on locally adopted level of service and in accordance with state law.

To achieve consistency in capital facility service standards within the Monroe planning area for each public service provided by multiple purveyors.

To achieve consistency in capital levels of service standards between Monroe's planning area and surrounding jurisdictions' planning areas within designated urban growth areas.

To ensure the efficient and equitable siting of essential regional capital facilities through cooperative and coordinated planning with other jurisdictions in the region.

To ensure that new growth and development pay for a proportionate share of the cost of new facilities needed to serve such growth and development.

Policies

CFPI - Develop a capital facilities plan consistent with the provisions of the comprehensive plan for scheduling of community services and facilities such as:

- Street and sidewalk improvements
- Sewer, water, and stormwater system improvements
- Parks and recreation facilities improvements
- Public safety, including police and fire protection

Seek outside sources of funding, such as federal grant programs for municipal improvements, for these purposes.

CFP2 - Expand community utilities and facilities in a manner that will most efficiently and effectively serve the needs of the public and implement the policies of the Comprehensive Plan.

CFP3 - Encourage the full use of existing utility systems before allowing expansion, which would promote under-utilization of existing systems, increased costs to present and future users, and possible “leapfrog” development.

CFP4 - Disallow development of un-sewered residences in areas where public sewers are available or are being installed.

CFP5 - Consolidate new utility systems into existing rights-of-way and easements whenever possible.

CFP6 - Conserve water by promoting programs to conserve and minimize use.

CFP7 - Phase in development of sewer and water services according to future land use needs and to meet GMA concurrency requirements. Extension of city-operated capital facilities and public services should not occur beyond the urban growth boundary during the planning period, unless accepted by update to the comprehensive plan, for emergency reasons, to remedy a health hazard, or to provide urban service to an essential public facility.

CFP8 - Monroe’s water, sanitary sewer and stormwater management plans (and future updates and amendments to those plans) are incorporated by reference, as part of this comprehensive plan.

CFP9 - The City shall coordinate its land use and public works planning activities with an ongoing program of long-range financial planning to conserve fiscal resources available to implement the capital facilities plan.

CFP10 - Coordinate with other public entities that provide public services within the Monroe planning area in development of consistent level of service standards.

CFP11 - Promote cooperation between the City, [Snohomish School District](#), and the Monroe School District in providing sufficient opportunities for community utilization of school facilities.

CFP12 - Evaluate the impact of future school district plans on opportunities for public use of school facilities.

CFP13 - Keep the school districts informed of any land use changes or City actions that could impact school facilities. While the City has no authority with regard to [either](#) school districts policy in maintaining classroom size levels or student/teacher ratios, the City supports maintaining the highest possible levels of these services within the Districts.

CFP14 - The City adopts the Monroe [and Snohomish](#) School District Capital Facilities Plan to enable the district to collect impact mitigation fees. Subsequent updates to ~~the School~~[each](#)

~~Distriet's~~**Districts'** CFP shall be reviewed and approved by the City Council in order to continue the authorization to collect impact mitigation fees and to provide an opportunity for the Districts and the City to coordinate discussion of current issues and future planning efforts.

CFP15 - Coordinate parks planning with school site planning to develop shared use of parks and school facilities to minimize public costs of acquisition, maintenance and use.

CFP16 - Encourage the shared use of community facilities such as parks, libraries and schools.

CFP17 - Retain and protect critical areas, unique, or fragile natural features to maintain scenic, educational, and natural resource values. Integrate sensitive areas into a linear park and trail system where possible.

CFP18 - Maintain existing public access to community shorelines, particularly Al Borlin City Park, Skykomish River Park and the Skykomish River.

CFP19 - Require standards for general open space, neighborhood parks, and mini-parks as integral components of all new development proposals.

CFP20 - Develop and maintain public properties in an exemplary manner for community use.

CFP21 - Incorporate safety, access to public transit, environmental protection construction standards, and aesthetic design features into the development of all public service facilities to ensure compatibility with surrounding land uses.

CFP22 - The following level of service guidelines should be used to evaluate whether existing public facilities are adequate to accommodate the demands of new development:

Water - Require that new development have adequate water supply for consumption and fire flow outlined in the 2008 Comprehensive Water System Plan. ~~Maintain the current level of service of 800 gallons of domestic storage and demand of 300 gallons per day per ERU. Fire flow per UFC appendix minimum pressure of 20-psi equivalent residential unit.~~

Stormwater Management - Require that new development and redevelopment to comply with the requirements of the 2009 Comprehensive Stormwater System Plan. ~~have adequate stormwater management facilities to meet the Washington State Department of Ecology Stormwater Management Manual for Western Washington, August 2001 or as updated, requirements.~~

Wastewater - Require that adequate wastewater treatment capacity, transmission and collection facilities are in place to accommodate new development. The treatment plant minimum level of service shall maintain the following capacities: an influent flow of 1,000 cubic feet per month per ERU, 17.5 pounds of influent biochemical oxygen per month per ERU, and 17.5 pounds of suspended solids per month per ERU.

Recreation – See Chapter 3 of the Parks, Recreation and Open Space Element for a complete list of minimum level of service standards by park and recreation facility type. The City no

longer uses the mini, neighborhood and community park standards and has instead adopted specific standards by recreation type including, but not limited to land types, trails, playgrounds, community centers, special use facilities, and support facilities.

Police Protection - The City of Monroe adopts the Monroe Police Department minimum level-of-service standard of a service response time of three minutes or less for “in progress” requests for service within the urban growth area.

Fire Protection – The City of Monroe adopts the Monroe Fire District #3 minimum level-of-service standards of an alarm response time of less than six and one quarter (6.25) minutes within the City of Monroe.

Transportation - Maintain LOS “C” on all local and collector street intersections, except for intersections with state highways. Maintain LOS “D” at all non-state highway arterial intersections within the city. Establish LOS “D” for state highway segments, including intersections with city streets or private driveways, subject to the Interlocal Agreement between the City of Monroe and the WSDOT dated 2-22-90 and as may be amended in the future.

Schools – The City of Monroe adopts the Monroe ~~and Snohomish~~ School District minimum educational service standards outlined in the associated Capital Facilities Plan. of: 1) a maximum of 26 students per classroom for a majority of Kindergarten through 4th-grade classrooms, and 2) a maximum of 30 students per classroom in a majority of 5th-through 12th-grade classrooms.

CFP23 - A development shall not be approved if it causes the level of service on a capital facility to decline below the standards set forth in Policy CFP22, unless capital improvements or a strategy to accommodate the impacts are made concurrent with the development for the purposes of this policy. “Concurrent with the development” shall mean that improvements or strategy are in place at the time of the development or that a financial commitment is in place to complete the improvements or strategies within six years.

CFP24 - If adequate facilities are currently unavailable (or cannot be made concurrent with the development as defined in Policy CFP23) and public funds are not committed to provide such facilities, developers must provide such facilities at their own expense in order to develop.

CFP25 - Maintain an inventory of existing capital facilities owned by public entities. This inventory shall include location capacities of such facilities and should be updated annually.

CFP26 - Project needed capital facilities space based on adopted levels of service standards and forecasted growth in accordance with the land use element and the comprehensive plan. This projection should be updated annually.

CFP27 - Maintain at least a six-year Capital Facilities Plan to finance needed capital facilities as determined within projected funding capacities. The plan shall clearly identify sources of public money for capital facilities. If projected funding is inadequate to finance projected capital facilities needs based on adopted levels of service standards and forecasted growth, adjustments shall be made

to the level of service standards, land use element or both to achieve a balance between funding capacities and needed facilities. The Capital Facilities Plan should be reviewed annually prior to the city budget process.

CFP28 - Capital projects that are not included in the six-year Capital Facilities Plan or which are potentially inconsistent with the comprehensive plan shall be evaluated by means of the comprehensive planning process prior to their inclusion into the City's annual budget.

CFP29 - The burden for financing capital should be borne by the primary beneficiaries of the facility.

CFP30 - General revenues should be used only to fund projects that provide a general benefit to the entire community.

CFP31 - Long-term borrowing for capital facilities should be considered as an appropriate method of financing large facilities that benefit more than one generation of users.

CFP32 - Where possible, special assessment (local improvement districts), revenue and other self-supporting bonds and impact fees will be used instead of tax supported general obligation bonds.

CFP33 - Develop and adopt new impact fees or refine existing impact fees in accordance with the Growth Management Act as part of the financing for public facilities. Such financing shall provide for a balance between impact fees and other sources of public funds and shall not solely rely on impact fees. Public facilities for which impact fees may be collected shall include, but not be limited to, public streets and roads; public owned parks, open space and recreation facilities; school facilities; and city fire protection facilities.

CFP34 - The City shall adopt a concurrency management ordinance, in accordance with the GMA.

CFP35 - Require that development proposals are reviewed by the various providers of services, such as school districts, sewer, water, police, and fire departments, for available capacity and needed system improvements to accommodate development.

CFP36 - New or expanded capital facilities should be compatible with surrounding land uses; such facilities should have a minimal impact on the natural or built environment.

CFP37 - City plans and development regulations should identify and allow for the siting of essential public facilities. Cooperatively work with other municipalities and Snohomish County during the siting and development of facilities of regional significance.

Actions

CFA1 - Regularly update the capital facilities inventory, needs projections and finance plan. Monitor capital facilities for adherence to adopted level service of standards.

CFA2 - Adopt or amend ordinances as necessary to enable collection of impact fees for qualified system improvements.

CFA3 - Establish an annual review of development activities to determine the extent to which the goals and policies of the Comprehensive Plan are being accomplished.

CFA4 - Require the Planning Commission to annually review the Comprehensive Plan and the events that have occurred throughout the year and prepare an evaluative report for the City Council detailing the extent to which the established goals and policies of the Comprehensive Plan have been implemented.

CFA5 - Utilize the Comprehensive Plan in review of the zoning ordinance, other pertinent ordinances, the Capital Improvements Program, other City projects, and the annual budget.

CFA6 - Undertake a comprehensive update of the Comprehensive Plan no more than once a year and no less than once every five years.

CFA7 - Encourage initiation of the GMA Phase 2 planning reconciliation process with Snohomish County as soon as possible to begin the analysis and coordination necessary to review and examine development potential within the UGA and the potential future expansion of the Urban Growth Boundary.

STAFF REPORT AND RECOMMENDATION (Exhibit 1)
Comprehensive Plan Amendment
CPA 2010C – Roosevelt Road

Agenda Item
NB #2.5
Date 6/15/10

TO: City Of Monroe Planning Commission
FROM: Russ Wright, Associate Planner
SUBJECT: Map Amendment to Change the Land Use Designation for Approximately 71 Acres, from R 2-5 Dwelling Units per Acre to R 5-7 Dwelling Units per Acre
HEARING DATE: May 24, 2010

A. PURPOSE & BACKGROUND:

The 2007 *Snohomish County Buildable Lands Report* (BLR) predicts a residential capacity deficiency for the city of Monroe and the unincorporated Monroe Urban Growth Area (UGA). By 2025, the BLR report projects that the Monroe UGA will have a 2,519-person shortfall in residential capacity. The Growth Management Act (GMA), RCW 36.70A.215 directs jurisdictions facing deficiencies to develop "reasonable measures." Reasonable measures are steps that a jurisdiction can take to reduce the projected deficiency.

Under a Grant from the Department of Trade and Economic Development, now the Department of Commerce, the city of Monroe and Snohomish County evaluated reasonable measures to address the identified residential shortfall. The city of Monroe identified a number of reasonable measures modeled after the "Reasonable Measures List" found in the *Snohomish County Tomorrow Countywide Planning Policies* (2007).

The city requests a comprehensive plan map amendment (Exhibit 2), CPA2010C (Roosevelt Road Map Change) to change the land use designation for approximately 71 acres, near Roosevelt Road, from R 2-5 dwelling units per acre to R 5-7 dwelling units per acre. If approved, the city will implement the change through a rezone to UR6000. The proposed amendment would allow approximately an additional 50 dwelling units to the area (total estimated dwelling units equals 156 or and additional 450 people).

If adopted, the new land use designation and subsequent zoning would provide the possibility for allowing different housing stock. This is important because in the northern end of the city most zones have larger, suburban minimum lot sizes. If adopted, this zone would create medium density lot sizes.

Staff has held pre-docket workshop, a docketing public hearing, and two project workshops with the Planning Commission and provided analysis of potential impacts from the proposed amendment (Exhibits 3a, 3b, and 3c).

B. FINDINGS AND CONCLUSIONS

1. Compliance with Resolution 2005/06 – Procedures and criteria for amending the Comprehensive Plan.

(1) Each amendment:

a. Shall not adversely affect public health, safety, or welfare in any significant way.

Findings:

- Future development in the Roosevelt Road area would require the extension of city services e.g., water and sewer at the time of development, traffic improvements, and the payment of utility fees and mitigation fees for school, parks, traffic, and stormwater.

b. *Shall be consistent with the overall goals and intent of the Comprehensive Plan.*

Findings:

- Staff has listed several applicable goals and policies from the Land Use, Housing, and Economic Development elements from the current Monroe Comprehensive Plan.

Land Use Goals

- LUG1 - To pursue well managed, orderly expansion of the City and actively influence the character of the City by managing land use change and by developing City regulations, facilities and services in a manner that directs and controls land use patterns and intensities.
- LUG-3 - Accommodate the city's expected growth in a way that enhances its character, quality of life and economic vitality.
- LUG-5 - Promote the small-town atmosphere of the City by providing that new residential development must be compatible with the present housing stock, yet provide for a broad range of housing types and densities.
- LUG-7 - Encourage development both within and outside the corporate limits of Monroe to be consistent with the goals and policies of the Comprehensive Plan.

Housing Goals

- HO-G1 - Promote a variety of residential densities and housing types to encourage an adequate choice of attractive living accommodations to persons desiring to reside in Monroe.
- HO-G5 - Encourage the maintenance and creation of healthy residential neighborhoods as well as the revitalization of those that are declining.

Economic Development Goals

- Promote a strong, diversified, and sustainable local and regional economy, respecting the natural environment and preserving or enhancing the quality of life in the community.
- Encourage economic development activities, which take into consideration the capacities of the area's natural resources, public services, and facilities.

c. *Shall be in compliance with the Growth Management Act and other State and Federal laws.*

Findings:

- RCW 36.70A.215 directs jurisdictions facing deficiencies to develop "reasonable measures" to reduce projected deficiencies.
- The city identified several reasonable measures modeled after the "Reasonable Measures List" found in the *Snohomish County Tomorrow Countywide Planning Policies* (2007).
- The GMA requires Land Use Elements designate the proposed general distribution, general location and extent of the uses of land. The proposed map amendment includes the location and type of uses that will be encouraged in the subject area.
- Staff sent Notification for a 60-Day Review of Comprehensive Plan Amendment to the Department of Commerce on April 20, 2010 (Exhibit 4a).
- The Department of Commerce emailed a Letter of Acknowledgement on April 20, 2010 with material ID # 15588 (Exhibit 4b).

d. Must be weighed in light of cumulative effects of other amendments being considered.

Findings:

- As noted, the city is addressing the predicted population shortfall through targeted density increases.
- The city is also considering changing the land use designations of other areas in the city and UGA to increase residential density, notably CPA 2008B, CPA 2008C, CPA2010D, and CPA2010-01.
- The city has implemented some reasonable measures, namely the Downtown Plan that will help reduce the deficit.
- The effects of two of the plan amendments (e.g., CPA 2008 B & C) are unknown, as the land uses and boundaries were not set at the time of analysis.
- This year's docket offers several alternate or additional reasonable measures.

Conclusions:

- The proposed amendment is consistent with the mandatory review criteria outlined in Subsection (1) above. In general, the potential population from the proposed land use falls within the anticipated population range for public services at build-out, with the exception of traffic. The requested amendment will not adversely affect public health, safety, or welfare as mitigated at the time of development.
- At the time of development, project proponents will need to extend services and mitigate potential impacts to housing, schools, utilities, parks, and transportation.
- At the time of development, the city will analyze additional impacts for compliance with the Comprehensive Plan, Monroe Municipal Code, and SEPA.
- The proposed rezone is consistent with the Monroe Comprehensive Plan.
- The proposal has met the Growth Management Act requirements.
- The Planning Commission can judge each comprehensive plan amendment cumulatively and individually then decide which proposal best addresses the BLR residential deficit.

(2) In addition to the above mandatory requirements, any proposed amendment must meet the following criteria unless compelling reasons justify its adoption without meeting them:

- a. Addresses needs or changing circumstances of the city as a whole or resolves inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.*
- See narrative in Section A and response to Subsection B-1(1)d.
- b. Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.*

Findings:

- The environmental checklist and other application materials note the potential environmental impacts.
- There are inventoried critical areas including wetlands and streams in the area.
- Chapter 20.05 of the MMC addresses protection measures for identified critical areas.

- The defined Level of Service transportation at the primary intersection of US-2 and Roosevelt Road is Level D. The city's Transportation Plan notes that the intersection functions at Level E during PM peak hours.
 - No capital improvements for the intersection of US-2 and Roosevelt Road were identified in the transportation plan.
 - The proposed amendment could add approximately 500 additional average weekday trips, 40 AM trips, and 50 PM trips.
- c. *Is consistent with the land uses and growth projections that were the basis of the Comprehensive Plan and/or subsequent updates to growth allocations.*

Findings:

- The city has cited the need to resolve a residential capacity shortfall identified in the 2007 Snohomish County BLR. This proposal may help rectify projected growth allocations.
 - If approved, the city will implement the change through a rezone to UR6000.
 - The proposed amendment would allow approximately an additional 50 dwelling units to the area.
- d. *Is compatible with neighboring land uses and surrounding neighborhoods, if applicable.*

Findings:

- The land use designation for the area is single-family residential.
 - The existing parcels in the Roosevelt Road area consist of large, undeveloped single-family lots.
- e. *Is consistent with other plan elements and the overall intent of the Comprehensive Plan.*
- See response to Subsection B-1(1)b.

Conclusions:

- The proposed change is compatible with neighboring land uses and surrounding neighborhoods. As the area is largely undeveloped, any future subdivision of land will have similar impacts on the existing infrastructure, traffic, and general environment on surrounding neighborhoods.
- The amendment is consistent with the criteria listed in Subsection (2). The proposed amendment specifically addresses changing circumstances of the city to accommodate increased residential density.
- The city's Managing Engineer predicts that the volume for AM and PM Peak queues may exceed the intersection capacity and likely negatively affect the adopted level of service.
- Future project actions will need to identify practical alternatives to mitigate potential traffic impacts at the intersection of US-2 and Roosevelt Road to maintain the current level of service.

2. Compliance with Monroe Municipal Code (MMC) Chapter 20.04 (State Environmental Policy Act).

Findings:

- City staff submitted an environmental checklist with the subject application addressing potential environmental impacts associated with the approval of the proposed application (Exhibit 2b).
- The city of Monroe SEPA Official issued a Determination of Non-Significance (DNS) for this proposal on April 20, 2010 (Exhibit 5). The comment/appeal period has expired – the city received no comments or appeals.

- As the applicant proceeds with the actual site development, the city will require site-specific SEPA review.

Conclusions: The proposed amendment has met the requirements of SEPA Chapter 20.04 MMC and Chapter 197-11 WAC.

C. RECOMMENDATION

Forward a recommendation to the City Council to **APPROVE** Comprehensive Plan Amendment CPA 2010C, to change the land use designation for from R 2-5 Dwelling Units per Acre to R 5-7 Dwelling Units per Acre, as it has been found to be consistent with Resolution 2005/06; Chapter 20.04 MMC; and other state, federal and local regulations.

D. EXHIBITS (Exhibits are on file & available upon request or available at http://www.ci.monroe.wa.us/citygov/depts/community_development/planning/codeamend/codeamend.php).

1. Staff Report
2. Application
 - a) Legal Descriptions
 - b) Environmental Checklist
 - c) Map of Proposed Boundaries and Comprehensive Plan Designations
3. Workshops
 - a) Pre-Docket Review
 - b) February 8, 2010 Staff Memo
 - c) May 10, 2010 Staff Memo
4. Dept of Commerce
 - a) Notification for a 60-Day Review
 - b) Letter of Acknowledgement
5. SEPA Determination
6. Public Notice
 - a) Affidavit of Mailing
 - b) Affidavit of Posting
 - c) Proof of Publication

STAFF REPORT AND RECOMMENDATION (Exhibit 1)
Comprehensive Plan Amendment
CPA 2010D– Roosevelt Ridge

TO: City Of Monroe Planning Commission
FROM: Russ Wright, Associate Planner
SUBJECT: Map Amendment to Change the Land Use Designation for Approximately 71 Acres, from R 2-5 Dwelling Units per Acre to R 5-7 Dwelling Units per Acre
HEARING DATE: May 24, 2010

A. PURPOSE & BACKGROUND:

The 2007 *Snohomish County Buildable Lands Report* (BLR) predicts a residential capacity deficiency for the city of Monroe and the unincorporated Monroe Urban Growth Area (UGA). By 2025, the BLR report projects that the Monroe UGA will have a 2,519-person shortfall in residential capacity. The Growth Management Act (GMA), RCW 36.70A.215 directs jurisdictions facing deficiencies to develop “reasonable measures.” Reasonable measures are steps that a jurisdiction can take to reduce the projected deficiency.

Under a Grant from the Department of Trade and Economic Development, now the Department of Commerce, the city of Monroe and Snohomish County evaluated reasonable measures to address the identified residential shortfall. The city of Monroe identified a number of reasonable measures modeled after the “Reasonable Measures List” found in the *Snohomish County Tomorrow Countywide Planning Policies* (2007). In this study, city and county staff recommended that the city of Monroe consider the adoption of a pre-designation similar to the existing county designation, for this area.

Following this recommendation, the City Council docketed CPA2010D (Roosevelt Ridge Map Change) (Exhibit 2), to consider changing the city’s pre-designation for approximately 131 acres, near Roosevelt Ridge, from R 2-5 dwelling units per acre to R 5-7 dwelling units per acre. The city’s pre-designation for most of the northern unincorporated UGA would allow between 2 - 5 dwelling units per acre; whereas, the existing Snohomish County land use designation is R 4-6 dwelling units per acre with a zoning of R-7200. The proposed land use designation of R 5-7 dwelling units per acre is roughly equivalent to the current Snohomish County residential designation.

If approved, the city will implement the change through a rezone to UR6000. This zone allows medium density lot sizes. The proposed amendment would allow approximately an additional 240 dwelling units in the area. Using the UR6000 zoning designation, staff estimates the maximum number of potential houses will be approximately 640 units or and additional 1850 people.

Staff has held pre-docket workshop, a docketing public hearing, and two project workshops with the Planning Commission and provided analysis of potential impacts from the proposed amendment (Exhibits 3a, 3b, and 3c).

B. FINDINGS AND CONCLUSIONS

1. Compliance with Resolution 2005/06 – Procedures and criteria for amending the Comprehensive Plan.

(1) Each amendment:

a. Shall not adversely affect public health, safety, or welfare in any significant way.

Findings:

- Future development in the Roosevelt Ridge area would require the extension of sewer services at the time of development, traffic improvements, and the payment of utility fees and mitigation fees for school, parks, traffic, and stormwater.
- Water is provided by the Roosevelt Water Association.

b. Shall be consistent with the overall goals and intent of the Comprehensive Plan.

Findings:

- Staff has listed several applicable goals and policies from the Land Use, Housing, and Economic Development elements from the current Monroe Comprehensive Plan.

Land Use Goals

- LUG1 - To pursue well managed, orderly expansion of the City and actively influence the character of the City by managing land use change and by developing City regulations, facilities and services in a manner that directs and controls land use patterns and intensities.
- LUG-3 - Accommodate the city's expected growth in a way that enhances its character, quality of life and economic vitality.
- LUG-5 - Promote the small-town atmosphere of the City by providing that new residential development must be compatible with the present housing stock, yet provide for a broad range of housing types and densities.
- LUG-7 - Encourage development both within and outside the corporate limits of Monroe to be consistent with the goals and policies of the Comprehensive Plan.

Housing Goals

- HO-G1 - Promote a variety of residential densities and housing types to encourage an adequate choice of attractive living accommodations to persons desiring to reside in Monroe.
- HO-G5 - Encourage the maintenance and creation of healthy residential neighborhoods as well as the revitalization of those that are declining.

Economic Development Goals

- Promote a strong, diversified, and sustainable local and regional economy, respecting the natural environment and preserving or enhancing the quality of life in the community.
- Encourage economic development activities, which take into consideration the capacities of the area's natural resources, public services, and facilities.

c. Shall be in compliance with the Growth Management Act and other State and Federal laws.

Findings:

- RCW 36.70A.215 directs jurisdictions facing deficiencies to develop "reasonable measures" to reduce projected deficiencies.
- The city identified several reasonable measures modeled after the "Reasonable Measures List" found in the *Snohomish County Tomorrow Countywide Planning Policies* (2007).
- The GMA requires Land Use Elements designate the proposed general distribution, general location and extent of the uses of land. The proposed map amendment includes the location and type of uses that will be encouraged in the subject area.
- Staff sent Notification for a 60-Day Review of Comprehensive Plan Amendment to the Department of Commerce on April 20, 2010 (Exhibit 4a).
- The Department of Commerce emailed a Letter of Acknowledgement on April 20, 2010 with material ID # 15589 (Exhibit 4b).

d. Must be weighed in light of cumulative effects of other amendments being considered.

Findings:

- As noted, the city is addressing the predicted population shortfall through targeted density increases.
- The city is also considering changing the land use designations of other areas in the city and UGA to increase residential density, notably CPA 2008B, CPA 2008C, CPA2010C, and CPA2010-01.
- The city has implemented some reasonable measures, namely the Downtown Plan that will help reduce the deficit.
- The effects of two of the plan amendments (e.g., CPA 2008 B & C) are unknown, as the land uses and boundaries were not set at the time of analysis.
- This year's docket offers several alternate or additional reasonable measures.

Conclusions:

- The proposed amendment is consistent with the mandatory review criteria outlined in Subsection (1) above. In general, the potential population from the proposed land use falls within the anticipated population range for public services at build-out. The requested amendment will not adversely affect public health, safety, or welfare as mitigated at the time of development.
 - At the time of development, project proponents will need to extend necessary services and mitigate potential impacts to housing, schools, utilities, parks, and transportation.
 - At the time of development, the city will analyze additional impacts for compliance with the Comprehensive Plan, Monroe Municipal Code, and SEPA.
 - The proposed rezone is consistent with the Monroe Comprehensive Plan.
 - The proposal has met the Growth Management Act requirements.
 - The Planning Commission can judge each comprehensive plan amendment cumulatively and individually then decide which proposal best addresses the BLR residential deficit.
- (2) In addition to the above mandatory requirements, any proposed amendment must meet the following criteria unless compelling reasons justify its adoption without meeting them:*
- a. Addresses needs or changing circumstances of the city as a whole or resolves inconsistencies between the Monroe Comprehensive Plan and other city plans or ordinances.*
- See narrative in Section A and response to Subsection B-1(1)d.
- b. Environmental impacts have been disclosed and/or measures have been included that reduce possible adverse impacts.*

Findings:

- The environmental checklist and other application materials note the potential environmental impacts.
- There are inventoried critical areas including wetlands and streams in the area.
- Chapter 20.05 of the MMC addresses protection measures for identified critical areas that would be in effect at the time of annexation.
- The defined Level of Service transportation at the primary intersection of US-2 and 179th is Level D. The city's Transportation Plan notes that the intersection functions at Level C during PM peak hours.
- No capital improvements for the intersection of US-2 and 179th were identified in the transportation plan.
- The proposed amendment could add approximately 2300 additional average weekday trips, 180 AM trips, and 245 PM trips.

c. *Is consistent with the land uses and growth projections that were the basis of the Comprehensive Plan and/or subsequent updates to growth allocations.*

Findings:

- The city has cited the need to resolve a residential capacity shortfall identified in the 2007 Snohomish County BLR. This proposal may help rectify projected growth allocations.
- If approved, the city will implement the change through a rezone to UR6000.
- The proposed amendment would allow approximately an additional 240 dwelling units to the area.

d. *Is compatible with neighboring land uses and surrounding neighborhoods, if applicable.*

Findings:

- The land use designation for the area is single-family residential.
- The existing parcels in the Roosevelt Ridge area consist of large, undeveloped single-family lots.

e. *Is consistent with other plan elements and the overall intent of the Comprehensive Plan.*

- See response to Subsection B-1(1)b.

Conclusions:

- The proposed change is compatible with neighboring land uses and surrounding neighborhoods. As the area is largely undeveloped, any future subdivision of land will have similar impacts on the existing infrastructure, traffic, and general environment on surrounding neighborhoods.
- The amendment is consistent with the criteria listed in Subsection (2). The proposed amendment specifically addresses changing circumstances of the city to accommodate increased residential density.
- The city's Managing Engineer predicts that the volume for AM and PM Peak queues may exceed the intersection capacity and may negatively affect the adopted level of service.
- Future project actions will need to identify practical alternatives to mitigate potential traffic impacts at the intersection of US-2 and 179th to maintain the current level of service.

2. Compliance with Monroe Municipal Code (MMC) Chapter 20.04 (State Environmental Policy Act).

Findings:

- City staff submitted an environmental checklist with the subject application addressing potential environmental impacts associated with the approval of the proposed application (Exhibit 2b).
- The city of Monroe SEPA Official issued a Determination of Non-Significance (DNS) for this proposal on April 20, 2010 (Exhibit 5). The comment/appeal period has expired – the city received no comments or appeals.
- As the applicant proceeds with the actual site development, the city will require site-specific SEPA review.

Conclusions: The proposed amendment has met the requirements of SEPA Chapter 20.04 MMC and Chapter 197-11 WAC.

C. RECOMMENDATION

Forward a recommendation to the City Council to **APPROVE** Comprehensive Plan Amendment CPA 2010C, to change the land use designation for from R 2-5 Dwelling Units per Acre to R 5-7 Dwelling Units per Acre, as it has been found to be consistent with Resolution 2005/06; Chapter 20.04 MMC; and other state, federal and local regulations.

D. EXHIBITS (Exhibits are on file & available upon request or available at http://www.ci.monroe.wa.us/citygov/depts/community_development/planning/codeamend/codeamend.php).

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 - b) February 8, 2010 Staff Memo
 - c) May 10, 2010 Staff Memo
4. Dept of Commerce
 - a) Notification for a 60-Day Review
 - b) Letter of Acknowledgement
5. SEPA Determination
6. Public Comment
 - a) 5/11/2010 email from Jeff Treiber with Monroe Land Investment, LLC
 - b) 5/10/2010 letter from Larry Adamson with Snohomish County PDS
7. Public Notice
 - a) Affidavit of Mailing
 - b) Affidavit of Posting
 - c) Proof of Publication

DRAFT

**CITY OF MONROE
PLANNING COMMISSION MINUTES
May 10, 2010**

The regular meeting of the Monroe Planning Commission was scheduled for May 10, 2010 at 7:00 p.m., in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Vice Chairman Philip called the meeting to order at 7:00 p.m.

Agenda Item
NB #2.7
Date 6/15/10

ROLL CALL

Secretary Judy Gribble called the roll. The following were:

Present: Vice Chair Carl Philip, Commissioners James Kamp, John Knettles, Bill Kristiansen, Paul Loots, and Wayne Rodland

Absent: Chairman Demarest

Staff Present: Associate Planner Russ Wright, Assistant Planner Ben Swanson, and Secretary Judy Gribble

CITIZEN COMMENT

There were no citizen comments.

PUBLIC HEARING

CPA2010A (North Kelsey Sub-Area Plan) – Associate Planner Russ Wright

Commissioner Philip opened the public hearing. Planner Wright gave a brief history of this project explaining that it will integrate the north and south halves of the North Kelsey area. The objectives are to refine the boundaries of the planning area and the planned development area; and to do a land use designation change from Industrial to General Commercial. He gave a PowerPoint presentation analyzing the proposal and confirming that the map amendment met all state and city regulations. Staff recommended approval of this Comprehensive Plan Amendment.

Commissioner Philip opened the public testimony portion of the meeting.

Motion

Commissioner Loots made a motion to close the public hearing. Commissioner Rodland seconded the motion. By vote the motion passed 6/0.

Deliberation

Commissioner Knettles asked Planner Wright that if the Planning Commission did not recommend this comprehensive plan amendment for approval is there another parcel a big box could go on. Planner Wright explained that he has not heard any discussion to place a big box on the southern portion of this property.

Motion

Commissioner Loots made a motion to close the public hearing. Commissioner Kamp seconded the motion. By vote the motion passed 6/0.

Motion

Commissioner Loots made a motion that the Planning Commission recommend the City Council approve Comprehensive Plan Amendment CPA 2010A, to change the land use designation for the most northern city-owned parcels, in the North Kelsey Planning Area, from Industrial to General Commercial and to refine the North Kelsey Planning Area and Planned Development Area boundaries, as it has been found to be consistent with Resolution 2005/06, Chapter 20.04 MMC and other state, federal and local regulations. Commissioner Kristiansen seconded the motion. By vote the motion passed 5/1.

Commissioner Knettles disagreed with this amendment because there is opposition to a big box store in this area of town. He thinks the property should be rezoned to something other than Commercial that does not permit retail e.g. Professional Office that will accomplish the same kind of development desired for this area.

Commissioner Philip noted that this recommendation will be forwarded to City Council and further public comment both written and oral will be according to City Council procedures.

CPA2010B (Capital Facilities Element) – Assistant Planner Ben Swanson

Commissioner Philip opened the public hearing portion of the meeting.

Planner Swanson began by explaining that this comprehensive plan consists of three parts:

1. Stormwater Plan – Adopted by City Council on Sept. 6, 2009
2. Water System Plan – Adopted by City Council on Dec. 27, 2009
3. Snohomish School District Capital Facilities Plan – This is the first step to adopt this document so that Monroe can collect school mitigation fees for the Snohomish School District.

This process is to adopt these documents by reference to the Comprehensive Plan because they are complete separate documents. Director Feilberg was present to answer any questions.

Commissioner Rodland asked if the Snohomish School District fees are the same as Monroe's. Planner Swanson noted that the single family residential fees have a \$100 difference; however, there is a dramatic difference in the multi-family fees.

Commissioner Philip opened the public testimony portion of the meeting.

Public Testimony

Karen Washington, 12711 Roosevelt Road, Monroe, Washington

Commissioner Philip offered the affirmation of truth to the witness. Ms. Washington answered affirmatively. Ms. Washington asked about the assessment of school taxes. Planner Swanson replied that the school taxes are assessed according to the school jurisdiction that you live in.

Motion

Commissioner Loots made a motion to close the public testimony portion of the hearing. Commissioner Knettles seconded the motion. By vote the motion passed 6/0.

DRAFT

Motion

Commissioner Loots made a motion to close the public hearing. Commissioner Kristiansen seconded the motion. By vote the motion passed 6/0.

Motion

Commissioner Knettles made a motion that the Planning Commission recommend the City Council approve the Snohomish School District Capital Facilities Plan, 2009 Stormwater System Plan, 2008 Water System Plan and amend the highlighted text within the Capital Facilities Element of the Comprehensive Plan as it has been found to be consistent with the Growth Management Act, the Monroe Comprehensive Plan, Monroe Municipal Code and other state, federal and local regulations. Commissioner Loots seconded the motion. By vote the motion passed 6/0.

Commissioner Philip noted that this recommendation will be forwarded to City Council and further public comment both written and oral will be according to City Council procedures.

ZCA2010-01 (School Impact Mitigation Fees) – Assistant Planner Ben Swanson

Commissioner Philip opened the public hearing. Planner Swanson stated that this zoning code amendment is directly related to the earlier comprehensive plan amendment CPA2010B. Once the CPA2010B is incorporated into the Comprehensive Plan the zoning code amendment is necessary for implementation. The changes to the verbiage are minor.

Commissioner Philip opened the public testimony portion of the meeting.

Motion

Commissioner Kamp made a motion to close the public testimony portion of the hearing. Commissioner Rodland seconded the motion. By vote the motion passed 6/0.

Motion

Commissioner Knettles made a motion to close the public hearing. Commissioner Kristiansen seconded the motion. By vote the motion passed 6/0.

Motion

Commissioner Loots made a motion that the Planning Commission recommend City Council approve ZCA2010-01 as proposed as it is consistent with the Growth Management Act, Chapter 20.04 MMC, and other state, federal, and location regulations. Commissioner Knettles seconded the motion. By vote the motion passed 6/0.

Commissioner Philip noted that this recommendation will be forwarded to City Council and further public comment both written and oral will be according to City Council procedures.

WORKSHOP

RZ2010-02 (Introduction North Kelsey Rezone) – Associate Planner Russ Wright

Planner Wright explained that this rezone is necessary to implement comprehensive plan amendment (CPA2010A) for the North Kelsey change if adopted by City Council. The proposed rezone changes the land use designation for the northern portion from General Industrial to

General Commercial. Staff recommends Planning Commission schedule a public hearing for June 28.

Commissioner Philip invited the public to comment on this workshop item. There was no public comment.

Commissioner Knettles asked if there is any other activity in this area at the moment. Planner Wright said there is the purchase and sale agreement with a site plan expected back to City Council within 30 days. There is also some interest on one of the parcels in the southern half with no agreement.

Commissioner Knettles read the North Kelsey Subarea Plan and noted it is amazing how far away the city is from this plan. He invited the other Planning Commissioners to re-read the plan to see how far away the city is. Planner Wright noted that City Council still shares the vision of a common open space, smaller retail shops, and seeing the two halves integrated; however, there are obvious economic constraints right now.

Commissioner Kristiansen commented that he has been going to City Council meetings and said they have a lot of mixed feelings regarding this development; however, they still want a main street and common public area; however, because of funding they are looking at all options.

Commissioner Philip confirmed the public hearing will be on June 28.

WS#2 - CPA2010C (Roosevelt Road Map Change) – Associate Planner Russ Wright

Planner Wright explained this is the second workshop for the proposed land use designation change from R2-5 dwelling units per acre to R5-7 reflecting the 71 acres along Roosevelt Road. The proposed change is a potential reasonable measure and will allow possible zoning options within the city.

As a follow-up to the Planning Commission request for more information on the impacts to the city's infrastructure regarding this change, Planner Wright noted the following:

- Water system can meet projected population by 2025; however, system does need some upgrades e.g. additional reservoir capacity;
- Stormwater system needs upgrades;
- Wastewater-system has a large build-out capacity for up to 43,248 residents;
- Park System impacts are paid as mitigation for any new development;
- School Districts - Monroe and Snohomish impact fees will be collected as the area develops.
- Roosevelt Map Change projections have changed since last review - there is a potential of increasing this area by 52 units (142 additional people) over the existing zoning.
- Traffic impacts – At the intersection of Frylands, Roosevelt Road and US2 it was determined that the level of service (LOS) currently does not meet LOS-D during PM trips. The Transportation Plan does not have any specific improvements listed for this intersection. The constraints include the Burlington Northern Railroad and US2; both of

the rights of way are controlled by other agencies that have their own controls and protocols.

Commissioner Loots asked if a developer will have to address traffic issues at Roosevelt Rd and SR 2. Planner Wright explained that at the time of development; there will be a determination regarding the type of improvements that will need to be completed.

Commissioner Knettles asked about traffic mitigation fees and if they have to be spent in the area where collected. Planner Wright explained that the city has adopted a Transportation Plan and in that plan there are priority projects that are reviewed and adopted annually. The money could be spent in that area; however, it may be spent in another area.

Commissioner Loots noted that the letter from Engineer Inahara recommended not to develop this area because the traffic load would be raised and the level of service lowered.

Commissioner Kristiansen asked if the trip generation study took into account the higher levels of traffic on Friday afternoon. Planner Wright explained the study is based on traffic data from a trip generation reference manual and he does not know the variables. Commissioner Rodland noted that the last traffic study in Monroe indicated that 90% of the traffic was pass through.

Commissioner Knettles said his recommendation would be the same for both comprehensive plan amendments; he is against any increase in traffic to the areas. The only feasible mitigation is the bypass project.

Commissioner Loots commented that the city has no control over development in the county further up the road.

Commissioner Kamp asked if there is anything that the city can do for this intersection at Roosevelt and US2. Planner Wright explained the city has not identified any plans to change that intersection.

Public Comment

Jim Campbell, 12621 Roosevelt Road, Snohomish, WA

Mr. Campbell has lived at this address for 35 years. He commented on lot sizes and traffic issues on Roosevelt Road. Mr. Campbell invited Planning Commissioners to come out and sit on his porch to watch the traffic on Friday afternoons and during the Fair. The only solution he sees is a bypass to which he asked, "who will pay for that?"

Mr. Campbell noted that the Monroe Engineering Department recommended against this. When there is an accident or flooding on US2, Roosevelt Road then becomes US2. He is against this change.

Karen Washington 12711 Roosevelt Road, Monroe, Washington

Ms. Washington invited the city to get more accurate information on traffic especially when the fair is in full swing before any decision is made. She feels that the only thing the city wants to do is increase property taxes. She explained that out of 71 acres, that potentially only 50 acres

can be developed because of wetland issues. Ms. Washington stated this change does not have to be done this year we have until 2025. She would like to see this tabled for a couple of years.

Planner Wright explained that this is coming to public hearing on May 24.

Commissioner Knettles asked Ms. Washington if a developer knocked on her door today would she want to develop even with all of the traffic issues. Ms. Washington said no she would like to address it when it happens. There are several issues that the developer will have to address e.g. water, sewer, etc.

Commissioner Knettles commented that Roosevelt Road is the de facto US2 bypass now.

Ms. Washington asked if they have any say in how the area develops in the county in the future. Planner Wright replied that the city and homeowners can comment when the county provides notification through some sort of outreach, e.g. posting site, mailing, etc. requesting comments on land use actions.

Mr. Campbell explained that there are already two developments nearby in the county; the traffic on Roosevelt Road is going to continue to get worse.

Commissioner Philip commented that the city has a burden through the Growth Management Act to reasonably increase density; however, when the state has control of the intersection, the city doesn't have the ability to provide solutions. He also explained that notification for land use actions through the county is sent to home owners within a certain radius of the land action.

Commissioner Philip noted that the Planning Commission public hearing will be on May 24.

WS#2 – CPA2010D (Roosevelt Ridge Map Change) - Associate Planner Russ Wright

Planner Wright explained that this proposal is on the north side of the US2 bypass with the primary access along 179th off of US2. The goal is to re-designate 137 acres that is currently R4-6 dwelling units per acre in the county. The city has pre-zoned this area R2-5 dwelling units per acre. The city's proposal is to make the designation as consistent as possible with the county's designation. Planner Wright explained that this would help to identify zoning options.

In looking at density assumptions, Planner Wright commented, the difference in the number of dwelling units between the two proposed city designations is 244. He then noted that even though the county has a larger lot size designation, there would be a higher unit yield and population under current county zoning predicated on sewer availability.

Planner Wright explained that the Planning Commission had asked him to look at current development in the area and he identified six projects. The residents in the area asked the city why it is re-designating this area when there is current development going on. One option the Planning Commission has, Planner Wright explained, is to shrink this area and consider those properties, not being developed.

As follow-up to the Planning Commission request for more information on the impacts to the city's infrastructure regarding this change, Planner Wright noted the following:

- The utilities, water, sewer, stormwater, parks, school districts have the same impacts as mentioned for Roosevelt Road.
- Traffic impacts – At the intersection of 179th, Robinhood Lane at that point, is a collector and US2 the arterial. The LOS is D and during PM trips is performing at LOS-C. The county's numbers show a reduction in trips because currently sewer is not available therefore, the density is not be attainable. The city has more of an opportunity for improving and maintaining the LOS at the 179th/US2 intersection than at the Roosevelt Road/US2 intersection because it is not as developed. Currently, there are no plans for improvement of this intersection in the Transportation Plan.

Commissioner Knettles noted that not all issues are captured by the traffic study numbers and that other issues need to be considered e.g. wear and tear on road by continual traffic all day long, the need for police and fire response. This is not just a look at AM/PM trips, he explained.

Commissioner Philip noted that the Planning Commission public hearing will take place on May 24.

Karen Washington, 12711 Roosevelt Road, Snohomish, Washington

Ms. Washington said that the assumption so far has been that all traffic is flowing south to US2. However, if traffic chooses to go north, then the traffic ends up on Roosevelt Road which again adds to their traffic issues.

Planner Wright asked if there is any feedback on the boundaries of this area. Commissioner Philip feels the boundaries are fine as they stand. It is appropriate to look at the entire area to consider all the impacts.

DISCUSSION BY COMMISSIONERS AND STAFF

Planner Wright is going to City Council tomorrow night to give a general land use update that will describe all projects that are currently being worked on. He will then bring back feedback as to how the Planning Commission will be moving forward for the rest of the year.

ADJOURNMENT

Motion

Commissioner Loots made a motion that the May 10, 2010 Planning Commission meeting be adjourned. Commissioner Knettles seconded the motion. By vote the motion carried unanimously. The meeting was adjourned at 8:17 p.m.

Carl Philip
Planning Commission Vice Chair

Judy Gribble
Planning Commission Secretary

CITY OF MONROE
PLANNING COMMISSION MINUTES
May 24, 2010

DRAFT

The regular meeting of the Monroe Planning Commission was scheduled for May 24, 2010 at 7:00 p.m., in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Vice Chair Philip called the meeting to order at 7:00 p.m.

Agenda Item
NB #28
Date 6/15/10

ROLL CALL

Secretary Judy Gribble called the roll. The following were:

Present: Vice Chair Carl Philip, Commissioners James Kamp, John Knettles, Bill Kristiansen, Paul Loots, and Wayne Rodland

Absent: Chairman Demarest

Staff Present: Associate Planner Russ Wright, Assistant Planner Ben Swanson, and Secretary Judy Gribble

CITIZEN COMMENT

Steve Harris, 214 S. Blakeley Street, Monroe, WA 98272

Mr. Harris invited the Planning Commissioners and audience to the 6th Annual PowWow at the Monroe High School this weekend.

Mr. Harris said he talked to City Council about the light automotive repair definition and explained there was no discussion of limitations regarding RV or one-ton repair for businesses such as Rodland Auto Repair. He feels this should be discussed with City Council.

Mr. Harris also asked the Planning Commission to move comprehensive plan amendment CPA2008C forward with CPA2008B.

Planner Swanson responded regarding the light automotive repair definition. He said to reflect what Planning Commission had discussed the language now reads as follows: "Auto repair, minor that primarily includes vehicles up to 8,000 pounds (curb weight)."

Planner Wright noted that if more than four Planning Commissioners attend the PowWow, there will be an issue of quorum and to let Ms. Gribble know so that she can advertise.

PUBLIC HEARING

CPA2010C (Roosevelt Road Comprehensive Plan Map Amendment) – Associate Planner Russ Wright

Vice Chair Philip opened the public hearing. Planner Wright began by defining Comprehensive Plan: a document that sets goals, vision and policy on a level that has a range of possibilities that can be instituted. He explained that he is presenting a range of possibilities for two particular areas in Monroe. He then defined rezone: a rezone is the implementation phase of a comprehensive plan. Therefore under a designation there could be multiple zones that would implement the comprehensive plan goals and policies for a particular land use designation.

Planner Wright gave a brief history of the Roosevelt Road proposal that would change the land use designation from R2-5 dwelling units per acre to R5-7 dwelling units per acre for 71 acres.

The difference between the two is the underlying zoning: UR9600 which allows for 9600 square foot lots and UR6000 which allows 6000 square foot lot sizes.

Planner Wright found this project is consistent with the goals and policies of the Comprehensive Plan, the Growth Management Act (GMA), the State Environmental Policy Act, and meets utility capacity requirements for the projected population. The traffic level of service (LOS) at the Roosevelt Road and SR2 intersection operates below standard level at peak hours; traffic issues will need to be addressed at the time of development. Staff recommended the Planning Commission forward approval of this amendment to City Council.

Vice Chair Philip opened the public testimony portion of the meeting.

Public Testimony

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Moore answered affirmatively.

Warren Moore, 13004 Roosevelt Road, Snohomish, Washington

Mr. Moore said that all maps shown at the Planning Commission meetings have never indicated where the critical areas are in this area. He also stated that the citizens on the west side of Roosevelt Road asked in 2008 to be included in the Monroe Urban Growth Area (UGA) and that the city has not listened. He will continue to come back until the city listens.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Thomas answered affirmatively.

Charles Thomas, 13105 Roosevelt Road, Snohomish, Washington

Mr. Thomas has been a resident on Roosevelt Road for 35 years. He spoke in favor of the Comprehensive Plan Amendment. His question was about the length of the rezone process because he has a concern about increased taxes. Planner Wright commented that City Council would have to give staff direction to move forward and then if approved, the rezone process would take approximately 120 days to complete.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Nelson answered affirmatively.

Todd Nelson, 16792 Saddle Ridge Road SE, Monroe, Washington

Currently, Mr. Nelson is the president of the Foothills Home Owners Association (HOA). The HOA is concerned because they have heard that White Mountain Road is going to be constructed as a through street into their development. This would create more traffic for their development that currently only has one-way in and out. He has not seen any traffic studies to support this.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Campbell answered affirmatively.

Jim Campbell, 12621 Roosevelt Road, Monroe, Washington

Mr. Campbell stated he has been here for over 35 years and traffic has not gotten any better. He asked about two traffic studies that were presented at the last meeting and the performance of the Roosevelt Road and SR2 intersection. Planner Wright said that during PM trips it currently is not performing up to standards.

Mr. Campbell said that when an accident occurs on US2 traffic backs up in front of his home on Roosevelt Road. He said that the only way the intersection can handle more capacity is to build an overpass.

Mr. Campbell reviewed the annexation process that he and Karen Washington participated in. He suggested that the city wants to tax them more and that development will not happen until the economy turns around. Currently, he is against having this move forward.

Commissioner Knettles explained that there were two traffic studies in the Planning Commission packet two weeks ago and that Mr. Campbell can access them on-line. Mr. Campbell responded that they are out-dated. Commissioner Knettles commented, yes, which means the traffic situation now is probably worse than reported in the studies.

Karen Washington, 12711 Roosevelt Road, Snohomish, Washington

Ms. Washington said she is against this idea of this land use designation change with traffic being a big issue. It has been stated that contractors would be responsible for developing this intersection to handle the new density she said. She also heard that the money collected for Roosevelt Road traffic mitigation may or may not be used to improve that intersection. She doesn't believe this is right.

Ms. Washington thinks that if the city would have included the acreage on the west side of Roosevelt Road in the annexation, there would have been more of an opportunity to develop all the properties. She explained that the city told them they had to contact the county to include the properties in the UGA. Ms. Washington said that they did not ask to be included in the UGA, the city included them. She wants the city to use the same process to include the acreage on the west side of Roosevelt Road as they used for their properties. She stated this zoning does not need to happen until 2025 and thinks the city is trying to make more money by raising taxes.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Neilsen answered affirmatively.

Steve Neilsen, 16025 124th Avenue NE, Woodinville, Washington

Mr. Neilsen owns the parcel in the northeast portion of the area. He said he is concerned to hear that Ms. Washington and Mr. Campbell do not see the benefits of doing this now. He personally feels the timing is appropriate for working on this now in order to get through the necessary processes and to identify the areas that will be able to accommodate future growth.

Mr. Neilsen has not completed a sanitary sewer study but believes the sanitary sewer can be accessed through the Foothills development. His property has a significant wetland and does not know what the density will be once development is complete. Mr. Neilsen explained that it is an awkward time to raise taxes and appealed his taxes to the Snohomish County Review Board and they lowered his taxes by a third. So there is relief for property owners that are in transition.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Harris answered affirmatively.

Steve Harris, 214 S. Blakeley, Monroe, WA 18008 124th Street SE, Snohomish, WA

Mr. Harris doesn't quite know why the west side of Roosevelt Road hasn't been brought into the UGA. For the record, he wanted to note an ex-City Council member and ex-Planning Commissioner that live in that area.

Mr. Harris doesn't know if this is feasible and knows there will need to be a pump station. He mentioned that the Jack in the Box is going in on that corner and there are traffic concerns on US2. He also hopes the Planning Commission will consider the height restrictions when development begins on both sides of the road because of the topography of the area.

Motion

Commissioner Loots made a motion to close the public testimony portion of the public hearing. Commissioner Kristiansen seconded the motion. By vote the motion passed 6/0.

Commissioner Loots asked whether the UGA is determined by the county and asked if the city has a say in determining the UGA. Planner Wright replied that during the last major Comprehensive Plan Update in 2005, the city and county negotiated a UGA boundary. There were recommendations to extend the city's northwest boundary; however, the county determined the UGA could not go beyond that point.

Commissioner Rodland explained that the biggest concern is traffic and asked if there is going to be a traffic study. Planner Wright replied, the Transportation Plan is our guiding document and there are no improvements scheduled for this intersection. However in future years, a recommendation for improvements can be made and at the time of development, the developer would need to construct new roads and/or make improvements to existing ones.

Vice Chair Philip asked if in Planner Wright's experience is it normal for a relatively small development to have to mitigate traffic for a larger intersection. Planner Wright responded that he thinks if it is a great enough benefit to the developer they would be willing to make the improvements; however, there would need to be dialogue between the city and the developer regarding what improvements would be needed.

Vice Chair Philip asked if the city has recently seen interest in properties where traffic needed to be mitigated like this. Planner Wright replied, not a recent development; however, The Farm at Woods Creek would be an example where traffic had to be mitigated at a distance. Vice Chair Philip asked how many units there are in that development. Planner Wright believed it was over 300.

Commissioner Loots asked if we know how many lots are vacant in the area and how many have homes. Planner Wright responded that the majority of the lots would be considered under developed with the current zoning.

Commissioner Knettles noted that the GMA encourages development in the UGA; however, the GMA demands that we look at other changes in the Comprehensive Plan as well. With that said, this does not make any sense because the traffic LOS is already substandard; traffic concerns need to be addressed first. He does not support moving this forward. Commissioner Rodland agreed with Commissioner Knettles.

Commissioner Loots asked about critical area transfers. Planner Wright noted that staff presented maps at earlier meetings showing the critical areas. There are about 22 acres with critical areas and buffers leaving 49 acres in this greater area that are developable. He said, most zones allow critical area transfers providing for smaller lot sizes; however, it is not applicable in this zone because of the proposed lot size. Planner Wright explained that through a Planned Residential Development (PRD) process, the smaller lot size could be accomplished.

Commissioner Kristiansen has concern about traffic and taxes; he is against this moving forward.

Motion

Commissioner Loots made a motion to close the public hearing. Commissioner Kamp seconded the motion. By vote the motion passed 6/0.

Motion

Commissioner Knettles made a motion that the Planning Commission recommend City Council disapprove CPA2010C to change the land use designation from R2-5 dwelling units per acre to R5-7 dwelling units per acre. Commissioner Kristiansen seconded the motion. By vote the motion passed 6/0.

CPA2010D (Roosevelt Ridge Comprehensive Plan Map Amendment) – Associate Planner Russ Wright

Vice Chair Philip opened the public hearing.

Planner Wright presented a graphic for the proposed area of change. He explained that this is similar to the last Comprehensive Plan Amendment because the change is the same, changing from R2-5 dwelling units per acre to R5-7 dwelling units per acre with critical areas to consider.

The differences between the amendments are:

- The area is currently part of the city's unincorporated UGA. The land use designations and zoning changes would take effect once the area is annexed.
- The parcels are designated R4-6 dwelling units per acre in the county with a complementary zone of R7200. This amendment will rectify the city and county's different land use designations for consistent zoning which allows for transition of the planned density in an easier manner.
- Traffic enters through 179th coming off of US2 and has a LOS of C which is above standard at the PM peak level, meaning there is potential for growth and additional capacity. Traffic would be mitigated at the time of development and planned for as future development in the Transportation Plan.

Planner Wright found this project is consistent with the goals and policies of the Comprehensive Plan, the Growth Management Act (GMA), the State Environmental Policy Act, and meets utility capacity requirements for the projected population. He recommended that the Planning Commission approve adoption of this amendment by City Council.

Commissioner Loots asked if the two largest parcels are undeveloped. Planner Wright noted that the two largest parcels in the western half are currently vacant; however, overall there is a mix of vacant, single family, and re-developable properties that are on septic.

Commissioner Kamp asked what percentage of the area are wetlands. Planner Wright replied that about 3 acres are wetlands with the larger critical area being about 31 acres of buffer and stream.

Commissioner Kristiansen had a concern about recusing himself. He lives on 136th off of 179th a nearby area and is affected by traffic in this area. Planner Wright explained that if the city attorney were present he would ask him if he has any financial or family ties to the area and does he believe that he can make an impartial decision. Commissioner Kristiansen responded no to the first two questions and yes that he could make an impartial decision. He asked the citizens if anyone had objections regarding his participation in the public hearing. No citizen objected.

Vice Chair Philip opened the public testimony portion of the meeting.

Public Testimony

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Duncan answered affirmatively.

Kirby Duncan, 17230 125th Street SE, Snohomish, Washington

Mr. Duncan represents the Roosevelt Ridge HOA. They realize that the Planning Commission has to deal with the GMA; however, they want to go on the record and say:

- The HOA members recommend that the Planning Commission stay with the current R2-5 designation because the area is comprised of larger lots, agriculture land, large horse acre properties. The higher density that is proposed is not in keeping with the character of the area and is not compatible with the current rural/urban mix. They feel the R5-7 designation is too dense for the neighborhood.
- The Roosevelt Ridge area is land locked by the US2 bypass and the two main ingress/egress routes Robinhood Lane and Trombley Hill Road, which are steep windy roads not built for the type of density proposed. They are not opposed to development in the area; however, they feel the R2-5 designation is appropriate. The ingress and egress are not compatible with the high density designation.
- The HOA members are concerned about traffic, school district changes, and density.

Vice Chair Philip offered the affirmation of truth to the witness. Ms. Baucchio answered affirmatively.

Patricia Baucchio, 17332 125th Street SE, Snohomish, Washington

Ms. Baucchio thanked Planner Wright for the time and help educating her about this process. She felt that the GMA may need to be reviewed since it was adopted in 1983. She wondered what more the Planning Commission can do to have City Council accept their recommendations and what can they do to revise the GMA? She also inquired about the Planning Commission track record regarding how many recommendations City Council agreed with.

Vice Chair Philip responded that the Planning Commission had the same questions regarding the Planning Commission recommendations and asked staff to research that and as a result he was surprised that the City Council adoption of the Planning Commission recommendations were very high. He also encouraged anyone interested in changing the GMA to contact our representative at the state level to indicate their concerns.

Planner Wright noted that the City Council acceptance of the Planning Commission recommendations was in the 90 percentile.

Ms. Baucchio commented that just 2 days ago she picked up her granddaughter at Frank Wagner and it took her 45 minutes. She noted that if the LOS is C, everyone knows that level is inadequate. She said that emergency vehicles get stuck on these roads. Ms. Baucchio also commented that as an individual with disabilities there are no sidewalks and the roads are not even wide enough even for two cars to pass. She said she does realize that the city is working on handicap accessibility.

Commissioner Knettles stated the state legislature would not have any influence on the GMA issue. You might talk to them, he explained; however, this is a bottoms up type of process. He explained that the citizens are doing what they need to do by attending the Planning Commission and City Council meetings and participating.

Ms. Baucchio said she understands this is a grass roots effort with standards set by the state 20 years ago when all thoughts were predicated on how they could accommodate Boeing. However, now the economic condition is suffering and growth is not as high; and she asked that if this is a grass roots effort then apply the type of logic that goes with it. Commissioner Knettles agreed with her and wished that all Planning Commission meetings had this type of turn out.

Vice Chair Philip offered the affirmation of truth to the witness. Ms. Redfield answered affirmatively.

Sarah Redfield, 17417 125th Street SE, Snohomish, Washington

Ms. Redfield stated she is also a board member and supports what Mr. Duncan and Ms. Baucchio said. She pointed out traffic issues at 179th and US2 stating that every weekend there is a swap meet, a horse show, etc. and that the traffic is always backed up. Her concern for Robinhood Lane is that it is a twisting road with no shoulder and appears to have no potential expansion for sidewalks. If you add more population to the area, you need to expand the roads and sidewalks.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Redfield answered affirmatively.

Travis Redfield, 17417 125th Street SE, Snohomish

Mr. Redfield is also a resident of Roosevelt Ridge Estates and supports the previous HOA members. He also noted the danger of the roads for runners, pedestrians, etc. because there are no shoulders or sidewalks. As with the previous proposal without first addressing the streets, this proposal does not make sense to move forward.

Vice Chair Philip offered the affirmation of truth to the witness. Ms. Blair answered affirmatively.

Sandra Blair, 17332 125th Street SE, Snohomish, Washington

Ms. Blake agrees with the HOA members and stated she is worried about crime and police response. She said this area is too crowded and the crime is unbelievable. She is against the proposal.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Brice answered affirmatively.

Derek Brice, 17109 125th Street SE, Monroe, Washington

Mr. Brice supports the HOA members 100% in their thoughts regarding traffic and the surrounding issues. He wants to get more involved in the community. .

Vice Chair Philip reminded Mr. Harris that he is under oath.

Steve Harris, 214 S. Blakeley, Monroe, Washington

Mr. Harris is trying to understand the project and noted this is governed by the long range planners for Snohomish County. He didn't know if the city is qualified to designate a use that is in the county and wondered if this is just an exercise to go through. If the city is going to annex the area then it needs to be consistent. He doesn't foresee water and sewer being made available in the near future because of cost.

Mr. Harris believes this proposal does not make any sense right now because of traffic, no available utilities, and it is not in the city yet. This needs to wait 10 or 15 years. The responsibility for growth and planning in this area is in Snohomish County. He asked, "Is this process necessary and is it legal?"

Mr. Harris said in answer to Ms. Baucchio's question the Governor's Office of Regulatory Assistance governs cities, the Growth Management Board, and the Department of Commerce fixes the GMA. He suggested citizens scour the Comprehensive Plan because it is like a bible for the city and contains its vision. He believes responsible growth is what is important.

Vice Chair Philip offered the affirmation of truth to the witness. Ms. Kluver answered affirmatively.

Carisa Kluver, 13032 178th Drive SE, Snohomish, Washington

Ms. Kluver lives at the border of Roosevelt Ridge and represents herself. She is concerned because there was a promise for traffic mitigation in the late 70s and she has not seen any of the improvements. She lives off of a gravel road where the only way into the neighborhood is off of 179th onto 131st. Drivers do not stop, there are school bus stops, and she is concerned because the traffic mitigation for the proposed development of the area is being promised in the same way as before.

Ms. Kluver is also concerned about a large lake that is not on the map and asked how it is to be developed. There are many questions regarding this neighborhood that have never been answered. She does not feel the area should be developed beyond two houses per acre.

Vice Chair Philip reminded Mr. Campbell that he is still under oath.

Jim Campbell, 12621 Roosevelt Road, Monroe, Washington

Mr. Campbell stated that all the people who live in Roosevelt Ridge, Trombley Road and 179th, go up Roosevelt Road. Their traffic problems have a compounding effect on Roosevelt Road. He said that the city cannot do anything about US2 because it is a state road and that the only thing that will work is a bypass. He appreciates that Monroe is under pressure from the GMA but he can see the citizens are not with you.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Nielsen answered affirmatively.

Rod Nielsen, 12425 175th Avenue SE, Snohomish, Washington

Mr. Nielsen is in favor of the higher density because it gives options in nature. Because we have little time on earth to do what we can while we can and develop responsibility.

Vice Chair Philip reminded Ms. Washington that she was still under oath.

Karen Washington, 12711 Roosevelt Road, Monroe, WA

Ms. Washington noted that during the Roosevelt Road Comprehensive Plan Amendment, development plans regarding the roads were discussed. Why isn't there a similar discussion for the Roosevelt Ridge area, she asked. Planner Wright responded that the city's finding is that the roads are currently functioning with capacity for growth. That doesn't mean that in the future there won't be any need for improvement. He explained once this area is annexed into the city and development begins, there will be analysis completed at that time.

Ms. Washington commented that if this area develops before the Roosevelt Road area, some of that traffic is going to spill over to Roosevelt Road to an intersection that is already functioning incorrectly. She asked would the developer have to improve the Roosevelt Road intersection at that time. Planner Wright responded that there would have to be traffic studies completed to determine the need.

Vice Chair Philip reminded Ms. Kluver that she was still under oath.

Carisa Kluver, 13032 178th Drive SE, Snohomish, Washington

Ms. Kluver asked how they do a traffic analysis. Planner Wright explained they go to the area and do traffic counts at different times of the day and they also model them on a computer program. He noted that a traffic analysis is completed prior to development; however, the Monroe Transportation Plan is updated continuously for traffic conditions in the city. Ms. Kluver asked what she can do to get someone to analyze the traffic at her corner; what recourse does she have. She explained that her neighborhood looks very different than how it is represented on a map. Planner Wright responded that when information is collected demographics are taken into consideration.

Motion

Commissioner Kristiansen made a motion to close the public testimony portion of the meeting. Commissioner Rodland seconded the motion. By vote the motion passed 6/0.

Commissioner Kristiansen confirmed with Planner Wright that since this is a pre-zoning process and that once the area is annexed, the zoning would be looked at again. Planner Wright responded affirmatively and said that after annexation, they would also receive Monroe services with the exception of the school districts. Commissioner Kristiansen noted that the Monroe Police are a wonderful group and that once annexed, police response would be better. He understands that Robinhood Lane and 179th have traffic issues that need analysis especially during certain times of year, e.g. fair.

Commissioner Rodland said many years ago citizens from the Robinhood neighborhood wanted to be annexed. The city sent out a survey and the majority of the citizens polled did not want annexation. He also explained that it is difficult to annex areas that do not have the same

standards as Monroe and because the roads that lead to Robinhood are county roads, it is challenging to do anything about the roads.

Commissioner Knettles noted that his remarks are the same as earlier stated. He would like City Council to consider a different pre-designation of Limited Open Space.

Motion

Commissioner Loots made a motion to close the public hearing. Commissioner Knettles seconded the motion. By vote the motion passed 6/0.

Motion

Commissioner Loots made a motion that the Planning Commission forward a recommendation to City Council to approve CPA2010D to change the land use designation from R2-5 dwelling units per acre to R5-7 dwelling units per acre as it has been found to be consistent with Resolution 2005/06; Chapter 20.04 MMC; and other state, federal and local regulations. Commissioner Kamp seconded the motion. By a show of hands the motion failed 3/3.

Commissioner Loots asked what happens now. Planner Wright said he would take the motion through as proposed.

Commissioner Knettles asked the Planning Commissioners to go on record explaining why they were in favor.

Commissioner Kamp explained that he voted for the amendment because traffic will be affected no matter what we do; approval of this action will not have a direct impact right now; and there will an opportunity for review in the future.

Commissioner Knettles referred to his previous comments including the suggestion of changing the land use designation to Limited Open Space.

Commissioner Loots supports this because there are developable vacant parcels, protection for the wetlands, zoning review in the future, and it has come forward at this time.

Vice Chair Philip's comments are much like Commissioner Knettles' stating that as a Planning Commission we have a burden to plan and approving this amendment without understanding how the city is going to plan for congestion that further density will bring is somewhat irresponsible. The Planning Commission has done its due diligence. He doesn't think it is reasonable rationalization that just because this isn't going to happen for a while, the Planning Commission can approve the amendment without having a clear idea of how the citizens of Monroe are going to navigate the roads they travel every day.

Commissioner Kristiansen commented that he agrees with Commissioner Kamp and Commissioner Loots' comments. Since this is a pre-zoning exercise with the zoning being reviewed at annexation he votes to follow the recommendation of City Council

Commissioner Rodland thinks the city needs to look at other areas that do not have the traffic issues that this area has. He feels the area will develop whether Monroe is part of it or not.

Commissioner Kristiansen said he can be swayed; however, he has not heard a good reason to change his mind. Vice Chair Philip commented that he does not see a reasonable reason to move forward with change when something is not planned. He would rather look at a change when the area is annexed because we will have a better view of the economy, where housing starts are, and what is happening with the development of our other Comprehensive Plan Amendments.

Motion

Commissioner Knettles made a motion that the Planning Commission recommend to City Council that they disapprove CPA2010D Comprehensive Plan Amendment. Commissioner Rodland seconded the motion. By show of hands the motion passed 4/2.

At the request of Vice Chair Philip, Planner Wright explained what the process is for the Comprehensive Plan Amendments and said this will be going tentatively to City Council on June 8 for an introduction with adoption on July 6.

RZ2010-01 (Bart Brynestad on behalf of Panattoni Development) – Associate Planner Planner Wright

Vice Chair Philip opened the public hearing.

Planner Wright reviewed this item and explained that in 1980 the city adopted restrictions on development of the property at 17675/17731 – 147th Street SE. The zoning has changed several times over the years once to Professional Office, then to Light Industrial. As that happened the original restrictions were not looked at again. The owners have constructed two buildings on this property and have tenants who would like to have businesses other than Professional Office.

Planner Wright has completed an analysis of this rezone stating it complies with the Monroe Municipal Code, the Monroe Comprehensive Plan, and other state and federal regulations and recommended approval.

Vice Chair Philip opened the public testimony portion of the hearing.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Cyr answered affirmatively.

Paul Cyr, Barghausen Consulting Engineers, 18215 72nd Avenue, Kent, Washington

Mr. Cyr recommended following staff's recommendation and allow for development of this property according to the current zoning and would like the Planning Commission to approve removal of the restrictions. He distributed current photos of the property and thanked the Planning Commission for their time.

Vice Chair Philip offered the affirmation of truth to the witness. Mr. Gemma answered affirmatively.

Patrick Gemma, 6840 Fort Dent Way, Suite 350 Seattle, Washington

Mr. Gemma explained that the restrictions on the property were brought to their attention when they were going through a short plat process. They currently have 3 tenants that will bring approximately 75-80 jobs to Monroe and asked the Planning Commission for their recommendation.

Motion

Commissioner Loots made a motion to close the public testimony portion of the hearing. Commissioner Rodland seconded the motion. By vote the motion passed 6/0.

Motion

Commissioner Loots made a motion to close the public hearing. Commissioner Kristiansen seconded the motion. By vote the motion passed 6/0.

Motion

Commissioner Loots made a motion that the Planning Commission recommend to City Council approval of RZ2010-01 changing the present zoning district from Light Industrial with land use restrictions to Light Industrial as it complies with the Monroe Municipal Code, the Monroe Comprehensive Plan, and other state and federal regulations. Commissioner Rodland seconded the motion. By vote the motion passed 6/0.

Break 9:17 - Vice Chair Philip reconvened the meeting at 9:20.

WORKSHOP

RZ2010-03 (Introduction Joseph Smeby on behalf of HHD LLC Rezone) – Assistant Planner Ben Swanson

Planner Swanson explained that with Comprehensive Plan Amendments different land use designations may have more than one underlying zone. There is a direct correlation between the current zone of R8-11 dwelling units per acre and MR6000. The Comprehensive Plan Amendment was approved by City Council on Oct. 6, 2009 with a stipulation that the Rezone have a developer's agreement to limit the use to retirement housing/assisted living, single family or Type I group homes.

Planner Swanson explained that all studies have been completed and because there is a direct correlation to the Comprehensive Plan Amendment, no other studies need to be done. An additional SEPA has been submitted and is currently going through the process. There is no new additional information to submit. The city acknowledges that this parcel is capable of this designation. He asked for direction from the Planning Commission.

Commissioner Loots asked if City Council's restrictions allowed any commercial use on the property, if they will see the developer's agreement, and what is the timeline. Planner Swanson replied commercial use is not permitted, staff is waiting for the SEPA process to be complete and for a response from the Department of Commerce.

The next step, Planner Swanson explained, is to go to either a workshop or public hearing. Consensus was to move to public hearing as long as the Planning Commission's hearing materials will contain any comments relating to the SEPA determination, the Department of Commerce review and the developer's agreement

DISCUSSION BY COMMISSIONERS AND STAFF

Planner Wright received the PowerPoint presentation from the West Main Street Corridor consultants which he will email to the Planning Commissioners for comments. They can send any comments to Planner Wright so that he can forward them to the consultants.

Planner Wright reported that as follow-up to keeping communication open between the Planning Commission and City Council, he met with City Council giving an update on planning projects. They want to move forward with the West Main Street project to conclusion and they agreed to look at the SEPA code later in the year. They agreed to complete the 2010 docket, pickup on the Chain Lake project next year, and to look at annexation possibilities. He will be returning to City Council as follow-up on June 8 as requested by the City Administrator and the Mayor.

Commissioner Kamp attended the Parks Board meeting this week and thought it was very interesting. Vice Chair Philip asked if they covered the dog that was shot. Commissioner Kamp replied yes however, with no recommendations at this time. They felt rules and regulations are adequate and will monitor the park more with drive-bys.

Commissioner Rodland reported he will be on vacation June 1 – June 30.

Vice Chair Philip will be present at the June 14 public Charrette to be held in The Park Place Middle School library.

ADJOURNMENT

Motion

Commissioner Kristiansen made a motion that the May 24, 2010 Planning Commission meeting be adjourned. Commissioner Knettles seconded the motion. By vote the motion carried unanimously. The meeting was adjourned at 9:35 p.m.

Paul Loots
Vice Chair

Judy Gribble
Planning Commission Secretary

Memo

Agenda Item
NB #3.9
Date 6/15/10

To: Mayor Zimmerman and Monroe City Council
From: Russ Wright, Associate Planner
Date: June 8, 2010
Re: School District Amendment

At the May 11, 2010 council workshop, Councilmember Balk asked about the process for adopting a greater discount factor for school impact fees on behalf of the Snohomish School District, as the city has done for the Monroe School District. Staff reviewed the ordinances going back to 2000 related to school district impact fees and found:

- Ord. 1205 established a mitigation fee program in 2000, to meet concurrency requirements. Council implemented the fee program through Chapter 20.07 of the Monroe Municipal Code (MMC). This ordinance incorporated the Monroe School District Capital Facilities Plan into the Monroe Comprehensive Plan. This ordinance also codified a specific formula for determining impacts.
- In 2002, Ord. 1277 repealed the SEPA based fee formula in use and replaced it with a GMA based fee, as adopted in the Monroe School District Capital Facilities Plan, and made subsequent changes to Chapter 20.07 MMC.
- Ord. 033/2004 adopted the updated 2004-2009 Monroe School District Capital Facilities Plan. In this version of the plan, the city and school district agreed to revise the discount factor applied to school impact fees from 50% to 25%. This means the city collects a greater proportion of fees from development to pay for school system needs. For example, under the current Monroe School District Plan the total household share for a new single-family homes equals \$6278 – in unincorporated Snohomish County a developer would pay \$3,139 in fees and \$4,708 in fees within the city limits.
- Ord. 019/2007 updated fees in the Monroe School District Plan and municipal code.
- Ord. 034/2008 updated fees in the Monroe School District Plan and made modifications to the municipal code to eliminate the need to modify the municipal code when council adopted updates to the School District Plan.

The current proposal is essentially a GMA update that allows the city to collect fees for the Snohomish School District to maintain concurrency with development. The purpose was not to negotiate a modification to the plan or fee, as adopted by Snohomish County and the Snohomish School District. I spoke with Mike Sullivan the Director of Business for the Snohomish School District today. He indicated that the Snohomish School District was in the process of beginning the School District's Capital Facilities Plan biannual update. He indicated that the Snohomish School District would be open to discussing a modified reduction factor for incorporation into their next plan, which the city could review as part of the 2011 docket cycle.

STAFF REPORT AND RECOMMENDATION
Zoning Code Amendment
ZCA 2010-01

Agenda Item
NB #2.10
Date 6/15/10

TO: City Of Monroe Planning Commission
FROM: Ben Swanson, Assistant Planner
SUBJECT: Zoning Code Amendment to Chapter 20.07 of the Monroe Municipal Code (MMC) related to school impact fees.
HEARING DATE: May 10, 2010

A. PURPOSE:

As part of the city's annual comprehensive plan update, the city is proposing to adopt, by reference, the Current Snohomish School District Capital Facilities Plan (CFP) into the Capital Facilities Element of the City of Monroe Comprehensive Plan. As a result of the proposed adoption impact fees under the updated CFP have changed. Currently, 20.70 MMC allows the city to collect impact fees to the Monroe School District. The proposed changes to 20.70 MMC (Exhibit #1) will allow the city to collect impact fees for the Snohomish School District. For consistency with the CFP, MMC 20.70 also needs to be updated to reflect this change.

The amendment to the CFP and zoning code are running concurrently through the adoption process, pending the Planning Commission's recommendation to approve the update School District CFP. A recommendation to approve the related zoning code amendment, by the Planning Commission, to City Council is also required.

BACKGROUND:

The Growth Management Act (GMA) allows cities to collect fees to mitigate impacts of development. Cities can collect impact fees for public facilities, including schools. Before collecting impact fees, cities must adopt a GMA compliant comprehensive plan, with a capital facilities element that identifies capital improvement plans for each item for which fees are collected, and an ordinance establishing the city's authority to collect such fees.

In January 2008, the city of Monroe annexed approximately 70 acres in the Roosevelt Road Area into city limits by Ordinance 2008-004. This annexation includes properties located within the Snohomish School District Boundary. The adoption of the Snohomish School District Capital Facilities Plan 2008 – 2013 (under review) would enable the city to collect school impact fees on affected properties for the Snohomish School District. The proposed zoning code amendment will make changes in Chapter 20.07 of the Monroe Municipal Code as needed to implement the capital facilities plan.

The capital facilities plan includes an inventory and capacity analysis of existing school district facilities; a forecast of the future capital facilities needs; a financing plan; and defines the proposed locations and capacities of expanded or new capital facilities.

To finance capital improvements, School Districts rely on three (3) primary funding sources including local bonds assessed on property value, state matching funds, and impact fees. The Snohomish School District CFP projects impact fees, for new construction, in the City of Monroe are \$4,672 for single-family residences, \$0 for multi-family dwellings with one (1) bedroom and \$37 for multi-family dwellings with two (2) or more bedrooms.

The Planning Commission has held a workshop on the adoption of the Snohomish School District CFP. At the workshop, staff also discussed the proposed change to the zoning code. There were no objections to the proposed revision from the Planning Commission.

B. FINDINGS AND CONCLUSIONS

1. Compliance with the Growth Management Act

Findings:

- a. RCW 82.02.070 (Impact fees – definitions) allows local jurisdictions to collect impact fees for school facilities.
- b. The City of Monroe adopted Ordinance 1205, revised in 2004 by Ordinance 033/2004 establishing the authority to collect school impact fees and a school mitigation program under GMA.
- c. On April 20, 2010, the proposed amendments were submitted, for review, to the WA Department of Commerce and other state agencies as required that review development regulations. Commerce gave the materials a case number: # 15601. No comments have been received.

Conclusion: The proposed code amendment is consistent with the requirements of the Growth Management Act.

2. Compliance with the City of Monroe Comprehensive Plan

Findings:

- a. The Capital Facilities Element of the Comprehensive Plan incorporates the district's CFP by reference, including proposed impact fees, and specific goal and policy statements including:
 - Goal – To ensure that public facilities necessary to support new development are adequate to serve the development at the time the development is available for occupancy and use based on locally adopted level of service standards and in accordance with state law.
 - Goal – To ensure that new growth and development pay for a proportionate share of the cost of new facilities needed to serve such growth and development.
 - Draft Policy CFP 14 – The city adopts the Monroe School District Capital Facilities Plan to enable the district to collect impact mitigation fees. The City Council shall review and approve subsequent updates to the School District's CFP in order to continue collecting impact mitigation fees and to provide an opportunity for the district and the city to coordinate planning efforts.
- b. The Snohomish School District's CFP is consistent with the Land Use and Capital Facility Elements, as amended, for the Monroe Comprehensive Plan.

Conclusion: The proposed code amendment is consistent with the Capital Facilities Element of the Monroe Comprehensive Plan, and impact fees are consistent with the remaining elements of the Comprehensive Plan and internally consistent with the Capital Facilities Plan.

3. Compliance with Chapter 20.04 of the Monroe Municipal Code (MMC) and Chapter 197-11 of the Washington Administrative Code (State Environmental Policy Act)

Findings:

- a. The proposed code amendments to Chapter 20.070 MMC were determined to be categorically exempt from the State Environmental Policy Act, following Washington Administrative Code (WAC) 197-11-800(19), on April 15, 2010 (Exhibit #2).

Conclusion: The proposed amendment is consistent with the State Environmental Policy Act.

D. RECOMMENDATION

Staff recommends that the Planning Commission recommend that the City Council APPROVE ZCA2010-01, as proposed, as it consistent with the Growth Management Act, Chapter 20.04 MMC and other state, federal and local regulations.

E. LIST OF EXHIBITS

- 1 Proposed Amendments to MMC 20.07
- 2 Determination of Categorical Exemption (Available Upon Request)
- 3A Request for Review to Dept. of Commerce (Available Upon Request)
- 3B Acknowledgement Letter from Dept. of Commerce (Available Upon Request)
- 4A Public Hearing Notice (Available Upon Request)
- 4B Affidavit for Publication of Public Hearing Notice (Available Upon Request)

Chapter 20.07 School Impact Mitigation Fee Program

20.07.010 Title.

This chapter shall be hereinafter known as the "school impact mitigation fee program ordinance," may be cited as such, and will be hereinafter referred to as "this chapter." (Ord. 1205, 2000)

20.07.020 Purpose.

This chapter provides the necessary regulatory mechanism for determining school impact mitigation fees, that a property owner meets the concurrency provisions of the comprehensive plan for development purposes and which ensures that adequate public facilities at acceptable levels of service are available to support the development's impact. (Ord. 1205, 2000)

20.07.030 Words defined by RCW 82.02.090.

Words used in this chapter and defined in RCW 82.02.090 shall have the same meaning assigned in RCW 82.02.090 unless a more specific definition is contained in MMC 20.07.040. (Ord. 1205, 2000)

20.07.040 School mitigation definitions.

~~"District" means the Monroe School District No. 103.~~

20.07.050 School capital facilities plan.

The Monroe School District's capital facilities plan and the Snohomish School District's capital facilities plan shall be included in and shall be considered as a part of the capital facilities plan element of the city of Monroe comprehensive plan as adopted by the city council. School mitigation fees shall be based upon this element of the current city comprehensive plan. (Ord. 1205, 2000)

20.07.060 Updating of school district plan.

A. ~~The district's plan~~School district plans shall be transmitted to the city at least sixty days prior to the biannual public hearing date for the capital facilities element of the city comprehensive plan. The plan must be submitted to the state by the city as a part of the city comprehensive plan review required under GMA; consequently, the district plan must meet any submittal deadline imposed by the state. The city shall notify the affected school district of the schedule for review of the capital facilities element of the comprehensive plan at such time as the schedule is established.

B. ~~The district~~School districts shall amend ~~its~~ their facilities plan on a biannual basis in conjunction with the city biannual amendment to the comprehensive plan. However, the affected school district may amend its facilities plan on an annual basis if the district finds it necessary to adjust impact fees. The city may not consider such an amendment more than once per year unless otherwise allowed by state law. The plan shall require approval by the city council as an amendment to the city's comprehensive plan.

C. The timing of amendments to ~~the either school~~ district's school impact fees shall be commensurate with the current amendment schedule adopted by Snohomish County. Conformance with the county schedule is designed to ensure a uniform procedural change throughout both the incorporated and unincorporated areas of the school district. (Ord. 033/2004; Ord. 1205, 2000)

20.07.070 City adoption.

Upon receiving a recommendation from the hearing authority, on the affected school district's amendments to its capital facilities plan, the city council shall consider adoption of said plan or amendment by reference as part of the capital facilities element of the city's comprehensive plan. (Ord. 1205, 2000)

20.07.080 Delays.

If ~~the either school~~ district fails to submit ~~its an~~ updated ~~d of the~~ capital facilities plan in a timely manner, the city shall not be obligated to complete review prior to the city's comprehensive plan amendment date. If an updated capital facilities plan has not been adopted by the city council prior to the existing plan's expiration date, due to the affected school district's failure to submit an updated plan, ~~the that school~~ district shall be ineligible to receive school impact fees until the updated plan has been adopted by the city council. (Ord. 1205, 2000)

20.07.090 Fee required.

Each development activity, as a condition of approval, shall be subject to the impact fee established pursuant to this section. ~~The s~~ School impact fees shall be calculated in accordance with the formulas set forth in either the current Monroe School District No. 103's Capital Facilities Plan, or the current Snohomish School District Capital Facilities Plan, as adopted into and made a part of the capital facilities element of the city of Monroe comprehensive plan. (Ord. 034/2008 § 1; Ord. 019/2007 § 1; Ord. 033/2004; Ord. 014/2004; Ord. 1277, 2002; Ord. 1205, 2000)

20.07.100 Impact fee schedule – Exemptions.

A. The school impact fees specified in the affected school district's capital facilities plan and adopted by the city council shall constitute the city's schedule of school impact fees. The department shall, for the convenience of the public, keep available an information sheet summarizing the schedule of school impact fees.

B. The city council may, on a case-by-case basis, grant exemptions to the application of the fee schedule for low-income housing activities in accordance with RCW 82.02.060(2). Low-income housing is defined as follows: (1) low-income housing projects that are constructed by public housing agencies or private nonprofit housing developments; or (2) low-income residential units, rented or purchased, that are dedicated and constructed by private developers. To qualify for such exemption, the developer of such housing shall submit a petition to the director for consideration by the council prior to application for building permit. Conditions for such approvals shall be established by the council at the time of approval that, at a minimum, meet the requirements of RCW 82.02.060(2) and which shall also include a requirement for a covenant acceptable to the affected school district to assure the project's continued use for low-income housing. The covenant entered into by and between the developer and the affected school district shall be an obligation that runs with the land, and shall be recorded against the title of the real property upon which such housing is located in the real property records of Snohomish County. (Ord. 1205, 2000)

20.07.110 Impact fee limitations.

A. School impact fees shall be imposed for the affected school district capital facilities that are reasonably related to the development under consideration, shall not exceed a proportionate share of the costs of system improvements that are reasonably related to the development, and shall be used for system improvements that will reasonably benefit the new development.

B. School impact fees must be expended or encumbered for a permissible use within six years of receipt by the affected school district.

C. To the extent permitted by law, school impact fees may be collected for capital facilities costs previously incurred to the extent that new growth and development will be served by the previously constructed capital facilities; provided, that school impact fees shall not be imposed to make up for any existing system deficiencies.

D. A developer required to pay a fee pursuant to RCW 43.21C.060 for district capital facilities shall not be required to pay a school impact fee pursuant to RCW 82.02.050 through 82.02.090 and this title for the same capital facilities.

E. A condition of eligibility shall be that the districtaffected school district must provide documentation that it has petitioned every other county or city served by the district to establish a school impact fee or mitigation program. (Ord. 1205, 2000)

20.07.120 Fee determination.

A. At the time of development approval, the city shall determine whether school impact fees will be due at the time of building permit issuance. Where such fees are due, the development approval shall state that the payment of school impact fees will be required prior to issuance of building permits. The amount of the fee due shall be based on the fee schedule in effect at the time of building permit issuance. Credit amounts and allocation of credits to be applied against the fees shall be determined at the time of development approval to the extent that information is reasonably available to make this determination. If information is not reasonably available, credit amounts may be deferred to a later date prior to building permit issuance by written decision of the community development director or his/her designee. If a subdivision is involved, any deferred final credit decision shall be issued by the community development director or his/her designee prior to final plan approval. The city may not approve a final plat until all adjustment requests and administrative appeals regarding credit amounts are resolved.

B. The final determination of a development activity's fee obligation under this section shall be made prior to the application for building permit. Said final determination shall include any credits for in-kind contributions. Final determinations may be appealed pursuant to the procedures established in MMC 20.07.190. (Ord. 033/2004; Ord. 1205, 2000)

20.07.130 Credit for in-kind contributions.

A. A developer may request and the director may grant a credit against school impact fees otherwise due under this title, for the value of any dedication of land, improvement to, or new construction of any capital facilities identified in the affected school district's capital facilities plan provided by the developer. Such requests must be accompanied by supporting documentation of the estimated value of such in-kind contributions. All requests must be submitted to the department in writing prior to its determination of the impact fee obligation for the development activity. Each request for credit will be immediately forwarded to the districtaffected school district for evaluation.

B. Where the affected school district determines that a development activity is eligible for a credit for a proposed in-kind contribution, it shall provide the department and the developer with a letter setting forth the justification for and dollar amount of the credit, the legal description of any dedicated property, and a description of the development activity to which the credit may be applied. The value of any such credit may not exceed the impact fee obligation of the development activity in question.

C. Where there is agreement between the developer and the affected school district concerning the value of proposed in-kind contributions, their eligibility for a credit, and the amount of any credit, the director may: (1) approve the request for credit and adjust the impact fee obligation accordingly, and (2) require that such contributions be made as a condition of development approval. Where there is disagreement between the

developer and the affected school district regarding the value of in-kind contributions, however, the director may render a decision that can be appealed by either party pursuant to city administrative appeal procedures.

D. For subdivisions, PRDs and other large-scale developments where credits for in-kind contributions are proposed or required, it may be appropriate or necessary to establish the value of the credit on a per-unit basis as a part of the development approval. Such credit values will then be recorded as part of the plat or other instrument of approval and will be used in determining the fee obligation, if any, at the time of building permit issuance for development activity. In the event that such credit value is greater than the impact fee in effect at the time of permit issuance, the fee obligation shall be considered satisfied, and the balance of the credit may be transferable to future developments by the applicant with agreement by the distrietaffected school district. (Ord. 033/2004; Ord. 1205, 2000)

20.07.135 Exemptions.

The following development activities shall be exempt from payment of school impact fees:

A. Reconstruction, remodeling or construction of the following activities, subject to the recording of a covenant or recorded declaration of restrictions precluding use of the property for other than the exempt purpose; provided, that if the property is used for a nonexempt purpose, the school impact fees then in effect shall be paid:

1. Construction or remodeling of transitional housing facilities or dwelling units that provide housing to persons on a temporary basis for not more than twenty-four months, in connection with job training, self-sufficiency training and human services counseling, the purpose of which is to help persons make the transition from homelessness to placement in permanent housing.

- B. Rebuilding or replacement of an existing legally established dwelling unit(s) where no additional dwelling unit(s) is created.

C. Alteration or expansion:

1. Of an existing building where no additional residential units are created and where the use is not changed, and/or

2. The construction of any accessory building or structures.

D. Manufactured homes where:

1. The installation of a replacement manufactured home on a lot or other such site where a school impact fee for such manufactured home has previously been paid pursuant to this chapter or where a manufactured home legally existed on such site on or prior to the effective date of the ordinance codified in this section.

2. The construction of any nonresidential building or structure or the installation of a nonresidential manufactured home. Any claim or exemption must be made no later than the time of application for a building permit or permit for manufactured home installation. Any claim not so made shall be deemed waived.

E. Condominium projects in which existing dwelling units are converted into condominium ownership where no new dwelling units are created.

F. Previous mitigation where:

1. The development activity is exempt from the payment of an impact fee pursuant to RCW 82.01.010, due to mitigation of the same system improvement under the State Environmental Policy Act (SEPA).
2. The development activity's school impact fees have been mitigated pursuant to a condition of plan or PRD approval to pay fees, dedicate land or construct or improve school facilities, unless the condition of the plat or PRD approval provides otherwise; provided, that the condition of the plat or PRD approval predates the effective date of fee imposition as provided herein.
3. Any development activity for which school impacts have been mitigated pursuant to a voluntary agreement entered into with the ~~Monroe-School-affected school district District~~ and the city to pay fees, dedicate land or construct or improve school facilities, unless the terms of the voluntary agreement provide otherwise; provided, that the agreement predates the effective date of fee imposition as provided herein. (Ord. 033/2004)

20.07.140 SEPA mitigation and other review.

A. The city shall review development proposals and development activity permits pursuant to all applicable state and city laws and regulations, including the State Environmental Policy Act (Chapter 43.21C RCW), the state subdivision law (Chapter 58.17 RCW) and the applicable sections of this code. Following such review, the city may condition or deny development approval as necessary or appropriate to mitigate or avoid significant adverse impacts to school services and facilities, to assure that appropriate provisions are made for school, school grounds, and safe student walking conditions, and to ensure that development is compatible and consistent with the district's services, facilities and capital facilities plan.

B. Impact fees required by this title for development activity, together with compliance with development regulations and other mitigation measures offered or imposed at the time of development review and development activity review, shall constitute adequate mitigation for all of a development's specific adverse environmental impacts on the school system for the purposes of this section. Nothing in this title prevents a determination of significance from being issued, the application of new or different development regulations and/or requirements for additional environmental analysis, protection and mitigation measures to the extent required by applicable law. (Ord. 1205, 2000)

20.07.150 Collection and transfer of fees.

A. School impact fees shall be due and payable to the city by the developer at the time of issuance of residential building permits for all development activities.

B. The affected school district, to receive school impact fees collected by the city, shall establish an interest-bearing account separate from all other school district accounts. The city shall deposit school impact fees in the appropriate district account within ten days after receipt, and shall contemporaneously provide the receiving district with a notice of deposit.

C. The affected school district shall institute a procedure for the disposition of impact fees and provide for an annual reporting to the city that demonstrates compliance with the requirements of MMC 20.07.160 and RCW 82.02.070, and other applicable laws. (Ord. 1205, 2000)

20.07.160 Use of funds.

A. School impact fees may be used by the affected school district only for capital facilities that are reasonably related to the development for which they were assessed and may be expended only in conformance with the affected school district's adopted capital facilities plan.

B. In the event that bonds or similar debt instruments are issued for the advance provision of capital facilities for which school impact fees may be expended, and where consistent with the provisions of the bond covenants and state law, school impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the capital facilities provided are consistent with the requirements of this section.

C. The responsibility for assuring that school impact fees are used for authorized purposes rests with the affected school district. All interest earned on a school impact fee account must be retained in the account and expended for the purpose or purposes for which the school impact fees were imposed, subject to the provisions of MMC 20.07.170.

D. The affected school district shall provide the city an annual report showing the source and the amount of school impact fees received by the district and the capital facilities financed in whole or in part with those school impact fees. The annual report shall be submitted to the city collectively with the affected school district's capital facilities plan. If the affected school district has previously submitted a biannual plan, the annual report shall be due on the anniversary date of the previously submitted plan. If an annual report is not submitted as required, the city may withhold deposit of future impact fees until the annual report has been submitted to the city. (Ord. 1205, 2000)

20.07.170 Refunds.

A. School impact fees not spent or encumbered within six years after receipt by the affected school district shall, upon receipt of a proper and accurate claim, be refunded, together with interest, to the then-current owner of the property. In determining whether school impact fees have been encumbered, impact fees shall be considered encumbered on a first in, first out basis. At least annually the city, pursuant to MMC 20.07.150, shall give notice to the last known address of potential claimants of any funds, if any, that it has collected that have not been spent or encumbered. The notice will state that any persons entitled to such refunds may make claims.

B. Refunds provided for under this section shall be paid only upon submission of a proper claim pursuant to city claim procedures. Such claims must be submitted to the director within one year of the date the right to claim the refund arises, or the date of notification provided for above, where applicable, whichever is later. (Ord. 1205, 2000)

20.07.180 Administrative adjustment of fee amount.

A. Within fourteen days of issuance of a building permit by the city, a developer or the affected school district may appeal to the director for an adjustment to the fees imposed by this title. The director may adjust the amount of the fee, in consideration of studies and data submitted by the developer and the ~~district~~affected school district, if one of the following circumstances exists:

1. It can be demonstrated that the school impact fee assessment was incorrectly calculated;
2. Unusual circumstances of the development activity demonstrate that application of the school impact fee to the development would be unfair or unjust;
3. A credit for in-kind contributions by the developer, as provided for under this section, is warranted; or
4. Any other credit specified in RCW 82.02.060(1)(b) may be warranted.

B. To avoid delay pending resolution of the appeal, school impact fees may be paid under protest in order to obtain a development approval. Such written protest must be submitted at or prior to the time fees are paid, and will relate

only to the specific fees identified in the protest. Failure to provide such written protest at the time of fee payment shall be deemed a withdrawal of any appeal to the director of community development.

C. Failure to exhaust this administrative remedy shall preclude appeals of the school impact fee pursuant to MMC 20.07.190. (Ord. 033/2004; Ord. 1205, 2000)

20.07.190 Appeals of decisions – Procedure.

A. Any person aggrieved by a decision applying an impact fee under this title to a development activity may appeal such decision to the hearing examiner pursuant to provisions of MMC 21.60.010. Appeals of this title must be combined with the administrative appeal for the underlying development approval. The impact fee amount specified in a building permit issuance shall be construed as subject to appeal under this section and a separate appeal must be filed for each and every permit issuance after each permit has been issued. The community development director or his/her designee may consolidate appeal hearings; provided, that no appeal hearing shall be scheduled more than ninety days after its impact fee decision unless agreed to by the person/entity that owes the fee. Only one appeal fee shall be required for consolidated appeals. All appeals filed under this section must be filed within the specified appeal period of the final decision applying an impact fee to a development activity, or a decision on an adjustment request to that decision, whichever comes later.

B. At the hearing, the appellant shall have the burden of proof, which burden shall be met by a preponderance of the evidence. The impact fee may be modified upon a determination that it is proper to do so based on the application of the criteria contained in MMC 20.07.180. Appeals shall be limited to the application of the impact fee provisions to the specific development activity and the provisions of this title shall be presumed valid.

C. The decision of the hearing examiner pursuant to this subsection shall be final and conclusive with an optional right of reconsideration as provided in MMC 21.50.080 unless appealed to the city council in accordance with Chapter 21.60 MMC. (Ord. 003/2008 (Exh. E); Ord. 033/2004; Ord. 022/2004; Ord. 1205, 2000)

20.07.200 Vesting of school mitigation.

School mitigation for a proposed land use development shall not be vested at the time a development proposal is deemed complete, but rather at the time of issuance of a building permit. The applicant for a development proposal shall have the option of claiming vesting for school mitigation at the time an application is deemed complete, however school mitigation must then be paid on all lots of a final plat along with other vested mitigation prior to filing with the county. (Ord. 1205, 2000)

20.07.210 Conflict with other ordinances and codes.

In cases of conflict between this chapter or any part thereof, and any part of any other existing or future ordinance or code, the most restrictive in each case shall apply. (Ord. 1205, 2000)

20.07.220 Savings provision.

If any part of this chapter is held to be unconstitutional, it shall be construed to have the legislative intent to pass the ordinance codified in this chapter without such unconstitutional part and the remainder of this chapter as to exclusion of such part shall be deemed and held to be valid as if part had not been included herein. (Ord. 1205, 2000)

MONROE CITY COUNCIL

Agenda Item Cover Sheet

TITLE:	<i>Ordinance Adopting Code Revisions (Definitions) ZCA200901</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
6/15/10	Operations/ Community Dev.	Ben Swanson	Ben Swanson	Final Action #1

<i>COUNCIL GOAL:</i>	
<i>OBJECTIVE:</i>	

Discussion: 5/11/10
Public Hearing – Plan. Com.: 4/26/10
Public Hearing – Council: 6/15/10
First Reading: 6/15/10

Attachments: 1. Staff Report
2. Proposed Ordinance

DESCRIPTION/BACKGROUND

The intent of the project is to fix problematic definitions within Chapters 17-21 of the Monroe Municipal Code. Revisions were made to the conforming use definitions in the Land Use Zoning Matrix MMC 18.10.050; restructuring zoning use matrix MMC 18.10.050 and consolidating all definitions found in chapter 17 through 21 MMC

IMPACT – BUDGET

N/A

IMPACT – SERVICE DELIVERY

Ensure that the Monroe Municipal Code is coherent, fair, and expeditious and free of inconsistencies, conflicts, and ambiguities.

TIME CONSTRAINTS

The letter from Jerry Harbottle dated May 10, 2010, stated Everett Community College (ECC) permit submittal is pending the approval ZCA200901. ECC has a short timeline to perform the necessary improvements prior to opening September 1, 2010. Currently “schools” are not an allowed use in the Service Commercial zone.

RECOMMENDED ACTION

Motion to adopt Ordinance 008/2010 of The City Of Monroe, Washington, amending the Monroe Municipal Code in order to clarify and revise conflicting, inconsistent and outdated definitions of the City’s administrative procedures found in Titles 17 through 21; as well as adding limited amount of new material to fix problematic elements of the zoning land use matrix, MMC 18.10.050.

ALTERNATIVES TO STAFF RECOMMENDATION

Modify the proposed amendments.
Reject the proposed amendments.

**PLANNING COMMISSION
REPORT AND RECOMMENDATION
TO THE CITY COUNCIL ON
PROPOSED AMENDMENTS TO THE DEFINITIONS IN TITLES 18 through 21 OF THE
MONROE MUNICIPAL CODE**

June 15, 2010

TO: Honorable Mayor Zimmerman and City Council
FROM: Ben Swanson, Assistant Planner
SUBJECT: The proposed amendments to Monroe Municipal Code (MMC) clarify and revise conflicting, inconsistent, and outdated definitions of the city's code.

HEARING DATE: June 15, 2010

HISTORY and DESCRIPTION:

The city is proposing to amend land use code definitions in Titles 17 through 21 of the Monroe Municipal Code (MMC) to clarify and revise conflicting, inconsistent, and outdated definitions of the city's code. The intent of the project is to fix individual, problematic definitions and consolidate all land use definitions into one section. Examples include revising or adding definitions to the conforming uses found in the Land Use Zoning Matrix (MMC 18.10.050), restructuring the zoning matrix MMC 18.10.050 by clustering similar uses into categories, and consolidating all land use definitions into one section. The majority of new material is located in MMC 18.10.050; two substantive changes took place outside this section.

COMPLIANCE WITH THE COMPREHENSIVE PLAN:

The proposed amendments are consistent with the City of Monroe Comprehensive Plan. The Comprehensive plan establishes goals and policies to guide the future growth and development of the City of Monroe. Specific goals related to the subject code amendments are as followings:

Economic Development Element: Some selected goals, policies, and actions of the economic development element are:

- To support local business through equitable and efficient licensing permitting procedures.
- *EDP11* - Ensure that City licensing and permitting practices and procedures are coherent, fair, and expeditious. Where specialized industry requirements call for the inspection by government agencies, coordinate with those agencies to eliminate duplication of efforts.
- *EDA4* - Review the licensing and permitting procedures for equity and efficiency.
- *EDA5* - Formally review development codes every five years, with public involvement, to eliminate inconsistencies, conflicts, and ambiguities and ensure timely processing of permits.

The proposed ordinance contributes to local economic growth by ensuring that permitting procedures are consistent, fair, and expeditious. The proposed code amendments fulfill EDA5, which requires periodic review of the development code to eliminate inconsistencies and ambiguities in code.

COMPLIANCE WITH THE GROWTH MANAGEMENT ACT:

In accordance with RCW 36.70(A) 106, the City of Monroe notified the Washington State Department of Commerce on March 18, 2010, of its intent to amend sections of the municipal code, to allow a 60-day review period. Department of Commerce received these materials on March 24, 2010 and assigned them ID # 15535. Currently, no state agencies have commented on the proposed amendments.

ENVIRONMENTAL REVIEW:

The proposed revisions are consistent with MMC 20.04 (State Environmental Policy Act – SEPA). The city issued a determination of Non-significance on March 23, 2010. No one commented on the proposed amendments.

DISCUSSION:

Staff introduced the proposed amendment to the Planning Commission on September 28, 2009. In total, staff has held five (5) workshops with the Planning Commission. At these workshops, commissioners provided general direction as well as specific comments to staff related to the code amendments. Staff incorporated Planning Commission comments into the document. Staff introduced the complete document to City Council on May 11, 2010. The amendments are consistent with the Growth Management Act, the Revised Code of Washington, the current Comprehensive Plan, Monroe Municipal Code, and the proposed amendments will not create significant adverse environmental impacts.

RECOMMENDATION:

Planning Commission recommends the City Council approve Zoning Code Amendment ZCA 200902 with proposed changes to in Titles 17 through 21 of the Monroe Municipal Code.

ORDINANCE NO. 008/2010

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, AMENDING THE MONROE MUNICIPAL CODE IN ORDER TO CLARIFY AND REVISE CONFLICTING, INCONSISTENT AND OUTDATED DEFINITIONS OF THE CITY'S ADMINISTRATIVE PROCEDURES FOUND IN TITLES 17 THROUGH 21; AS WELL AS ADDING LIMITED AMOUNT OF NEW MATERIAL TO FIX PROBLEMATIC ELEMENTS OF THE ZONING LAND USE MATRIX, MMC 18.10.050.

WHEREAS, the City of Monroe has found certain inconsistencies in the Monroe Municipal Code, and

WHEREAS, on March 18, 2010, the regulations were submitted to the Washington State Department of Commerce and other state agencies for review; and

WHEREAS, on April 26, 2010, the Monroe Planning Commission held a public hearing on the administrative definitions and made a final recommendation of approval to the City Council; and

WHEREAS, on June 15, 2010, the Monroe City Council held a duly advertised public hearing on the administrative regulations; and

WHEREAS, the City Council has determined to adopt amendments to the Monroe Municipal Code to correct the inconsistencies and,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE as follows:

Section 1. Changes to section 18.10.050 – Land Use Zoning Matrix, is hereby amended as attached as Exhibit 1.

Section 2. Structural revisions to the matrix in section 18.10.050 – Land Use Zoning Matrix, are hereby amended as attached as Exhibit 2.

Section 3. Consolidate definitions from sections 17.08.010, 18.50.020, 18.78.020, 18.80.030, 18.88.010, 18.93.020, 20.05.030, 20.06.030, 20.07.040, 20.08.030, 20.10.030, 20.12.030 and 21.10.030 into existing chapter 18.02 are hereby amended as attached as Exhibit 3.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent

jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Effective Date. This ordinance shall be in full force and effect five (5) days from and after its passage and approval and publication as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 15th day of June 2010.

1st Reading: 6/15/10

Published: 6/22/10

Effective: 6/27/10

CITY OF MONROE, WASHINGTON:

Robert Zimmerman, Mayor

ATTEST/AUTHENTICATED:

Eadye Martinson, Deputy City Clerk

APPROVED AS TO FORM:

Phil Olbrechts, City Attorney

MONROE CITY COUNCIL

Agenda Item Cover Sheet

TITLE:	<i>Garbage Contract Items:</i> <i>A. Billing</i> <i>B. Clean-up Events</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
6/15/10	Operations	Brad Feilberg	Brad Feilberg	Final Action #2

<i>COUNCIL GOAL:</i>	<i>N/A</i>
<i>OBJECTIVE:</i>	<i>N/A</i>

Discussion:

Public Hearing – Plan. Com.:

Public Hearing – Council:

First Reading:

Attachments: 1. Memo

DESCRIPTION/BACKGROUND

The City of Monroe received proposals in response to our request from Waste Management, Allied Waste, and Cleanscapes. Based on the criteria approved by the City Council the unanimous selection is Allied Waste. As we begin contract negotiations with the selected contractor we need further direction from the City Council on two items:

1. Should we have clean up events?
 - a. If so,
 - i. Number of times during the year?
 - ii. Curbside or central location?
2. Should the City continue to bill for the solid waste collection services?

These issues are discussed in the attached memo.

IMPACT – BUDGET

The contract may be structured so that the decisions are revenue neutral on the City's General Fund.

IMPACT – SERVICE DELIVERY

Loss of or continuation of clean-up events for citizens.

TIME CONSTRAINTS

Contract negotiations are underway and must be completed in time for contract approval on July 6, 2010

RECOMMENDED ACTION

Recommendation is dependent on advice of city attorney that is expected on June 14, 2010.

ALTERNATIVES TO STAFF RECOMMENDATION

June 7, 2010

TO: Gene Brazel, City Administrator

FROM: Brad Feilberg, P.E.
Operations Director

RE: Garbage, Yard Waste, and Recycling Contract

The City of Monroe received proposals in response to our request from Waste Management, Allied Waste, and Cleanscapes. These proposals were reviewed by the Operations Director, the Finance Manager, and you against the criteria approved by the City Council at their April 27, 2010 meeting (Attachment 1).

Based on the criteria the unanimous selection is Allied Waste (Attachment 2). As we begin contract negotiations with the selected contractor we need further direction from the City Council on two items:

1. Should we have clean up events?
 - a. If so,
 - i. Number of times during the year?
 - ii. Curbside or central location?

Attachment 3 shows the cost and amount of material collected at the spring clean up events for 2005-2010.

Currently, a single family residence with one 32 gallon can collected weekly, recycling and yard waste collection, and one curb side clean up event pays \$22.89 per month or \$274.68 annually.

The same service with the selected contractor will cost \$26.90 per month or \$322.80 annually, an increase of 17.5%.

Substituting a central clean up event for the curbside event would result in a monthly cost of \$26.66 or \$319.92 annually, an increase of 16.5% over the current charge.

Eliminating clean up events entirely would lead to a monthly bill of \$26.12 or 313.44 annually, an increase of 14.1% over the current charge based on the proposal.

However, if the city eliminates clean up events the city no longer needs to recover the costs incurred by the City (approximately \$44,000 in 2010 and \$55,000 in 2009). This could further reduce the monthly bill to \$25.33 or \$303.96 annually, an increase of approximately 11% over the current charge.

2. Should the City continue to bill for the solid waste collection services?

Currently, the City of Monroe includes charges for the collection and disposal of garbage, recyclables, and yard waste in the combined utility bill. Additionally, since this is a City utility the City must pay sales, refuse, and B&O taxes, and salary and benefits for City staff.

In order to recover these costs the City marks up the charges of the current contractor by approximately 18% overall (range of 2% - 31% depending on service (Attachment 3)).

One of the options in the Request for Proposals was to change to a franchise situation where the contractor does the billing and all other customer service functions. In this scenario the contractor is responsible for the taxes and staff costs. The proposals also included a 20% franchise fee to the City. However, this could probably be reduced to approximately 12% without having an adverse affect on General Fund revenues.

Issues with switching to a franchise utility, that have been referred to the City Attorney, are the ability to enforce mandatory service and the ability to collect franchise fees.

Attachment 1

The evaluation criteria will include, but not be limited to, the following (the approximate weighting of each criterion is as shown):

1. Information provided by the Contractor: (30%)
Information provided in the responses in proposal will be evaluated for evidence that the contractor has the resources, facilities, and forethought to effectively perform the work required.
2. Recyclables: (5%)
The range of materials collected for recycling will be evaluated.
3. Contingency Planning: (5%)
The City will look for evidence of the Contractor's ability to continue to provide service in unusual circumstances such as inclement weather or labor stoppages.
4. Experience of the Contractor: (20%)
The City will look for evidence of the Contractor having successfully performed tasks similar to those required in this project.
5. Bid Price for the Project Services: (40%)
The City will look for evidence that the per household or per container charges will not represent an unreasonable burden to the households and businesses in the City.

Attachment 2
**SOLID WASTE RFP
SCORES**

	Gene Brazel, City Administrator		Dianne Nelson, Finance Manager		Brad Feilberg, Operations Director (Pairwise)	
1. Information Provided by the Contractor (max 30)	ALLIED	25	ALLIED	30	Allied	Cleanscapes
	CLEANSCAPES	30	CLEANSCAPES	25		1
	WASTE MANAGEMENT	20	WASTE MANAGEMENT	30	Allied	Waste Mgmt
					1	
2. Recyclables (max 5)	ALLIED	4	ALLIED	5	Cleanscapes	Waste Mgmt
	CLEANSCAPES	5	CLEANSCAPES	4		1
	WASTE MANAGEMENT	3	WASTE MANAGEMENT	4	Allied	Waste Mgmt
					1	
3. Contingency Planning (max 5)	ALLIED	5	ALLIED	5	Cleanscapes	Waste Mgmt
	CLEANSCAPES	5	CLEANSCAPES	4		1
	WASTE MANAGEMENT	3	WASTE MANAGEMENT	3	Allied	Waste Mgmt
					1	
4. Experience of the Contractor (max 20)	ALLIED	20	ALLIED	20	Cleanscapes	Waste Mgmt
	CLEANSCAPES	17	CLEANSCAPES	15		1
	WASTE MANAGEMENT	18	WASTE MANAGEMENT	20	Allied	Waste Mgmt
					1	
5. Bid Price for the Projected Services (max 40)	ALLIED	40	ALLIED	40	Cleanscapes	Waste Mgmt
	CLEANSCAPES	35	CLEANSCAPES	37		1
	WASTE MANAGEMENT	30	WASTE MANAGEMENT	35	Allied	Waste Mgmt
					1	

Allied: 94
Cleanscapes: 92
Waste Mgmt: 74

Allied: 100
Cleanscapes: 85
Waste Mgmt: 92

Allied: 1.4
Cleanscapes: 1.3
Waste Mgmt: 0.3

		Attachment 3			
CITY OF MONROE					
GARBAGE and RECYCLING RATES - EFFECTIVE 2/27/2010					
		Services are weekly unless indicated otherwise	Current Contractor Rate	Current City Rate	City Mark-up
		GARBAGE			
Bill Code	QTY	RESIDENTIAL SERVICE			
33		20 GAL MINI CAN	\$ 6.40	\$ 7.70	110.00%
40	2	20 GAL MINI CANS	\$ 12.82	\$ 15.41	120.20%
30		32 GAL CAN/32 GAL Toter	\$ 10.20	\$ 12.25	120.10%
72	2	32 GAL CANS/64 GAL Toter	\$ 15.74	\$ 18.74	119.06%
73	3	32 GAL CANS/96 GAL Toter	\$ 21.14	\$ 25.25	119.44%
74	4	32 GAL CANS/2 64 GAL TOTERS	\$ 26.49	\$ 31.73	119.78%
75	5	32 GAL CANS/1 64 GAL & 1 96 GAL Toter	\$ 31.89	\$ 38.24	119.91%
34		32 GAL CAN 1X MO/32 GAL Toter	\$ 4.17	\$ 5.10	122.30%
64		64 GAL Toter	\$ 16.90	\$ 20.18	119.41%
65	2	64 GAL TOTERS	\$ 35.79	\$ 40.37	112.80%
66	3	64 GAL TOTERS	\$ 50.91	\$ 60.56	118.96%
91		96 GAL Toter	\$ 22.33	\$ 26.59	119.08%
92	2	96 GAL Toter	\$ 44.54	\$ 53.18	119.40%
93	3	96 GAL TOTERS	\$ 60.83	\$ 79.77	131.14%
35		SENIOR 32 GAL	\$ 7.69	\$ 8.57	111.44%
37		SENIOR 32 GAL 1X MO	\$ 2.14	\$ 2.58	120.56%
36		SENIOR MINI CAN	\$ 4.87	\$ 5.40	110.88%
38		SENIOR 64 GAL	\$ 12.18	\$ 14.12	115.93%
42		DISTANCE DRIVE IN FLAT	\$ 3.50	\$ 4.45	127.14%
539		EXTRA BAGS, BOX OR CAN	\$ 2.12	\$ 2.52	118.87%
538		OVERWEIGHT CAN	\$ 2.11	\$ 2.52	119.43%
723		RETURN TRIP FEE - RESIDENTIAL	\$ 2.62	\$ 3.25	124.05%
518		YARDAGE	\$ 12.44	\$ 15.55	125.00%
Bill Code	QTY	COMMERCIAL CAN SERVICE			
51		32 GAL CAN COMM	\$ 15.66	\$ 19.22	122.73%
52	2	32 GAL CANS COMM	\$ 20.58	\$ 25.12	122.06%
53	3	32 GAL CANS COMM	\$ 30.88	\$ 37.69	122.05%
54	4	32 GAL CANS COMM	\$ 41.14	\$ 46.80	113.76%
56	6	32 GAL CANS COMM	\$ 61.72	\$ 75.32	122.03%
164		64 GAL Toter COMM	\$ 21.75	\$ 26.57	122.16%
165	2	64 GAL TOTERS COMM	\$ 43.47	\$ 53.13	122.22%

166	3	64 GAL TOTERS COMM	\$ 65.25	\$ 79.69	122.13%
167	4	64 GAL TOTERS COMM	\$ 86.52	\$ 106.27	122.83%
191		96 GAL Toter COMM	\$ 32.28	\$ 39.42	122.12%
192	2	96 GALS TOTERS COMM	\$ 64.54	\$ 78.84	122.16%
193	3	96 GALS TOTERS COMM	\$ 96.76	\$ 118.25	122.21%
101		1 YD 1X WEEK	\$ 60.44	\$ 73.56	121.71%
103	2	1 YD 1X WEEK	\$ 120.88	\$ 147.13	121.72%
102		1 YD 2X WEEK	\$ 120.88	\$ 147.14	121.72%
107		1 YD 1X MO	\$ 15.08	\$ 18.39	121.95%
106		1 YD 2X MO	\$ 30.87	\$ 37.57	121.70%
932		1 YD RENTAL	\$ 5.01	\$ 6.22	124.15%
933	2	1 YD RENTALS	\$ 10.02	\$ 12.43	124.05%
502		1 YD SP PICKUP	\$ 17.62	\$ 21.57	122.42%
151		1.5 YD 1X WEEK	\$ 82.76	\$ 100.54	121.48%
153	2	1.5 YD 1X WEEK	\$ 165.52	\$ 201.10	121.50%
152		1.5 YD 2X WEEK	\$ 159.20	\$ 193.15	121.33%
154		1.5 YD 3X WEEK	\$ 248.43	\$ 301.78	121.47%
935		1.5 YD RENTAL	\$ 5.58	\$ 6.94	124.37%
945	2	1.5 YD RENTALS	\$ 11.16	\$ 13.86	124.19%
503		1.5 YD SP PICKUP	\$ 22.03	\$ 26.85	121.88%
201		2 YD 1X WEEK	\$ 105.20	\$ 124.27	118.13%
203	2	2 YD 1X WEEK	\$ 210.40	\$ 255.29	121.34%
202		2 YD 2X WEEK	\$ 201.94	\$ 244.77	121.21%
204	2	2 YD 2X WEEK	\$ 403.88	\$ 488.02	120.83%
934		2 YD RENTAL	\$ 6.73	\$ 8.38	124.52%
946	2	2 YD RENTALS	\$ 13.46	\$ 16.77	124.59%
504		2 YD SP PICKUP	\$ 26.58	\$ 32.33	121.63%
301		3 YD 1X WEEK	\$ 147.45	\$ 178.60	121.13%
304	2	3 YD 1X WEEK	\$ 294.90	\$ 357.22	121.13%
302		3 YD 2X WEEK	\$ 282.98	\$ 342.43	121.01%
303	2	3 YD 2X WEEK	\$ 565.96	\$ 684.91	121.02%
305		3 YD 3X WEEK	\$ 422.63	\$ 513.66	121.54%
936		3 YD RENTAL	\$ 9.53	\$ 11.87	124.55%
947	2	3 YD RENTALS	\$ 19.06	\$ 23.69	124.29%
505		3 YD SP PICKUP	\$ 37.70	\$ 45.80	121.49%
401		4 YD 1X WEEK	\$ 181.37	\$ 219.23	120.87%
404	2	4 YD 1X WEEK	\$ 362.74	\$ 438.46	120.87%
406	3	4 YD 1X WEEK	\$ 541.80	\$ 657.69	121.39%
402		4 YD 2X WEEK	\$ 349.22	\$ 421.70	120.75%
405	2	4 YD 2X WEEK	\$ 698.44	\$ 843.39	120.75%
403		4 YD 3X WEEK	\$ 523.84	\$ 632.54	120.75%
914		4 YD COMPACTOR	\$ 840.11	\$ 1,025.29	122.04%
938		4 YD RENTAL	\$ 10.82	\$ 13.44	124.21%
948	2	4 YD RENTALS	\$ 21.64	\$ 26.88	124.21%
953	3	4 YD RENTALS	\$ 32.46	\$ 40.32	124.21%
506		4 YD SP PICKUP	\$ 41.84	\$ 50.59	120.91%
601		6 YD 1X WEEK	\$ 236.86	\$ 285.17	120.40%

605	2	6 YD 1X WEEK	\$ 473.72	\$ 570.33	120.39%
602		6 YD 2X WEEK	\$ 457.78	\$ 550.56	120.27%
607	2	6 YD 2X WEEK	\$ 915.56	\$ 1,101.16	120.27%
606	3	6 YD 2X WEEK	\$ 1,373.34	\$ 1,651.73	120.27%
603		6 YD 3X WEEK	\$ 678.82	\$ 816.06	120.22%
718		6 YD COMPACTOR	\$ 1,097.72	\$ 1,336.30	121.73%
717		6 YD COMPACTOR 2X WEEK	\$ 2,195.44	\$ 2,672.61	121.73%
719		6 YD COMPACTOR 3X WEEK	\$ 3,293.15	\$ 4,008.91	121.73%
940		6 YD RENTAL	\$ 12.56	\$ 15.63	124.44%
952	2	6 YD RENTALS	\$ 25.12	\$ 31.20	124.20%
937	3	6 YD RENTALS	\$ 37.68	\$ 46.80	124.20%
507		6 YD SP PICKUP	\$ 55.52	\$ 66.99	120.66%
510		6 YD COMPCTR SP PICKUP	\$ 390.35	\$ 435.75	111.63%
801		8 YD 1X WEEK	\$ 302.38	\$ 363.56	120.23%
807	2	8 YD 1X WEEK	\$ 604.76	\$ 727.11	120.23%
805	3	8 YD 1X WEEK	\$ 907.14	\$ 1,090.66	120.23%
802		8 YD 2X WEEK	\$ 586.09	\$ 703.92	120.10%
806	2	8 YD 2X WEEK	\$ 1,172.18	\$ 1,407.85	120.11%
803		8 YD 3X WEEK	\$ 869.93	\$ 1,044.43	120.06%
804	2	8 YD 3X WEEK	\$ 1,739.86	\$ 2,088.87	120.06%
942		8 YD RENTAL	\$ 14.77	\$ 18.34	124.17%
950	2	8 YD RENTALS	\$ 29.54	\$ 36.69	124.20%
951	3	8 YD RENTALS	\$ 44.31	\$ 55.03	124.19%
508		8 YD SP PICKUP	\$ 70.02	\$ 84.19	120.24%
710		10 YD CONTAINER SERVICE	\$ 77.96	\$ 96.79	124.15%
715		15 YD CONTAINER SERVICE	\$ 77.96	\$ 96.79	124.15%
720		20 YD CONTAINER SERVICE	\$ 77.96	\$ 96.79	124.15%
725		25 YD CONTAINER SERVICE	\$ 77.96	\$ 96.79	124.15%
730		30 YD CONTAINER SERVICE	\$ 77.96	\$ 96.79	124.15%
928		30 YD RENTAL	\$ 42.82	\$ 53.16	124.15%
740		40 YD CONTAINER SERVICE	\$ 77.96	\$ 96.79	124.15%
930		40 YD RENTAL	\$ 50.50	\$ 62.70	124.16%
706		COMPACTOR HAUL	\$ 94.33	\$ 117.13	124.17%
700		DISPOSAL CHARGES	\$ 105.00	\$ 105.00	100.00%
540		EXTRA BAG, BOX OR CAN	\$ 2.43	\$ 2.93	120.58%
519		EXTRA YARD	\$ 15.49	\$ 18.57	119.88%
760		LOCK	\$ 11.64	\$ 11.90	102.23%
705		MILEAGE CHARGE	\$ 1.74	\$ 2.12	121.84%
713		RETURN TRIP CHARGE	\$ 7.28	\$ 9.03	124.04%
		RECYCLING			
Rate Code		All 96 Gallon Toters			
1		1 RC & 1 YD	\$ 9.49	\$ 10.64	112.12%
2		1 RC	\$ 3.35	\$ 4.32	128.96%
3		1 SRC 1 SYD	\$ 7.12	\$ 7.44	104.49%
4		1 RC 2 YD	\$ 14.22	\$ 15.52	109.14%
5		2 RC 3 YD	\$ 23.71	\$ 26.16	110.33%

6		1SRC 1SYD 1 YD	\$ 11.81	\$ 12.34	104.49%
7		1 RC 2 YD 1 SRC 1 SYD	\$ 21.34	\$ 22.96	107.59%
8		1 RC 3 YD	\$ 18.95	\$ 20.41	107.70%
9		2 RC 4 YD	\$ 27.03	\$ 31.04	114.84%
10		1 RC 1 YD 1SYD	\$ 16.61	\$ 18.08	108.85%
11		1 RC 4 YD	\$ 23.68	\$ 25.29	106.80%
12		1 SRC 1SYD 2 YD	\$ 16.34	\$ 17.22	105.39%
13		1 RC	\$ 3.35	\$ 4.32	128.96%
14		1 SRC	\$ 2.51	\$ 3.02	120.32%
15		1 RC 1 YD 1SRC	\$ 5.86	\$ 7.35	125.43%
16		1 RC 1 YD 1 MYD	\$ 8.08	\$ 9.19	113.74%
17		1 RC 1 YD 1 MYD	\$ 12.81	\$ 14.08	109.91%
18		1 RC 1 YD 2 MYD	\$ 17.54	\$ 18.96	108.10%
19		1 RC 1 YD 3 MYD	\$ 22.27	\$ 23.86	107.14%
20		1 MSYD	\$ 6.06	\$ 6.43	106.11%
21		1 SRC 1 SYD 1 MSYD	\$ 10.79	\$ 11.32	104.91%
22		1 SRC 1 SYD 2 MSYD	\$ 15.52	\$ 16.20	104.38%
23		1 RC 1 YD 1SRC 1MSYD	\$ 22.18	\$ 15.62	70.42%
24		1 RC 1 YD 1 SRC 1 SYD 1MYD	\$ 24.55	\$ 20.51	83.54%
25		1 RC 1 YD 1 SRC 1 SYD 3MYD	\$ 30.80	\$ 30.28	98.31%
26		2 RC 2 YD 1MYD	\$ 22.30	\$ 23.28	104.39%
27		2 RC 2 YD 2 MYD	\$ 28.44	\$ 28.17	99.05%
28		2 RC 1 YD	\$ 12.84	\$ 14.94	116.36%
29		3 RC 1 YD	\$ 16.19	\$ 19.26	118.96%
30		4 RC 1 YD	\$ 19.54	\$ 23.56	120.57%
31		2 SRC 1 YD	\$ 9.63	\$ 10.67	110.80%
		YD = 96 GAL YARD WASTE			
		SRC = 96 GAL RECYCLING WITH SENIOR DISCOUNT			
		SYD = 96 GAL YARD WASTE WITH SENIOR DISCOUNT			
		MYD = 96 GAL YARD WASTE WITH MONTHLY COLLECTION			
		MSYD = 96 GAL YARD WASTE WITH SENIOR DISCOUNT AND MONTHLY COLLECTION			
Itemized		Pricing:			
		Blue Cart Only	\$ 3.35	\$ 4.32	128.96%
		YD Toter Svc	\$ 6.14	\$ 5.93	96.58%
		Blue Cart Only Disc	\$ 2.51	\$ 3.03	120.72%
		Extra YD Toter	\$ 4.73	\$ 4.59	97.04%
		Disc Yd Toter	\$ 4.61	\$ 4.56	98.92%
		YD Toter/Monthly	\$ 4.73	\$ 4.58	96.83%
		YD Toter/Monthly Disc	\$ 3.55	\$ 3.20	90.14%
		Redelivery fee for those who opt out	\$ 18.49	\$ 19.42	105.03%

Table Of Contents

Reports, Board/Commission Minutes, & Misc. Information

City Council Meeting – June 15, 2010

City Administrator Reports & Miscellaneous

- 1. Draft Agenda – 6/22/10**
- 2. Letter from Fred Wolfstone Dated 6/2/10**

Mayor's Report/Miscellaneous Information/FYI

- 1. Library Tour**
- 2. Residential Sprinkler Demo**

Miscellaneous/FYI: Staff Information, Boards & Commission Minutes, etc.

See Miscellaneous/FYI section.

- 1. Operations Department/Engineering**
 - a. “How Are We Doing?” Customer Response card**
- 2. Administration**
 - a. Thank You e-mail dated 5/31/10 from Lizzy Vachon via Tom Williams**

Draft

**AGENDA
MONROE CITY COUNCIL**

Agenda Item
City Admin #1
Date 6/15/10

June 22, 2010

7:00 P.M.

City Council Chambers

CALL TO ORDER; ROLL CALL; PLEDGE OF ALLEGIANCE

COMMENTS FROM CITIZENS:

This time is set aside for you to speak to the City Council on any issue **except any quasi-judicial matter subject to a public hearing (citizens wanting to voice concerns about quasi-judicial matters must do so during the public hearing process). Those items are marked with an *. You are welcome to address the council on any other subject. (You must sign in before the meeting starts and give your request to the City Clerk).**

Please limit your time to 5 minutes.

BUSINESS & ACTION ITEMS:

1. 2008/2009 Audit Exit Interview
2. Severance Package/Hiller West

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON
OTHER ITEMS NOT LISTED ON THIS AGENDA**

RECESS MEETING & RECONVENE IN STUDY SESSION prior to 8:00 PM. (Council may extend discussion on Action Items beyond 8:00 p.m. by majority vote.)

STUDY SESSION TOPICS:

1. 2011 Budget Priorities Discussion
2. Draft Agenda for July 6, 2010

ADJOURN (Council may extend meeting past 10:00 p.m. by majority vote.)

No final decisions can be made during a Study Session. Decisions on Study Session issues will be scheduled for a regular or special Council meeting; provided however, the City Council may give notice before the recess that action might be taken immediately following the close of the Study Session.

Accommodations for people with disabilities will be provided upon request. Please call City Hall at (360) 794-7400. Please allow one-week advance notice.

MONROE SHOPPING CENTER, LLC

12715 BEL RED ROAD, SUITE 100

BELLEVUE, WA 98005

TELEPHONE 425-455-7229

FAX 425-455-0686

EMAIL emeraldhw@msn.com

June 2, 2010

Gene Brazel, City Administrator
Monroe City Hall
806 West Main Street
Monroe, Washington 98272

Re: Consideration by City Counsel for approval of Wal-Mart in North Kelsey Development.

Dear Gene:

Pursuant to our phone conversation the other day you suggested I write a letter regarding the City Councils consideration of further development in the North Kelsey Development Plan, which, I understand may include a large box store tenant. According to previous articles in the Monroe Monitor, my understanding is that this may be a Wal-Mart.

In my review of the North Kelsey Plan dated 9/18/2001, I did not find within the State Environmental Policy Act (SEPA) or the Supplemental Environmental Impact Statement (SEIS) any specific statement that would limit the maximum size or square footage for a single "retail" tenant. I am not aware that the City has addressed this question in the past and this may be an opportunity to raise this issue now.

This is very important since box stores like Wal-Mart can provide superstores which can reach over 150,000 sq. ft. In my opinion, this may be out of balance with the "size and character" of other box stores currently in Monroe.

Based on my 50 years experience in commercial real-estate and as the owner of the Monroe Shopping Center, I am concerned as to future development of SR 2 and it's link in providing a strong downtown.

Uncontrolled development without safeguards as to limiting the maximum size of a single retail tenant can and will create new problems for a small towns business and economic environment. For this reason, I would recommend placing a maximum limit on the size of any single retail tenant and incorporating this into all future developments within Monroe.

I would suggest that the City review the current size of all box stores in Monroe above 50,000 square feet and determine what the average size of these larger stores represent. This could help establish a maximum size limit for any one single retail tenant in future. This would, in my opinion, re-affirm the balance and character of what the City set as it's vision and long-term goal for the properties development as cited in it's Comprehensive Plan and the North Kelsey Plan as presented in 9/18/2001. It would also provide and a "level playing field" among existing larger box store in order to maintain a fair business competitive environment for everyone.

In my review of the North Kelsey Plan dated 9/18/2001 and the North Kelsey Sub-Area Planned Action Final SEIS Final Report dated 3/10/2004 I did not find specific limitations placing a maximum limit on the maximum size of any single retail tenant and incorporating this into all future developments within Monroe. The Report made reference only to smaller retail tenants in the 15,000 to 25,000 sq. ft range.

In the SEIS Report dated March 10, 2004 it states page 3-37 Section 3.2.1.6 "Mitigation Measures" the report cites the North Kelsey Development with the following:

1. Provide a visible and accessible commercial and civic town focus for the City of Monroe;
2. Enhance downtown circulation for Pedestrians and vehicles;
3. Connect and integrate other downtown activities;
4. Feature a spectrum of public open spaces and amenities;
5. Include a mix of commercial, civic, recreational and residential activities;
6. Retain opportunities North of North Kelsey Street for a larger activity in a Master Planned setting such as an educational or medical facility or a corporate campus;
7. Accommodate retail development of various size and character as long as the "development meets perceived scale is appropriate for Monroe's small town character and the design quality is of the highest quality;
8. Enhance the Town's identity as a regional attraction.

This begs the question, does the Wal-Mart Development, if they are under consideration, fit into this vision and criteria? Will it help or hurt the downtown businesses and how will it effect the future development of North Kelsey for other retail tenants including it's effect on SR2 businesses?

I recognize the North Kelsey Development requires an Anchor Tenant and that the City sees this as an opportunity for additional tax base and employer primarily for clerk and clerical jobs. The question is at what cost?

Gene Brazel, City Administrator
City of Monroe
North Kelsey Wal-Mart Development
June 2, 2010
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Without controls on the maximum size of retail single tenant box store developments the vision and future of Monroe's image may be adversely affected. There are several ways a City can grow and attract both new residence and businesses.

These are extraordinary difficult times in our economy. Many challenges exist for both individuals and our business community. Still, we must not lose sight of what Monroe established as it's long term goals and vision for the future based on the design and development plans which were supported by the citizens and our elected officials.

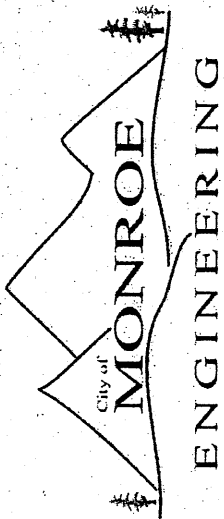
Like many other property owners in Monroe we are experiencing a higher vacancy rate due to the economy. I recognize based on my background of over 50 years experience in property ownership in Monroe these are cycles that have occurred and that with patience and good business judgment we can and will create opportunities for our present and future tenants.

I have a fundamental business principal which is based on finding financially qualified tenants that fit into the Center and will provides a balance and character with existing tenants to support and enhance all businesses. Like it or not, the City of Monroe is in the real estate development business. The stakes are high. Hopefully the City Counsel will consider my recommendation in order to protect what they have and the future they see.

Very truly yours,

Monroe Shopping Center, LLC

Fred Wolfstone, its manager



May 25, 2010

Nadine Giron
15219 167th Ave. SE
Monroe, WA 98272

Dear Nadine,

The good, the bad, and the ugly – we want to know it all! As citizens and as taxpayers, you have the right to expect the very best service possible. As City of Monroe elected officials and employees, we are absolutely committed to consistent excellence in our service to the community. This commitment is spelled out in the Motto, Mission Statement, and Guiding Values printed on the reverse of this page.

Please tell us about your experience with city services. If it was good, we want to know. If it was bad, we really want to know. If it was just plain ugly, don't wait, tell us right away and we'll try to make it right.

Please take another look at our Mission Statement and Guiding Values. Let us know how we might better live up to these ideals.

Sincerely,

Brad Feilberg
Brad Feilberg, P.E.
Engineering Director

You were served regarding your application for a fence permit.

How would you rate our service to you? Please circle the appropriate rating:

	Excellent				Poor
Responsive	5	4	3	2	1
Timely	5	4	3	2	1
Cooperative	5	4	3	2	1
Courteous	5	4	3	2	1

Please comment on our service to you. Tell us how we can serve you better in the future:

Doing business with you was much easier than I expected. I really appreciate your speed & speedy help in getting my fence permit. Thank you to everyone that was involved.
Thanked,
Nadine Giron

Thank you for taking the time to provide the city with this valuable feedback.

Agenda Item
MISC Rpt #1
Date 6/15/10

Gene Brazel

From: Tom Williams
Sent: Monday, May 31, 2010 6:06 PM
To: Lizzy Vachon
Cc: Gene Brazel
Subject: RE: The wonderful ladies @ City of Monroe

Agenda Item
Misc Rpt. #2
Date 6/15/10

Dear Elizabeth

Thank you for taking the time to write your email. Over the past few months there has been a real focus on improving customer service at City Hall. In addition, we have some really great people working for the city and it's encouraging when they get recognized for doing a great job.

I am copying our City Administrator Gene Brazel so he can make sure the appropriate supervisors are notified.

Thanks again
Tom

Tom Williams
Councilmember: City of Monroe, Washington
(360) 863-3180 - Home
(360) 794-7400 - City Hall

From: Lizzy Vachon [mailto:lizzy.v8@gmail.com]
Sent: Mon 5/31/2010 1:07 PM
To: Council Members
Subject: The wonderful ladies @ City of Monroe

Council Members,

I would just like to take a moment and praise the ladies that work for you @ the City of Monroe office. I have been a renter in Monroe for 4 years, I have moved 4 times..... 3 times in the last 1-1/2. Silly recession.....

I call each month to pay my bill over the phone or a portion of it during the really hard times of the recession. Every single time I call does not matter what time or day of the week. Does not matter who answers the phone, the ladies are polite, courteous, prompt, cheerful and take care of my needs! They are absolute jewels to your customers. I do hope there is a appreciate the hard working ladies day or month there as they deserve it!!!

Thank you for all you do!
Elizabeth Vachon