

# MONROE PLANNING COMMISSION

## Regular Meeting

July 27, 2020, 7:00 P.M.

[Click here to join Zoom Meeting](#)

Call in: 253-215-8782 - Meeting ID: 835 0882 9969

Council Chambers, City Hall  
806 W Main Street, Monroe, WA 98272

*Commission Chair: Bridgette Tuttle*

*Commissioners: Jay Bull, Vice Chair; Kyle Fisher  
Steve Jensen; Mike Stanger; Dionne Miller; and Liz Nugent*

## AGENDA

### CALL TO ORDER

#### 1. Virtual Participation Information

The Planning Commission meeting will be held virtually via Zoom Meeting. Due to the COVID-19 crisis, and OPMA guidance issued by governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- [Click here to join Zoom Meeting](#)
- Dial in: (253) 215-8782
- Meeting ID: 835 0882 9969

### ROLL CALL

### COMMENTS FROM CITIZENS

Members of the audience may comment on any city matter that is not listed on the agenda. Comments by individuals are limited to five (5) minutes. The Commission usually does not respond to matters brought up during audience participation and may, if appropriate, address the matter at a subsequent meeting.

#### 1. Virtual Participation Information

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking "raise hand" and the Chair will call on attendees to speak at the appropriate time. If you are joining by phone, dial \*9 to "raise hand".

Attendees can alternatively submit written comments to be read into the record at the time of the meeting. All written comments must be received prior to 5:00 p.m. on the day of the meeting and must be 350 words or less. Submit to [kshaw@monroewa.gov](mailto:kshaw@monroewa.gov).

### APPROVAL OF MINUTES

June 22, 2020

Documents:

[Minutes 6-22-20.pdf](#)

## PUBLIC HEARING

NONE

## PRESENTATION

1. Wayfinding Program
2. Homeless Policy Advisory Committee (HPAC) Update

Documents:

[Agenda Bill-Gateway\\_Wayfinding\\_Signs.pdf](#)

[Attach\\_1\\_2020.06.15\\_Gateway-DD.pdf](#)

[Attach\\_2\\_Monroe\\_Assessment\\_Report\\_Final 2020.06.17\\_.pdf](#)

[Attach\\_3\\_Downtown\\_Signage Concepts 06.04.2020.pdf](#)

## OLD BUSINESS

1. Temporary Homeless Encampments Code Amendments

Documents:

[OB1-Temp Enc-7-27-2020.pdf](#)

## NEW BUSINESS

NONE

## DISCUSSION BY COMMISSIONERS AND STAFF

## ADJOURNMENT

### **THE PLANNING COMMISSION MAY ADD AND/OR TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA**

Accommodations for people with disabilities will be provided upon request.  
Please contact City Hall at 360-794-7400 and allow one-week advanced notice.

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, June 22, 2020**

The regular meeting of the Monroe Planning Commission was held on Monday, June 22, 2020 at 7:00 p.m., via Zoom online meeting platform.

**CALL TO ORDER**

Chair Tuttle called the meeting to order at 7:02 p.m.

**ROLL CALL**

Planning Commission Secretary Leigh Anne Barr called the roll.

**Commissioners Present:** Chair Tuttle, Vice-Chair Bull, Commissioner Jensen, Commissioner Fisher, Commissioner Miller, Commissioner Stanger, and Commissioner Nugent.

**Staff Present:** Principal Planner Shana Restall, Senior Planner Anita Marrero; and Planning Commission Secretary Leigh Anne Barr. City Administrator Deborah Knight joined the meeting for discussion by Commissioners and Staff.

**PUBLIC COMMENTS**

Planning Commission Secretary Leigh Anne Barr read the virtual participation information for members of the public to make public comment.

**Devendra Maharaj** on behalf of Verizon  
Office in Bellevue, WA

Mr. Maharaj on behalf of Verizon has provided feedback on the proposed wireless code amendments to Senior Planner Anita Marrero.

**Gregg Busch** of behalf of AT&T  
Office in Issaquah, WA

Mr. Busch submitted a comment letter on the proposed wireless facilities code amendments on behalf of AT&T.

**APPROVAL OF MINUTES**

- April 13, 2020
  - Secretary Barr explained the April 13<sup>th</sup> minutes had already been approved at the April 27<sup>th</sup> 2020 meeting.
- April 27, 2020
  - Commissioner Bull moved to approve the meeting minutes of April 27, 2020. The motion was seconded by Commissioner Fisher. Motion carried 7-0.
- May 11, 2020
  - Commissioner Bull clarified the attendance at the meeting.
  - Commissioner Bull moved to approve the meeting minutes of May 11, 2020 with the discussed changes. The motion was seconded by Commissioner Fisher. Motion carried 7-0.

**PUBLIC HEARING**

NONE

**OLD BUSINESS**

**1. Wireless Communication facilities (WCF) Code Amendments**

Senior Planner Anita Marrero discussed the following topics with Commissioners:

- Changes requested by the wireless groups in both a meeting with City Staff and via comment letters
- Franchise section to be relocated to Title 5 in the Monroe Municipal Code
- Conditional Use Permits for Large Wireless Facilities in Single Family Residential zones
- Use of pictures within the wireless code

**2. Temporary Homeless Encampments Code Amendments**

Principal Planner Shana Restall led the Commissioner through a discussion highlighting the following topics:

- City Attorney's input on the Homeless Encampments code amendments
- Changes to the proposed code amendments
- Utilities in encampments
- Community Meetings before camps are setup
- Appeals process

**NEW BUSINESS**

NONE

**DISCUSSION BY COMMISSIONERS AND STAFF**

Senior Planner Restall commented on the former Albertson's space and the limitations of Phase 3 of the Covid response.

Commissioner Bull inquired about the Shoreline deadline with FEMA and discussed his experiences with investment banking and the COVID pandemic.

Commissioner Jensen discussed the spring clean up event with City Administrator Deborah Knight who joined the meeting for Discussion by Commissioners and Staff.

Commissioner Nugent gave an update on the Economic Development Advisory Board (EDAB) and the School Board.

Senior Planner Marrero noted that development is picking back up and comments on several properties of high interest in the City.

Commissioner Stanger gave an update on the Parks Board.

Chair Tuttle discussed the East Entrance to Al Borlin Park.

Commissioner Fisher participated in the heart walk at Sky River Park.

City Administrator Knight discussed the new Human Services Advisory Board, Homeless Policy Advisory Committee recommendations, City Hall's plans for moving to Phase 3, and the Mayor's passion for removing biases and barriers with the City.

**ADJOURNMENT**

Chair Tuttle adjourned the meeting at 8:52pm.

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Bridgette Tuttle  
*Chair*

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Leigh Anne Barr  
*Planning Commission Secretary*



# MONROE PLANNING COMMISSION

<b>SUBJECT:</b>	<i>Receive an update on the city gateway and wayfinding sign design concepts.</i>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
07/13/2020	Exec	Deborah Knight	Deborah Knight	Presentation

**Discussion:** 07/27/2020

**Attachments:**

1. West Gateway Sign Design Concept
2. Wayfinding Signage Assessment Report
3. Draft Historic Downtown Concepts

## **REQUESTED ACTION:**

*Receive an update on the city gateway and wayfinding sign design concepts.*

## **DESCRIPTION/BACKGROUND**

### Project Initiation

In 2017 the city formed an ad hoc Economic Development Advisory Board. The Board was charged with developing a set of recommendations and a 5-year investment strategy to support business recruitment, retention, and expansion. The Board reviewed past economic development plans including the Downtown Master Plan, Tourism Plan, and Economic Development Element of the Comprehensive Plan.

In 2018, the city council adopted the Board's recommendations. One of the recommendations was to replace the city's aging gateway signs and develop a gateway and wayfinding sign program to greet visitors and residents with an attractive sign design that makes a good first impression; helps people navigate through the community; and promotes economic development by highlighting key destinations and attractions.

In 2019, the city issued a request for proposal (RFP) seeking a consultant to help the city develop its gateway/wayfinding sign program. Members of the Economic Development Board interviewed three firms and selected Tangram. Tangram has a successful track record working with cities. They were selected by Snohomish County to develop a wayfinding sign program for access points along the Snohomish/Skykomish River.

### Project Goals and Scope of Work

The Economic Development Advisory Board identified several goals for the gateway/wayfinding sign program:

- Create a consistent system that uses a range of signage mediums
- Honor the city's past while establishing its future as a regional hub
- Direct visitors to landmarks, facilities, activity centers, and services
- Improve navigation for all modes of travel
- Reinforce the identity of the city as a regional center for food, lodging and entertainment
- Develop signs that can be fabricated using standard materials and methods; requiring minimal maintenance and long-term endurance
- Be sustainable and expandable.



## MONROE PLANNING COMMISSION

The contract scope of work included:

1. Design concepts for gateway signs at key entry points to the city – US 2; West Main Street; East Main Street; and SR203.
2. Design concepts for wayfinding signs that help visitors and residents navigate through the community
3. Design concepts for parks signs

\*While developing wayfinding sign concepts, Tangram also developed several alternatives for gateway signs for the city's historic downtown which were not included in the original scope of work.

### Design Process

Tangram started the project with an on-line survey early in the process to get public input and understand the community vision for the city's gateway and wayfinding sign program. Key themes emerged from the survey:

- A desire to change/update Monroe's image
- A preference for clear, visible, simple, modern, and relevant aesthetic
- An interest in creating a sense of place
- Improving the visitor experience
- Enhancing the streetscape
- De-cluttering the visual environment
- Providing safety and security

Over the course of six months, Tangram worked with the EDAB to develop multiple variations for the City of Monroe's gateway at the roundabout located at the intersection of Main Street and the 522 exit ramp (West Gateway). Based on comments Tangram received from the EDAB, specific design directions were developed. Below is a rendering of the final design for the West Gateway recommended by the EDAB.



At the last EDAB meeting in June, the Board reviewed and provided feedback on a monument style design for East Main Street (East Gateway) and a smaller version of the West Gateway sign for the South Gateway located on SR203 at Lewis Street Park.



# MONROE PLANNING COMMISSION

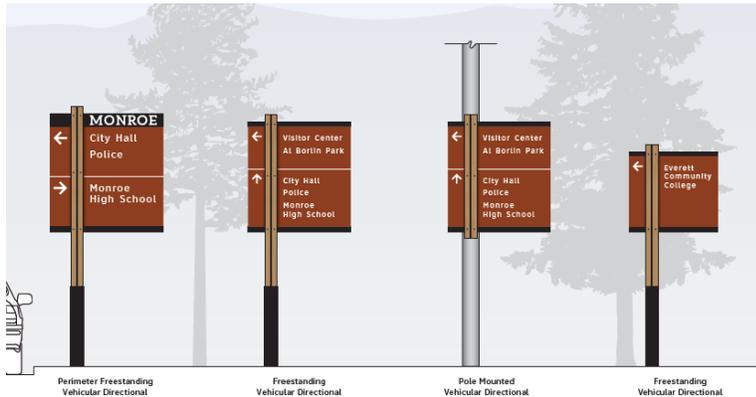


The Board recommended moving the wayfinding sign (in the background) further to the north to avoid competing with the gateway sign, and replacing the flat rock on the sign with round river rock to emulate the natural rock found in the Skykomish River in Monroe.

The Board anticipates receiving the final round of gateway design concepts before its next meeting on July 23.

## Wayfinding Sign Design

Tangram completed an assessment of the city's existing signage and wayfinding challenges (Attachment 2). The report includes recommendations to resolve wayfinding issues and opportunities to enhance the visitor experience. Observations and recommendations made through the assessment were used to provide a plan and framework for developing wayfinding design concepts.



Tangram submitted six initial wayfinding signage concept designs at the EDAB's June 4, 2020 meeting.

Wayfinding signs included variations in materials (wood, rock, metal, and color). The EDAB members provided feedback. The next round of wayfinding signage concepts are expected in early July.

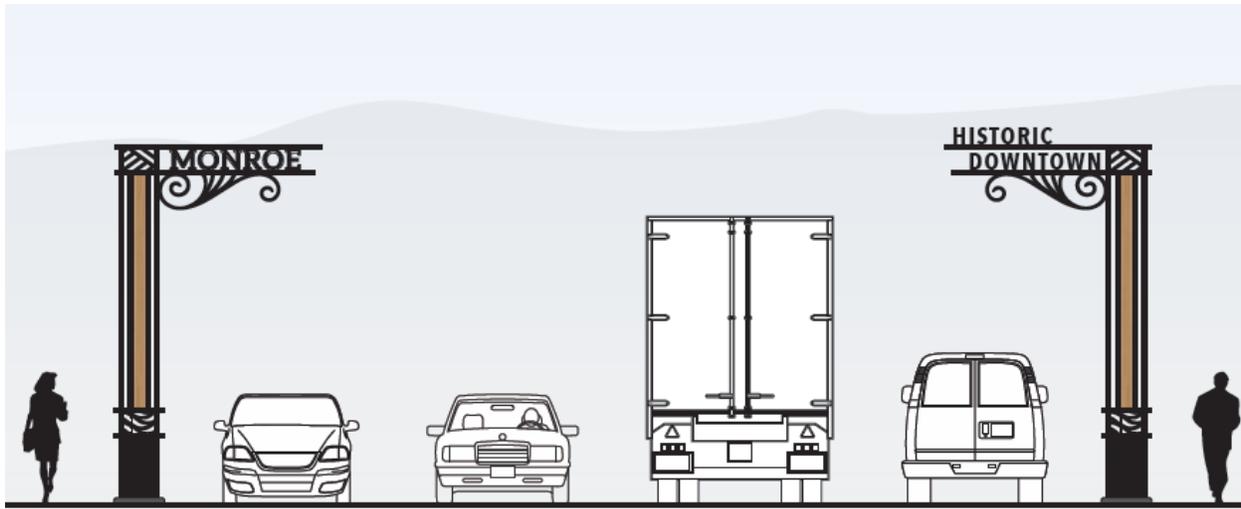
## Historic Downtown Gateway and Wayfinding Signs

During development of the wayfinding sign design, Tangram took the initiative, at no extra cost to the city, to develop four gateway and wayfinding sign alternatives for Monroe's historic downtown.

The four proposed designs draw on the area's architectural elements such as wrought iron, columns, i-beams, and Victorian trim. Board members were drawn to several of the designs that featured wrought iron. The rendering below shows Concept 2.



# MONROE PLANNING COMMISSION



Freestanding District Identification

**FISCAL IMPACTS**

**TIME CONSTRAINTS**

**ALTERNATIVES**

# CITY OF MONROE

## GATEWAY SIGNAGE DESIGN REVISIONS 3

06/15/2020



# INTRODUCTION

Tangram Design developed multiple variations for the City of Monroe’s gateway at the roundabout located at the intersection of Main Street and the 522 exit ramp. Based on comments Tangram received from the committee, specific design directions were developed to move forward with as follows:

### General Comments

- Prefer the solid mountain background over the pipes.
- The wood looks dated.
- Concern about the maintenance of the wood.
- Do not like the wave and letter combination at the base of Concept 3.
- Prefer no landscape under the gateway.

### Concepts #1, 2A, & #3

These Concepts were the least favored by the committee. There was no further development made to these Concepts.

### Concept #2B

The committee favored this concept direction with no landscape the most. Since this Concept was the most preferred, we used this direction to develop the eastern gateway along Main St. (east of the Smoke Shop) and the southern gateway along Lewis St.

Enclosed are the western, eastern, and southern gateway designs proposed for Monroe. The gateway designs are based on the comments and directions the committee has provided over the past few months. Please review the designs and indicate if there are any changes the committee would like to see.

Please note that all designs will have lighting. Lighting may include internal lighting, back-lit, or external lighting so the sign can be seen in the day and night. Specific lighting options or designs will be determined at a later time, once a final design direction is selected.

The following document displays the concept designs through 2D and 3D drawings. The purpose of this is to help give the committee a better understanding of the size, dimensions, and materials that will be used for each of the concepts. The 2D drawings include dimensions and placement so the committee can understand the size of the sign in relation to the areas they are located.



Concept 1A



Concept 2A



Concept 2B



Concept 3

**WESTERN GATEWAY**

Western Gateway - Roundabout located at intersection of Main St. and 522 Exit Ramp







# City of Monroe

## WAYFINDING SIGNAGE ASSESSMENT REPORT



# Table of Contents

Introduction .....	1
Brand and Identity .....	4
Identification Signage.....	7
Vehicular Signage .....	14
Pedestrian Signage.....	22
Placemaking .....	26

# INTRODUCTION



# Introduction

## **BACKGROUND**

The City of Monroe is the gateway to the Cascade Mountains and multiple tourist destinations in east Snohomish County. It is a prime local, national, and international tourist destination. The City is served by three highway systems: US 2, State Route 522 and State Route 203. US 2 is one of only three highways which connect eastern and western Washington and serves 45,000 average daily trips. The City has grown 6% since 2011. The current population is 19,250. The majority of motorists that travel US 2 and State Route 522 are unaware of the City's historic downtown, riverfront parks, artistic, cultural, retail, commercial, and entertainment services. Many new residents are unfamiliar with civic sites and key points of interest.

The City of Monroe has started wayfinding sign design efforts several times since 2007. The Economic Development Advisory Board, formed in 2019, identified wayfinding sign design and placement as one of the priority projects for implementation over the next six years. The City is initiating a gateway and wayfinding sign program to greet visitors and residents with an attractive sign design that makes a good first impression; helps people navigate through the community; and promotes economic development by highlighting key destinations and attractions.

## **PROJECT GOALS**

The Gateway and Wayfinding Signage Plan will create an attractive system of signage and wayfinding elements that guides visitors to key destinations within the city. Final signage drawings, sign location plans, sign messages, and other important program elements will be supplied so that the city can implement the system in phases over multiple years as funding becomes available. The goals of this program are to:

- Create a consistent signage and wayfinding system across a range of signage mediums that honors the City's past while establishing its future as a regional hub.
- Establish a brand and identity for the city
- Define Monroe's Historic Downtown and create a sense of arrival
- Create a multimodal guideline for a signage and wayfinding system that directs visitors to landmarks, facilities, activity centers, and services.
- Improve navigation for all modes of travel; with an emphasis on establishing signage and wayfinding that directs residents and visitors to civic services, landmarks, and activity centers.
- Reinforce the identity of the City of Monroe as a regional center for food, lodging, entertainment, and recreation.
- Develop signage that is able to be fabricated using standard materials and methods; requiring minimal maintenance and is long lasting.
- Be sustainable, expandable and to establish an ongoing administration and maintenance plan for the system.

## **WAYFINDING METHODOLOGY**

The development of a comprehensive wayfinding system must take into account numerous factors that affect public circulation and the varying levels of user interaction or experience. They should be designed to project a consistent brand, provide essential information, and connect people to their destinations.

Successful wayfinding requires the use of a variety of sign types such as gateway monuments, directional, identification, informational, branding or promotional, and others. These sign types are designed to work harmoniously, yet independently, to create a cohesive system that guides people to destinations and creates a sense of place.

Signage designs should be visually consistent for all applications, when conveying messages and graphics. Colors, text, symbols, graphics, shapes, locations, and sign placements must be carefully developed to work symbiotically with the natural and built environment and the signage brand. Collectively, the signage design and graphic elements visually present a comprehensive signage system that positively impacts the overall visitor experience and circulation of vehicular and pedestrian traffic. It also improves communication and enhances the brand identity of the city.

It is equally important to note that there are other alternative methods besides signage that can be used to enhance the functionality of a signage and wayfinding system. Appropriately incorporating landmarks, landscaping, public art, and interactive or media technology into a wayfinding system can be beneficial and aids in augmenting a sense of place.

### **ASSESSMENT PURPOSE**

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The purpose of the Wayfinding Signage Assessment Report is to provide an analysis of the city's existing wayfinding challenges and opportunities, recommend solutions to resolve wayfinding issues, and identify opportunities to enhance the visitor experience. The assessment also promotes accessibility and emphasizes a holistic visitor experience that respectively creates a sense of place for visitors and a sense of pride for residents. Observations and recommendations made through this assessment take into consideration existing conditions, the city's short and long term development goals, and input from the city and project stakeholders.

### **WAYFINDING SURVEY**

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Tangram Design conducted an online survey for Monroe's community that was designed to provide an opportunity for the public to express their opinions, thoughts, and/or expectations for the new wayfinding program. Results from this survey were taken into consideration during the development of this report and are reflected in some of the recommendations that are supplied. Complete results from this survey can be obtained through contacting the city's Economic Development Department.

# BRAND AND IDENTITY



## Brand and Identity

A sense of place is a unique collection of qualities and characteristics – visual, cultural, social, and environmental – that provide meaning to a location. Sense of place is what makes one city or town different from another, but it is also what makes our physical surroundings worth caring about. The more one city comes to look and feel just like every other city, the less reason there is to visit. Alternatively, the more a city does to enhance its uniqueness, whether that is cultural, natural or architectural, the more people will want to visit. Developing a sense of place creates a competitive advantage for cities. Businesses or a potential resident or a visitor can go anywhere they want, so articulating a place’s unique character is important to attracting investment, people and capital.

Brand and identity are key to creating a sense of place within an environment and in developing a wayfinding system that is unique to the city. Branded wayfinding signage systems provide an added level of benefit and purpose to an otherwise generic signage or wayfinding system. In addition to its basic functionality in providing orientation and navigation, a branded system introduces personality, storytelling, and stimulates emotions through its connection to the core values of the city. This contributes toward a deeper relationship between the place and its key audiences.

Effective branding creates a mental association visitors use to define their impression of a city. Consistent experiences and visual communication drive positive sentiment and build brand trust. Inconsistent branding sabotages a city’s brand management, distracts a visitor from getting a clear understanding of the city’s identity, and impacts how a sense of place is defined. A city’s logo is a key visual asset that grabs people’s attention, makes a strong first impression, and expresses the city’s character in a memorable way.

A brand is not made up of just the city’s logo but is inclusive of other defining characteristics like its history, culture, architecture, and personality. A wayfinding signage system is a brand asset that visually represents the city within the physical environment. A successful signage system generates an authentic and meaningful experience which expresses the city’s brand and identity through its design and communication. Wayfinding signage designs developed for this project will convey the city’s identity in structure, color, and graphics elements.



Current City of Monroe Logo



Gateway Identification Sign



Wayfinding Sign



Park Identification Sign

## BRAND & IDENTITY

### Comments

- The City of Monroe's identity is seen in different formats on existing signage. Typography, logos, and colors all vary.
- The inconsistency in how Monroe's identity is displayed hinders a visitor's trust in the authenticity of the city's visual communication. This is evident in the confusion surrounding what logo is meant to represent the city. Gateway and park signs use a mountain logo whereas wayfinding signs use the current city logo.
- Using different eras or iterations of the logo on the signage creates a dated and non-progressive look to the city.

### Recommendations

- Only one logo should be used by the city to identify Monroe, to prevent visual confusion and support the city's overall brand identity and vision.
- Culture, history, architecture, environment and other defining characteristics of the city should be used to develop a branded wayfinding system for the city. This will ensure the signage created reflects a sense of place.

# IDENTIFICATION SIGNAGE



## Identification Signage

Identification signage, like a gateway or district marker, is an entry or access point into a region, city, district, or destination that typically represents a visitor's introduction or first physical impression of a place. Identification signs utilize elements like brand, lighting, architectural or landscape elements, art, or graphics to communicate a place's identity. Primary gateway signs are the very first ones visitors typically see when they cross into the limits of a city and begin forming their impressions of it. Gateway signage can have deep meaning to a city's residents and visitors, as well as potential investors. These types of signs should:

- Create a sense of place and quality
- Give a good first impression
- Instill pride of ownership – when people come home, they're proud to live there
- Provide a sense of comfort and security for visitors knowing that they have arrived
- Get someone's attention as they drive by
- Convey the community's image
- Introduce the community as a great location to visit, stay, play, and live
- Elevate the perceived value of the city and community
- Help the community stand out from others
- Be attractive, well maintained, and large enough to make a statement about the city

The City of Monroe has two primary existing gateway signs. One is located on W. Main Street on the roundabout near the 522 exit ramp. The other is located at a southern access point to the city on S. Lewis Street near Lewis Street Park. These gateway signs are designed with two wooden posts and a wood sign panel that reads "Welcome to Monroe". A mountain logo is shown on the left side of the sign message and a carousel horse on the right. Neither of these graphics relate to the city's current logo. The design of the sign does not give a good first impression of the City of Monroe. It does not express anything about the community's character or brand and doesn't make a memorable statement about the city. New gateway identification signs should be created that better promotes the city's brand and identity.

The Condensery Smokestack is a historical landmark. It serves to identify one's arrival to the City of Monroe from Highway 2. Using the landmark as a gateway sign is a smart idea, since the structure has such a visual prominence. However, the typography on the stack is not currently orientated to a driver's line-of-sight as they travel on highway 2 which makes the smokestack ineffective as an identification sign. Updating the stack with letters that face east and west will work better. Refurbishing the graphic on the smokestack is also recommend, as it feels dated. Graphic approaches for the smokestack may vary but could include a design that relates to historical, cultural or environmental elements that symbolize Monroe or an abstract artistic treatment.

There are other areas in the city that could also benefit from the use of identification signage. For instance, adding identification markers to the primary east and west entrances into the historic downtown will allow visitor's to easily recognize they have arrived and they will create a sense of place within the downtown.



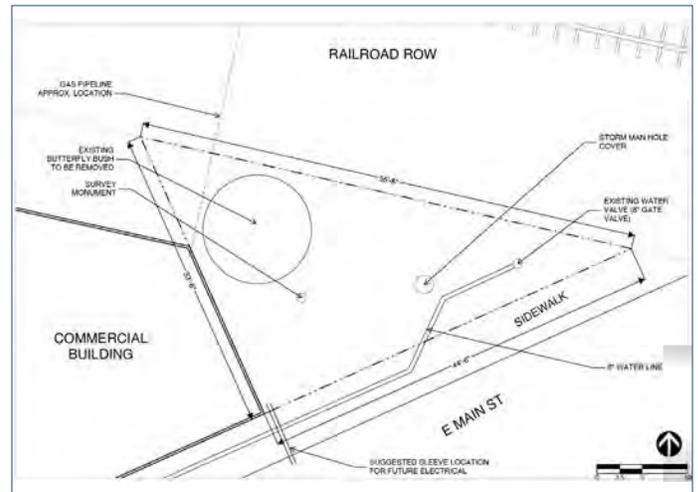
## ROUNDBOUT GATEWAY

### *Comments*

- The gateway sign is visible to drivers traveling east on Main Street and traffic exiting the 522 ramp.
- The sign and garden bed it sits in feel small in comparison to the size of the entire surrounding landscape and roundabout.
- The sign is antiquated and feels more like a park sign rather than a main entrance or gateway into a city.
- It projects a dated feel for the city and does not reflect progressive or future movement.
- Multiple mounting attachments litter the sign's structural posts. The random placement of the attachments is unsightly.
- The Tree City USA sign and the electrical box detract from the gateway's message to welcome people to Monroe and creates signage clutter.
- Typography and graphics on the sign do not coordinate with Monroe's current brand or identity.

### *Recommendations*

- Create a new gateway identification sign that is scaled appropriately to its environment and promotes Monroe's brand and identity.
- Avoid attaching extra signs or messages to the gateway monument. Allow signs like the Tree City USA to be placed in a different location that will make it more legible and also not detract from the gateway's main purpose which is to welcome visitors.



**E MAIN STREET GATEWAY**

*Comments*

- The city requested that this site be reviewed as a primary gateway location.
- Several utilities including gas, water and a storm drain are located at this site.

*Recommendations*

- Add a gateway identification sign that is scaled appropriately to its environment and promotes Monroe’s brand and identity.
- The sign should be scale and placed in an area that does not interfere with the existing utilities.
- Signage designed for this location will need to be customized to fit the size of the site and may not be the exact same gateway design as other locations.



## LEWIS STREET GATEWAY

### Comments

- The gateway monument, a wayfinding sign, speed limit sign, and a Tree City USA sign are all located within close proximity to one another which creates signage clutter.
- The brown sign blends into the natural environmental which makes the sign more difficult to see.
- The sign is antiquated and feels more like a park sign rather than a main entrance or gateway into a city.
- Multiple mounting attachments litter the sign's structural posts. The random placement of the attachments is unsightly.
- The Tree City USA sign detracts from the gateway's message to welcome people to Monroe.
- Typography and graphics on the sign do not coordinate with Monroe's current brand or identity.

### Recommendations

- Create a new gateway identification sign that contrasts with its environment and promotes Monroe's brand and identity.
- Refrain from attaching extra signs or messages to the gateway monument.
- Place the wayfinding and the Tree City USA signs in different locations to reduce signage clutter and avoid detracting from the gateway's main purpose which is to welcome visitors.
- Signage designed for this location will need to be customized to fit the size of the site and may not be the exact same gateway design as other locations.



## CONDENSERY SMOKESTACK

### *Comments*

- The Condensery Smokestack on highway 2 is a key historic landmark that identifies the City of Monroe and lets people know they have arrived.
- The word “Monroe” is not visible to people traveling along highway 2. Since the city’s name is parallel to the road, the landmark is ineffective as an identifier.
- Artwork on the stack is dated.

### *Recommendations*

- Utilizing an iconic structure like the smokestack, to identify the city, is a great way to create a sense of place and aid in wayfinding.
- Place the word “Monroe” on the east and west side of the stack so that it is perpendicular to the road and can be easily seen by people driving on highway 2.
- Change the smoke stack artwork to a design that is more current or contemporary. There may also be an opportunity to install a lit sign or letters on the tower.
- Since the stack is private property, any proposed designs will need to be discussed and approved with the owner.



## MONROE HISTORIC DOWNTOWN

### *Comments*

- Stainless steel, lit bollards serve as an architectural feature in the environment that demonstrates a transition into the historic downtown. However, no identification signs are present to define the primary entrances into the area.
- Lack of signage diminishes a visitor's ability to clearly understand they have arrived.

### *Recommendations*

- Identification markers should be placed at the primary east and west entrances into the historic downtown. The signage will allow visitor's to easily recognize they have arrived and will create a sense of place and identity within the downtown.

# VEHICULAR SIGNAGE



## Vehicular Signage

Vehicular directional signs are designed to help direct people between main entrances, key decision areas, parking, destinations, and exit points. These signs use graphic information like typography, symbols, and arrows to direct people to destinations. They are typically placed along primary traffic routes and in key decision points to help people understand where they are going and encourage them to keep moving in the right direction of their destination. Vehicular directional signs are one of the most frequently used and most visible signs seen by visitors. They become the visual “voice” of the city, telling people how to get to their destination. Ensuring that the signs are branded with the right image or “voice” that represents the city is important in creating a positive and memorable visitor experience.

The Monroe brand is poorly promoted in the environment and the wayfinding signs do not include all the available tourist destinations that are available in the city. The deficiencies of the current system inhibit a visitor’s ability to fully explore and discover the entire city and its amenities.

### **WASHINGTON DEPARTMENT OF TRANSPORTATION**

The Washington Department of Transportation (WSDOT) refers to branded wayfinding signage systems as Community Wayfinding Signs which is defined as guide signs that are “part of a coordinated and continuous system of signs that direct tourists and other road users to key civic, cultural, visitor, and recreational attractions and other destinations within a city or a local urbanized or downtown area”.

According to the Manual on Uniform Traffic Control Devices (MUTCD), the use of community wayfinding guide signs is limited to conventional roads and shall not be installed on freeway or expressway mainlines or ramps. The signs shall not be used to provide direction to primary cities, highway routes or streets, but can be used to navigate people to key tourist oriented destinations within the city. WSDOT signage shall have priority over the wayfinding signage system in placement, prominence, and conspicuity when it comes to traffic control devices (ie. speed limit signs, right lane must turn right, yield, stop, etc). Because regulatory, warning, and other signs have a higher priority, wayfinding signs shall not be installed where adequate spacing cannot be provided or in a position where they would obscure a person’s view of other traffic control devices.

For any signs located within WSDOT’s jurisdiction, the branded wayfinding system design must be submitted to the appropriate WSDOT Region Traffic Engineer for initial review and approval prior to any sign fabrication. The location of the signs shall also be approved by WSDOT personnel, and WSDOT permits will be required prior to installing any signs. WSDOT will not take any responsibility for installing or maintaining the signs. This will be the responsibility of the City of Monroe. Signs that are not located within WSDOT’s jurisdiction do not need to be reviewed by the traffic engineer. This includes signs that are located on streets within the City of Monroe’s jurisdiction and pedestrian signs. These signs will only need to be reviewed, approved, and permitted by the city.

The standard colors of red, orange, yellow, purple, or the fluorescent versions thereof, fluorescent yellow-green, and fluorescent pink shall not be used as background colors for community wayfinding guide signs, in order to minimize possible confusion with critical, higher-priority regulatory and warning sign color meanings readily understood by road users. The minimum luminance ratio of legend to background for community wayfinding guide signs shall be 3:1. All messages, borders, legends, and backgrounds of community wayfinding guide signs and any identification enhancement markers shall be retroreflective.

Typography and letter heights shall conform to MUTCD guidelines where applicable. The MUTCD recommends limiting sign messages to three per sign panel. This guideline will be followed for streets under WSDOT’s jurisdiction like Lewis Street and Highway 2. Community wayfinding signs located within the city’s jurisdiction may include up to five messages, if road speeds are 40mph or lower.



**GRAPHIC INCONSISTENCIES**

*Comments*

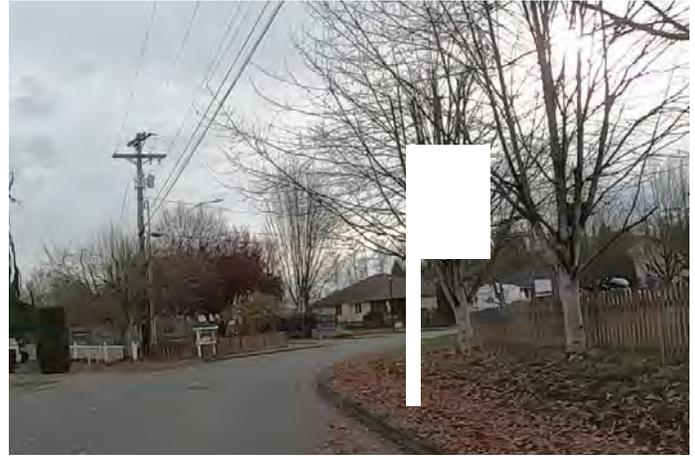
- Several types of signs are located throughout the city that supply wayfinding information, however they do not display their content in a consistent way. They use different arrows, colors, and fonts and are also mounted at varying heights.
- A wayfinding signage system should represent the brand and “voice” of the city. With such diversity and graphic inconsistency, the existing signage does not support the brand and identity of the city nor does it create a strong sense of place within the environment.

*Recommendations*

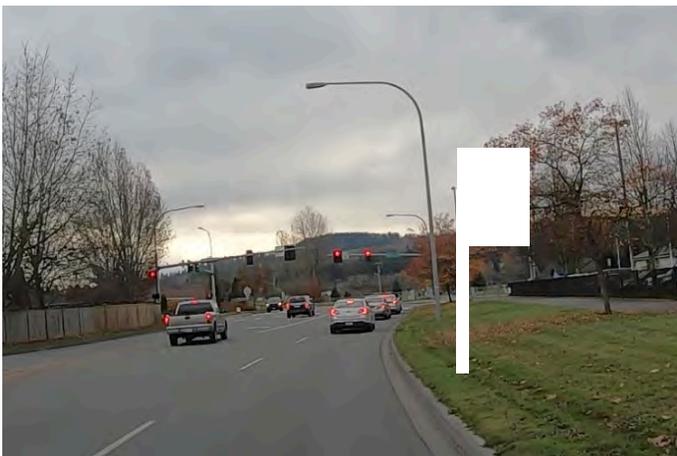
- Signage designs should be visually consistent for all applications. Colors, text, arrows, symbols, graphics, shapes, and sign placements must be consistent and visually cohesive for the signage system to be comprehensive.
- The design of the wayfinding system should represent the brand and identity of the city which can be achieved by using consistent graphics, colors, and text. A consistent design organizes wayfinding content and works to create a sense of place within the environment.



*Main St and Lewis Street*



*Village Way and Sky River Parkway*



*Fyrelands Boulevard and 154th Street SE*



*Kelsey Street and Blueberry Lane*

## **LACK OF SIGNAGE**

### *Comments*

- Many attractions, parks, institutions, and other destinations within the city are not accounted for on the current signs located throughout the city.
- Instances where places and destinations are far from each other, additional signage is needed in between the destinations to reassure people they are going in the right direction.
- The lack of signage in the environment at key decision points inhibits a visitors ability to be aware of and to find destinations within the city.
- When there is not enough signage available at key decision points to direct visitors to destinations, people begin to feel lost or that they are not going in the right direction which may contribute to a negative visitor experience.

### *Recommendations*

- Signage should include multiple destinations to make visitors more aware of the various places they can visit and provide accurate guidance in getting there.
- Vehicular signage should be located in advance of key decision points or turns. This will provide drivers an adequate amount of time to read the sign, make a decision, and maneuver their car accordingly.
- Locate additional signage along routes where there is a large distance between destinations.



**SIGNAGE CLUTTER**

*Comments*

- Signage clutter is when too many signs are located in one location or within close proximity to one another. Signage clutter occurs over time and is often the result of a city or businesses reacting to communication needs without fully assessing its overall impact and communication in the actual environment.
- Having too many signs in one location has a detrimental impact on the visual aesthetic of an environment and dilutes the communication of sign messages. It also overloads drivers with information which impacts their ability to see important messages.
- Signage clutter can cause driver's to become distracted which may cause an accident or other unsafe condition on the road.
- Temporary signage is littered among the A-frame signs and banners, adding additional signage clutter.

*Recommendations*

- A new wayfinding signage system will ensure the number of signs is kept to a minimum without compromising the messages they need to deliver.
- Signage clutter and competition between sign structures can disrupt conveying visual information to the public in a clear manner and should be avoided.
- Combining messages onto one panel and reducing the number of sign structures can decrease visual clutter.
- Messaging at any given location should be limited to what a driver can read at the speed they are traveling.
- If multiple signs are needed in a location, they should be spaced out appropriately so that the content of each message is visible and can be read easily.
- Temporary or a-frame signs should be removed where they do not meet municipal codes.



## A-FRAMES AND TEMPORARY SIGNAGE

### Comments

- Per the City of Monroe’s Municipal Codes, very few signs are allowed on the right-of-way. “The right-of-way includes the street, the sidewalk, and the parkway (grass area) between the sidewalk and the street. If there is no sidewalk, the right of way is approximately 12 feet past the edge of the pavement.” A-frame signs are allowed in the right-of-way with a sign permit.
- A-frames shall only be displayed during business hours. They shall not interfere with pedestrian movement or be affixed to any landscaping elements.
- The multitude of A-frame signs creates signage clutter. They generate the feeling that the city is more of a place to make a pit stop rather than one to explore; the disorganization and poor aesthetic negatively impacts a visitors perception of the city and their desire to stay.
- Most of the temporary banners are difficult to read since the copy is backwards for oncoming traffic.
- Political signs, wayfinding, and others are littered

among the A-frame signs and banners, adding additional signage clutter.

### Recommendations

- Enforce the city’s sign code and don’t allow businesses to place signs in the city’s right-of-way. This will reduce signage clutter and make the streetscape more organized and visually aesthetic.
- According to the city’s website, temporary A-frames and banners may be displayed a maximum of 60 days per year. All temporary signage is required to have a permitted sticker affixed to the face of the sign that shows an expiration date. Signs displayed without a sticker or signs with an expired sticker may be removed. Ensure businesses are complying with the proper protocol for temporary signs.

*Examples of additional A-frame and temporary signs that are out of compliance are shown on the following page.*





## SIGN PLACEMENT & SIZE

### Comments

- There are several existing signs that are not placed within a good line-of-sight for visitors. Some are simply placed too high and are outside a driver's natural cone of vision. Some locations have too many signs which creates sign clutter as well as pushes the top most message out of a good line-of-sight. Other signs were found to be attached too closely to traffic control devices or blocked by other existing signage in the environment.
- Poor signage placement negatively impacts a visitor's ability to follow signs and reach destinations easily.
- Most of the existing signs are difficult to read because the sign and message are not legible at the speeds people are traveling.

### Recommendations

- Using a single sign panel versus multiple signs reduces sign clutter, provides legibility for all messages, and prevents signs or messages from exceeding a driver's line-of-sight.
- Vehicular signs must use type at a specific height per the speed a vehicle is traveling in order for the content to be legible.
- Signs should be mounted within a driver's line-of-sight so that the content is visible and not overlooked.
- Avoid placing signs in locations where they may be blocked by other signs, traffic control devices, or by large poles or trees in the environment.

# PEDESTRIAN SIGNAGE



## Pedestrian Signage

Pedestrian directional signs are designed to help direct people between parking, destinations, and key decision points. Similarly to vehicular directional signs, these signs also use graphic information like typography, symbols, and arrows to direct people to destinations. They are typically placed along primary sidewalk routes, along trails, or in other key locations that help people to understand where they are going and encourage them to keep moving in the right direction of their destination.

Walking and biking create clear benefits for a city like relieving traffic congestion, reducing local air pollution, improving traffic safety, and increasing physical activity and sociability among other benefits. Monroe's mixture of historical, cultural, shopping, dining, recreational and entertainment options make the historic downtown an inherently walkable area. Implementing a well defined pedestrian signage system will activate downtown streets, give people the confidence to explore, increase pedestrian safety, improve connectivity and support economic growth.

The City of Monroe does not currently have a citywide pedestrian wayfinding system. There is one directory sign located in the historic downtown that directs people to destinations, however, no other pedestrian signs are present in the city. The lack of pedestrian signage throughout the city inhibits a visitor's ability to explore and discover the city and its amenities.



## DOWNTOWN DIRECTORY MAP

### *Comments*

- A directory sign, on the corner of Lewis Street and Main Street, shows a map of the full city which identifies city attractions and amenities. This is the only visible directory map located in the Historic Downtown.
- There are key areas in the Historic Downtown where placing additional directory maps and structures would help in educating people about places to go in the district and guiding them to destinations.
- The directory structure and content are outdated.

### *Recommendations*

- A new directory structure should be created in the development of the new wayfinding system. The structure should work with the branded sign system and be able to hold and allow change out of the directory map by the Monroe Chamber of Commerce or the Downtown Monroe Association.
- Locate the directories in key areas that are most advantageous to orientate and direct visitors to their destinations.
- Remove old and outdated information from the environment.



## LACK OF SIGNAGE

### *Comments*

- The compact nature of the downtown makes the Main Street easily walkable.
- There is no consistent pedestrian signage system in downtown Monroe which inhibits a visitors ability to explore and find city destinations and amenities.
- There is one directory sign and map that do exist in the downtown but this is not sufficient enough to inform and guide people to destinations easily.

### *Recommendations*

- Directional signs and directory maps should work together throughout the downtown to get visitors to destinations and amenities.
- Adding signage to heavily trafficked pedestrian corridors, intersections, resting zones or communal areas will help educate people about interesting places to go in the city, activate urban spaces, and improve connectivity, and support economic growth.

# PLACEMAKING



# Placemaking

Placemaking inspires people to collectively reimagine and reinvent public spaces to create quality experiences that contribute to people's health, happiness, and well being. It can also help with defining the brand and development direction of a city. Placemaking can take on many forms and possibilities. As such this report, supplies a handful of opportunities for the city to consider that specifically work to support the wayfinding system and simultaneously improve the public realm. Types of placemaking components addressed include streetscaping, public art, civic banner programs, media/print support, interpretive signage, and technology.

Public spaces must be safe, inclusive, and accessible for all. For a public space to be seen as safe, comfortable and successful, a diverse range of people need to actively use it. Based on the wayfinding survey that was conducted for this project residents shared what they felt may be impacting a visitor's experience negatively. Some of the most common answers included vagrants, drug dealing, litter, and lack of variety in entertainment, retail, and restaurants.

Improving the physical environment through signage and streetscaping can help reduce unwanted behaviors, reduce crime, improve public safety, and attract tourism and business investment which supports economic development. It can make the city more :

- Accessible - Easy to get to and get through
- Comfortable - Good first impression, clean, safe
- Active - Engages people in activities which encourages them to stay
- Sociable - Creates places where people can meet each other and take people to when they come to visit

## **STREETSCAPING**

Streetscapes and their visual experience largely influence public places and define a community's appearance. A successful streetscape integrates multiple aspects and creates a safe environment that provides a sense of physical comfort for diverse users and activities. A range of street elements that are typically used in enhancing a city's urban identity include benches, trash receptacles, lights, landscaping, and other amenities that preserve, enhance and express the unique character of the street and the surrounding area. Streetscapes also contribute to a community's need to recognize and celebrate its own distinct social, historical, cultural, and environmental characteristics or qualities.

Despite trash receptacles being located within the downtown core, many residents responded that trash and garbage littered the streets making the city feel unclean. Places that are not clean or are disorganized make people feel uncomfortable which negatively influences a visitor's experience. Tackling litter is a persisting challenge for many cities. Whether it's accidental in nature or out of carelessness, discarded bottles, wrappers, containers and other trash are a major eyesore and can affect the appearance and cleanliness of a city. Fresh approaches to anti-littering campaigns and working consistently with city maintenance staff, Downtown Monroe Association, Monroe Chamber of Commerce, and/or volunteer groups to keep the streets clean will provide a better overall perception of cleanliness for downtown Monroe.

## PUBLIC ART

Public art can enhance or personalize otherwise impersonal spaces. It can activate civic spaces and provide a vehicle for the community to express its identity. Interesting public art pieces also tend to increase tourism in a city as they become a “must-see” sight. By taking pictures of the art and posting them on the web or social media sites, like Facebook, people get excited about seeing the art and may end up staying longer or visiting businesses while in the area. Public art also engages the community to take ownership and deters vandalism and graffiti.

Types of public art installations may include, sculptures, murals, mosaics, decorative features, unique architecture, landscaping or other functional elements. Monroe has public art located throughout the city and should continue implementing other unique pieces into the downtown core and public spaces. Choose art that is “right” or appropriate for the city. It is important for the art to support the brand and direction of the city, as it becomes a reflection of the city to the public.

Monroe allows murals within many zones throughout the city. Any commercial elements included on the murals will be included in the total sign allowance for a site.

## CIVIC BANNER PROGRAMS

Temporary banner and lighting programs that support identity as well as ongoing activities also work to create a sense of place. Banner content should be consistent with programs that relate to an economic, cultural, or civic event, or goal of the city, such as city marketing or event notifications. Banners efforts as they get noticed by people driving or walking. Someone driving the same route to work every day will certainly notice a prominently placed banner that wasn’t there the day before. An impression will be made as they have a few seconds to consider the message and commit it to memory. Similarly, a visitor may see an important event advertised on the banner and come back again to participate.

The only noticeable civic banner program in Monroe, as of the date of the site survey, is located on street lamps along Main Street. Many of the light poles and banners are separated from the road from a line of parked cars. As such, this system works better as a pedestrian banner system rather than a vehicular one, since the banners are not easy for driver’s to see given their distance from



*Mural*



*Public Art Sculpture*



*Civic Banner in Historic Downtown*

road. The Snohomish County logo is more prominent on the banner than Monroe's which makes the banner and its content feel less about the city and more about Snohomish County.

Because the use of banners are limited to the historic downtown area, North Kelsey Street, Tjerne Place, and Chain Lake Road, people traveling along other primary corridors are not informed of promotional content which limits the exposure of city information. Adding a civic banner program further down Main Street, on Lewis Street or highway 2, could improve the impact of the banner system, increase awareness about promotional content, and encourage tourism. Light or electrical poles along these routes could be used to display the banners. Introducing banners onto other roadways may require additional brackets to be installed on light or electrical poles and involve approvals by city departments or utility providers. Banner graphics and information should focus on programs and events that relate to city sponsored content.

There is one vinyl banner hung over the east end of Main Street which currently extends thanks to the city's police and fire departments. The content although important is presented in a generic way that isn't eye catching. To showcase the information, update the banner with better more interesting graphics and image content so that the banner is recognizable in the environment.



*Civic Banner over Main Street*

To make sure that the banner programs are implemented and maintained in a consistent manner, a banner management plan should be created, if not already available. Having a banner management plan will create a more attractive business climate, enhance the physical appearance of the community, and provide a more enjoyable experience by regulating the design, location, operation and maintenance of the banners.

## **MEDIA / PRINT SUPPORT**

Traditional printed promotions, brochures, maps, advertisements and technological tools, like websites and mobile apps, all help visitors plan their trip. Because these tools each uniquely interact with the end user, it is important for these elements to share consistent information. The cohesion of communication between these elements will provide the most effective and comprehensive wayfinding system.

### **Website and Social Media**

The Internet is often the first place people go to get information about or to explore a place which makes having a quality website that is interactive and friendly of great importance. Currently, the primary websites people may use to get information about Monroe include: the city's website at [www.monroewa.gov](http://www.monroewa.gov), Monroe Chamber of Commerce at [www.choosemonroe.com](http://www.choosemonroe.com), and the Downtown Monroe Association at [www.downtownmonroeassociation.com](http://www.downtownmonroeassociation.com). Social media connections to Facebook, Twitter, Instagram, and YouTube are also available.

Any maps or content relating to wayfinding that is used on the websites or social media sites should correlate with maps, messaging, and other content used within the wayfinding system. This will create consistency in communication and help people start integrating with the wayfinding system before they even arrive.

### **Printed Wayfinding Map and Visitor Guide**

A tourism or wayfinding map allows for a deeper inclusion of attractions and businesses into the overall wayfinding program. The accessibility and ease of a map and its maintenance broadens the level of inclusion into the wayfinding program. A comprehensive printed map promotes walkability in the city.

Small printed dining and restaurant maps of Monroe's historic downtown can be found at the visitor center. These maps should be combined into one overall comprehensive map. Combing the maps with give visitors a better understanding of the area and things to do. Focusing on just dining or shopping limits a visitor's ability to understand everything around them there is to do or see.

A brochure or visitor guide plays a crucial role in attracting new visitors, maintaining current ones and helping businesses in the community grow. These printed items relay important information that motivate people to visit and try new places. The visitor center office provides several brochures and pamphlets that help people understand what things to do when visiting Monroe. The Monroe Chamber of Commerce supplies a locals guide to visiting Monroe.

It is important for people to be able to access this information as it gives them greater understanding and ability to explore the city. Similar to the website, the content of maps, messaging, and other content should coordinate with the wayfinding strategies of the signage system, where applicable, and updated on a continual basis to keep current with changes in the city.

### **INTERPRETIVE SIGNAGE**

Effective interpretive signage improves visitor experience in a variety of ways. It enhances a visitor's understanding and experience through learning at leisure and can stimulate visitor interest in Monroe's cultural and historic features by the stories they tell. The quality, appearance and frequency of interpretive signage can influence a visitor's impressions and understanding of the city. Interpretive signage can help improve visitation to local assets like museums and art or cultural sites. Done well, they complement other city initiatives and create active spaces within the environment.

Monroe's does not have a current interpretive signage program. Developing stand alone signs or integrating interpretive information with the wayfinding signage system, where appropriate, would create a new cultural and historical amenity for the city. It could develop into a tour that gives people a greater understanding of the city.

### **INFORMATION TECHNOLOGY**

Technological, interactive, or digital signage components can enhance how people engage and experience a city. From websites, to mobile apps, to large reader boards there are a variety of ways in which this technology can be integrated into a signage system. However, integrating technology or digital signs must balance with the city's operational goals, as the success of using these types of systems is dependent on the city's capability and resourcefulness to maintain the digital content of these systems. Digital signage or technological approaches must be consistently managed, updated, and maintained for these types of systems to be functional and effective. The following information technologies are provided as recommendations for the city to consider as the City of Monroe continues to grow and gain more tourism.

#### **Mobile Applications**

There a variety of content and features that can be included in a mobile app. However, content inclusion must be based on what the city can consistently update, manage, and maintain. The following provides recommendations for the type of content that could be included into the city's mobile app:

#### **For Visitors**

- Provide interactive wayfinding that directs people to hotels, attractions, things to do, restaurants, parking or other points of interest around the city.
- Include a Virtual Concierge that can help people develop their itinerary for the day.
- Develop an interactive event calendar or live entertainment schedule.
- Integrate social media into the app so people can share their experiences of the city.
- Provide parking information that shows drivers where the nearest available parking spot is.

#### **For Residents**

- Enable residents to more easily interact with the city. For example, the mobile app could provide tools to report issues like graffiti, potholes, and fallen trees.
- Help the city get word out about new initiatives or increase awareness about anything from bike paths, parks, and even underutilized city services.
- Provide access to city news, weather, traffic updates, or emergency alerts. Whether it's an alert about a crime or advice for an approaching storm, citizens should have

access to vital information.

### **Charging Stations**

Street furniture or a standalone device that charges mobile devices in a public setting could be a valuable. These devices can provide built in cables for free mobile phone charging, WiFi Internet, local information, and a place to hang out. In an age where people heavily use smartphone devices and tablets, this type of device can help people stay connected and keep their devices going. It also acts as a public social hub where people gather and socialize.

### **Text Message Codes**

Static signs, directory maps, interpretive signage or other surfaces in the environment, like bus shelters for example, can be used to include a text message number. When someone keys this information into their phone, they will receive a return text message that gives them information. The information provided would depend on what the text message was originally on. For instance, if located on a directory map, it may provide information about a destination or, if located near a historical site, it may provide information about the place's importance.

### **QR Codes**

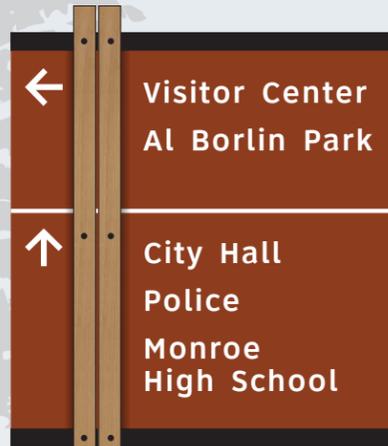
QR Codes help people to connect to specific online information. Pedestrian directories, visitor brochures, and interpretive sign panels are all examples of places where QR codes can provide useful information. Utilizing this scanning technology will allow the city to provide its visitors with a deeper form of engagement and experience. It also in turn can benefit the city as QR codes have built-in tracking and analysis tools that can help inform the city about their marketing campaigns.

# historic downtown concept 1

# City Wayfinding - Concept 1



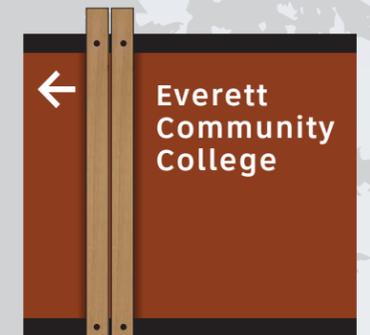
Perimeter Freestanding  
Vehicular Directional



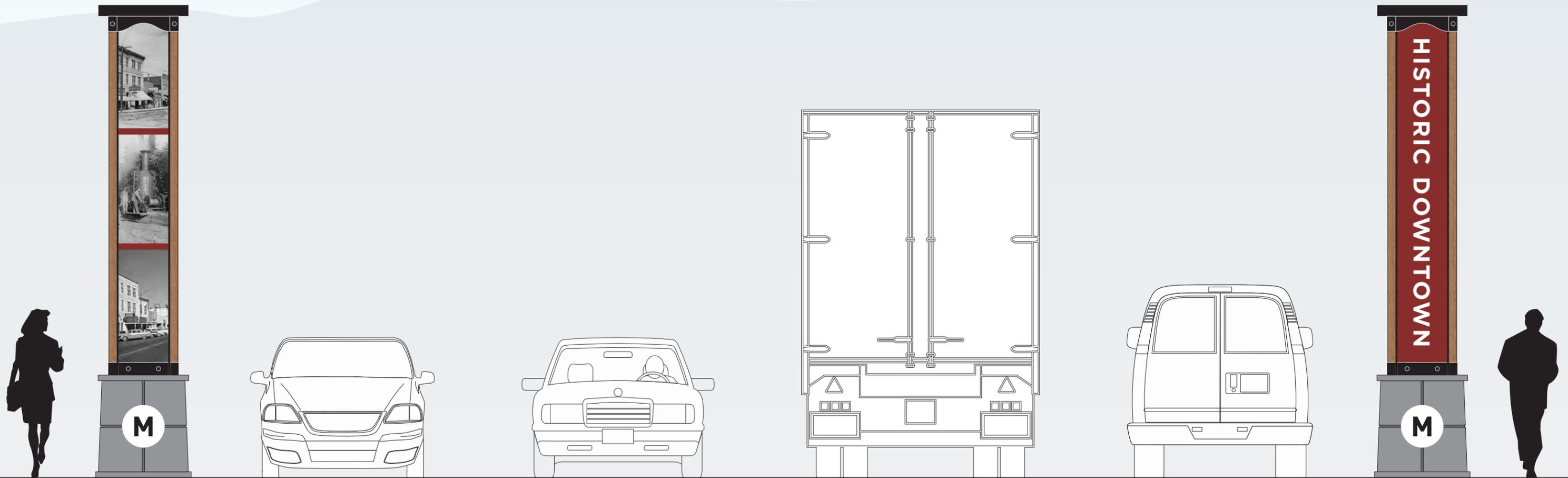
Freestanding  
Vehicular Directional



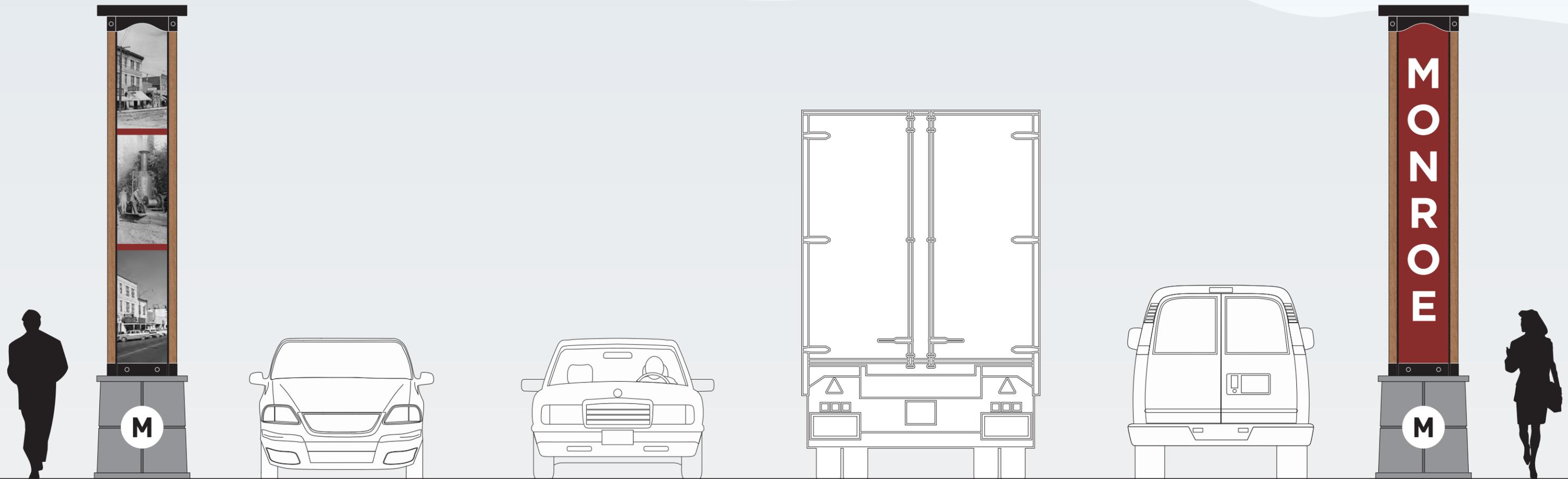
Pole Mounted  
Vehicular Directional



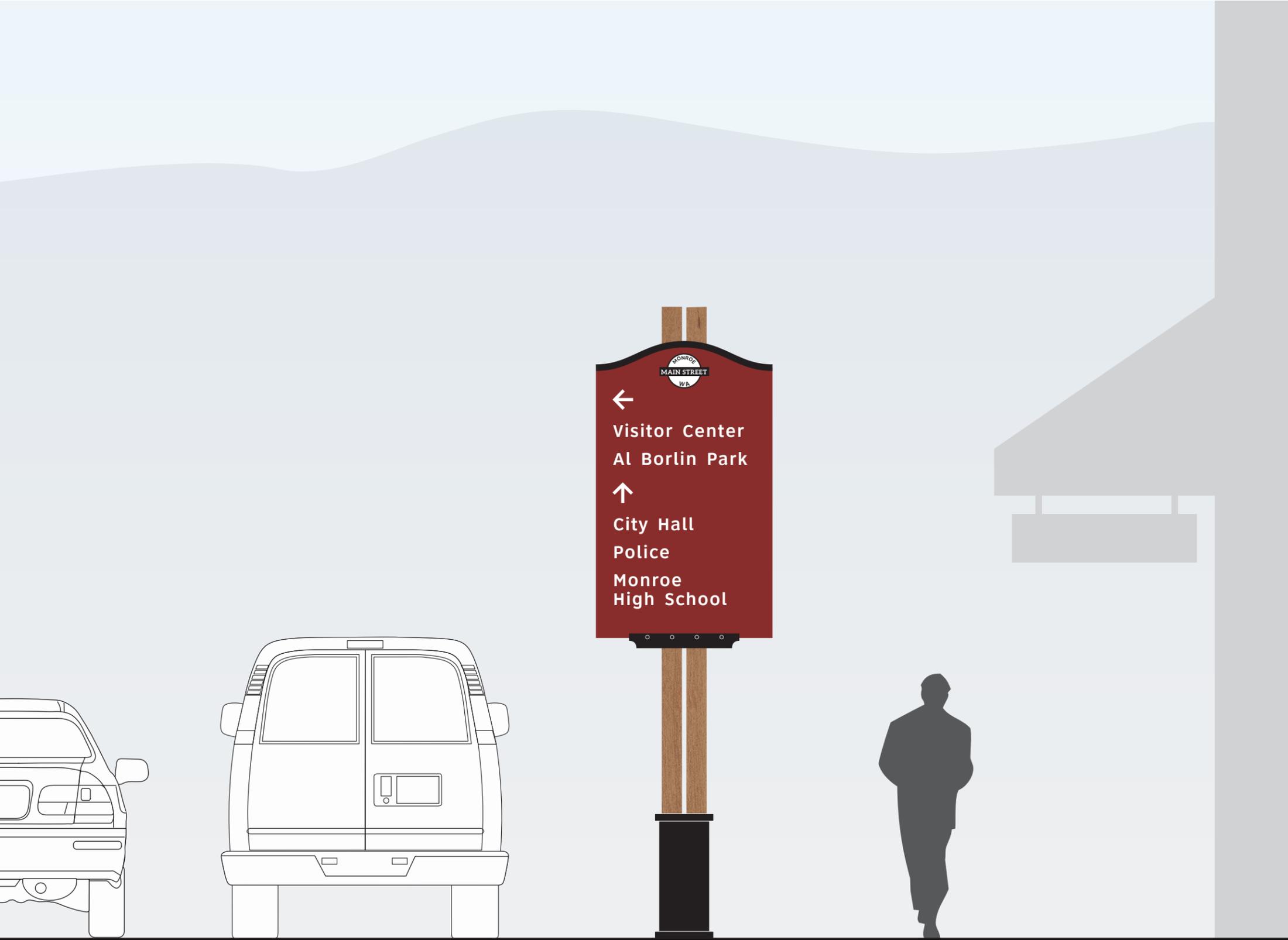
Freestanding  
Vehicular Directional



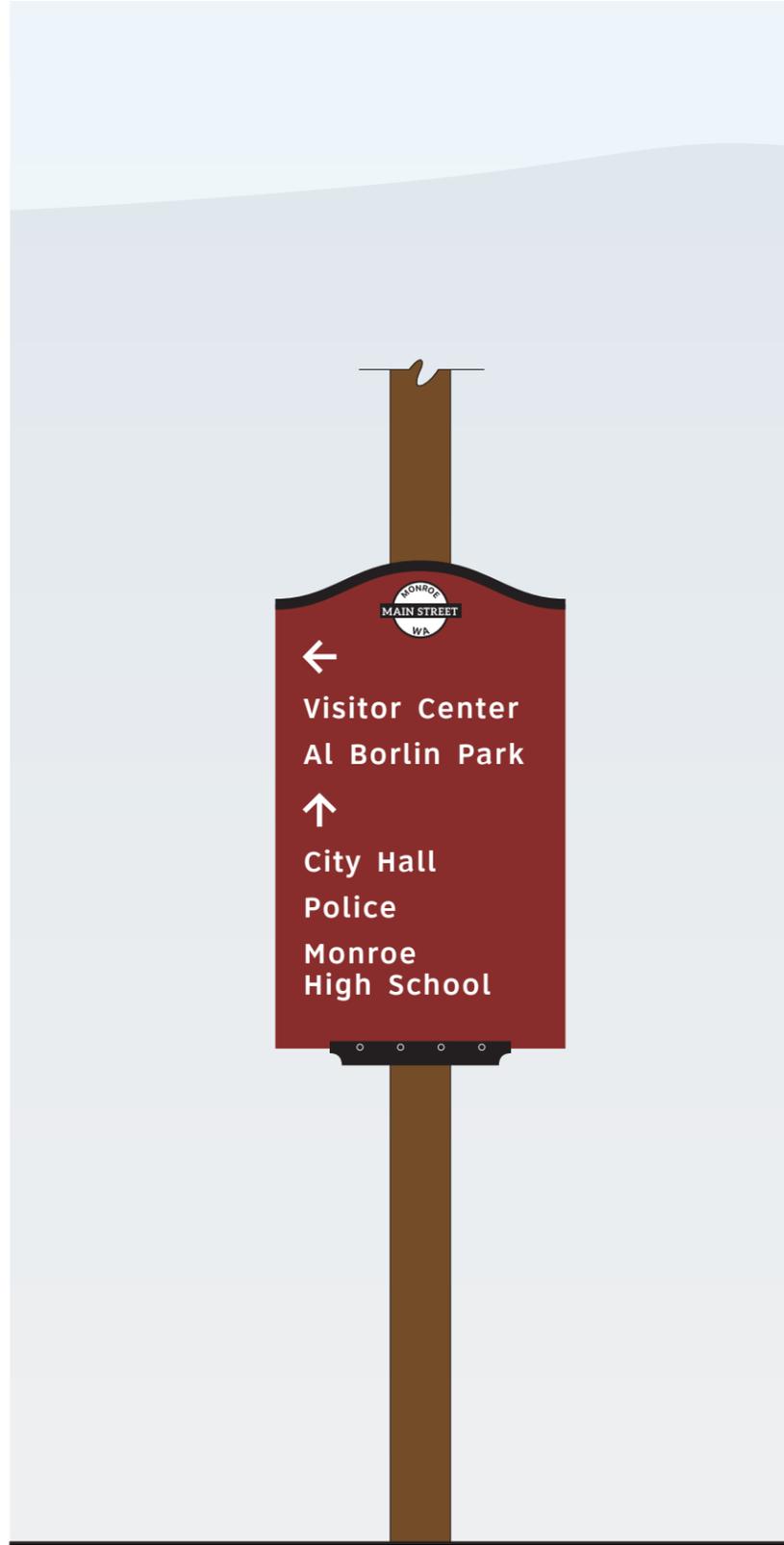
Freestanding District Identification  
Frontside (Entering)



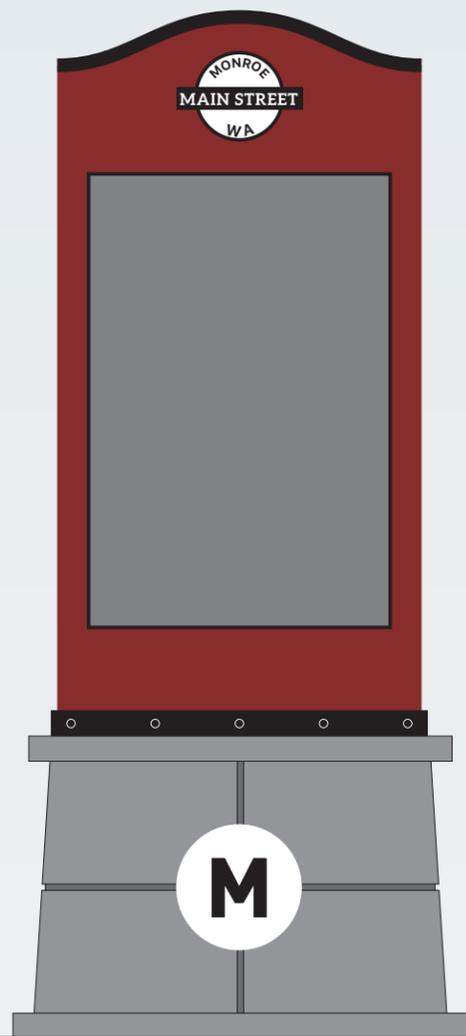
Freestanding District Identification  
Backside (Exiting)



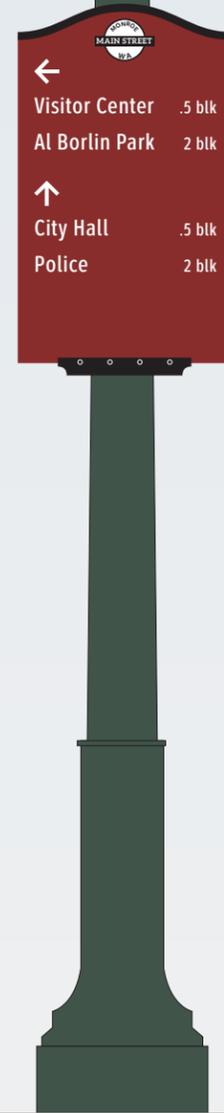
Freestanding  
Vehicular Directional



Pole Mounted  
Vehicular Directional



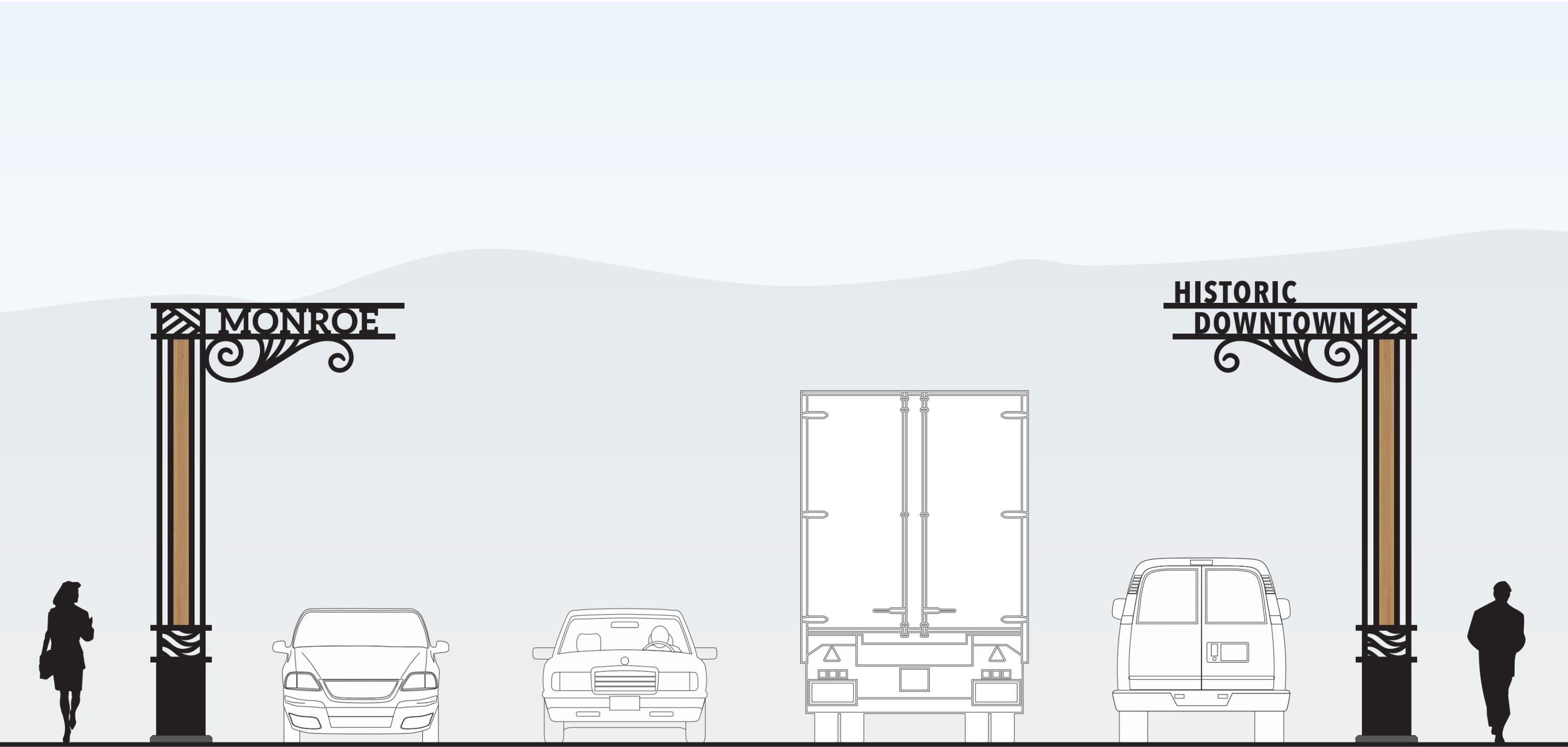
Freestanding Directory



Pole Mounted Pedestrian Directional



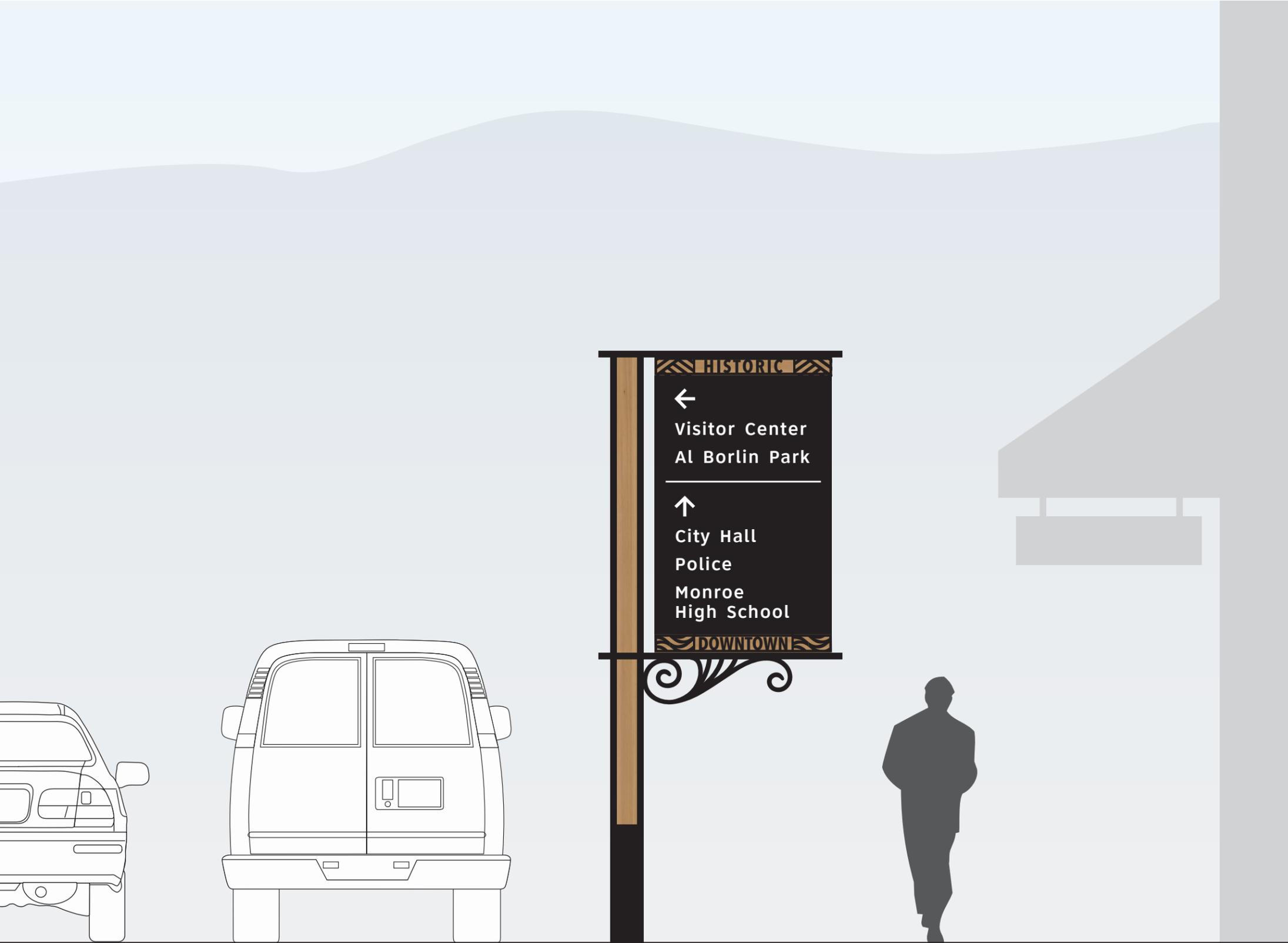
# historic downtown concept 2



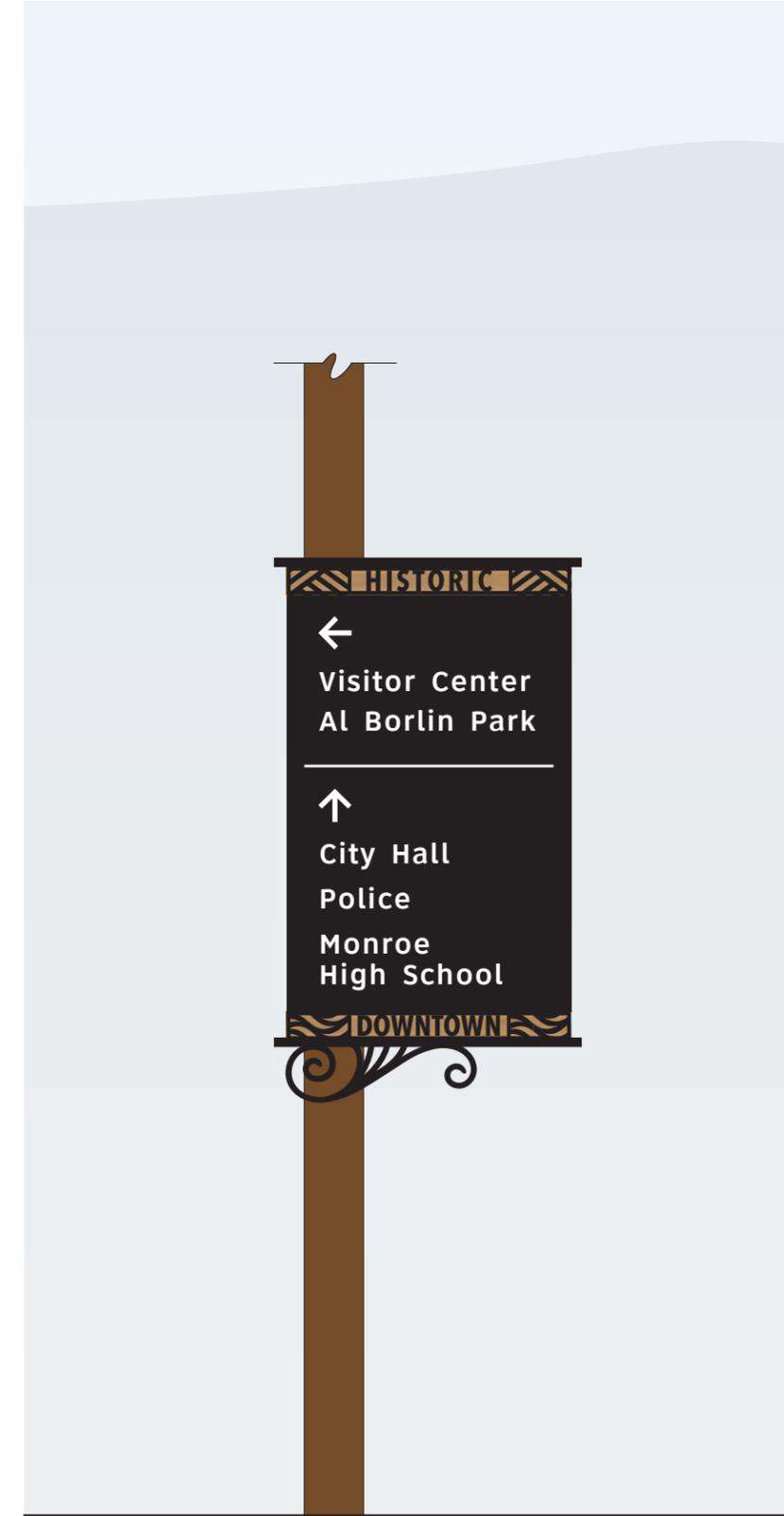
**MONROE**

**HISTORIC  
DOWNTOWN**

Freestanding District Identification



Freestanding  
Vehicular Directional



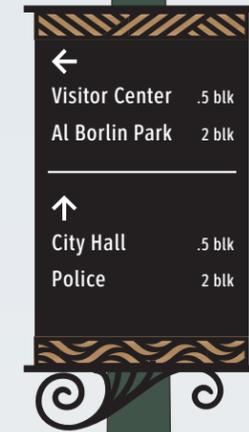
Pole Mounted  
Vehicular Directional



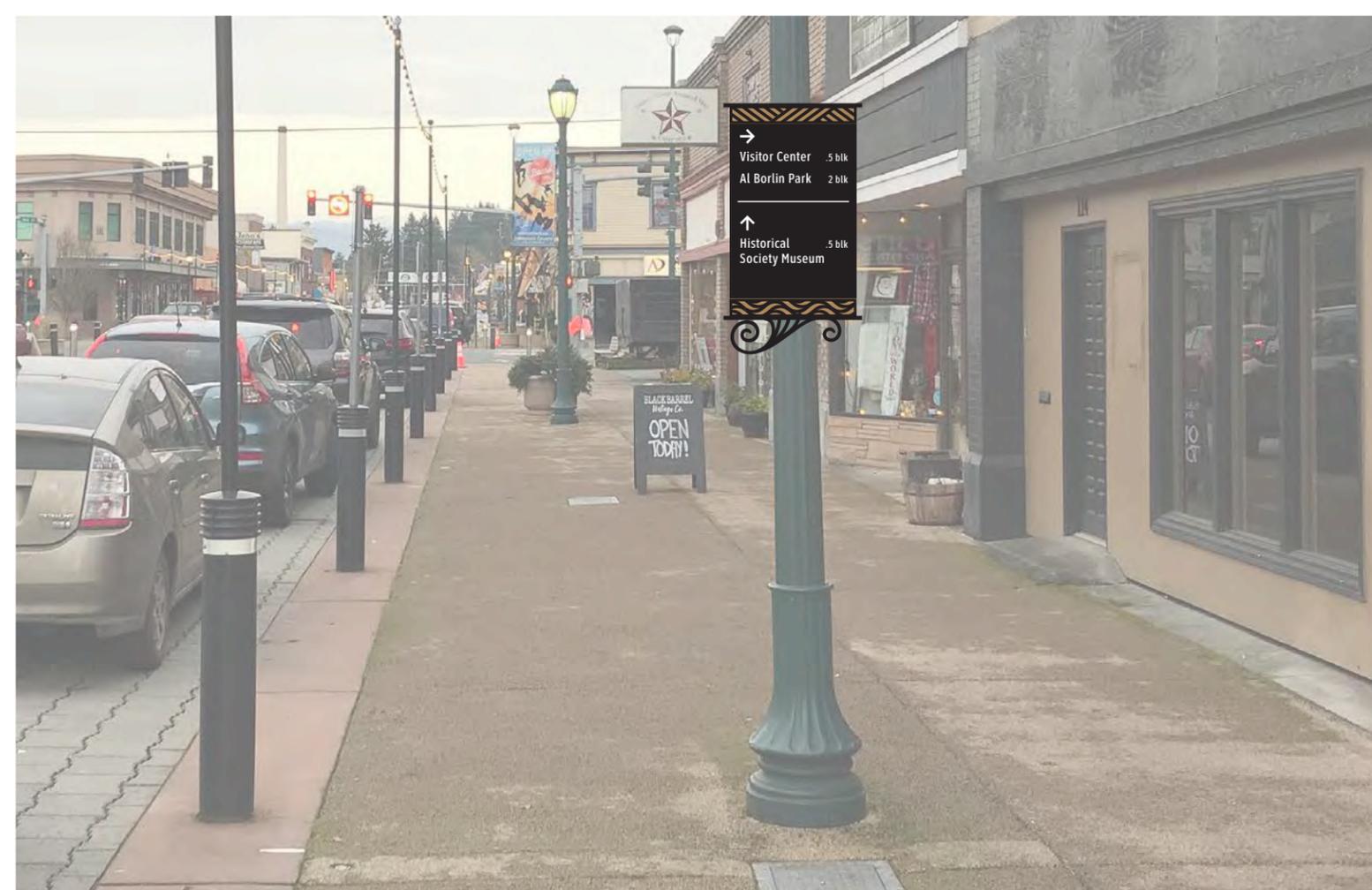
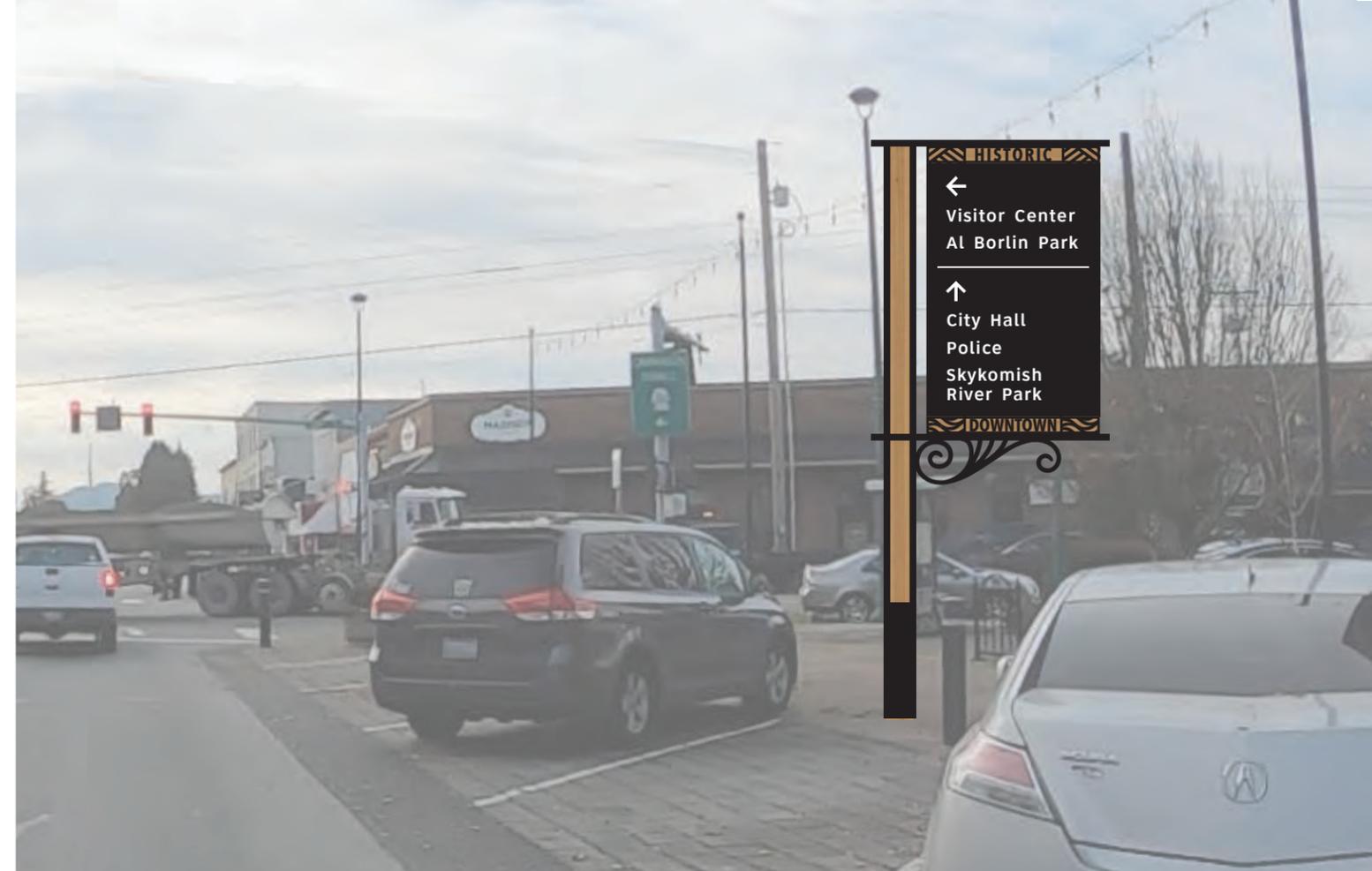
Freestanding Directory  
Side View



Freestanding Directory  
Front View

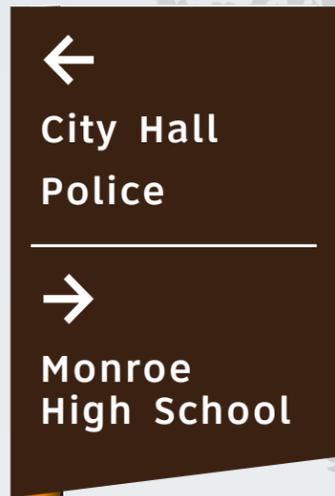


Pole Mounted Pedestrian  
Directional



# historic downtown concept 3

# City Wayfinding - Concept 4



←  
City Hall  
Police

---

→  
Monroe  
High School

This sign is mounted on a tall, orange, tapered post. It features a white arrow pointing left above the text 'City Hall' and 'Police', and a white arrow pointing right above 'Monroe High School'. A horizontal white line separates the two directions.

Perimeter Freestanding  
Vehicular Directional



MONROE WASHINGTON

←  
Visitor Center  
Al Borlin Park

---

↑  
Monroe  
High School  
Correctional  
Complex  
City Hall

The sign is mounted on a tall, black, tapered post. A vertical orange banner on the left side of the post reads 'MONROE WASHINGTON'. The sign face has a white arrow pointing left above 'Visitor Center' and 'Al Borlin Park', and a white arrow pointing up above 'Monroe High School', 'Correctional Complex', and 'City Hall'. A horizontal white line separates the two directions.

Freestanding  
Vehicular Directional



MONROE WASHINGTON

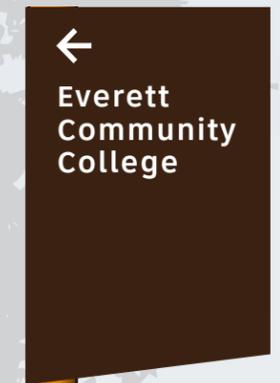
←  
Visitor Center  
Al Borlin Park

---

↑  
Monroe  
High School  
Correctional  
Complex  
City Hall

The sign is mounted on a tall, grey, tapered post. A vertical orange banner on the left side of the post reads 'MONROE WASHINGTON'. The sign face has a white arrow pointing left above 'Visitor Center' and 'Al Borlin Park', and a white arrow pointing up above 'Monroe High School', 'Correctional Complex', and 'City Hall'. A horizontal white line separates the two directions.

Pole Mounted  
Vehicular Directional



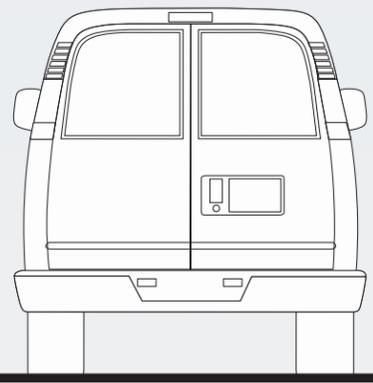
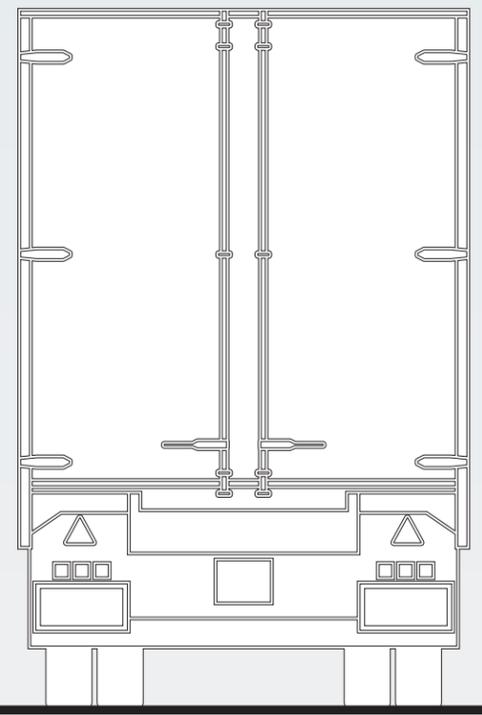
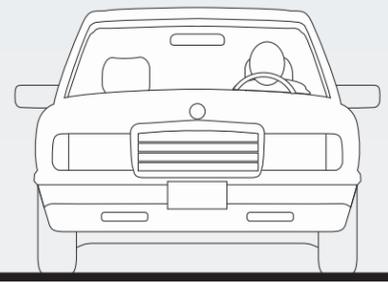
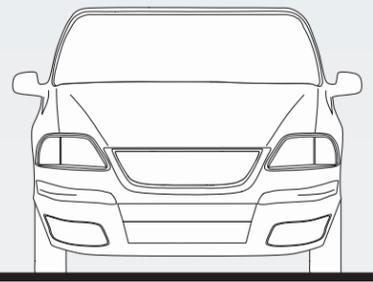
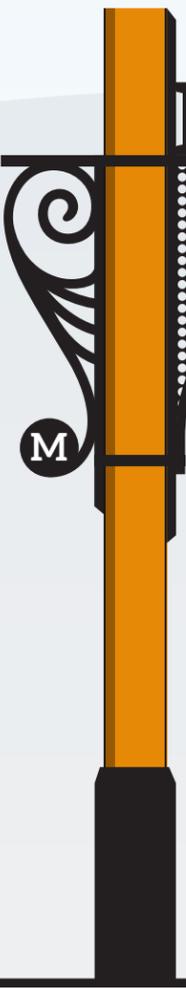
←  
Everett  
Community  
College

This sign is mounted on a tall, orange, tapered post. It features a white arrow pointing left above the text 'Everett Community College'.

Freestanding  
Vehicular Directional

**MONROE**

**HISTORIC  
DOWNTOWN**

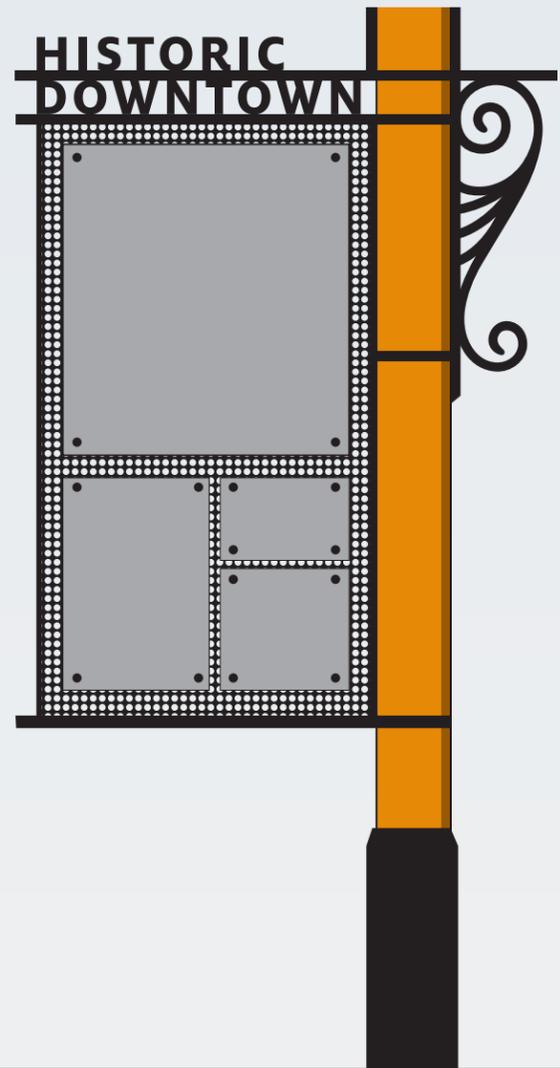




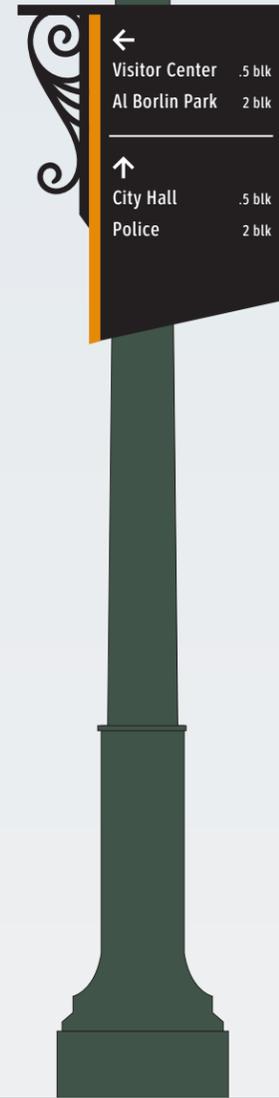
Freestanding  
Vehicular Directional



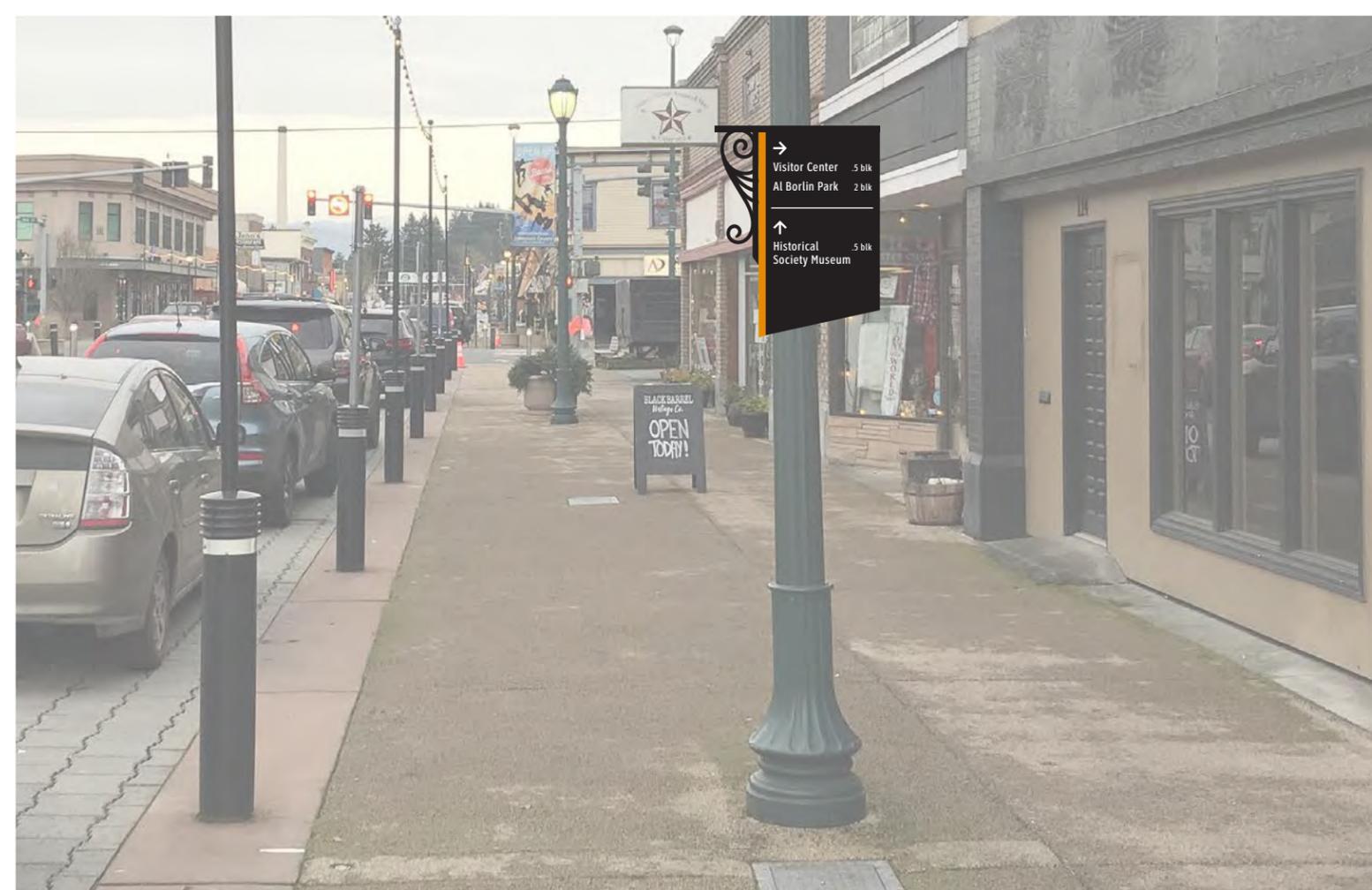
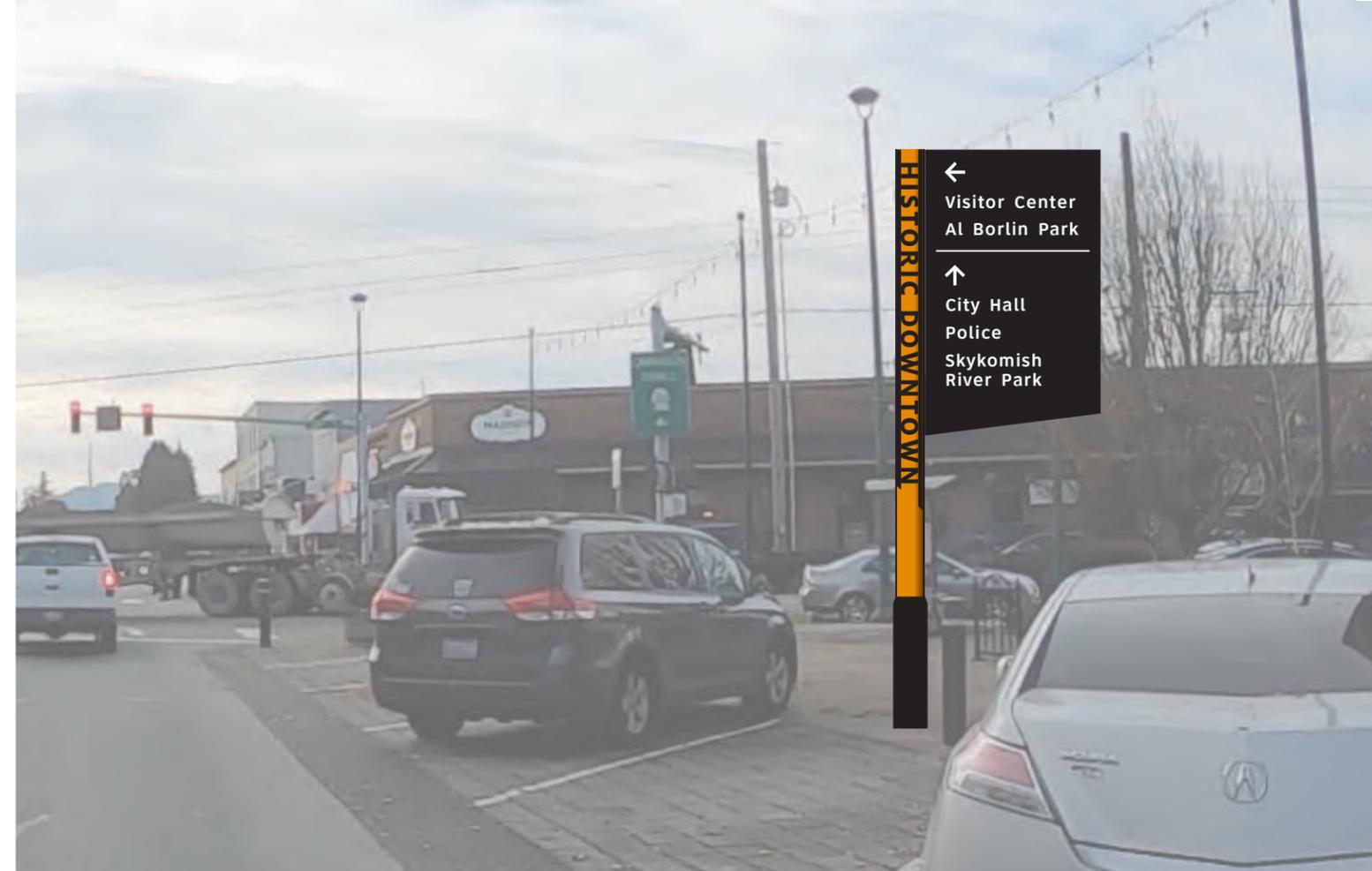
Pole Mounted  
Vehicular Directional



Freestanding Directory

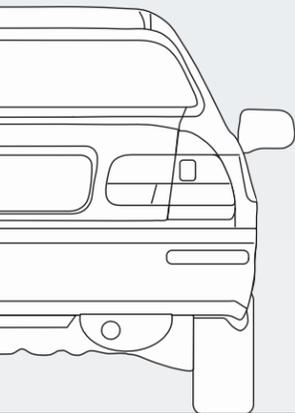


Pole Mounted Pedestrian Directional



# historic downtown concept 4

# City Wayfinding - Concept 6



MONROE

- ← City Hall
- Police
- Monroe High School

Perimeter Freestanding  
Vehicular Directional

- ← Visitor Center
- Al Borlin Park
- ↑ City Hall
- Police
- Monroe High School

Freestanding  
Vehicular Directional

- ← Visitor Center
- Al Borlin Park
- ↑ City Hall
- Police
- Monroe High School

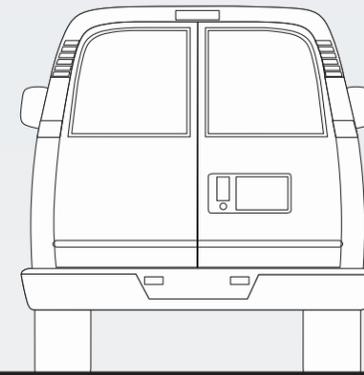
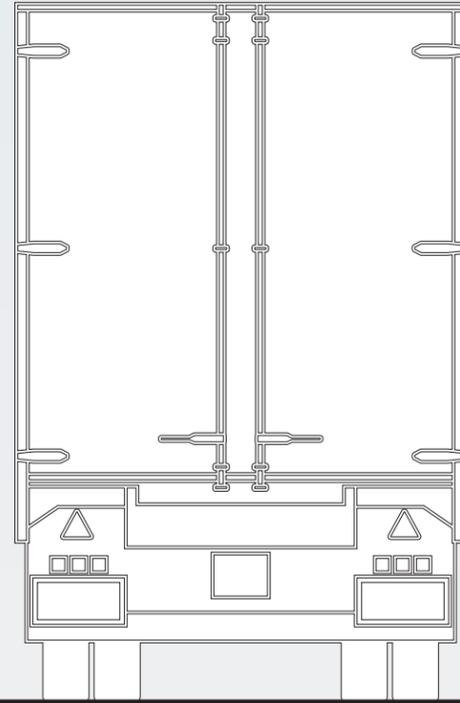
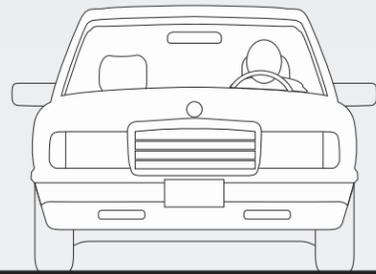
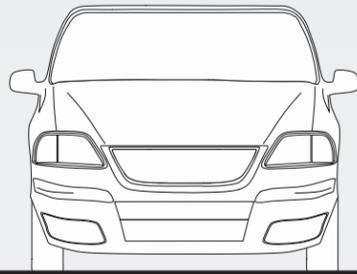
Pole Mounted  
Vehicular Directional

- ← Evertt Community College

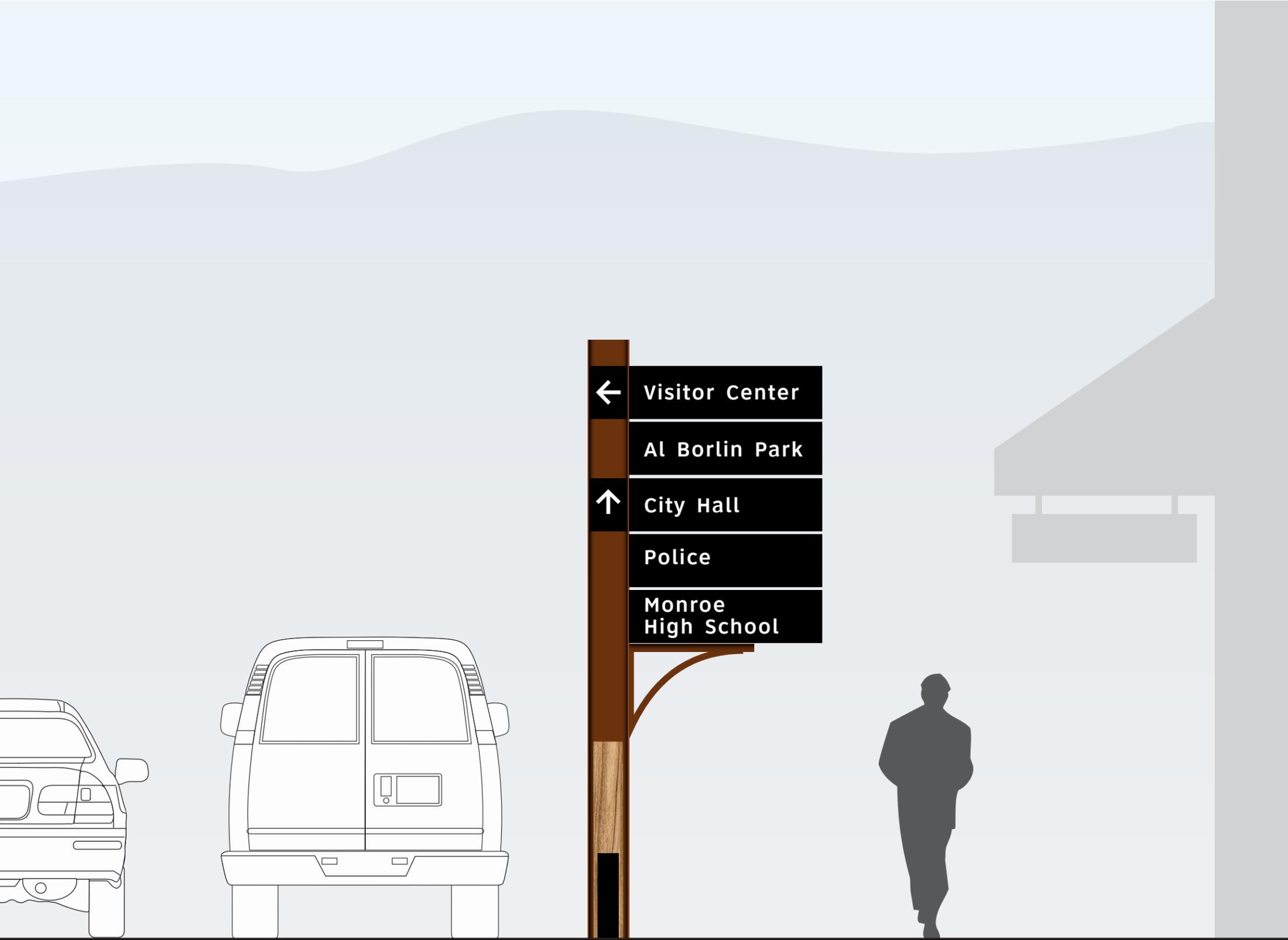
Freestanding  
Vehicular Directional

**MONROE  
WASHINGTON**

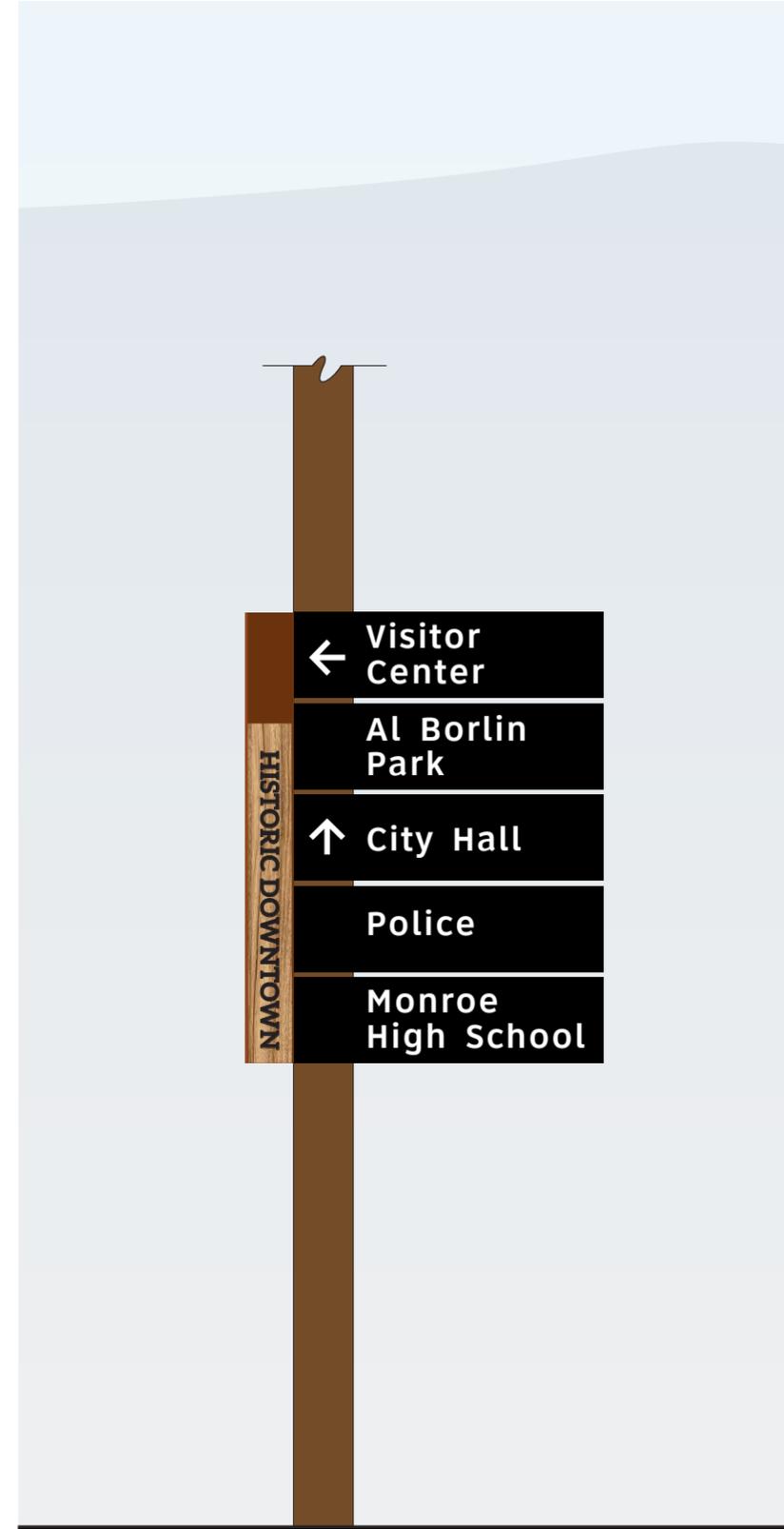
**HISTORIC  
DOWNTOWN**



Freestanding District Identification



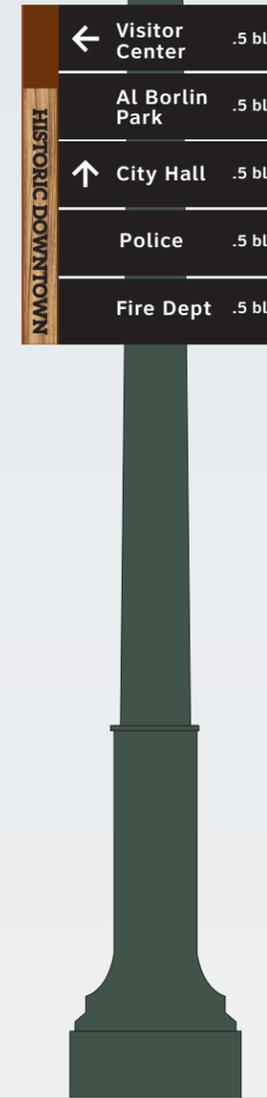
Freestanding  
Vehicular Directional



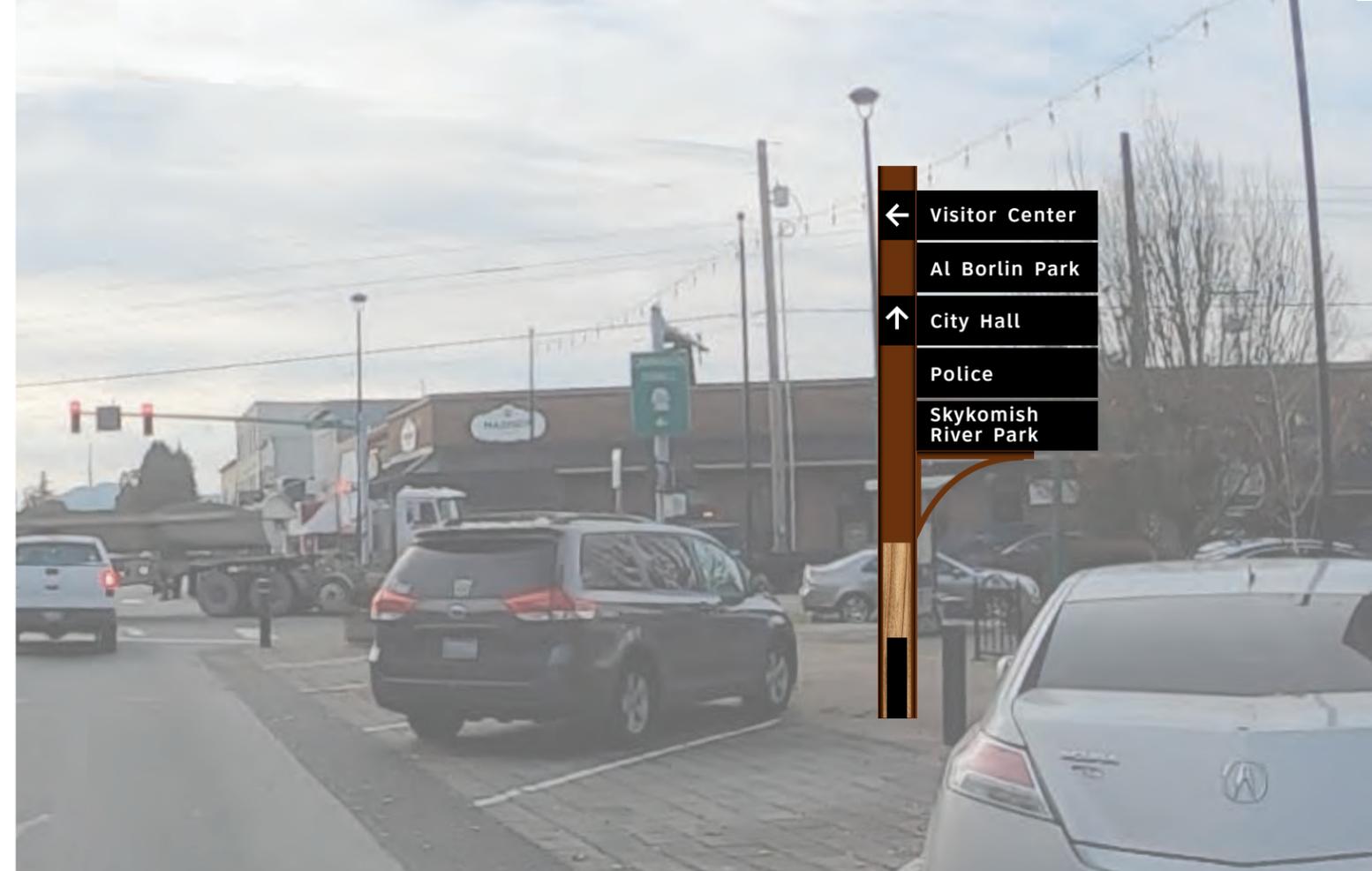
Pole Mounted  
Vehicular Directional



Freestanding Directory



Pole Mounted Pedestrian Directional



thank you for listening!





# MONROE PLANNING COMMISSION

<b>SUBJECT:</b>	<b><i>DISCUSSION - Proposed Code Amendments Regarding Temporary Homeless Encampments</i></b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
07/27/2020	Community Development	Shana Restall	Shana Restall	<b>Old Business # 1</b>

**Discussion:** 08/12/2019, 03/09/2020, 04/13/2020, 06/06/2020, and 07/27/2020

**Public Hearing:**

**Attachments:**

1. DRAFT Temporary Encampments Code
2. Engrossed Substitute House Bill 1754 (Filed 03/31/2020)

**REQUESTED ACTION:**

None, this meeting is informational only. A public hearing on this topic will take place at a later date.

**POLICY CONSIDERATIONS**

*Temporary homeless encampments, which provide temporary shelter to homeless persons, have become more frequent in the Puget Sound area over the past decade. The Washington State legislature adopted Engrossed House Bill 1956 on March 23, 2010 that authorizes religious organizations to host temporary encampments and limits a local government’s ability to regulate these encampments. Specifically, it prohibits local governments from enacting an ordinance or regulation with respect to the provision of homeless housing that imposes conditions other than those necessary to protect public health and safety and do not substantially burden the decisions or actions of a religious organization. Furthermore, Governor Inslee signed into law Engrossed Substitute House Bill 1754 on March 31, 2020, which provides additional clarification regarding the regulation of temporary encampments.*

**DESCRIPTION/BACKGROUND**

Over the last decade, temporary homeless encampments, sometimes called tent cities, have become an often-used mechanism for providing shelter for homeless individuals. These encampments usually rotate between various host properties, which are generally owned by religious organizations. On March 6, 2007, the Monroe City Council adopted Ordinance No. 003/2007, which added a chapter to the zoning code to regulate temporary homeless encampments within the City. However, in 2010, the state adopted legislation that limited a local government’s purview over these encampments. RCW 35A.21.360 authorizes religious organizations to host temporary homeless encampments and states that cities may not:

- a. Impose conditions other than those necessary to protect public health and safety and that do not substantially burden the decisions or actions of a religious organization regarding the location of housing or shelter for homeless persons on property owned by the religious organization;
- b. Require a religious organization to obtain insurance pertaining to the liability of a municipality with respect to homeless persons housed on property owned by a religious organization or otherwise require the religious organization to indemnify the municipality against such liability.

Governor Inslee signed into law Engrossed Substitute House Bill 1754 on March 31, 2020, which provides additional clarification regarding the regulation of temporary encampments. The City's code was not updated at the time Engrossed House Bill 1956 was adopted and has yet to be updated to reflect the provisions of Engrossed Substitute House Bill 1754. The proposed amendments are intended to bring the code into compliance with state law.

**FISCAL IMPACT**

N/A

**TIME CONSTRAINTS**

On June 9, 2020, the City adopted Ordinance No. 005/2020, which repealed and replaced previously adopted interim provisions to regulate temporary encampments. The interim ordinance is in effect for no longer than six months per RCW 35A.63.220, Moratoria, Interim Zoning Controls—Public Hearing—Limitation on Length.

## Chapter 22.90 TEMPORARY ENCAMPMENTS

### Sections:

<b>22.90.010</b>	Purpose.
<b>22.90.020</b>	Applicability; Construction.
<b>22.90.030</b>	Definitions.
<b>22.90.040</b>	General provisions.
<b>22.90.050</b>	Memorandum of understanding.
<b>22.90.060</b>	Outdoor encampments.
<b>22.90.070</b>	Indoor overnight shelters.
<b>22.90.080</b>	Temporary houses on-site.
<b>22.90.090</b>	Vehicle resident safe parking areas.
<b>22.90.100</b>	Application and review process; Appeals.

### **22.90.010. Purpose**

The City of Monroe finds it is necessary to promote solutions to the complex problem of homelessness. One solution is to facilitate, with appropriate regulation and oversight, sponsors of temporary shelters in existing structures and in temporary outdoor encampments organized and managed by religious organizations. These facilities do not represent a permanent solution to homelessness, but rather can provide vitally needed shelter and a first step toward more permanent forms of housing. This chapter reflects guidance provided by ESHB 1754, WAC 51-16-030, and by federal law that religious institutions are free to practice their faith including offering assistance to the homeless. This chapter further attempts to appropriately balance such considerations with the city's need to protect the health, safety and welfare of both temporary encampment residents and of the public.

### **22.90.020. Applicability; Construction.**

A. The regulations, requirements, and standards set forth in this chapter apply to all temporary encampments within the City.

B. This chapter shall be reasonably construed and administered in a manner consistent with applicable state and federal law, including ESHB 1754. Without limitation of the foregoing, the City may exercise any of the authority set forth in ESHB 1754 in administering this chapter.

C. Except as provided in this chapter and/or by law, nothing in this chapter shall excuse any person from compliance with all applicable provisions of the Monroe Municipal Code.

### **22.90.030. Definitions**

The following definitions shall apply for purposes of this chapter:

A. "Managing agency" means an organization such as a religious organization or other organized entity that has the capacity to organize and manage a temporary encampment.

B. "Outdoor encampment" means any temporary tent or structure encampment, or both.

C. "Religious organization" means the federally protected practice of a recognized religious assembly, school, or institution that owns or controls the real property where the temporary encampment is hosted.

D. "Temporary" means not affixed to land permanently and not using underground utilities.

E. "Temporary encampment" means a temporary housing or shelter for homeless persons, such as an outdoor encampment, indoor overnight shelter, temporary small house on-site, or vehicle resident safe parking area.

**22.90.040. General provisions.**

The following standards shall apply to all temporary encampments within the city of Monroe, except as modified by the category-specific standards otherwise set forth in this chapter:

A. Temporary encampments on private property are prohibited within the city except as expressly provided in this chapter.

B. A religious organization may host a temporary encampment for the homeless on property owned or controlled by the religious organization whether within buildings located on the property or elsewhere on the property outside of buildings, subject to the provisions of this chapter.

C. All temporary encampments shall comply with the applicable provisions of RCW 35A.21.360.

D. The host religious organization and/or managing agency shall provide a transportation plan for the temporary encampment, which shall include provisions for access to and from transit services.

E. The host religious organization and/or managing agency shall ensure the temporary encampment's compliance with all applicable state laws and regulations, the Monroe Municipal Code, Fire District 7 directives, and Snohomish health district standards concerning, but not limited to, drinking water connections, solid waste disposal, human waste, electrical systems, and fire resistant materials.

F. The host religious organization and/or the managing agency shall appoint an individual to serve as a permanent point of contact for the temporary encampment.

G. At least one representative of the host religious organization, the managing agency, and/or a designated occupant of the temporary encampment shall be on duty at the temporary encampment all times. Such individuals shall be familiar with emergency protocols, equipped with suitable communication devices, and be trained to contact local first responders when necessary. The names and contact information for such individuals shall be posted daily at the temporary encampment.

H. The host religious organization and/or the managing agency shall ensure the temporary encampment's compliance with all applicable public health regulations, including but not limited to the following:

1. Adequate toilet facilities shall be provided on site and shall be set back at least 40 feet from all property lines. Restroom access shall be provided either within the buildings on the host property or through use of portable facilities.

2. Hand washing stations provided near the toilets and food preparation areas;

3. Food preparation and/or service tents and/or facilities shall be provided;

4. Solid waste receptacles shall be provided on site throughout the temporary encampment. A regular trash patrol in the immediate vicinity of the temporary encampment site shall also be provided.

5. An adequate supply of potable water shall be available on site at all times.

6. All applicable city, county, health department, and state regulations pertaining to drinking water connections and solid waste disposal shall be met.

I. Temporary encampments shall not cause or permit the intrusion of noise from the temporary encampment exceeding the applicable thresholds set forth in WAC 173-60-

040.

J. The host religious organization and/or the managing agency shall keep a log of the names of all overnight residents of the temporary homeless encampment and the date(s) upon which they stayed.

K. The host religious organization and/or the managing agency shall ensure that the Monroe Police Department has completed sex offender checks of all adult residents and guests of the temporary encampment. The host religious organization retains the authority to allow such offenders to remain on the property.

L. Periodic inspections of the temporary encampment by public officials from agencies with applicable regulatory jurisdiction, including without limitation the fire marshal, may be conducted at reasonable times, consistent with applicable constitutional and statutory standards.

M. Any host religious organization must work with the city to utilize Washington's homeless client management information system, as provided for in RCW 43.185C.180.

1. When there is no managing agency, the host religious organization is encouraged to partner with a local homeless services provider using the Washington homeless client managing information system.

2. Any managing agency receiving any funding from local continuum of care programs must utilize the homeless client management information system.

3. Temporary, overnight, extreme weather shelters provided in religious organization buildings are exempt from the requirements of this subsection.

**22.90.050 Memorandum of understanding.**

A. The city shall require the host religious organization and/or a managing agency to execute a memorandum of understanding to protect the health and safety of both the residents of the temporary encampment and that of the public. Any such memorandum of understanding must, at a minimum, include information regarding:

1. The right of a temporary encampment resident to seek public health and safety assistance;

2. The resident's ability to access social services on-site;

3. The resident's ability to directly interact with the host religious organization, including the ability to express any concerns regarding the managing agency to the religious organization;

4. A written code of conduct agreed to by the managing agency, if any, host religious organization, and all volunteers working with residents; and

5. Where a publicly funded managing agency exists, the ability for the host religious organization to interact with residents using a release of information.

B. The zoning administrator, in consultation with the city attorney, is authorized to negotiate and execute on behalf of the city a memorandum of understanding under this section.

**22.90.060. Outdoor encampments.**

A. The hosting term of an outdoor encampment shall not exceed four consecutive months;

B. At least three months shall lapse between subsequent or established outdoor encampments at a particular site.

C. Simultaneous and adjacent hostings of outdoor encampments by a religious organization shall not be located within 1,000 feet of another outdoor encampment concurrently hosted by the same or different religious organization.

D. An outdoor encampment shall be located a minimum of 20 feet from the property line of abutting properties.

F. Any exterior lighting must be directed downward and contained within the outdoor encampment.

G. The maximum residential density of an outdoor encampment is one occupant per 400 square feet of parcel area; provided, that the maximum number of occupants within an outdoor encampment shall not exceed 100 regardless of the size of the parcel.

H. An outdoor encampment shall comply with the following fire safety requirements:

1. All tents exceeding 300 square feet, and all canopies exceeding 400 square feet, shall be comprised of flame retardant materials.

2. Open flames are prohibited in an outdoor encampment.

3. If temporary structures other than tents are used for habitation within an outdoor encampment, each such structure shall have a door, at least one egress window, and shall be equipped with a functional smoke detector.

4. An adequate power supply to the outdoor encampment is required; provided, that properly permitted and installed construction site type electrical boxes may be approved by the zoning administrator.

5. Only wired electrical heating is allowed within tents and other temporary structures used for habitation at an outdoor encampment.

I. The outdoor encampment shall ensure a minimum separation of six feet between structures, including tents.

#### **22.90.070 Indoor overnight shelters.**

The city shall not limit a religious organization's availability to host an indoor overnight shelter in spaces with at least two accessible exits due to lack of sprinklers or other fire-related concerns, except that:

1. If the fire code official finds that fire-related concerns associated with an indoor overnight shelter pose an imminent danger to persons within the shelter, the city may take action to limit the religious organization's availability to host the indoor overnight shelter; and

2. The city may require a host religious organization to enter into a memorandum of understanding for fire safety that includes:

a. Inspections by the fire code official;

b. An outline for appropriate emergency procedures;

c. A determination of the most viable means to evacuate occupants from inside the host site with appropriate illuminated exit signage;

d. Panic bar exit doors; and

e. A completed firewatch agreement indicating:

i. Posted safe means of egress;

ii. Operable smoke detectors, carbon monoxide detectors as necessary, and fire extinguishers;

iii. A plan for monitors who spend the night awake and are familiar with emergency protocols, who have suitable communication devices, and who know how to contact the fire department.

#### **22.90.080 Temporary small houses on-site.**

The city shall not limit a religious organization's ability to host temporary small houses on land owned or controlled by the religious organization, except for recommendations that are in accord with the following criteria:

1. A renewable one-year duration agreed to by the host religious organization and the city via a memorandum of understanding;

2. Maintaining a maximum unit square footage of one 120 square feet, with units set at least six feet apart;

3. Electricity and heat, if provided, must be inspected by the city;

4. Space heaters, if provided, must be approved by the local fire authority;
5. Doors and windows must be included and be lockable, with a recommendation that the managing agency and host religious organization also possess keys;
6. Each unit must have a fire extinguisher;
7. Adequate restrooms must be provided, including restrooms solely for families if present, along with handwashing and potable running water to be available if not provided within the individual units, including accommodating black water;
8. A recommendation for the host religious organization to partner with regional homeless service providers to develop pathways to permanent housing.

**22.90.090 Vehicle resident safe parking areas.**

A. The city shall not limit a religious organization's availability to host safe parking efforts at its on-site parking lot, including limitations on any other congregationally-sponsored uses and the parking available to support such uses during the hosting, provided that the following criteria are met:

1. No less than one space may be devoted to safe parking per ten on-site parking spaces;
2. Restroom access must be provided either within the buildings on the property or through use of portable facilities, with the provision for proper disposal of waste is recreational vehicles are hosted; and
3. The religious organization providing spaces for safe parking shall abide by all existing on-site parking minimum requirements so that the provision of safe parking spaces does not reduce the total number of available parking spaces below the minimum number of spaces otherwise required by the MMC. Provided, the City may in its discretion enter into a memorandum of understanding with the religious organization that reduces the minimum number of on-site parking spaces required.

B. The host religious organization or the managing agency must inform vehicle residents how to comply with laws regarding the legal status of vehicles and drivers, and provide a written code of conduct consistent with applicable city standards.

**22.90.100. Application and review process; appeals.**

A. Application. The completed application for a temporary encampment, which shall be signed by the host religious organization and/or managing agency, and shall contain, at a minimum, contact information for the applicant, and detailed information regarding the following:

1. How the proposed temporary encampment will meet the requirements set forth in this chapter;
  2. Potential adverse effects that the proposed temporary encampment will likely have on neighboring properties and the community;
  3. Measures to mitigate such adverse effects;
  4. A proposed written code of conduct for the temporary encampment;
  5. Measures to meet the applicable requirements of the International Fire Code;
- and
6. Certification that the applicant has taken and/or will take all reasonable and legal steps to obtain verifiable identification from current and prospective encampment residents and shall ensure that the Monroe Police Department has and/or will have completed sex offender checks of all adult residents and guests of the temporary encampment. The form of the notice and the application shall be provided by the zoning administrator upon request by the applicant.

B. Community Meeting. Unless the use is in response to a declared emergency, the host shall hold a meeting open to the public prior to the opening of a temporary

encampment. The purpose of the community meeting is to provide the surrounding community with information regarding the proposed duration and operation of the encampment, conditions that will likely be placed on the operation of the encampment, requirements of the written code of conduct, and to answer questions regarding the encampment. The religious organization must provide written notice of the community meeting to the city council at least one week, if possible, but no later than ninety-six hours prior to the meeting.

1. The notice must specify the time, place, and purpose of the meeting.
2. Public notice of the meeting shall be provided by the city by taking at least two of the following actions at any time prior to the time of the meeting:
  - a. Delivering to each local newspaper of general circulation and local radio or television station that has on file with the city a written request to be notified of special meetings;
  - b. Posting on the city's web site;
  - c. Prominently displaying, on signage at least two feet in height and two feet in width, one or more meeting notices that can be placed on or adjacent to the main arterials in proximity to the location of the meeting; or
  - d. Prominently displaying the notice at the meeting site.
- C. Application Review. The zoning administrator shall issue a decision approving, approving with conditions, or denying the application for a temporary homeless encampment within fourteen days of the date that the application was submitted.
- D. Decision. A notice of decision for the temporary encampment, or summary thereof, shall contain the decision of the zoning administrator approving, approving with conditions, or denying the application, and the appeal procedure, and shall be distributed as required within four business days after the decision.
- E. Conditions of Approval. Reasonable conditions of approval may be established as deemed necessary by the zoning administrator in order to protect the health, safety and welfare of the public and the occupants of the temporary homeless encampment, consistent with this chapter and applicable federal and state law. Without limitation of the foregoing, any such conditions of approval shall comply with RCW 35A.21.360 and applicable state and federal law concerning religious exercise.
- F. Appeal. The zoning administrator's decision to approve, approve with conditions, or deny the application is appealable directly to Snohomish County Superior Court in accordance with the procedures and timeframes of the Land Use Petition Act, Chapter 36.70C RCW.

CERTIFICATION OF ENROLLMENT  
**ENGROSSED SUBSTITUTE HOUSE BILL 1754**

Chapter 223, Laws of 2020

66th Legislature  
2020 Regular Session

RELIGIOUS ORGANIZATIONS--HOSTING OF THE HOMELESS

EFFECTIVE DATE: June 11, 2020

Passed by the House March 7, 2020  
Yeas 97 Nays 0

LAURIE JINKINS

**Speaker of the House of  
Representatives**

Passed by the Senate March 3, 2020  
Yeas 42 Nays 7

CYRUS HABIB

**President of the Senate**

Approved March 31, 2020 10:45 AM

JAY INSLEE

**Governor of the State of Washington**

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **ENGROSSED SUBSTITUTE HOUSE BILL 1754** as passed by the House of Representatives and the Senate on the dates hereon set forth.

BERNARD DEAN

**Chief Clerk**

FILED

March 31, 2020

**Secretary of State  
State of Washington**

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**ENGROSSED SUBSTITUTE HOUSE BILL 1754**

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AS AMENDED BY THE SENATE

Passed Legislature - 2020 Regular Session

**State of Washington                      66th Legislature                      2019 Regular Session**

**By** House Housing, Community Development & Veterans (originally sponsored by Representatives Santos, Jinkins, and Pollet)

READ FIRST TIME 02/21/19.

1            AN ACT Relating to the hosting of the homeless by religious  
2 organizations; amending RCW 36.01.290, 35.21.915, and 35A.21.360; and  
3 creating a new section.

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

5            NEW SECTION.    **Sec. 1.**    (1) The legislature makes the following  
6 findings:

7            (a) Residents in temporary settings hosted by religious  
8 organizations are a particularly vulnerable population that do not  
9 have access to the same services as citizens with more stable  
10 housing.

11           (b) Residents in these settings, including outdoor uses such as  
12 outdoor encampments, indoor overnight shelters, temporary small  
13 houses on-site, and homeless-occupied vehicle resident safe parking,  
14 can be at increased risk of exploitation, theft, unsanitary living  
15 conditions, and physical harm.

16           (c) Furthermore, the legislature finds and declares that hosted  
17 outdoor encampments, indoor overnight shelters, temporary small  
18 houses on-site, and homeless-occupied vehicle resident safe parking  
19 serve as pathways for individuals experiencing homelessness to  
20 receive services and achieve financial stability, health, and  
21 permanent housing.

1 (2) The legislature intends that local municipalities have the  
2 discretion to protect the health and safety of both residents in  
3 temporary settings that are hosted by religious organizations and the  
4 surrounding community. The legislature encourages local jurisdictions  
5 and religious organizations to work together collaboratively to  
6 protect the health and safety of residents and the surrounding  
7 community while allowing religious organizations to fulfill their  
8 mission to serve the homeless. The legislature further intends to  
9 monitor the implementation of this act and continue to refine it to  
10 achieve these goals.

11 **Sec. 2.** RCW 36.01.290 and 2010 c 175 s 2 are each amended to  
12 read as follows:

13 (1) A religious organization may host (~~temporary encampments~~  
14 ~~for~~) the homeless on property owned or controlled by the religious  
15 organization whether within buildings located on the property or  
16 elsewhere on the property outside of buildings.

17 (2) Except as provided in subsection (7) of this section, a  
18 county may not enact an ordinance or regulation or take any other  
19 action that:

20 (a) Imposes conditions other than those necessary to protect  
21 public health and safety and that do not substantially burden the  
22 decisions or actions of a religious organization regarding the  
23 location of housing or shelter, such as an outdoor encampment, indoor  
24 overnight shelter, temporary small house on-site, or vehicle resident  
25 safe parking, for homeless persons on property owned or controlled by  
26 the religious organization;

27 (b) Requires a religious organization to obtain insurance  
28 pertaining to the liability of a municipality with respect to  
29 homeless persons housed on property owned by a religious organization  
30 or otherwise requires the religious organization to indemnify the  
31 municipality against such liability; (~~or~~)

32 (c) Imposes permit fees in excess of the actual costs associated  
33 with the review and approval of (~~the required~~) permit applications.  
34 A county has discretion to reduce or waive permit fees for a  
35 religious organization that is hosting the homeless;

36 (d) Specifically limits a religious organization's availability  
37 to host an outdoor encampment on its property or property controlled  
38 by the religious organization to fewer than six months during any  
39 calendar year. However, a county may enact an ordinance or regulation

1 that requires a separation of time of no more than three months  
2 between subsequent or established outdoor encampments at a particular  
3 site;

4 (e) Specifically limits a religious organization's outdoor  
5 encampment hosting term to fewer than four consecutive months;

6 (f) Limits the number of simultaneous religious organization  
7 outdoor encampment hostings within the same municipality during any  
8 given period of time. Simultaneous and adjacent hostings of outdoor  
9 encampments by religious organizations may be limited if located  
10 within one thousand feet of another outdoor encampment concurrently  
11 hosted by a religious organization;

12 (g) Limits a religious organization's availability to host safe  
13 parking efforts at its on-site parking lot, including limitations on  
14 any other congregationally sponsored uses and the parking available  
15 to support such uses during the hosting, except for limitations that  
16 are in accord with the following criteria that would govern if  
17 enacted by local ordinance or memorandum of understanding between the  
18 host religious organization and the jurisdiction:

19 (i) No less than one space may be devoted to safe parking per ten  
20 on-site parking spaces;

21 (ii) Restroom access must be provided either within the buildings  
22 on the property or through use of portable facilities, with the  
23 provision for proper disposal of waste if recreational vehicles are  
24 hosted; and

25 (iii) Religious organizations providing spaces for safe parking  
26 must continue to abide by any existing on-site parking minimum  
27 requirement so that the provision of safe parking spaces does not  
28 reduce the total number of available parking spaces below the minimum  
29 number of spaces required by the county, but a county may enter into  
30 a memorandum of understanding with a religious organization that  
31 reduces the minimum number of on-site parking spaces required;

32 (h) Limits a religious organization's availability to host an  
33 indoor overnight shelter in spaces with at least two accessible exits  
34 due to lack of sprinklers or other fire-related concerns, except  
35 that:

36 (i) If a county fire official finds that fire-related concerns  
37 associated with an indoor overnight shelter pose an imminent danger  
38 to persons within the shelter, the county may take action to limit  
39 the religious organization's availability to host the indoor  
40 overnight shelter; and

1 (ii) A county may require a host religious organization to enter  
2 into a memorandum of understanding for fire safety that includes  
3 local fire district inspections, an outline for appropriate emergency  
4 procedures, a determination of the most viable means to evacuate  
5 occupants from inside the host site with appropriate illuminated exit  
6 signage, panic bar exit doors, and a completed fire watch agreement  
7 indicating:

8 (A) Posted safe means of egress;

9 (B) Operable smoke detectors, carbon monoxide detectors as  
10 necessary, and fire extinguishers;

11 (C) A plan for monitors who spend the night awake and are  
12 familiar with emergency protocols, who have suitable communication  
13 devices, and who know how to contact the local fire department; or

14 (i) Limits a religious organization's ability to host temporary  
15 small houses on land owned or controlled by the religious  
16 organization, except for recommendations that are in accord with the  
17 following criteria:

18 (i) A renewable one-year duration agreed to by the host religious  
19 organization and local jurisdiction via a memorandum of  
20 understanding;

21 (ii) Maintaining a maximum unit square footage of one hundred  
22 twenty square feet, with units set at least six feet apart;

23 (iii) Electricity and heat, if provided, must be inspected by the  
24 local jurisdiction;

25 (iv) Space heaters, if provided, must be approved by the local  
26 fire authority;

27 (v) Doors and windows must be included and be lockable, with a  
28 recommendation that the managing agency and host religious  
29 organization also possess keys;

30 (vi) Each unit must have a fire extinguisher;

31 (vii) Adequate restrooms must be provided, including restrooms  
32 solely for families if present, along with handwashing and potable  
33 running water to be available if not provided within the individual  
34 units, including accommodating black water;

35 (viii) A recommendation for the host religious organization to  
36 partner with regional homeless service providers to develop pathways  
37 to permanent housing.

38 (3) (a) A county may enact an ordinance or regulation or take any  
39 other action that requires a host religious organization and a  
40 distinct managing agency using the religious organization's property,

1 owned or controlled by the religious organization, for hostings to  
2 include outdoor encampments, temporary small houses on-site, indoor  
3 overnight shelters, or vehicle resident safe parking to enter into a  
4 memorandum of understanding to protect the public health and safety  
5 of both the residents of the particular hosting and the residents of  
6 the county.

7 (b) At a minimum, the agreement must include information  
8 regarding: The right of a resident in an outdoor encampment, vehicle  
9 resident safe parking, temporary small house on-site, or indoor  
10 overnight shelter to seek public health and safety assistance, the  
11 resident's ability to access social services on-site, and the  
12 resident's ability to directly interact with the host religious  
13 organization, including the ability to express any concerns regarding  
14 the managing agency to the religious organization; a written code of  
15 conduct agreed to by the managing agency, if any, host religious  
16 organization, and all volunteers working with residents of the  
17 outdoor encampment, temporary small house on-site, indoor overnight  
18 shelter, or vehicle resident safe parking; and when a publicly funded  
19 managing agency exists, the ability for the host religious  
20 organization to interact with residents of the outdoor encampment,  
21 indoor overnight shelter, temporary small house on-site, or vehicle  
22 resident safe parking using a release of information.

23 (4) If required to do so by the county, any host religious  
24 organization performing any hosting of an outdoor encampment, vehicle  
25 resident safe parking, or indoor overnight shelter, or the host  
26 religious organization's managing agency, must ensure that the county  
27 or local law enforcement agency has completed sex offender checks of  
28 all adult residents and guests. The host religious organization  
29 retains the authority to allow such offenders to remain on the  
30 property. A host religious organization or host religious  
31 organization's managing agency performing any hosting of vehicle  
32 resident safe parking must inform vehicle residents how to comply  
33 with laws regarding the legal status of vehicles and drivers, and  
34 provide a written code of conduct consistent with area standards.

35 (5) Any host religious organization performing any hosting of an  
36 outdoor encampment, vehicle resident safe parking, temporary small  
37 house on-site, or indoor overnight shelter, with a publicly funded  
38 managing agency, must work with the county to utilize Washington's  
39 homeless client management information system, as provided for in RCW  
40 43.185C.180. When the religious organization does not partner with a

1 managing agency, the religious organization is encouraged to partner  
2 with a local homeless services provider using the Washington homeless  
3 client managing information system. Any managing agency receiving any  
4 funding from local continuum of care programs must utilize the  
5 homeless client management information system. Temporary, overnight,  
6 extreme weather shelter provided in religious organization buildings  
7 does not need to meet this requirement.

8 (6) For the purposes of this section((7)):

9 (a) "Managing agency" means an organization such as a religious  
10 organization or other organized entity that has the capacity to  
11 organize and manage a homeless outdoor encampment, temporary small  
12 houses on-site, indoor overnight shelter, and a vehicle resident safe  
13 parking program.

14 (b) "Outdoor encampment" means any temporary tent or structure  
15 encampment, or both.

16 (c) "Religious organization" means the federally protected  
17 practice of a recognized religious assembly, school, or institution  
18 that owns or controls real property.

19 (d) "Temporary" means not affixed to land permanently and not  
20 using underground utilities.

21 ((4)) (7)(a) Subsection (2) of this section does not affect a  
22 county policy, ordinance, memorandum of understanding, or applicable  
23 consent decree that regulates religious organizations' hosting of the  
24 homeless if such policies, ordinances, memoranda of understanding, or  
25 consent decrees:

26 (i) Exist prior to the effective date of this section;

27 (ii) Do not categorically prohibit the hosting of the homeless by  
28 religious organizations; and

29 (iii) Have not been previously ruled by a court to violate the  
30 religious land use and institutionalized persons act, 42 U.S.C. Sec.  
31 2000cc.

32 (b) If such policies, ordinances, memoranda of understanding, and  
33 consent decrees are amended after the effective date of this section,  
34 those amendments are not affected by subsection (2) of this section  
35 if those amendments satisfy (a)(ii) and (iii) of this subsection.

36 (8) An appointed or elected public official, public employee, or  
37 public agency as defined in RCW 4.24.470 is immune from civil  
38 liability for (a) damages arising from the permitting decisions for a  
39 temporary encampment for the homeless as provided in this section and  
40 (b) any conduct or unlawful activity that may occur as a result of

1 the temporary encampment for the homeless as provided in this  
2 section.

3 (9) A religious organization hosting outdoor encampments, vehicle  
4 resident safe parking, or indoor overnight shelters for the homeless  
5 that receives funds from any government agency may not refuse to host  
6 any resident or prospective resident because of age, sex, marital  
7 status, sexual orientation, race, creed, color, national origin,  
8 honorably discharged veteran or military status, or the presence of  
9 any sensory, mental, or physical disability or the use of a trained  
10 dog guide or service animal by a person with a disability, as these  
11 terms are defined in RCW 49.60.040.

12 (10)(a) Prior to the opening of an outdoor encampment, indoor  
13 overnight shelter, temporary small house on-site, or vehicle resident  
14 safe parking, a religious organization hosting the homeless on  
15 property owned or controlled by the religious organization must host  
16 a meeting open to the public for the purpose of providing a forum for  
17 discussion of related neighborhood concerns, unless the use is in  
18 response to a declared emergency. The religious organization must  
19 provide written notice of the meeting to the county legislative  
20 authority at least one week if possible but no later than ninety-six  
21 hours prior to the meeting. The notice must specify the time, place,  
22 and purpose of the meeting.

23 (b) A county must provide community notice of the meeting  
24 described in (a) of this subsection by taking at least two of the  
25 following actions at any time prior to the time of the meeting:

26 (i) Delivering to each local newspaper of general circulation and  
27 local radio or television station that has on file with the governing  
28 body a written request to be notified of special meetings;

29 (ii) Posting on the county's web site. A county is not required  
30 to post a special meeting notice on its web site if it: (A) Does not  
31 have a web site; (B) employs fewer than ten full-time equivalent  
32 employees; or (C) does not employ personnel whose duty, as defined by  
33 a job description or existing contract, is to maintain or update the  
34 web site;

35 (iii) Prominently displaying, on signage at least two feet in  
36 height and two feet in width, one or more meeting notices that can be  
37 placed on or adjacent to the main arterials in proximity to the  
38 location of the meeting; or

39 (iv) Prominently displaying the notice at the meeting site.

1       **Sec. 3.** RCW 35.21.915 and 2010 c 175 s 3 are each amended to  
2 read as follows:

3       (1) A religious organization may host (~~temporary encampments~~  
4 ~~for~~) the homeless on property owned or controlled by the religious  
5 organization whether within buildings located on the property or  
6 elsewhere on the property outside of buildings.

7       (2) Except as provided in subsection (7) of this section, a city  
8 or town may not enact an ordinance or regulation or take any other  
9 action that:

10       (a) Imposes conditions other than those necessary to protect  
11 public health and safety and that do not substantially burden the  
12 decisions or actions of a religious organization regarding the  
13 location of housing or shelter, such as an outdoor encampment, indoor  
14 overnight shelter, temporary small house on-site, or vehicle resident  
15 safe parking, for homeless persons on property owned or controlled by  
16 the religious organization;

17       (b) Requires a religious organization to obtain insurance  
18 pertaining to the liability of a municipality with respect to  
19 homeless persons housed on property owned by a religious organization  
20 or otherwise requires the religious organization to indemnify the  
21 municipality against such liability; (~~or~~)

22       (c) Imposes permit fees in excess of the actual costs associated  
23 with the review and approval of (~~the required~~) permit applications.  
24 A city or town has discretion to reduce or waive permit fees for a  
25 religious organization that is hosting the homeless;

26       (d) Specifically limits a religious organization's availability  
27 to host an outdoor encampment on its property or property controlled  
28 by the religious organization to fewer than six months during any  
29 calendar year. However, a city or town may enact an ordinance or  
30 regulation that requires a separation of time of no more than three  
31 months between subsequent or established outdoor encampments at a  
32 particular site;

33       (e) Specifically limits a religious organization's outdoor  
34 encampment hosting term to fewer than four consecutive months;

35       (f) Limits the number of simultaneous religious organization  
36 outdoor encampment hostings within the same municipality during any  
37 given period of time. Simultaneous and adjacent hostings of outdoor  
38 encampments by religious organizations may be limited if located  
39 within one thousand feet of another outdoor encampment concurrently  
40 hosted by a religious organization;

1 (g) Limits a religious organization's availability to host safe  
2 parking efforts at its on-site parking lot, including limitations on  
3 any other congregationally sponsored uses and the parking available  
4 to support such uses during the hosting, except for limitations that  
5 are in accord with the following criteria that would govern if  
6 enacted by local ordinance or memorandum of understanding between the  
7 host religious organization and the jurisdiction:

8 (i) No less than one space may be devoted to safe parking per ten  
9 on-site parking spaces;

10 (ii) Restroom access must be provided either within the buildings  
11 on the property or through use of portable facilities, with the  
12 provision for proper disposal of waste if recreational vehicles are  
13 hosted; and

14 (iii) Religious organizations providing spaces for safe parking  
15 must continue to abide by any existing on-site parking minimum  
16 requirement so that the provision of safe parking spaces does not  
17 reduce the total number of available parking spaces below the minimum  
18 number of spaces required by the city or town, but a city or town may  
19 enter into a memorandum of understanding with a religious  
20 organization that reduces the minimum number of on-site parking  
21 spaces required;

22 (h) Limits a religious organization's availability to host an  
23 indoor overnight shelter in spaces with at least two accessible exits  
24 due to lack of sprinklers or other fire-related concerns, except  
25 that:

26 (i) If a city or town fire official finds that fire-related  
27 concerns associated with an indoor overnight shelter pose an imminent  
28 danger to persons within the shelter, the city or town may take  
29 action to limit the religious organization's availability to host the  
30 indoor overnight shelter; and

31 (ii) A city or town may require a host religious organization to  
32 enter into a memorandum of understanding for fire safety that  
33 includes local fire district inspections, an outline for appropriate  
34 emergency procedures, a determination of the most viable means to  
35 evacuate occupants from inside the host site with appropriate  
36 illuminated exit signage, panic bar exit doors, and a completed fire  
37 watch agreement indicating:

38 (A) Posted safe means of egress;

39 (B) Operable smoke detectors, carbon monoxide detectors as  
40 necessary, and fire extinguishers;

1 (C) A plan for monitors who spend the night awake and are  
2 familiar with emergency protocols, who have suitable communication  
3 devices, and who know how to contact the local fire department; or

4 (i) Limits a religious organization's ability to host temporary  
5 small houses on land owned or controlled by the religious  
6 organization, except for recommendations that are in accord with the  
7 following criteria:

8 (i) A renewable one-year duration agreed to by the host religious  
9 organization and local jurisdiction via a memorandum of  
10 understanding;

11 (ii) Maintaining a maximum unit square footage of one hundred  
12 twenty square feet, with units set at least six feet apart;

13 (iii) Electricity and heat, if provided, must be inspected by the  
14 local jurisdiction;

15 (iv) Space heaters, if provided, must be approved by the local  
16 fire authority;

17 (v) Doors and windows must be included and be lockable, with a  
18 recommendation that the managing agency and host religious  
19 organization also possess keys;

20 (vi) Each unit must have a fire extinguisher;

21 (vii) Adequate restrooms must be provided, including restrooms  
22 solely for families if present, along with handwashing and potable  
23 running water to be available if not provided within the individual  
24 units, including accommodating black water;

25 (viii) A recommendation for the host religious organization to  
26 partner with regional homeless service providers to develop pathways  
27 to permanent housing.

28 (3)(a) A city or town may enact an ordinance or regulation or  
29 take any other action that requires a host religious organization and  
30 a distinct managing agency using the religious organization's  
31 property, owned or controlled by the religious organization, for  
32 hostings to include outdoor encampments, temporary small houses on-  
33 site, indoor overnight shelters, or vehicle resident safe parking to  
34 enter into a memorandum of understanding to protect the public health  
35 and safety of both the residents of the particular hosting and the  
36 residents of the city or town.

37 (b) At a minimum, the agreement must include information  
38 regarding: The right of a resident in an outdoor encampment, vehicle  
39 resident safe parking, temporary small house on-site, or indoor  
40 overnight shelter to seek public health and safety assistance, the

1 resident's ability to access social services on-site, and the  
2 resident's ability to directly interact with the host religious  
3 organization, including the ability to express any concerns regarding  
4 the managing agency to the religious organization; a written code of  
5 conduct agreed to by the managing agency, if any, host religious  
6 organization, and all volunteers working with residents of the  
7 outdoor encampment, temporary small house on-site, indoor overnight  
8 shelter, or vehicle resident safe parking; and when a publicly funded  
9 managing agency exists, the ability for the host religious  
10 organization to interact with residents of the outdoor encampment,  
11 indoor overnight shelter, temporary small house on-site, or vehicle  
12 resident safe parking using a release of information.

13 (4) If required to do so by a city or town, any host religious  
14 organization performing any hosting of an outdoor encampment, vehicle  
15 resident safe parking, or indoor overnight shelter, or the host  
16 religious organization's managing agency, must ensure that the city  
17 or town or local law enforcement agency has completed sex offender  
18 checks of all adult residents and guests. The host religious  
19 organization retains the authority to allow such offenders to remain  
20 on the property. A host religious organization or host religious  
21 organization's managing agency performing any hosting of vehicle  
22 resident safe parking must inform vehicle residents how to comply  
23 with laws regarding the legal status of vehicles and drivers, and  
24 provide a written code of conduct consistent with area standards.

25 (5) Any host religious organization performing any hosting of an  
26 outdoor encampment, vehicle resident safe parking, temporary small  
27 house on-site, or indoor overnight shelter, with a publicly funded  
28 managing agency, must work with the city or town to utilize  
29 Washington's homeless client management information system, as  
30 provided for in RCW 43.185C.180. When the religious organization does  
31 not partner with a managing agency, the religious organization is  
32 encouraged to partner with a local homeless services provider using  
33 the Washington homeless client managing information system. Any  
34 managing agency receiving any funding from local continuum of care  
35 programs must utilize the homeless client management information  
36 system. Temporary, overnight, extreme weather shelter provided in  
37 religious organization buildings does not need to meet this  
38 requirement.

39 (6) For the purposes of this section((7)):

1 (a) "Managing agency" means an organization such as a religious  
2 organization or other organized entity that has the capacity to  
3 organize and manage a homeless outdoor encampment, temporary small  
4 houses on-site, indoor overnight shelter, and a vehicle resident safe  
5 parking program.

6 (b) "Outdoor encampment" means any temporary tent or structure  
7 encampment, or both.

8 (c) "Religious organization" means the federally protected  
9 practice of a recognized religious assembly, school, or institution  
10 that owns or controls real property.

11 (d) "Temporary" means not affixed to land permanently and not  
12 using underground utilities.

13 ((4)) (7)(a) Subsection (2) of this section does not affect a  
14 city or town policy, ordinance, memorandum of understanding, or  
15 applicable consent decree that regulates religious organizations'  
16 hosting of the homeless if such policies, ordinances, memoranda of  
17 understanding, or consent decrees:

18 (i) Exist prior to the effective date of this section;

19 (ii) Do not categorically prohibit the hosting of the homeless by  
20 religious organizations; and

21 (iii) Have not been previously ruled by a court to violate the  
22 religious land use and institutionalized persons act, 42 U.S.C. Sec.  
23 2000cc.

24 (b) If such policies, ordinances, memoranda of understanding, and  
25 consent decrees are amended after the effective date of this section,  
26 those amendments are not affected by subsection (2) of this section  
27 if those amendments satisfy (a) (ii) and (iii) of this subsection.

28 (8) An appointed or elected public official, public employee, or  
29 public agency as defined in RCW 4.24.470 is immune from civil  
30 liability for (a) damages arising from the permitting decisions for a  
31 temporary encampment for the homeless as provided in this section and  
32 (b) any conduct or unlawful activity that may occur as a result of  
33 the temporary encampment for the homeless as provided in this  
34 section.

35 (9) A religious organization hosting outdoor encampments, vehicle  
36 resident safe parking, or indoor overnight shelters for the homeless  
37 that receives funds from any government agency may not refuse to host  
38 any resident or prospective resident because of age, sex, marital  
39 status, sexual orientation, race, creed, color, national origin,  
40 honorably discharged veteran or military status, or the presence of

1 any sensory, mental, or physical disability or the use of a trained  
2 dog guide or service animal by a person with a disability, as these  
3 terms are defined in RCW 49.60.040.

4 (10)(a) Prior to the opening of an outdoor encampment, indoor  
5 overnight shelter, temporary small house on-site, or vehicle resident  
6 safe parking, a religious organization hosting the homeless on  
7 property owned or controlled by the religious organization must host  
8 a meeting open to the public for the purpose of providing a forum for  
9 discussion of related neighborhood concerns, unless the use is in  
10 response to a declared emergency. The religious organization must  
11 provide written notice of the meeting to the city or town legislative  
12 authority at least one week if possible but no later than ninety-six  
13 hours prior to the meeting. The notice must specify the time, place,  
14 and purpose of the meeting.

15 (b) A city or town must provide community notice of the meeting  
16 described in (a) of this subsection by taking at least two of the  
17 following actions at any time prior to the time of the meeting:

18 (i) Delivering to each local newspaper of general circulation and  
19 local radio or television station that has on file with the governing  
20 body a written request to be notified of special meetings;

21 (ii) Posting on the city or town's web site. A city or town is  
22 not required to post a special meeting notice on its web site if it:  
23 (A) Does not have a web site; (B) employs fewer than ten full-time  
24 equivalent employees; or (C) does not employ personnel whose duty, as  
25 defined by a job description or existing contract, is to maintain or  
26 update the web site;

27 (iii) Prominently displaying, on signage at least two feet in  
28 height and two feet in width, one or more meeting notices that can be  
29 placed on or adjacent to the main arterials in proximity to the  
30 location of the meeting; or

31 (iv) Prominently displaying the notice at the meeting site.

32 **Sec. 4.** RCW 35A.21.360 and 2010 c 175 s 4 are each amended to  
33 read as follows:

34 (1) A religious organization may host (~~temporary encampments~~  
35 ~~for~~) the homeless on property owned or controlled by the religious  
36 organization whether within buildings located on the property or  
37 elsewhere on the property outside of buildings.

1       (2) Except as provided in subsection (7) of this section, a code  
2 city may not enact an ordinance or regulation or take any other  
3 action that:

4       (a) Imposes conditions other than those necessary to protect  
5 public health and safety and that do not substantially burden the  
6 decisions or actions of a religious organization regarding the  
7 location of housing or shelter, such as an outdoor encampment, indoor  
8 overnight shelter, temporary small house on-site, or vehicle resident  
9 safe parking, for homeless persons on property owned or controlled by  
10 the religious organization;

11       (b) Requires a religious organization to obtain insurance  
12 pertaining to the liability of a municipality with respect to  
13 homeless persons housed on property owned by a religious organization  
14 or otherwise requires the religious organization to indemnify the  
15 municipality against such liability; ~~((or))~~

16       (c) Imposes permit fees in excess of the actual costs associated  
17 with the review and approval of ~~((the required))~~ permit applications.  
18 A code city has discretion to reduce or waive permit fees for a  
19 religious organization that is hosting the homeless;

20       (d) Specifically limits a religious organization's availability  
21 to host an outdoor encampment on its property or property controlled  
22 by the religious organization to fewer than six months during any  
23 calendar year. However, a code city may enact an ordinance or  
24 regulation that requires a separation of time of no more than three  
25 months between subsequent or established outdoor encampments at a  
26 particular site;

27       (e) Specifically limits a religious organization's outdoor  
28 encampment hosting term to fewer than four consecutive months;

29       (f) Limits the number of simultaneous religious organization  
30 outdoor encampment hostings within the same municipality during any  
31 given period of time. Simultaneous and adjacent hostings of outdoor  
32 encampments by religious organizations may be limited if located  
33 within one thousand feet of another outdoor encampment concurrently  
34 hosted by a religious organization;

35       (g) Limits a religious organization's availability to host safe  
36 parking efforts at its on-site parking lot, including limitations on  
37 any other congregationally sponsored uses and the parking available  
38 to support such uses during the hosting, except for limitations that  
39 are in accord with the following criteria that would govern if

1 enacted by local ordinance or memorandum of understanding between the  
2 host religious organization and the jurisdiction:

3 (i) No less than one space may be devoted to safe parking per ten  
4 on-site parking spaces;

5 (ii) Restroom access must be provided either within the buildings  
6 on the property or through use of portable facilities, with the  
7 provision for proper disposal of waste if recreational vehicles are  
8 hosted; and

9 (iii) Religious organizations providing spaces for safe parking  
10 must continue to abide by any existing on-site parking minimum  
11 requirement so that the provision of safe parking spaces does not  
12 reduce the total number of available parking spaces below the minimum  
13 number of spaces required by the code city, but a code city may enter  
14 into a memorandum of understanding with a religious organization that  
15 reduces the minimum number of on-site parking spaces required;

16 (h) Limits a religious organization's availability to host an  
17 indoor overnight shelter in spaces with at least two accessible exits  
18 due to lack of sprinklers or other fire-related concerns, except  
19 that:

20 (i) If a code city fire official finds that fire-related concerns  
21 associated with an indoor overnight shelter pose an imminent danger  
22 to persons within the shelter, the code city may take action to limit  
23 the religious organization's availability to host the indoor  
24 overnight shelter; and

25 (ii) A code city may require a host religious organization to  
26 enter into a memorandum of understanding for fire safety that  
27 includes local fire district inspections, an outline for appropriate  
28 emergency procedures, a determination of the most viable means to  
29 evacuate occupants from inside the host site with appropriate  
30 illuminated exit signage, panic bar exit doors, and a completed fire  
31 watch agreement indicating:

32 (A) Posted safe means of egress;

33 (B) Operable smoke detectors, carbon monoxide detectors as  
34 necessary, and fire extinguishers;

35 (C) A plan for monitors who spend the night awake and are  
36 familiar with emergency protocols, who have suitable communication  
37 devices, and who know how to contact the local fire department; or

38 (i) Limits a religious organization's ability to host temporary  
39 small houses on land owned or controlled by the religious

1 organization, except for recommendations that are in accord with the  
2 following criteria:

3 (i) A renewable one-year duration agreed to by the host religious  
4 organization and local jurisdiction via a memorandum of  
5 understanding;

6 (ii) Maintaining a maximum unit square footage of one hundred  
7 twenty square feet, with units set at least six feet apart;

8 (iii) Electricity and heat, if provided, must be inspected by the  
9 local jurisdiction;

10 (iv) Space heaters, if provided, must be approved by the local  
11 fire authority;

12 (v) Doors and windows must be included and be lockable, with a  
13 recommendation that the managing agency and host religious  
14 organization also possess keys;

15 (vi) Each unit must have a fire extinguisher;

16 (vii) Adequate restrooms must be provided, including restrooms  
17 solely for families if present, along with handwashing and potable  
18 running water to be available if not provided within the individual  
19 units, including accommodating black water;

20 (viii) A recommendation for the host religious organization to  
21 partner with regional homeless service providers to develop pathways  
22 to permanent housing.

23 (3)(a) A code city may enact an ordinance or regulation or take  
24 any other action that requires a host religious organization and a  
25 distinct managing agency using the religious organization's property,  
26 owned or controlled by the religious organization, for hostings to  
27 include outdoor encampments, temporary small houses on-site, indoor  
28 overnight shelters, or vehicle resident safe parking to enter into a  
29 memorandum of understanding to protect the public health and safety  
30 of both the residents of the particular hosting and the residents of  
31 the code city.

32 (b) At a minimum, the agreement must include information  
33 regarding: The right of a resident in an outdoor encampment, vehicle  
34 resident safe parking, temporary small house on-site, or indoor  
35 overnight shelter to seek public health and safety assistance, the  
36 resident's ability to access social services on-site, and the  
37 resident's ability to directly interact with the host religious  
38 organization, including the ability to express any concerns regarding  
39 the managing agency to the religious organization; a written code of  
40 conduct agreed to by the managing agency, if any, host religious

1 organization, and all volunteers working with residents of the  
2 outdoor encampment, temporary small house on-site, indoor overnight  
3 shelter, or vehicle resident safe parking; and when a publicly funded  
4 managing agency exists, the ability for the host religious  
5 organization to interact with residents of the outdoor encampment,  
6 indoor overnight shelter, temporary small house on-site, or vehicle  
7 resident safe parking using a release of information.

8 (4) If required to do so by a code city, any host religious  
9 organization performing any hosting of an outdoor encampment, vehicle  
10 resident safe parking, or indoor overnight shelter, or the host  
11 religious organization's managing agency, must ensure that the code  
12 city or local law enforcement agency has completed sex offender  
13 checks of all adult residents and guests. The host religious  
14 organization retains the authority to allow such offenders to remain  
15 on the property. A host religious organization or host religious  
16 organization's managing agency performing any hosting of vehicle  
17 resident safe parking must inform vehicle residents how to comply  
18 with laws regarding the legal status of vehicles and drivers, and  
19 provide a written code of conduct consistent with area standards.

20 (5) Any host religious organization performing any hosting of an  
21 outdoor encampment, vehicle resident safe parking, temporary small  
22 house on-site, or indoor overnight shelter, with a publicly funded  
23 managing agency, must work with the code city to utilize Washington's  
24 homeless client management information system, as provided for in RCW  
25 43.185C.180. When the religious organization does not partner with a  
26 managing agency, the religious organization is encouraged to partner  
27 with a local homeless services provider using the Washington homeless  
28 client managing information system. Any managing agency receiving any  
29 funding from local continuum of care programs must utilize the  
30 homeless client management information system. Temporary, overnight,  
31 extreme weather shelter provided in religious organization buildings  
32 does not need to meet this requirement.

33 (6) For the purposes of this section((7)):

34 (a) "Managing agency" means an organization such as a religious  
35 organization or other organized entity that has the capacity to  
36 organize and manage a homeless outdoor encampment, temporary small  
37 houses on-site, indoor overnight shelter, and a vehicle resident safe  
38 parking program.

39 (b) "Outdoor encampment" means any temporary tent or structure  
40 encampment, or both.

1 (c) "Religious organization" means the federally protected  
2 practice of a recognized religious assembly, school, or institution  
3 that owns or controls real property.

4 (d) "Temporary" means not affixed to land permanently and not  
5 using underground utilities.

6 ((4)) (7)(a) Subsection (2) of this section does not affect a  
7 code city policy, ordinance, memorandum of understanding, or  
8 applicable consent decree that regulates religious organizations'  
9 hosting of the homeless if such policies, ordinances, memoranda of  
10 understanding, or consent decrees:

11 (i) Exist prior to the effective date of this section;

12 (ii) Do not categorically prohibit the hosting of the homeless by  
13 religious organizations; and

14 (iii) Have not been previously ruled by a court to violate the  
15 religious land use and institutionalized persons act, 42 U.S.C. Sec.  
16 2000cc.

17 (b) If such policies, ordinances, memoranda of understanding, and  
18 consent decrees are amended after the effective date of this section,  
19 those amendments are not affected by subsection (2) of this section  
20 if those amendments satisfy (a)(ii) and (iii) of this subsection.

21 (8) An appointed or elected public official, public employee, or  
22 public agency as defined in RCW 4.24.470 is immune from civil  
23 liability for (a) damages arising from the permitting decisions for a  
24 temporary encampment for the homeless as provided in this section and  
25 (b) any conduct or unlawful activity that may occur as a result of  
26 the temporary encampment for the homeless as provided in this  
27 section.

28 (9) A religious organization hosting outdoor encampments, vehicle  
29 resident safe parking, or indoor overnight shelters for the homeless  
30 that receives funds from any government agency may not refuse to host  
31 any resident or prospective resident because of age, sex, marital  
32 status, sexual orientation, race, creed, color, national origin,  
33 honorably discharged veteran or military status, or the presence of  
34 any sensory, mental, or physical disability or the use of a trained  
35 dog guide or service animal by a person with a disability, as these  
36 terms are defined in RCW 49.60.040.

37 (10)(a) Prior to the opening of an outdoor encampment, indoor  
38 overnight shelter, temporary small house on-site, or vehicle resident  
39 safe parking, a religious organization hosting the homeless on  
40 property owned or controlled by the religious organization must host

1 a meeting open to the public for the purpose of providing a forum for  
2 discussion of related neighborhood concerns, unless the use is in  
3 response to a declared emergency. The religious organization must  
4 provide written notice of the meeting to the code city legislative  
5 authority at least one week if possible but no later than ninety-six  
6 hours prior to the meeting. The notice must specify the time, place,  
7 and purpose of the meeting.

8 (b) A code city must provide community notice of the meeting  
9 described in (a) of this subsection by taking at least two of the  
10 following actions at any time prior to the time of the meeting:

11 (i) Delivering to each local newspaper of general circulation and  
12 local radio or television station that has on file with the governing  
13 body a written request to be notified of special meetings;

14 (ii) Posting on the code city's web site. A code city is not  
15 required to post a special meeting notice on its web site if it: (A)  
16 Does not have a web site; (B) employs fewer than ten full-time  
17 equivalent employees; or (C) does not employ personnel whose duty, as  
18 defined by a job description or existing contract, is to maintain or  
19 update the web site;

20 (iii) Prominently displaying, on signage at least two feet in  
21 height and two feet in width, one or more meeting notices that can be  
22 placed on or adjacent to the main arterials in proximity to the  
23 location of the meeting; or

24 (iv) Prominently displaying the notice at the meeting site.

Passed by the House March 7, 2020.

Passed by the Senate March 3, 2020.

Approved by the Governor March 31, 2020.

Filed in Office of Secretary of State March 31, 2020.

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