

	STAFF REPORT AND RECOMMENDATION Public Hearing for Monroe School District Administration Offices Conditional Use Permit
HEARING EXAMINER:	Mr. Phil Olbrechts, City of Monroe Hearing Examiner
FILE NUMBER:	CUP2019-01
DESCRIPTION:	Public Hearing for the JMB Investments, on behalf of the Monroe School District, Conditional Use Permit to operate School District Administrative Offices in the MM (Mixed Use Medical) Zoning District.
APPLICANT:	Tim Kaintz JMB Investments, LLC 10515 20 th ST SE, Suite 130 Lake Stevens, WA 98258
PROJECT LOCATION:	14692 179 th Ave SE, Monroe, Washington 98272 Identified by Snohomish County Tax Parcel Number 280635004900.
HEARING DATE:	March 19, 2020 at 10:00 AM
HEARING LOCATION:	Monroe City Hall Council Chambers 806 West Main Street Monroe, WA 98272
STAFF CONTACT:	Amy Bright, Associate Planner

APPLICATION SUMMARY

The applicant, JMB Investments, LLC on the behalf of Monroe School District, submitted a Conditional Use Permit application for a change of use from vacant medical office space to Government Administration tenant space and related functions located at 14692 179th Ave SE (Exhibit 2). The School District Administration is proposing to occupy an existing 30,620 square foot building known as the Monroe Medical Center.

A Pre-Application Meeting with the city was held on October 1, 2019.

BACKGROUND

On November 18, 2019, JMB Investments, LLC on behalf of Monroe School District, applied for a conditional use permit (Exhibit 3) to operate School District Administration offices at 14692 179th Ave SE. The existing wood and masonry building was constructed in 1981 and later expanded in 1989 to 31,200 square feet for the use as medical offices and a medical clinic. The building was vacated in 2011 and has remained vacant since that time. A tenant improvement permit has been submitted for the renovation of the subject building as significant revitalization is required as the space has sat vacant for a considerable amount of time.

The property is 2.83 acres or 123,275 square feet and is owned by JMB Investments. The building is more commonly referred to as the Monroe Medical Center. The subject property is zoned Mixed

Use Medical (MM). The property is generally located west of 179th Ave SE and north of 149th St SE, across the street from Evergreen Hospital - Monroe. The application became complete on November 18, 2019. The project was circulated for review and comment on December 18, 2019. The public hearing was noticed on March 9, 2020.

The Monroe School District Administration Offices are currently located on the SE corner of S Ferry Street and E Fremont Street within the Downtown Commercial zone.

JMB Investments are proposing a separate building permit application for the revitalization and the building and grounds. The scope of this project will include seal coating and restriping of the parking areas, redevelop the accessible route to the public way and accessible parking stalls, replanting and maintenance of the landscaping areas, utilities inspection and maintenance, new building roof as needed, demolition of existing walls, new floor plan, new ADA compliant restrooms, new HVAC, new plumbing, and redevelopment of the internal building space for the use as a school district administration office.

ANALYSIS AND FINDINGS

In accordance with the consistency test outlined in the Growth Management Act (RCW 36.70B.040), prior to making a decision or recommendation on an application, the city must consider whether a project meets the adopted development regulations and/or Comprehensive Plan policies. The subject property is located in the Mixed Use – Medical (MM) Zoning District and the following standards apply:

MM Zoning District

Regulation	Requirement	Submitted
Land Use: MMC 22.20.030	“Government Facilities – Government Administration Buildings” is allowed as a conditional use	“Government Facilities – Government Administration Buildings” as a conditional use
Setbacks: MMC 22.20.040(I)	Front: 10’ Rear: 10’ Side: 10’	Front:24’ Rear: 58’ Side:36’ Corner side: 22’
Building Height: MMC 22.20.040(I)	45’	1-story existing building
Lot Coverage: MMC 22.20.040(I)	80%	77%
Parking off-street: MMC 22.44.050	1 per 300 square feet of office: 14,895/300 = 50 1 per 1,000 square feet of storage: 6,266/1000 = 7 1 per 300 square feet undesignated: 5,160/300 = 18 1 per 50 square feet of meeting area: 3,446/50 = 69 Total: 144 spaces	160 spaces
ADA Parking Requirements:	1-150 Stalls: 5 ADA Stalls	8 ADA stalls

MMC 22.44		
Bicycle Parking Requirements: MMC	1 per 12 parking spaces: 144/12 = 12	12 bicycle parking spaces

Public Utilities and Services Provided by:

Water:	City of Monroe	Gas:	Puget Sound Energy
Sewer:	City of Monroe	Cable TV:	Comcast
Garbage:	Republic Services	Police:	City of Monroe
Storm Water:	City of Monroe	Fire:	Monroe Fire District No. 3
Telephone:	Verizon	School:	Monroe Public Schools
Electricity:	Snohomish County PUD No. 1	Hospital:	Evergreen Health

**Conditional Use Permit Criteria
MMC 22.64.040**

Criteria	Analysis	Meets Criteria
1. The use is consistent with the Monroe unified development regulations and the comprehensive plan;	The Proposed use will not be detrimental to the public welfare or injurious to the property or improvements in the Vicinity. Revitalization of the property and placing it back into service after an extended period of non-use will add vitality to the neighborhood, increasing presence of people and potential for commercial activity. The Use is shifting from medical offices to educational offices and related activities providing services to the community.	YES
2. The use is designed, constructed, operated, and maintained in a manner that is compatible with the existing or intended character, appearance, quality of development, and physical characteristics of the subject property and the general vicinity;	Parking requirements and the traffic generated by the District activities are less than levels generated by medical related uses based on the ITC traffic manual. Development as it relates to allowable area, land coverage, landscape requirements are in compliance with current development standards for the Zone and comparable commercial zones. The property is served by Public transit, further reducing traffic impacts.	YES
3. the location, size, and height of buildings, structures, walls, fences, and screening vegetation for the conditional use shall not hinder neighborhood circulation or discourage the permitted development or use of neighboring properties;	The proposed development is compatible with the surrounding land uses. The proposed new administrative office use is similar in character to surrounding commercial activities, requires less parking and less transient traffic than a medical clinic would generate as established in the Traffic Manual. Hours of operation will be similar with a slight offset for part of the staff starting on school time schedule.	YES
4. The type of use, hours of	The proposed use as governmental administrative	YES

<p>operation, and appropriateness of the use in relation to adjacent uses will not crease unusual hazards or result in adverse impacts;</p>	<p>offices is aligned with the goals and policies of the Comprehensive Land Use Policy Plan by:</p> <ul style="list-style-type: none"> • The proposed development is in an area of the city characterized by a diverse fine-grained mix of land uses; where there is the ability to develop land efficiently through the redevelopment of an under-utilized parcels; and where infrastructure, transit and other public services / facilities are available or where the city or proponent can provide public services. • The proposed development is in a Mixed-use area with office, retail, and light-industrial uses; and will incorporate the School Districts administrative, high-technology ; institutional and educational facilities; • The proposed development utilizes the design character of the period architecture, mature landscaping preserving 30 year old trees increasing compatibility among the mixed-uses on both the site surrounding areas. • The proposed development proposal takes into account and is compatible with the density of adjacent existing development and the capacities of existing and planned public facilities in the area including public transit. 	
<p>5. The use shall be served by adequate public facilities and services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts of such facilities;</p>	<p>Measures of the proposal to minimize possible adverse impacts on the area in which it is located include:</p> <ul style="list-style-type: none"> • Revitalization of a currently vacant property. • Not increasing the size or intensity of users for the property • Parking and traffic levels lower that current medical vehicle impacts. • Addition of a fire sprinkler system to the structure reducing fire hazards. • Selection of users that provide services to the community 	<p>YES</p>
<p>6. In addition to compliance with the criteria set out here, an applicant for a conditional use permit shall comply with all requirements of this title.</p>		<p>YES</p>

Environmental Review:	A Determination of Non-Significance (DNS) (Exhibit 8) was issued, published, posted, and mailed on February 6, 2020. The DNS provided a comment and appeal period ending at 5:00 PM on February 20, 2020. No comments regarding the SEPA threshold determination were received by the City during the specified comment period. No SEPA appeals were filed.
Notice:	Public notice for the application was provided in accordance with the requirements of MMC section 22.84.050. A Notice of Application was published in the Everett Herald, mailed, and posted on December 23, 2019 (Exhibit 7). A public comment period was provided from December 23, 2019 through 5:00 PM on January 6, 2020. A Notice of Public Hearing was published in the Everett Herald, mailed, and posted on March 6, 2020 (Exhibit 9). The date of the open record public hearing with the Hearing Examiner is set for March 19, 2020 at 10:00 a.m. Public testimony may be provided during the public hearing pursuant to MMC 22.84.070.
Agency/Public Comments:	No public comments were received.

1. Land uses, comprehensive plan designation and zoning districts on surrounding properties include the following:

	Land Use	Comprehensive Plan Designation	Zoning District
North:	Medical	Mixed Use	Mixed Use – Medical (MM)
South:	Medical	Mixed Use	Mixed Use – Medical (MM)
East:	Evergreen Hospital - Monroe	Mixed Use	Mixed Use – Medical (MM)
West:	Industrial	Industrial	Light Industrial (LI)

2. MMC section 22.84.030 entitled “Type III Permits” provides that the Hearing Examiner is the hearing body to hear conditional use permit and states,

“Decisions on Type III actions are made by the Hearing Examiner after consideration of a recommendation from the zoning administrator, unless otherwise specified in table 22.84.060(B)(2): Decision-Making and Appeal

Authorities.”

3. In accordance with MMC 22.64.040.A.3 and 4, an open record public hearing is required for all conditional use permit applications and the final decision authority shall approve, approve with conditions, or deny a conditional use permit.

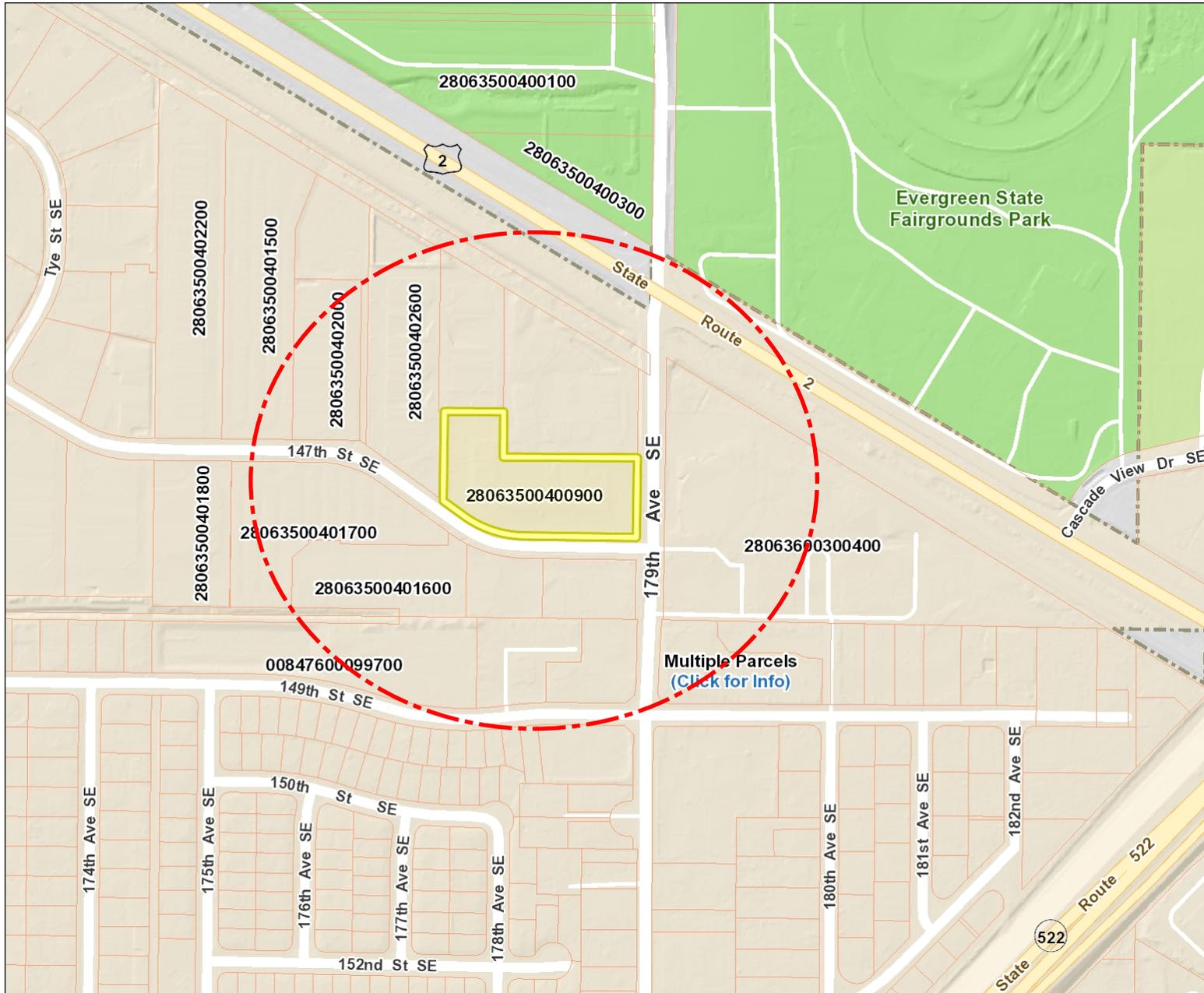
CONCLUSION

The project was found to be consistent with the Comprehensive Plan, applicable zoning regulations, and environmental regulations. The project will have no adverse impact to the surrounding properties, and, more generally it will not adversely affect the public health, safety and general welfare as conditioned. According to the laws governing these types of applications, if the criteria contained within the code are met, thus demonstrating compatibility, then the application must be approved.

STAFF RECOMMENDATION

Based on the application and facts and findings of the staff report, staff recommends that the Hearing Examiner **APPROVE** Conditional Use Permit No. CUP2019-01 to allow Monroe School District to operate Administration Offices at the property located at 14692 179th Ave SE in the Mixed Use – Medical (MM) zoning district subject to the following conditions:

1. Pursuant to MMC 22.64.040(B) and MMC 2.84.060(E) if not acted upon, the conditional use permit shall not be approved for a period of time greater than five years, exclusive of any extensions allowed.
2. Once a conditional use permit has been approved and issued by the city, the approved conditional use may continue as long as all conditions of permit issuance are met.
3. The recipient of a conditional use permit shall file a land use permit binder on a form prescribed by the city in conformance with MMC 22.64.040. The conditional use permit shall not be effective until such binder has been filed with the Snohomish County auditor. If no appeal was filed on the conditional use permit decision, the binder shall be filed within thirty days of the expiration of all applicable appeal periods. The binder shall serve both as an acknowledgment of, and agreement to abide by, the terms and conditions of the conditional use permit, and as a notice to prospective purchasers of the existence of the conditional use permit.
4. The environmental impacts shall not exceed those identified in the SEPA checklist (Exhibit 11) and the resulting SEPA determination of non-significance.
5. In the event the use creates a detrimental impact to the surrounding properties, as identified through the code violation processes and nuisance code found in Title 6 of the Monroe Municipal Code and other applicable nuisance chapters; the City of Monroe may require a subsequent public hearing to discuss modification(s) to, or revocation of the Conditional Use Permit.
6. A building permit is required for any tenant improvement work to the existing building above and beyond minor cosmetic repairs.
7. Any proposed signage requires a separate sign permit.



Legend

-  Parcel
 -  Recent Sales 2017
 -  Recent Sales 2018
 -  Recent Sales 2019
 -  City Boundary
 -  County Park
 -  National Forest
 -  Water
- ### Street Types
-  Interstate
 -  State Route
 -  Local Road

All maps, data, and information set forth herein ("Data"), are for illustrative purposes only and are not to be considered an official citation to, or representation of, the Snohomish County Code. Amendments and updates to the Data, together with other applicable County Code provisions, may apply which are not depicted herein. Snohomish County makes no representation or warranty concerning the content, accuracy, currency, completeness or quality of the Data contained herein and expressly disclaims any warranty of merchantability or fitness for any particular purpose. All persons accessing or otherwise using this Data assume all responsibility for use thereof and agree to hold Snohomish County harmless from and against any damages, loss, claim or liability arising out of any error, defect or omission contained within said Data. Washington State Law, Ch. 42.56 RCW, prohibits state and local agencies from providing access to lists of individuals intended for use for commercial purposes and, thus, no commercial use may be made of any Data comprising lists of individuals contained herein.

0 450 900 Feet

VICINITY MAP

11/7/2019





COMMUNITY DEVELOPMENT

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

FOR OFFICE USE ONLY
PERMIT #(s) 6299
SEPA - 6300

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS

MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

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Building Operations Fire Land Use
Commercial T/I Engineering Review Fire Alarm Accessory Dwelling Unit
Demolition Fencing Fire Sprinkler Boundary Line Adjustment /Lot Consolidation
Garage/Carport Grading High Piled Storage Conditional/Special Use
Mechanical Retaining wall Hood Suppression Land Clearing/Forest Practices
New Construction (Commercial/Residential) Rockery Operational Planned Residential Development
Plumbing Right-of-Way Disturbance Spray Booth Shoreline Permit
Racking Special Flood Hazard Area Tents & Canopies Short Plat
Residential Remodel Utility Service Other Subdivision/Plat
Sign Other Variance
Other Other

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

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: 14692 179TH AVE S.E.
Size of site (acre/square feet): 2.83 AC
Assessor's Tax Parcel Number (14 digits): 280635004900

Applicant: JMB INVESTMENTS, LLC Phone # (425) 359-4487
*Signature: [Signature] Printed Name: TIM KAINZ
Mailing Address: 10515 20TH ST. S.E., STE #130 Fax # ()
City LAKE STEVENS State WA Zip 98258 E-mail KAINZTK@MSN.COM

Property Owner: JMB INVESTMENTS, LLC Phone # (425) 359-4487
**Signature: [Signature] Printed Name: TIM KAINZ
Mailing Address: 10515 20TH ST. S.E., STE #130 Fax # ()
City LAKE STEVENS State WA Zip 98258 E-mail KAINZTK@MSN.COM

Attach a separate sheet for additional property owners/additional addresses

*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.
**Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.

**City of Monroe
Land Use Permit Application- Page 2**



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

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

Detailed Description of work:

EXISTING INTERIOR OF BUILDING AT 14692 179TH AVE. SE, WHICH WAS A MEDICAL CENTER, WILL BE DEMOLISHED. NEW INTERIOR WALLS WILL BE BUILT AND THE FLOOR PLAN CONFIGURED FOR NEW GOVERNMENT ADMINISTRATION TENANT USE.

NEW WATER LINE WILL BE INSTALLED FOR A FIRE SUPPRESSION SYSTEM. WATER WILL BE SOURCED FROM 147TH ST. SE

EXISTING PARKING LOT WILL BE RESTRIPEDED AND DEFERRED MAINTENANCE OF LANDSCAPE PLANTINGS WILL BE PERFORMED

FOR OFFICE USE ONLY

Planning Application Fee: _____	Publication Fee: _____
Fire Plan Check Fee: _____	Mailing Fee: _____
SEPA Fee: _____	Technology Fee: _____
TOTAL FEES: _____	



P. 509.663.6455 • F. 509.663.6423
 P.O. BOX 1945 • WENATCHEE, WA 98807
 MJNEAL@MJNEALAIA.COM • MJNEALAIA.COM

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Project Narrative

We are requesting as part of this CUP, the change of use from a vacant Medical office to Government Administrative offices and related functions for use by the Monroe School District.

The existing building at 14692 179th Ave SE, a wood and masonry building, was originally constructed in 1981 and later expanded in 1989 to 31,200 sf for use as medical offices and Clinic. The building was vacated in 2011 and has sat unused since that time.

Despite its availability and zoning preferring medical use, no medical related uses for the building have surfaced.

The proposed use, School District Administrative offices, and related services is an allowed use with issuance of a Conditional Use Permit.

Given its current state of repair a significant level of effort will need to go into the revitalization of the building and grounds.

Anticipated work for the redevelop the building and site for use by a new occupant or group of users. Work anticipated includes:

Site:

- Seal coat and restripe parking areas
- Redevelop the accessible route to the public way and the accessible parking stalls
- Replant landscape areas, enhancing existing mature trees
- Inspect and maintain existing storm and other utilities

Building Exterior:

- Clean and recondition existing finishes, including repair and replacement where needed
- New roofing and flashing where needed

Preservation of the Mature landscaping and trees providing the long overdue maintenance that is needed

Building Interior:

- Demolition of existing unneeded walls, ceilings and finishes
- Construct new floor plan with new finishes throughout
- New restrooms
 - ADA Accessibility upgrades
- New Heating and Cooling Systems (HVAC)
- New plumbing
- Redevelopment of the spaces for office, conference and additional School District related uses.



P. 509.663.6455 • F. 509.663.6423
 P.O. BOX 1945 • WENATCHEE, WA 98807
 MJNEAL@MJNEALAI.A.COM • MJNEALAI.A.COM

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 CITY OF MONROE

Conditional Use Permit Criteria

1. This proposed use will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity of the proposed use or in the district in which the subject property is located. (Explain the ways it is not detrimental/injurious.)

The Proposed use will not be detrimental to the public welfare or injurious to the property or improvements in the Vicinity.

Revitalization of the property and placing it back into service after an extended period of non-use will add vitality to the neighborhood, increasing presence of people and potential for commercial activity. The Use is shifting from medical offices to educational offices and related activities providing services to the community.

2. This proposed use shall meet or exceed the performance standards that are required in the zoning district the proposed use will occupy. (Explain how it meets the standards.)

Parking requirements and the traffic generated by the District activities are less than levels generated by medical related uses based on the ITC traffic manual.

Development as it relates to allowable area, land coverage, landscape requirements are in compliance with current development standards for the Zone and comparable commercial zones. The property is served by Public transit, further reducing traffic impacts.

3. This proposed development shall be compatible generally with the surrounding land use in terms of traffic and pedestrian circulation, building and site design. (Explain the compatibility.)

The proposed development is compatible with the surrounding land uses. The proposed new administrative office use is similar in character to surrounding commercial activities, requires less parking and less transient traffic than a medical clinic would generate as established in the Traffic Manual. Hours of operation will be similar with a slight offset for part of the staff starting on school time schedule.

4. This proposed use shall be in keeping with the goals and policies of the Comprehensive Land Use Policy Plan. (Explain how it meets the goals/policies.)

The proposed use as governmental administrative offices is aligned with the goals and policies of the Comprehensive Land Use Policy Plan by:

- **The proposed development** is in an area of the city characterized by a diverse fine-grained mix of land uses; where there is the ability to develop land efficiently through the redevelopment of an under-utilized parcels; and where infrastructure, transit and other public services / facilities are available or where the city or proponent can provide public services.
- **The proposed development** is in a Mixed-use area with office, retail, and light-industrial uses; and will incorporate the School Districts administrative, high-technology ; institutional and educational facilities;
- **The proposed development** utilizes the design character of the period architecture , mature landscaping preserving 30 year old trees. increasing compatibility among the mixed-uses on both the site surrounding areas.
- **The proposed development** proposal takes into account and is compatible with the density of adjacent existing development and the capacities of existing and planned public facilities in the area including public transit.

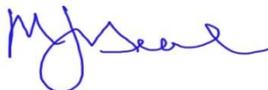
5. All measures have been taken to minimize the possible adverse impacts, which the proposed use may have on the area in which it is located. (Explain what measures have been taken.)

Measures of the proposal to minimize possible adverse impacts on the area in which it is located include:

- Revitalization of a currently vacant property.
- Not increasing the size or intensity of users for the property
- Parking and traffic levels lower than current medical vehicle impacts.
- Addition of a fire sprinkler system to the structure reducing fire hazards.
- Selection of users that provide services to the community

Thank you,

Sincerely,



Mark J. Neal, AIA, NCARB



December 18, 2019

JMB Investments, LLC
Attn: Tim Kaintz
10515 20th St SE, Ste 130
Lake Stevens, WA 98258

RE: Notice of Complete Application for Administrative Offices Conditional Use Permit

File No. CUP2019-01

Dear Mr. Kaintz,

Your land use permit application which was submitted to the City of Monroe on November 18, 2019 for a conditional use permit has been determined **COMPLETE** as of **December 18, 2019**. A complete application is not an approved application. A permit application is complete when it meets the submission requirements outlined in the Monroe Municipal Code. The City's determination of completeness does not preclude the City from requesting revisions, additional information or studies if new information is required, corrections are needed, or where there are substantial changes in the proposed action.

A decision will be made within 120 days of the date of completeness excluding time periods as described in MMC 21.50.110. If you have any questions and/or wish to discuss any portion of the enclosure of your application, please feel free to contact me at (360) 863-4533 or abright@monroewa.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "CBST".

Amy Bright
Associate Planner

Cc: File



City of Monroe
 806 West Main Street, Monroe, WA 98272
 Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

NOTICE OF LAND USE APPLICATION

NOTICE IS HEREBY GIVEN that the City of Monroe has received an application for a Conditional Use Permit as described below:

PROJECT NAME: Administration Offices Conditional Use Permit

PROJECT FILE#: CUP2019-01 & SEPA 2019-19

APPLICANT/OWNER: Tim Kaintz, JMB Investments, LLC, 10515 20th St SE, Ste 130, Lake Stevens, WA 98258, (425) 359-4487

PROJECT LOCATION: The site is located at 14692 179th Ave SE, Monroe, Washington, 98272. Snohomish County Tax Parcel Number: 28063500400900.

PROJECT DESCRIPTION: JMB Investments LLC, is requesting a conditional use permit for the use of School District Administrative Offices and related services in the existing building. A conditional use permit is required for the use of "Government Administration Buildings" in the Mixed Use – Medical (MM) zoning district.

STUDIES REQUIRED: None

PERMITS/APPROVALS REQUIRED: Conditional Use Permit, Building Permit

APPLICATION PROCESS: A conditional use permit is a public hearing review process per City of Monroe Municipal Code (MMC) Chapter 22.84.060 (B)(1). It requires a public hearing and decision before the Hearing Examiner.

APPLICATION DATE: November 18, 2019

NOTICE OF COMPLETE APPLICATION: December 18, 2019

DATE OF NOTICE OF APPLICATION: December 23, 2019

COMMENT PERIOD: Submit written comments on or before 5 p.m., January 6, 2020. Comments should address completeness of the application, quality or quantity of information presented, and the project's conformance to applicable plans or code.

PUBLIC HEARING: A public hearing is required for this project and will be noticed separately.

STAFF CONTACT: Amy Bright, Associate Planner @ (360) 863-4533 or abright@monroewa.gov.

All documents are available for review Monday-Friday, 8:00-5:00 p.m., excluding holidays, at Monroe City Hall, 806 West Main St Monroe, WA 98272 and online at <http://www.monroewa.gov/882/Admin-Offices-Conditional-Use>.

A decision on the application will be made within one hundred twenty (120) days of the date of the letter of completeness.

Everett Daily Herald

Affidavit of Publication

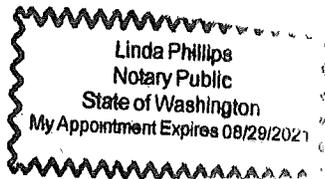
State of Washington }
County of Snohomish } ss

Dicy Sheppard being first duly sworn, upon oath deposes and says: that he/she is the legal representative of the Everett Daily Herald a daily newspaper. The said newspaper is a legal newspaper by order of the superior court in the county in which it is published and is now and has been for more than six months prior to the date of the first publication of the Notice hereinafter referred to, published in the English language continually as a daily newspaper in Snohomish County, Washington and is and always has been printed in whole or part in the Everett Daily Herald and is of general circulation in said County, and is a legal newspaper, in accordance with the Chapter 99 of the Laws of 1921, as amended by Chapter 213, Laws of 1941, and approved as a legal newspaper by order of the Superior Court of Snohomish County, State of Washington, by order dated June 16, 1941, and that the annexed is a true copy of EDH885289 CUP2019-01 as it was published in the regular and entire issue of said paper and not as a supplement form thereof for a period of 1 issue(s), such publication commencing on 12/23/2019 and ending on 12/23/2019 and that said newspaper was regularly distributed to its subscribers during all of said period.

The amount of the fee for such publication is \$55.10.

Dicy Sheppard

Subscribed and sworn before me on this 23rd day of December, 2019.



Linda Phillips

Notary Public in and for the State of Washington.

CITY OF MONROE, WASHINGTON
NOTICE OF LAND USE APPLICATION

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PROJECT FILE#: CUP2019-01 & SEPA 2019-19
APPLICANT/OWNER: Tim Kaintz, JMB Investments, LLC, 10515 20th St SE, Ste 130, Lake Stevens, WA 98258, (425) 359-4487
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PERMITS/APPROVALS REQUIRED: Conditional Use Permit, Building Permit, SEPA review **APPLICATION PROCESS:** A conditional use permit is a public hearing review process per City of Monroe Municipal Code (MMC) Chapter 22.84.060 (B)(1). It requires a public hearing and decision before the Hearing Examiner. **APPLICATION DATE:** November 18, 2019 **NOTICE OF COMPLETE APPLICATION:** December 18, 2019 **DATE OF NOTICE OF APPLICATION:** December 23, 2019 **COMMENT PERIOD:** Submit written comments on or before 5 p.m., January 6, 2020. Comments should address completeness of the application, quality or quantity of information presented, and the project's conformance to applicable plans or code. **PUBLIC HEARING:** A public hearing is required for this project and will be noticed separately. **STAFF CONTACT:** Amy Bright, Associate Planner @ (360) 863-4533 or abright@monroewa.gov. All documents are available for review Monday-Friday, 8:00-5:00 p.m., excluding holidays, at Monroe City Hall, 806 West Main St Monroe, WA 98272 and online at <http://www.monroewa.gov/882/Admin-Offices-Conditional-Use>. A decision on the application will be made within one hundred twenty (120) days of the date of the letter of completeness.

Published: December 23, 2019. EDH885289



AFFIDAVIT OF MAILING NOTICE OF APPLICATION

STATE OF WASHINGTON) 14692 179th Ave, Monroe WA 98272
Address

COUNTY OF SNOHOMISH) Admin. Offices Conditional Use - CUP2019-01
Application Name and File #

I, Leigh Anne Barr (print name) being first duly sworn on oath, depose and say: That on the 19th day of December, 2019, I made application with Click2Mail to mail on December 20th, 2019 a copy with prepaid postage of the Notice of Application for Admin. Offices Conditional Use. Attached is a list of names and addresses to whom this information was mailed to.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Leigh Anne Barr
Signed

12/19/2019
Date

NAME	ADDRESS	CITY	STATE	ZIP
AARON SMITH	17799 149TH STREET SE UNIT 10	MONROE	WA	98272
ABIGAIL SMITH	17807 149TH STREET UNIT 12	MONROE	WA	98272
BAUMANN FAMILY INVESTMENT LLC	17631 147TH STREET SE	MONROE	WA	98272
CAROL D SLEE	17811 149TH STREET SE UNIT 13	MONROE	WA	98272
CATHY HAGGLUND	17771 149TH STREET SE	MONROE	WA	98272
CITY OF MONROE	17701 149TH STREET SE	MONROE	WA	98272
CITY OF MONROE - PLANNING DEPT	806 W MAIN ST	MONROE	WA	98272
DEBORAH KEEFE	17795 149TH STREET SE UNIT 9	MONROE	WA	98272
HARRISON STREET REAL ESTATE LLC	14841 179TH AVENUE SE	MONROE	WA	98272
HARRISON STREET REAL ESTATE LLC	14841 179TH AVENUE SE	MONROE	WA	98272
HOUSING HOPE	14624 179TH AVENUE SE	MONROE	WA	98272
JMB INVESTMENTS LLC	14692 179TH AVENUE SE	MONROE	WA	98272
JMP INVESTMENTS, LLC ATTN: TIM KAINZ	10515 20TH ST SE STE #130	LAKE STEVENS	WA	98258
JUDITH SWAN	17783 149TH STREET SE	MONROE	WA	98272
KAREN CALKINS	17779 149TH STREET SE	MONROE	WA	98272
KATCHEKPELE OQUERE AND PASSIMAM BANAGNO	17803 149TH STREET SE UNIT 11	MONROE	WA	98272
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MIROSLAVA FISHCHUK	17823 149TH STREET SE	MONROE	WA	98272
MONROE 35 ASSOCIATES LLC	17880 147TH STREET SE	MONROE	WA	98272
MONROE STORAGE PARTNERS 1 LLC	17600 147TH STREET SE	MONROE	WA	98272
MONROE STORAGE PARTNERS 1 LLC	17501 147TH STREET SE	MONROE	WA	98272
MONROE VENTURES LLC	17675 147TH STREET SE	MONROE	WA	98272
PUBLIC HOSPITAL DISTRICT #1	14701 179TH AVENUE SE	MONROE	WA	98272
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RAUL DOMINGUEZ	17767 149TH STREET SE	MONROE	WA	98272
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SAUVAGE REAL ESTATE LLC	14818 179TH AVENUE SE	MONROE	WA	98272
SCN PROPERTIES LLC	17731 147TH STREET SE	MONROE	WA	98272
SNOHOMISH 29 LAND LLC	17700 147TH STREET SE	MONROE	WA	98272
SNOHOMISH COUNTY PUBLIC HOSPITAL DIST #1	18005 149TH STREET SE	MONROE	WA	98272
THOMAS AND PEGGY ARMBRUSTER	17791 149TH STREET SE UNIT 8	MONROE	WA	98272
THOMAS FADDIS	17763 149TH STREET SE	MONROE	WA	98272
TREVOR HANKINSON AND JULIA CHRISTINE	17775 149TH STREET SE	MONROE	WA	98272



AFFIDAVIT OF POSTING NOTICE OF APPLICATION

STATE OF WASHINGTON) 14692 179th Ave SE Monroe, WA 98272
Address

COUNTY OF SNOHOMISH) Admin Offices Conditional Use - CUP2019-01
Application Name and File #

I, ROB HANKS (print name) being first duly sworn on oath, depose and say: That on the 23rd day of December, 2019, I posted one sign for the Notice of Application for the Admin Offices Conditional Use Permit on or near the property concerned, in a conspicuous place; and on the correct date of posting of said notice.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.


Signed

12-23-19
Date



AFFIDAVIT OF POSTING NOTICE OF APPLICATION

STATE OF WASHINGTON) 14692 179th Ave SE Monroe, WA 98272
Address

COUNTY OF SNOHOMISH) Admin Offices Conditional Use - CUP2019-01
Application Name and File #

I, Leigh Anne Barr (print name) being first duly sworn on oath, depose and say:
That on the 23rd day of December, 2019, I posted (1) notice in the City Hall lobby
and dropped off (1) notice to the Monroe Public Library for the Admin Offices
Conditional Use Permit and on the correct date of posting of said notice.

I declare under penalty of perjury under the laws of the State of Washington that the
foregoing is true and correct.

Leigh Anne Barr
Signed

12/23/2019
Date



DETERMINATION OF NON-SIGNIFICANCE (DNS)

File Number: SEPA 2019-19

Name of Proposal: Administration Offices Conditional Use Permit

Description of Proposal: JMB Investments LLC, is requesting a conditional use permit for the use of School District Administrative Offices and related services in the existing building. A conditional use permit is required for the use of "Government Administration Buildings" in the Mixed Use – Medical (MM) zoning district.

Proponents:

Tim Kaintz
JMB Investments, LLC
10515 20th St SE, Ste 130
Lake Stevens, WA 98258

Mark J Neal, AIA
MJ Neal Associates
PO Box 1945
Wenatchee, WA 98807

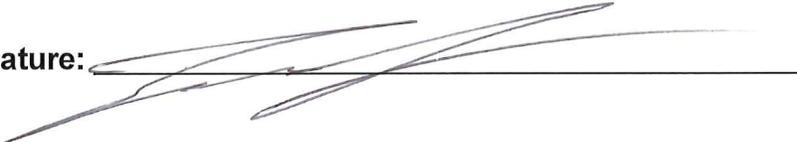
Location of Proposal: The site is located at 14692 179th Ave SE, Monroe, Washington, 98272. SEC 35 TWP 28 RGE 06TH PTN OF SE1/4 SE1/4 DAF - BEG AT SE COR SD SEC 35 TH N00*59 27W ALG E LN OF SD SEC 35 FOR 220FT TPB TH S89*00 33W AT R/A TO SD E LN 329.90FT TO BEG OF A TANG CRV TO THE R HAVGA RAD OF 284.81FT TH WLY ALG SD CRV AN ARC DIST OF 175.19FT THRU C/A 31*14 42 TH N55*44 45W 67.91FT TH N00*59 26W DIST 240.33FT TH N88*29 13E DIST 159FTTH S01*30 47E DIST 122FT TH N88*29 13E DIST 389.62FT TAP ON THE E LN SD SEC 35 TH S00*59 27E ALG SD E LN DIST 214.72FT TPB EXC E 30FT FOR RD AKA LOT 2 OF SP AF 7908170205 & REV BY BLA RECAF 8911290086 & SURV AF 8911275005. Snohomish County Tax Parcel Number(s): 28063500400900.

Lead Agency: City of Monroe

Threshold Determination: The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) IS NOT required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public for review upon request at Monroe City Hall, 806 West Main Street, Monroe, WA 98272 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays. The information is also available for view online at <http://www.monroewa.gov/882/Admin-Offices-Conditional-Use>.

- There is no comment period for this DNS.
- This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.
- This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date below. Comments must be submitted by **February 20, 2020**.

Responsible Official: Ben Swanson, Community Development Director
SEPA Responsible Official
(360) 863-4544
Monroe City Hall
806 West Main Street
Monroe, WA 98272
bswanson@monroewa.gov

Date: 2/4/2020 **Signature:** 

Date of Issuance: February 6, 2020

Deadline for Submitting Comments/Appeals: No later than 5:00 p.m. on February 20, 2020

Appeals: You may appeal this determination to the City of Monroe Hearing Examiner at Monroe City Hall, which is located at 806 West Main Street, Monroe, WA 98272, no later than **5:00 p.m. on February 20, 2020**. You should be prepared to make specific factual objections; and you shall set forth the specific reason, rationale, and/or basis for the appeal. Appeals must be made in person on City appeal forms, which are available through the Community Development Department at Monroe City Hall. Appeals must be filed in original form in accordance with MMC Chapter 22.84. Payment of the appeal fee, as specified in the city's fee resolution, shall occur at the time the appeal is filed. Please contact Kim Shaw, Land Use Permit Supervisor, by email at kshaw@monroewa.gov or by phone at (360) 863-4532 to read or ask about the procedures for SEPA appeals.

Staff Contact: Questions about the proposal may be directed to Amy Bright, Associate Planner, at abright@monroewa.gov or (360) 863-4533.

Everett Daily Herald

Affidavit of Publication

State of Washington }

County of Snohomish } ss

Leanna Hartell being first duly sworn, upon oath deposes and says: that he/she is the legal representative of the Everett Daily Herald a daily newspaper. The said newspaper is a legal newspaper by order of the superior court in the county in which it is published and is now and has been for more than six months prior to the date of the first publication of the Notice hereinafter referred to, published in the English language continually as a daily newspaper in Snohomish County, Washington and is and always has been printed in whole or part in the Everett Daily Herald and is of general circulation in said County, and is a legal newspaper, in accordance with the Chapter 99 of the Laws of 1921, as amended by Chapter 213, Laws of 1941, and approved as a legal newspaper by order of the Superior Court of Snohomish County, State of Washington, by order dated June 16, 1941, and that the annexed is a true copy of EDH889805 SEPA 2019-19 as it was published in the regular and entire issue of said paper and not as a supplement form thereof for a period of 1 issue(s), such publication commencing on 02/06/2020 and ending on 02/06/2020 and that said newspaper was regularly distributed to its subscribers during all of said period.

The amount of the fee for such publication is \$93.33.

Leanna Hartell

Subscribed and sworn before me on this 6th day of February, 2020.



Linda Phillips

Notary Public in and for the State of Washington.

CITY OF MONROE, WASHINGTON
DETERMINATION OF NON-SIGNIFICANCE (DNS)
File Number: SEPA 2019-19 Name of Proposal: Administration Offices Conditional Use Permit Description of Proposal: JMB Investments LLC, is requesting a conditional use permit for the use of School District Administrative Offices and related services in the existing building. A conditional use permit is required for the use of "Government Administration Buildings" in the Mixed Use - Medical (MM) zoning district. Proponents: Tim Kalintz, JMB Investments, LLC 10515 20th St SE, Ste 130 Lake Stevens, WA 98258 and Mark J Neal, AIA, MJ Neal Associates, PO Box 1945 Wenatchee, WA 98807. Location of Proposal: The site is located at 14692 179th Ave SE, Monroe, Washington, 98272. SEC 35 TWP 28 RGE 06TH PTN OF SE1/4 SE1/4 DAF - BEG AT SE COR SD SEC 35 TH N00°59'27W ALG E LN OF SD SEC 35 FOR 220FT TPB TH S89°00'33W AT R/A TO SD E LN 329.90FT TO BEG OF A TANG CRV TO THE R HAVGA RAD OF 284.81FT TH WLY ALG SD CRV AN ARC DIST OF 175.19FT THRU C/A 31°14'42" TH N55°44'45W 67.91FT TH N00°59'26W DIST 240.33FT TH N88°29'13E DIST 159FT TH S01°30'47E DIST 122FT TH N88°29'13E DIST 389.62FT TAP ON THE E LN SD SEC 35 TH S00°59'27E ALG SD E LN DIST 214.72FT TPB EXC E 30FT FOR RD AKA LOT 2 OF SP AF 7908170205 & REV BY BLA RECAF 8911290086 & SURV AF 8911275005 Snohomish County Tax Parcel Number: 28063500400900. Lead Agency: City of Monroe Threshold Determination: The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) IS NOT required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public for review upon request at Monroe City Hall, 806 West Main Street, Monroe, WA 98272 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays. The information is also available for view online at <http://www.monroewa.gov/862/Admin-Offices-Conditional-Use>. This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date below. Comments must be submitted by February 20, 2020. Responsible Official: Ben Swanson, Community Development Director, SEPA Responsible Official, (360) 863-4544, Monroe City Hall, 806 West Main Street Monroe, WA 98272, bswanson@monroewa.gov. Date of Issuance: February 6, 2020 Deadline for Submitting Comments/Appeals: No later than 5:00 p.m. on February 20, 2020. Appeals: You may appeal this determination to the City of Monroe Hearing Examiner at Monroe City Hall, which is located at 806 West Main Street, Monroe, WA 98272, no later than 5:00 p.m. on February 20, 2020. You should be prepared to make specific factual objections; and you shall set forth the specific reason, rationale, and/or basis for the appeal. Appeals must be made in person on City appeal forms, which are available through the Community Development Department at Monroe City Hall. Appeals must be filed in original form in accordance with MMC Chapter 22.84. Payment of the appeal fee, as specified in the city's fee resolution, shall occur at the time the appeal is filed. Please contact Kim Shaw, Land Use Permit Supervisor, by email at kshaw@monroewa.gov or by phone at (360) 863-4532 to read or ask about the procedures for SEPA appeals. Staff Contact: Questions about the proposal may be directed to Amy Bright, Associate Planner, at abright@monroewa.gov or (360) 863-4533. Published: February 6, 2020. EDH888605



**AFFIDAVIT OF
EMAILING DNS**

STATE OF WASHINGTON) 14692 179th Ave SE Monroe, WA 98272
Address

COUNTY OF SNOHOMISH) Administration Offices Conditional Use Permit –
CUP2019-01
Application Name and File #

I, Leigh Anne Barr (print name) being first duly sworn on oath, depose and say: That on the 6th day of February, 2020, I emailed the **Determination of Non Significance for the Administration Offices Conditional Use Permit** to public agencies. Attached is a list of emails to whom this information was emailed to.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

L. Barr
Signed

2/6/2020
Date

Leigh Anne Barr

From: Leigh Anne Barr
Sent: Thursday, February 6, 2020 9:29 AM
To: Amy Bright
Subject: City of Monroe Notice of DNS
Attachments: SEPA Checklist.pdf; Determination of Non Significance.pdf; Vicinity Map.pdf

Good Morning,

Please see the attached Determination of Non-Significance (DNS) for Administration Offices Conditional Use Permit. For specific questions regarding this project, please contact Amy Bright, Associate Planner, at (360) 863-4533 or at abright@monroewa.gov. Further information can be found on the City's website at: <http://www.monroewa.gov/882/Admin-Offices-Conditional-Use>.



THE ADVENTURE
STARTS HERE!

Leigh Anne Barr, C.P.T | Permit Specialist
806 West Main Street | Monroe, WA 98272
360-863-4511 | labarr@monroewa.gov

NOTE: This email is considered a public record and may be subject to public disclosure.

abright@monroewa.gov; KShaw@monroewa.gov; separegister@ecy.wa.gov; pspirito@sno-isle.org; lanthony@sno-isle.org; Justin.fontes@ftr.com; david.matulich@pse.com; john_warrick@cable.comcast.com; crenderlein@snopud.com; Kate.Tourtellot@commtrans.org; Neilwheeler@comcast.net; piplicd@monroe.wednet.edu; Diane.Rolph@co.snohomish.wa.us; mfitzgerald@snofire7.org; k.kerwin@snoco.org; SEPA@psc Clean Air.org; stevev@psc Clean Air.org; eip@parks.wa.gov; sposner@utc.wa.gov; kmclain@agr.wa.gov; ike.nwankwo@commerce.wa.gov; reviewteam@commerce.wa.gov; sepadesk@dfw.wa.gov; efheinitz@doc1.wa.gov; sepacenter@dnr.wa.gov; randy.kline@parks.wa.gov; Stan.Allison@faa.gov; Karen.Wood-McGuiness@fema.dhs.gov; kjoseph@sauk-suiattle.com; njoseph@sauk-suiattle.com; jjoseph@sauk-suiattle.com; ryoung@tulaliptribes-nsn.gov; klyste@stillaguamish.com; pstevenson@stillaguamish.com; newstips@heraldnet.com; mmuscari@esassoc.com; info@PPTValley.org; tom.laufmann@sno.wednet.edu; rooseveltwater@frontier.com; staff@highlandwaterdistrict.com; bewood@snopud.com; faye.ryan@pse.com; dan.o.olson@williams.com; shannon.fleming@snoco.org; zlamebull@tulaliptribes-nsn.gov; mrobenland@doc1.wa.gov; mannixj@monroe.wednet.edu; JPrichard@republicservices.com; rodrijr@dshs.wa.gov; ehquestions@snohd.org; Quinten.schmit@snoco.org; serviceaddresscorrec@pse.com; laura.blackmore@psp.wa.gov; wcr.nepa@noaa.gov; apellham@snohd.org; stephen.semenick@BNSF.com; David.McConnell@co.snohomish.wa.us; stephanie.jolivette@dahp.wa.gov; plattst@wsdot.wa.gov; AnderDM@wsdot.wa.gov; kaintztk@msn.com; mjn@mjnealaia.com; ms@mjnealaia.com



City of Monroe
 806 West Main Street, Monroe, WA 98272
 Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a **PUBLIC HEARING** is scheduled to be held **Thursday, March 19, 2020 at 10:00 a.m.** by the City of Monroe **Hearing Examiner** in the Council Chambers at City Hall, 806 West Main Street, Monroe, WA on the proposed **Conditional Use Permit for Administration Offices** as described below:

PROJECT NAME: Administration Offices Conditional Use Permit

PROJECT FILE#: CUP2019-01

APPLICANT/OWNER: Tim Kaintz, JMB Investments, LLC, 10515 20th St SE, Ste. #130, Lake Stevens, WA. 98258 (425) 359-4487

PROJECT LOCATION: The site is located at 14692 179th Ave SE, Monroe, Washington, 98272. Snohomish County Tax Parcel Number(s): 280635004900.

PROJECT DESCRIPTION: JMB Investments LLC, is requesting a conditional use permit for the use of School District Administrative Offices and related services in the existing building. A conditional use permit is required for the use of "Government Administration Buildings" in the Mixed Use – Medical (MM) zoning district.

PUBLIC COMMENT PROCEDURE: Anyone wishing to comment on the above items or to provide other relevant information may do so in writing or appear in person before the Hearing Examiner at the time and place of said public hearing per MMC 22.82.110 (D). The Hearing Examiner's decision shall become final and shall be issued upon the terms and conditions prescribed by the Hearing Examiner, if no appeal is filed.

PUBLIC REVIEW OF DOCUMENTS: A copy of the application and supporting documents for the project are available for review during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, excluding Holidays, at Monroe City Hall, 806 W Main St., Monroe WA or on the city's website at: <http://www.monroewa.gov/882/Admin-Offices-Conditional-Use>. A copy of the staff report will be available for review at City Hall seven (7) days prior to the hearing. Please contact Kim Shaw at (360) 863-4532 or kshaw@monroewa.gov for further assistance. Copies will be provided at cost.

STAFF CONTACT: Amy Bright, Associate Planner @ (360) 863-4533 or abright@monroewa.gov.

Client	EDH103247 - City Of Monroe	Phone	(360) 794-7400		
Address	Attn: Kim Fogh, 806 W Main St	E-Mail	gpfister@monroewa.gov		
	Monroe, WA, 98272	Fax			
Order#	893599	Requested By	KIM SHAW	Order Price	\$55.08
Classification	8901 - EDH-WIDE-Public Notices	PO #	CUP2019-01	Tax 1	\$0.00
Start Date	03/09/2020	Created By	1751	Tax 2	\$0.00
End Date	03/09/2020	Creation Date	03/06/2020, 11:39:32 am	Total Net	\$55.08
Run Dates	2			Payment	\$0.00
Publication(s)	Everett Daily Herald, HeraldNet				
Sales Rep	1751 - Cedarquist, Karen	Phone	(425) 339-3089		
		E-Mail	kcedarquist@heraldnet.com		
		Fax	(425) 339-3438		

CITY OF MONROE, WASHINGTON
NOTICE IS HEREBY GIVEN that a PUBLIC HEARING is scheduled to be held Thursday, March 19, 2020 at 10:00 a.m. by the City of Monroe Hearing Examiner in the Council Chambers at City Hall, 806 West Main Street, Monroe, WA on the proposed Conditional Use Permit for Administration Offices as described:
PROJECT NAME: Administration Offices Conditional Use Permit
PROJECT FILE#: CUP2019-01 APPLICANT/OWNER: Tim Kaintz, JMB Investments, LLC, 10615 20th St SE, Ste. #130, Lake Stevens, WA. 98258 (425) 359-4487 PROJECT LOCATION: The site is located at 14692 179th Ave SE, Monroe, Washington, 98272. Snohomish County Tax Parcel Number(s): 280635004900.
PROJECT DESCRIPTION: JMB Investments LLC, is requesting a conditional use permit for the use of School District Administrative Offices and related services in the existing building. A conditional use permit is required for the use of "Government Administration Buildings" in the Mixed Use - Medical (MM) zoning district.
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PUBLIC REVIEW OF DOCUMENTS: A copy of the application and supporting documents for the project are available for review during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Friday, excluding Holidays, at Monroe City Hall, 806 W Main St., Monroe WA or on the city's website at: <http://www.monroewa.gov/882/Admin-Offices-Conditional-Use>.
A copy of the staff report will be available for review at City Hall seven (7) days prior to the hearing. Please contact Kim Shaw at (360) 863-4532 or kshaw@monroewa.gov for further assistance. Copies will be provided at cost. STAFF CONTACT: Amy Bright, Associate Planner @ (360) 863-4533 or abright@monroewa.gov.
Published: March 9, 2020. EDH893599



AFFIDAVIT OF MAILING NOTICE OF PUBLIC HEARING

STATE OF WASHINGTON) 14692 179th Ave, Monroe WA 98272
Address

COUNTY OF SNOHOMISH) Admin. Offices Conditional Use - CUP2019-01
Application Name and File #

I, Kim Shaw (print name) being first duly sworn on oath, depose and say: That on the 6th day of March, 2020, I made application with Click2Mail to mail on March 7th, 2020 a copy with prepaid postage of the Notice of Public Hearing for Admin. Offices Conditional Use. Attached is a list of names and addresses to whom this information was mailed to.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Kim Shaw
Signed

3/6/2020
Date

NAME	ADDRESS	CITY	STATE	ZIP
AARON SMITH	17799 149TH STREET SE UNIT 10	MONROE	WA	98272
ABIGAIL SMITH	17807 149TH STREET UNIT 12	MONROE	WA	98272
BAUMANN FAMILY INVESTMENT LLC	17631 147TH STREET SE	MONROE	WA	98272
CAROL D SLEE	17811 149TH STREET SE UNIT 13	MONROE	WA	98272
CATHY HAGGLUND	17771 149TH STREET SE	MONROE	WA	98272
CITY OF MONROE	17701 149TH STREET SE	MONROE	WA	98272
CITY OF MONROE - PLANNING DEPT	806 W MAIN ST	MONROE	WA	98272
DEBORAH KEEFE	17795 149TH STREET SE UNIT 9	MONROE	WA	98272
HARRISON STREET REAL ESTATE LLC	14841 179TH AVENUE SE	MONROE	WA	98272
HARRISON STREET REAL ESTATE LLC	14841 179TH AVENUE SE	MONROE	WA	98272
HOUSING HOPE	14624 179TH AVENUE SE	MONROE	WA	98272
JMB INVESTMENTS LLC	14692 179TH AVENUE SE	MONROE	WA	98272
JMP INVESTMENTS, LLC ATTN: TIM KAINZ	10515 20TH ST SE STE #130	LAKE STEVENS	WA	98258
JUDITH SWAN	17783 149TH STREET SE	MONROE	WA	98272
KAREN CALKINS	17779 149TH STREET SE	MONROE	WA	98272
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KEITH VANDERHOUWEN	17788 147TH STREET SE	MONROE	WA	98272
MICHAEL WOOD	17819 149TH STREET SE	MONROE	WA	98272
MIROSLAVA FISHCHUK	17823 149TH STREET SE	MONROE	WA	98272
MONROE 35 ASSOCIATES LLC	17880 147TH STREET SE	MONROE	WA	98272
MONROE STORAGE PARTNERS 1 LLC	17600 147TH STREET SE	MONROE	WA	98272
MONROE STORAGE PARTNERS 1 LLC	17501 147TH STREET SE	MONROE	WA	98272
MONROE VENTURES LLC	17675 147TH STREET SE	MONROE	WA	98272
PUBLIC HOSPITAL DISTRICT #1 EVERGREEN HEALTH	14701 179TH AVENUE SE	MONROE	WA	98272
PUBLIC UTILITY DIST 1 SNO CO	17665 147TH STREET SE	MONROE	WA	98272
RAUL DOMINGUEZ	17767 149TH STREET SE	MONROE	WA	98272
RUTH KLEIN	17815 149TH STREET SE UNIT 14	MONROE	WA	98272
RUTH VAN DUREN	17787 149TH STREET SE UNIT 7	MONROE	WA	98272
SAUVAGE REAL ESTATE LLC	14818 179TH AVENUE SE	MONROE	WA	98272
SCN PROPERTIES LLC	17731 147TH STREET SE	MONROE	WA	98272
SNOHOMISH 29 LAND LLC	17700 147TH STREET SE	MONROE	WA	98272
SNOHOMISH COUNTY PUBLIC HOSPITAL DIST #1	18005 149TH STREET SE	MONROE	WA	98272
THOMAS AND PEGGY ARMBRUSTER	17791 149TH STREET SE UNIT 8	MONROE	WA	98272
THOMAS FADDIS	17763 149TH STREET SE	MONROE	WA	98272
TREVOR HANKINSON AND JULIA CHRISTINE	17775 149TH STREET SE	MONROE	WA	98272



AFFIDAVIT OF POSTING NOTICE OF PUBLIC HEARING

STATE OF WASHINGTON) 14692 179th Ave SE., Monroe WA 98272
Address

COUNTY OF SNOHOMISH) Admin. Offices Conditional Use #CUP2019-01
Application Name and File #

I, AAANON AMBERSON (print name) being first duly sworn on oath, depose and say: That on the 9th day of March, 2020, I posted one 1 sign for the Notice of Public Hearing for Conditional Use Permit CUP2019-01 on or near the property concerned, in a conspicuous place; and on the correct date of posting of said notice.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.


Signed

3/9/20
Date



AFFIDAVIT OF POSTING NOTICE OF APPLICATION

STATE OF WASHINGTON) 14692 179th Ave SE Monroe, WA 98272
Address

COUNTY OF SNOHOMISH) Admin Offices Conditional Use - CUP2019-01
Application Name and File #

I, Leigh Anne Barr (print name) being first duly sworn on oath, depose and say:
That on the 23rd day of December, 2019, I posted (1) notice in the City Hall lobby
and dropped off (1) notice to the Monroe Public Library for the Admin Offices
Conditional Use Permit and on the correct date of posting of said notice.

I declare under penalty of perjury under the laws of the State of Washington that the
foregoing is true and correct.

Leigh Anne Barr
Signed

12/23/2019
Date

RECEIVED
11/18/2019
CITY OF MONROE

REVISIONS	BY

CITY OF MONROE

MONROE OFFICE BUILDING

CUP 2019-01

SECTION 35, TOWNSHIP 28N, RANGE 6E

14692 179TH AVE SE, MONROE, WA 98272

SITE INFORMATION

ZONING: MIXED USE - MEDICAL (MM)
 COMP. PLAN DESIGNATION: MIXED USE
 PROPOSED USE: GOVERNMENT ADMINISTRATION BUILDING

BULK DEVELOPMENT REQUIREMENT CALCULATIONS

SITE AREA: 2.83 ACRES (123,389 S.F.)

SETBACKS:
 FRONT: 10'
 SIDES: 10'
 REAR: 10'

TOTAL LOT COVERAGE: 94,628 S.F.

ADJACENT STREETS:
 179TH AVE S.E. COLLECTOR
 147TH ST S.E. LOCAL ACCESS

UTILITY PROVIDERS
 SEWER: CITY OF MONROE
 WATER: CITY OF MONROE

PARKING SPACE REQUIREMENTS

OFFICE: 1 SPACE PER 300 S.F.
 STORAGE/REPAIR: 1 SPACE PER 1,000 S.F.
 UNDESIGNATED: 1 SPACE PER 300 S.F.
 MEETING AREAS: 1 SPACE PER 50 S.F.

OFFICE: 14,895 / 300 = 50 SPACES
 STORAGE/REPAIR: 6,266 / 1,000 = 7 SPACES
 UNDESIGNATED: 5,160 / 300 = 18 SPACES
 MEETING AREAS: 3,446 / 50 = 69 SPACES

TOTAL SPACES REQ'D = 144 SPACES
 TOTAL ACCESSIBLE SPACES REQ'D = 5 SPACES

160 SPACES PROVIDED INCLUDING 8 ACCESSIBLE SPACES

BICYCLE PARKING REQUIREMENTS
 1 PER 12 REQUIRED CAR SPACES 144 / 12 = 12 SPACES

PROJECT DATA

PARCEL NUMBER: 280635004900
 SECTION 35, TOWNSHIP 28N, RANGE 6E

PROJECT LOCATION: 14692 179TH AVE SE
 MONROE, WASHINGTON 98272

SITE AREA: 2.83 ACRES (123,389 S.F.)
 IMPERVIOUS SURFACE AREA: 94,628 S.F.
 PARKING AREA: 63,428 S.F.
 LANDSCAPE AREA: 28,761 S.F.
 BUILDING AREA: 31,200 S.F.
 OCCUPANCY GROUP: B
 CONSTRUCTION TYPE: 5B

SHEET INDEX

ARCHITECTURAL
 A0.1 COVER SHEET
 A1.1 SITE PLAN
 A2.2 MAIN FLOOR PLAN



509.663.6455
 MJNEAL@MJNEALALA.COM
 WWW.MJNEALALA.COM
 P.O. BOX 1945
 WENATCHEE, WA 98807

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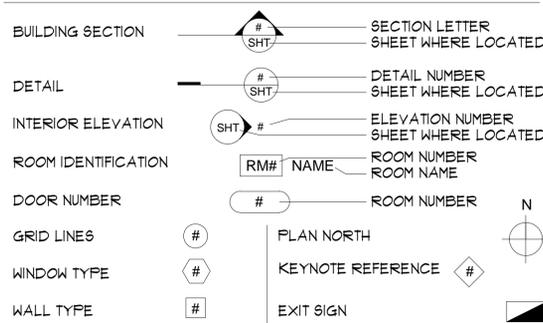
GENERAL NOTES

- WORK IS TO CONFORM TO ALL APPLICABLE STATE AND LOCAL CODES AND ORDINANCES. DISCREPANCIES BETWEEN DRAWINGS AND CODES ARE TO BE BROUGHT TO THE ATTENTION OF THE ARCHITECT.
- DO NOT SCALE DRAWINGS. DIMENSIONAL DATA SHALL BE OBTAINED FROM WRITTEN INFORMATION ONLY. VERIFY ALL DIMENSIONS BEFORE PROCEEDING.
- VERIFY EXISTING SITE CONDITIONS BEFORE PROCEEDING WITH WORK. NOTIFY ARCHITECT OF ANY DISCREPANCIES BETWEEN DRAWINGS AND EXISTING CONDITIONS.
- LOCATE AND PRESERVE EXISTING SURVEY MARKERS.
- LOCATE AND PRESERVE ANY EXISTING UTILITIES PRESENT AND SCHEDULE TO REMAIN UNCHANGED.
- EXTERIOR DIMENSIONS ARE TO FACE OF CONCRETE OR FACE OF PLYWOOD UNLESS OTHERWISE NOTED.
- INTERIOR DIMENSIONS ARE TO FACE OF FRAMING UNLESS NOTED OTHERWISE.
- ANY DIMENSIONAL DEVIATIONS AFFECTING THE INTENT OR INCORPORATION OF OTHER ELEMENTS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT.
- REFER TO FOUNDATION AND FRAMING PLANS FOR REFERENCE TO STRUCTURAL DETAILING.
- SUBCONTRACTORS AND FABRICATORS TO SUBMIT SHOP DRAWINGS AND PRODUCT DATA FOR MATERIALS AND ASSEMBLIES AS INDICATED IN SPECIFICATIONS. DRAWINGS TO SHOW SIZES MATERIALS CONNECTION DETAILS TO ADJACENT MATERIALS. INDICATE ALL REQUIRED BACKING AND BLOCKING.
- REFER TO STRUCTURAL NOTES FOR DESIGN LOADS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL REQUIRED SAFETY PRECAUTIONS AND THE METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES REQUIRED TO PERFORM HIS WORK.
- CONTRACTOR-INITIATED CHANGES SHALL BE SUBMITTED IN WRITING TO THE ARCHITECT FOR APPROVAL PRIOR TO FABRICATION OR CONSTRUCTION. CHANGES SHOWN ON SHOP DRAWINGS ONLY WILL NOT SATISFY THIS REQUIREMENT.
- DRAWINGS INDICATE GENERAL AND TYPICAL DETAILS OF CONSTRUCTION. WHERE CONDITIONS ARE NOT SPECIFICALLY INDICATED BUT ARE OF SIMILAR CHARACTER TO DETAILS SHOWN, SIMILAR DETAILS OF CONSTRUCTION SHALL BE USED, SUBJECT TO REVIEW AND APPROVAL BY THE ARCHITECT.

ABBREVIATIONS

∠	ANGLE	CONN	CONNECTION	FTG	FOOTING	N	NORTH	SHT	SHEET
⊕	CENTERLINE	CONST	CONSTRUCTION	FURR	FURRING	NIC	NOT IN CONTRACT	SHWR	SHOWER
#	DIAMETER OR ROUND	CONTR	CONTRACTOR	FUT	FUTURE	NOM	NOMINAL	SIM	SIMILAR
□	SQUARE	CONT	CONTINUOUS	GA	GAUGE	NTS	NOT TO SCALE	SPEC	SPECIFICATION
(E)	EXISTING	CT	CERAMIC TILE	GALV	GALVANIZED	OA	OVERALL	SQ	SQUARE
ℙ	PROPERTY LINE	DBL	DOUBLE	GB	GRAB BAR	OC	ON CENTER	STD	STANDARD
AB	ANCHOR BOLT	DEMO	DEMOLITION	GL	GLASS (GLAZING)	OD	OUTSIDE DIA / OVERFLOW DRAIN	STL	STEEL
ACC	ACCESSIBLE	DTL	DETAIL	GND	GROUND	GYPSUM	GYPSUM WALLBOARD	STOR	STORAGE
AD	AREA DRAIN	DF	DRINKING FOUNTAIN	GWB				STRCT	STRUCTURAL
ADJ	ADJUSTABLE	DIA	DIAMETER	HB	HOSE BIBB	OFCI	OWNER FURNISH	SUSP	SUSPENDED
AGGR	AGGREGATE	DIM	DIMENSION	HC	HANDICAPPED	OFOI	OWNER FURNISH	SYM	SYMMETRICAL
AL	ALUMINUM	DISP	DISPENSER	HC	HOLLOW CORE	OPNG	OPENING	T	TREAD
ALT	ALTERNATE	DN	DOWN	HC	HOLLOW CORE	OPNG	OPENING	TC	TOWEL BAR
APPROX	APPROXIMATE	DR	DOOR	HDW	HARDWARE	OPNG	OPENING	TE	TOP OF CURB
ARCH	ARCHITECTURAL	DS	DOWNSPOUT	HDWD	HARDWOOD	OPF	OPPOSITE	TEL	TELEPHONE
AT	ACOUSTICAL TILE	DWG	DRAWING	HGT	HEIGHT	FLM	FLASTER	TEMP	TEMPORARY
		DWR	DRAWER	HM	HOLLOW METAL	FLYWD	PLYWOOD	T&G	TONGUE & GROOVE
				HORIZ	HORIZONTAL	FR	FAIR	THK	THICK
BD	BOARD	E	EAST	INSUL	INSIDE DIAMETER	PCP	PRECAST CONCRETE PANEL	TV	TELEVISION
BLDG	BUILDING	EA	EACH	INT	INSULATION	FOURED	FOURED IN PLACE CONCRETE	TYP	TYPICAL
BLKG	BLOCKING	EJ	EXPANSION JOINT	INT	INTERIOR	FLAM	FLASTER LAMINATE	UNO	UNLESS NOTED OTHERWISE
BM	BEAM	ELECT	ELECTRICAL	JAN	JANITOR	FLAS	FLASTER	UNFIN	UNFINISHED
BOT	BOTTOM	ELEV	ELEVATION	JT	JOINT	PLYWD	PLYWOOD	UR	URINAL
BL	BUILDING LINE	EQ	EQUAL					VCT	VINYL COMPOSITION TILE
C	CONDUIT	EQFT	EQUIPMENT					VERT	VERTICAL
CAB	CABINET	EXIST	EXISTING	LAM	LAMINATE	RD	ROOF DRAIN	VEST	VESTIBULE
CB	CATCH BASIN	EXP	EXPANSION	LAV	LAVATORY	REF	REFERENCE	W	WEST
CI	CURB INLET	EXFO	EXPOSED	LT	LIGHT	REFR	REFRIGERATOR	W/	WITH
CJ	CONST. JOINT	EXT	EXTERIOR	MAS	MASONRY	REINF	REINFORCED	WC	WATER CLOSET
CL	CENTERLINE			MATL	MATERIAL	REQ'D	REQUIRED	WD	WOOD
CLG	CEILING	FACP	FIRE ANNUNCIATOR CONTROL PANEL	MB	MACHINE BOLT	RESIL	RESILIENT	WH	WATER HEATER
CLR	CLEAR	FD	FLOOR DRAIN	MECH	MECHANICAL	RM	ROOM	W/O	WITHOUT
CMU	CONCRETE MASONRY UNIT	FE	FIRE EXTINGUISHER	MFGR	MANUFACTURER	RO	ROUGH OPENING	WP	WATERPROOF
COL	COLUMN	FIN	FINISH	MH	MANHOLE	RTU	ROOF TOP UNIT	WR	WATER RESISTANT
CONC	CONCRETE	FLASH	FLASHING	MIN	MINIMUM	RWL	RAIN WATER LEADER	WT	WEIGHT
		FLR	FLOOR	MISC	MISCELLANEOUS	SC	SOLID CORE	WWF	WELDED WIRE FABRIC
		FLUOR	FLUORESCENT	MTD	MOUNTED	SCHED	SCHEDULE		
		FND	FOUNDATION	MTL	METAL	SD	SOAP DISPENSER		
		FOC	FACE OF CONST			SECT	SECTION		
		FOF	FACE OF FINISH						
		FOS	FACE OF STUDS						
		FT	FOOT OR FEET						

PLAN SYMBOL LEGEND



PROJECT TEAM

ARCHITECT
 MJNEAL ASSOCIATES,
 PO BOX 1945
 WENATCHEE, WA 98801
 (509) 663-6455
 MARK NEAL
 m.j.neal@jnealala.com

STRUCTURAL ENGINEER:
 NAME
 STREET
 CITY, STATE
 PHONE
 CONTACT
 EMAIL

OWNER:
 JMB INVESTMENTS, LLC
 10515 20TH ST. SE, STE #130
 LAKE STEVENS, WA 98258
 425-359-4487
 TIM KAINITZ
 kaintztk@msn.com

CONTRACTOR:
 NAME
 STREET
 CITY, STATE
 PHONE
 CONTACT
 EMAIL

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CUP 2019-01
MONROE OFFICE BUILDING
 MONROE, WASHINGTON

Date:	2019-11-07
Scale Factor:	1
Drawn:	JJB
File:	19422
Sheet	A0.1

PARKING SPACE REQUIREMENTS

OFFICE: 1 SPACE PER 300 S.F.
 STORAGE/REPAIR: 1 SPACE PER 1,000 S.F.
 UNDESIGNATED: 1 SPACE PER 300 S.F.
 MEETING AREAS: 1 SPACE PER 50 S.F.

OFFICE: 14,895 / 300 = 50 SPACES
 STORAGE/REPAIR: 6,266 / 1,000 = 7 SPACES
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TOTAL SPACES REQ'D = 144 SPACES
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160 SPACES PROVIDED INCLUDING 8 ACCESSIBLE SPACES

BICYCLE PARKING REQUIREMENTS
 1 PER 12 REQUIRED CAR SPACES 144 / 12 = 12 SPACES

KEYNOTE SYMBOL

SITE PLAN KEYNOTES

- EXIST. PARKING LOT LIGHTING
- EXIST. RECESSED CAN LIGHTS IN SOFFIT
- EXIST. WALL MOUNTED LIGHT UNDER CANOPY
- NEW CONC. PAD FOR LOADING AREA
- NEW 5' CONC. WALK FROM DOOR TO SIDEWALK
- NEW 5' X 5' X 4" CONC. PAD AT VALVE ROOM DOOR
- EXIST. REFUSE BIN, BRICK ENCLOSURE WITH WOOD FRONT GATE
- NEW 4" CONC PAD FOR 6 PLACE BIKE RACK
- NEW 6 PLACE BIKE RACK
- NEW WATER LINE FOR BUILDING FIRE SPRINKLER SYSTEM

SITE PLAN LEGEND

- 1/4" = 1'-0"
- PROPERTY LINE
 - SETBACK OR EASEMENT
 - PROJECT LIMITS
 - CONTRACTOR STAGING AREA
 - LANDSCAPED AREA
 - LANDSCAPING BUFFER AREA
 - CONCRETE
 - ASPHALT PAVEMENT
 - HYDRANT
 - FIRE DEPARTMENT CONNECTION (FDC)
 - POST INDICATOR VALVE (PIV)
 - SINGLE POST MOUNTED LIGHTING FIXTURE
 - WATER METER
 - ELECTRICAL TRANSFORMER

SITE DESIGN CRITERIA

PROJECT ADDRESS: 14692 179TH AVE SE
 MONROE, WASHINGTON 98272

OWNER: JMB INVESTMENTS, LLC
 10515 20TH ST. SE, STE #130
 LAKE STEVENS, WA 98258

ASSESSOR'S PARCEL NO.: 280635004900

JURISDICTION: CITY OF MONROE, WA

COMP. PLAN DESIGNATION: MIXED USE

ZONING: MIXED USE - MEDICAL (MM)

PROPOSED USE: GOVERNMENT ADMINISTRATION BUILDING

MAXIMUM BUILDING HEIGHT: 45'

MAXIMUM LOT COVERAGE: 80%

SETBACKS:
 FRONT: 10'
 SIDES: 10'
 REAR: 10'

SITE AREA: 2.83 ACRES (123,389 S.F.)

LANDSCAPE BUFFER: 5'

IMPERVIOUS SURFACE AREA:

BUILDINGS: 31,200 S.F.

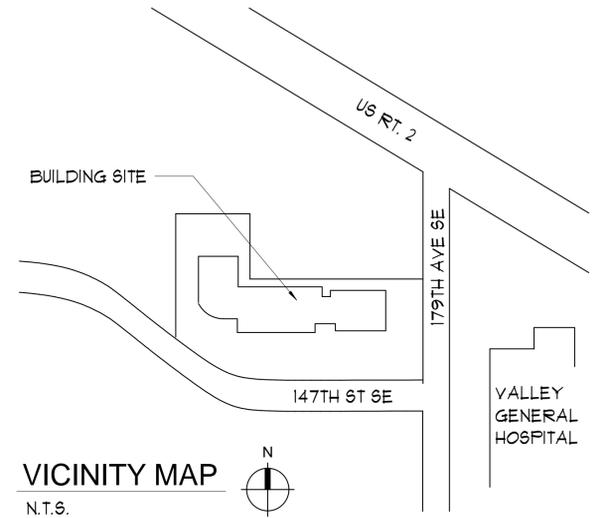
PARKING/PAVED AREA: 63,428 S.F.

TOTAL IMPERVIOUS SURFACE AREA: 94,628 S.F.

LANDSCAPE AREA: 28,761 S.F.

SITE UTILITIES

WATER - CITY OF MONROE
 SEWER - CITY OF MONROE



VICINITY MAP

N.T.S.

GENERAL SITE NOTES:

- CONTRACTOR SHALL PROVIDE AND COORDINATE PLACEMENT, SIZE AND LOCATION OF ALL UNDERGROUND SLEEVE.
- ALL DIMENSIONS TO CURBS ARE TO FACE OF CURB, UNLESS NOTED OTHERWISE.
- ALL DIMENSIONS TO BUILDING ARE PERPENDICULAR TO PROPERTY LINES UNLESS NOTED OTHERWISE.
- VERIFY ALL LOCATIONS OF PROPERTY LINES, UTILITY LINES AND EXISTING STRUCTURES.
- REPAIR ANY DAMAGE CAUSED BY CONSTRUCTION ACTIVITIES TO EXISTING SURFACES AND STRUCTURES. PROVIDE APPROPRIATE TRANSITIONS BETWEEN NEW CONSTRUCTION AND EXISTING CONDITIONS. EXTEND CONCRETE OR ASPHALT REPLACEMENT TO A UNIFORM TRANSITION OR THE NEAREST EXISTING JOINT.

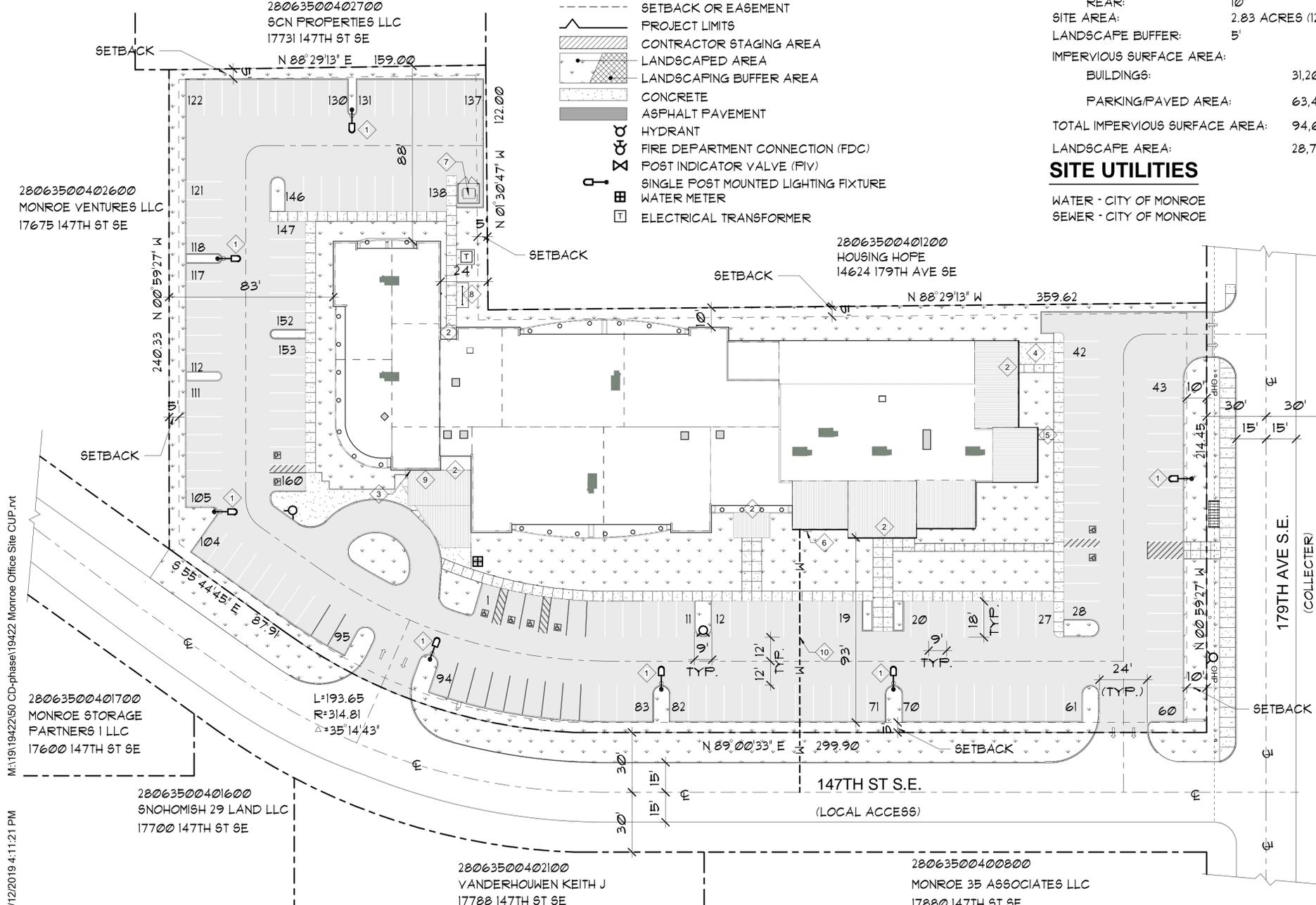
LEGAL DESCRIPTION:

SEC 35 TWP 28 RGE 06TH PTN OF 6E1/4 6E1/4 DAF - BEG AT SE COR SD SEC 35 TH N00°59'27W ALG E LN OF SD SEC 35 FOR 220FT TPB TH S89°00'33W AT R/A TO SD E LN 329.90FT TO BEG OF A TANG CRV TO THE R HAVGA RAD OF 284.81FT TH WLY ALG SD CRV AN ARC DIST OF 175.19FT THRU C/A 31°14'42" TH N55°44'45W 67.91FT TH N00°59'26W DIST 240.33FT TH N88°29'13E DIST 159FTTH 60°1'30" 47E DIST 122FT TH N88°29'13E DIST 389.62FT TAP ON THE E LN SD SEC 35 TH S00°59'27E ALG SD E LN DIST 214.72FT TPB EXC E 30FT FOR RD AKA LOT 2 OF SP AF 7908170205 & REV BY BLA RECAF 8911290086 & SURV AF 8911275005

28063600300400
 PUBLIC HOSPITAL DISTRICT #1
 14701 179TH AVE SE

FUTURE PHASE ARCHITECTURAL SITE PLAN

1" = 30'-0" @ FULL SIZE



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REVISIONS	BY



509.663.6455
 MJNEAL@MJNEALAA.COM
 WWW.MJNEALAA.COM
 P.O. BOX 1945
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EXISTING OFFICE BUILDING
 14692 179TH AVE SE, MONROE, WA 98272

Date: 2019-11-07
 Scale Factor: 1
 Drawn: JJB
 File: 19422
 Sheet

A1.1

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WALL LEGEND

- WALLS TO BE REMOVED
- NEW WALLS
- WALLS TO REMAIN

◆ KEYNOTE SYMBOL

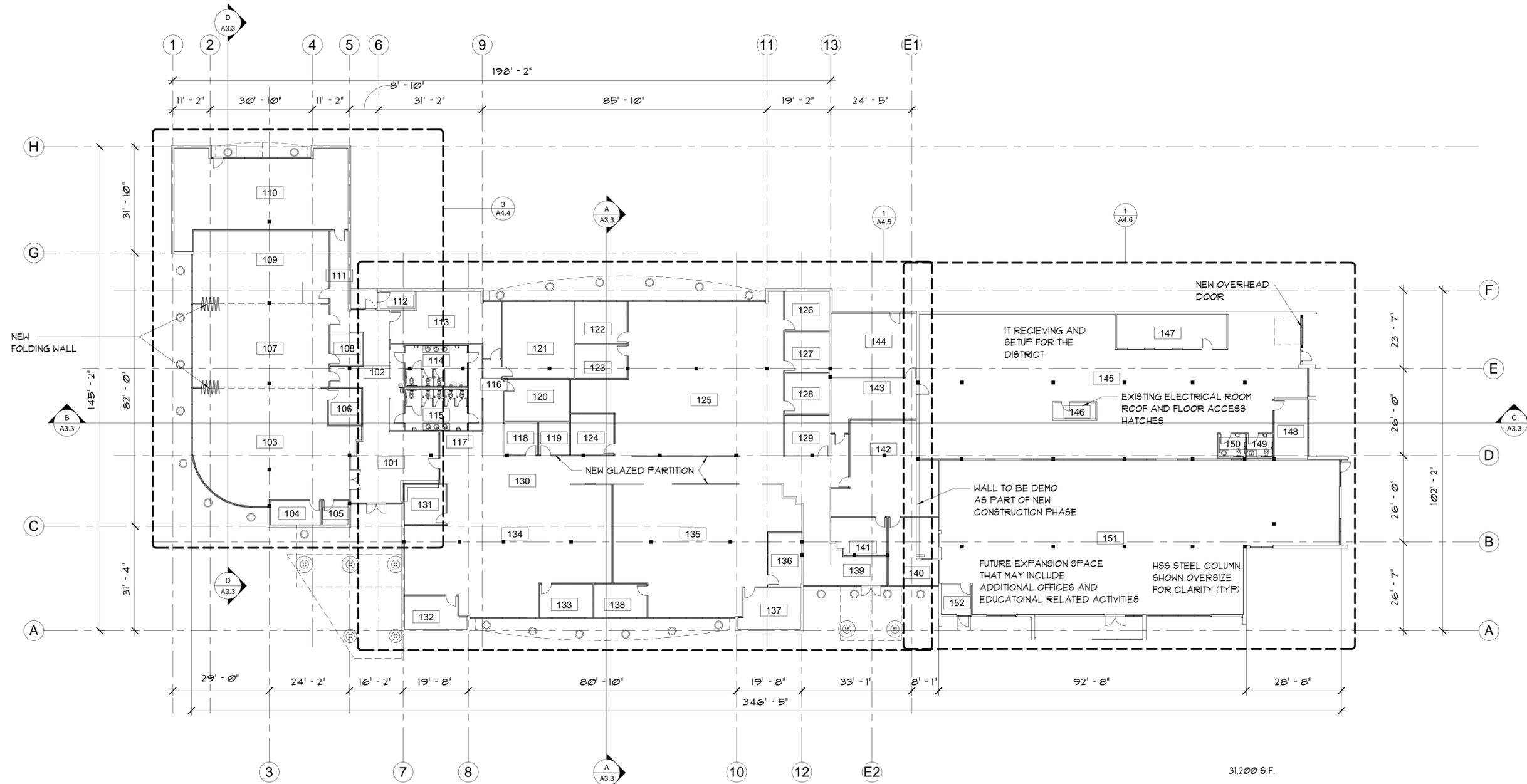
MAIN FLOOR PLAN KEYNOTES

REVISIONS	BY



509.663.6455
 MJNEAL@MJNEALALA.COM
 WWW.MJNEALALA.COM
 P.O. BOX 1945
 WENATCHEE, WA 98807

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31,200 S.F.

FUTURE PHASE MAIN FLOOR PLAN

1/16" = 1'-0" @ FULL SIZE



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MONROE OFFICE BUILDING
 MONROE, WASHINGTON

Date: 2019-11-07

Scale Factor: 1

Drawn: JJB

File: 19422

Sheet

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CITY OF MONROE

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. Background

1. Name of proposed project, if applicable:

Medical Offices remodel into a Government Administration Building

2. Name of applicant:

JMB Investments, LLC

3. Address and phone number of applicant and contact person:

Tim Kaintz

10515 20th Street S.E., Ste. #130

Lake Stevens, WA 98258

(425) 397-0500

kaintztk@msn.com

Contact: Mark J Neal AIA
PO Box 1945
Wenatchee WA 98807
509 6636455 c 5098602410
mjn@mjnealaia.com

4. Date checklist prepared:

November 6, 2019

5. Agency requesting checklist:

City of Monroe

6. Proposed timing or schedule (including phasing, if applicable):

Demolition to begin Q4 2019; construction to begin Q1 2020; a 6-month construction period to end Q3 2020

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Selected areas designated areas '2' & '3' may be minimally finished in anticipation of future tenant use; tenant improvements will be deferred until tenant needs are known

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

An asbestos survey of interior building products will be performed by an AHERA-certified building inspector prior to any interior demolition

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

Interior non-structural demolition permit has been submitted to the City of Monroe prior to this SEPA application and the Conditional Use Permit application

10. List any government approvals or permits that will be needed for your proposal, if known.

City of Monroe demolition, building, mechanical, plumbing, fire protection system permits; State of Washington Dept. of Labor & Industries electrical permit

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

Interior - renovation of an existing 31,200 SF building, previously used as a medical center into government administration offices

Exterior - the building is on a 2.83 acre site and will have deferred landscape maintenance, parking lot restriping, and a water line installed for a new fire suppression system in the building

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

From downtown Monroe, travel west on US Hwy 2; approximately ½ mile past the SR 522 intersection, turn left onto 179th Avenue SE; travel south approx.. 300 feet and take 2nd right into parking lot of 14692 179th Avenue SE

B. Environmental Elements

1. Earth

a. General description of the site:

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other:

b. What is the steepest slope on the site (approximate percent slope)?

2%

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Soils types in this area are identified as Bellingham clay loam, Edmonds sandy loam, Linden loam and Sultan clay loam from the 1937 Snohomish County soils map

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

No, site has been previously developed and shows no indication of unstable soils

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Trenching for a new fire suppression water line will extend approximately 120-feet from 147th Street SE, northerly to the building. Source of fill will be derived from a local sand and gravel company as well as excavated soils

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
No site work, other than minor landscape and parking lot improvements (install bike racks, chip seal and restripe parking lot)
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?
76.94% (94,946 SF) post-construction impervious surfaces (76.69% or 94,628 SF of existing impervious surfaces)
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:
None required – no site disturbance

2. Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.
Dust from interior demolition will be contained within building; debris transferred in trash bins to large trash disposal containers will generate some dust from the construction materials
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.
None known
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:
Industry standard measures for construction. Dust mitigation with water spray

3. Water

- a. Surface Water:
- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
None
 - 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
No
 - 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
None
 - 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
No

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

No

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

None

b. Ground Water:

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

No

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

None

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Rainwater from existing parking lot will utilize existing on-site detention system

2) Could waste materials enter ground or surface waters? If so, generally describe.

None

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

Existing features will be preserved during and after construction; no alteration of existing drainage patterns occur in this project

4. Plants

a. Check the types of vegetation found on the site:

- deciduous tree: alder, maple, aspen, other
- evergreen tree: fir, cedar, pine, other
- shrubs
- grass
- pasture
- crop or grain
- Orchards, vineyards or other permanent crops.
- wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- water plants: water lily, eelgrass, milfoil, other
- other types of vegetation (domestic ornamental landscaping)

b. What kind and amount of vegetation will be removed or altered?

Approximately 200 SF of landscaping will be disturbed for new water line trenching

c. List threatened and endangered species known to be on or near the site.

None

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Deferred maintenance of existing landscaping will be performed

e. List all noxious weeds and invasive species known to be on or near the site.

Himalayan blackberry

5. Animals

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.

Examples include:

- birds: hawk, heron, eagle, songbirds, other:
- mammals: deer, bear, elk, beaver, other:
- fish: bass, salmon, trout, herring, shellfish, other _____

Songbirds

b. List any threatened and endangered species known to be on or near the site.

None known

c. Is the site part of a migration route? If so, explain.

No

- d. Proposed measures to preserve or enhance wildlife, if any:
Mitigation of on-site construction noise, majority of construction is indoors
- e. List any invasive animal species known to be on or near the site.
None known

6. Energy and Natural Resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.
Existing electrical service and natural gas services will be used for heating & cooling, lighting, and water heating
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.
No
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:
Washington State Non-residential Energy Code will be followed

7. Environmental Health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.
- None known**
- 1) Describe any known or possible contamination at the site from present or past uses.
None known
 - 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.
None known
 - 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.
None known
 - 4) Describe special emergency services that might be required.
None
 - 5) Proposed measures to reduce or control environmental health hazards, if any:
None required

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

None known

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)?

Indicate what hours noise would come from the site.

None known

3) Proposed measures to reduce or control noise impacts, if any:

None required

8. Land and Shoreline Use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

Past use of the site was as a medical clinic (the building has been vacant for a number of years); property to the north is multi-family housing; to the west is an industrial park, to the south dental, pharmacy, and rehab center; to the east is the hospital

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

Not in the recent past

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

None known

c. Describe any structures on the site.

An existing 31,200 SF medical clinic has occupied the site for many years and the building has been vacant for a number of years recently

d. Will any structures be demolished? If so, what?

The interior of the existing building will be demolished and improvements made for a new governmental administration tenant

e. What is the current zoning classification of the site?

Current zoning classification is Mixed-use Medical (MM)

f. What is the current comprehensive plan designation of the site?

Current comprehensive plan designation is Mixed-use

- g. If applicable, what is the current shoreline master program designation of the site?
N/A
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.
No
- i. Approximately how many people would reside or work in the completed project?
An estimated occupant load of 310, based upon IBC load factors for office space, for the completed building
- j. Approximately how many people would the completed project displace?
None, site has been vacant for many years
- k. Proposed measures to avoid or reduce displacement impacts, if any:
None required as site has been vacant for many years
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:
Proposed building use as office space is a similar use as been vacant for many years
- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:
None, site has been for non-agricultural uses for many decades

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
None – new use is for governmental administration, not a housing project
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
None, previous use of site was for medical clinic, not housing
- c. Proposed measures to reduce or control housing impacts, if any:
None needed, previous use of site was for medical clinic, no impact to housing stock

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
Existing medical clinic building is approximately 14-feet high and no height increase is planned for this project
- b. What views in the immediate vicinity would be altered or obstructed?

None, exterior of existing building will not be altered

- b. Proposed measures to reduce or control aesthetic impacts, if any:
Exterior of existing building will be not be impacted; deferred maintenance of existing landscape will be addressed

11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
No change in light and glare is expected from previous use of site; use of exterior lighting of building and parking lot would occur in evenings and dawn
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
No change in light and glare is expected from previous use of site
- c. What existing off-site sources of light or glare may affect your proposal?
None
- d. Proposed measures to reduce or control light and glare impacts, if any:
No change in light and glare is expected from previous use of site; use of new technology for lighting controls and full cut-off fixtures may be used to replace defective existing devices on an as-needed basis

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?
Evergreen State Fair Grounds is located ¼ mile north of site, across State Route 2; new bicycle racks will be provided to accommodate cyclists
- b. Would the proposed project displace any existing recreational uses? If so, describe.
No displacement of existing recreational uses will occur with this project
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:
New bicycle racks will be provided to accommodate cyclists and offer incentive for alternative transportation and recreational cycling in the surrounding area

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.
None known

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

None known; no site excavation is planned; trenching for a water line for the new fire suppression system will have minimal impact; observation and monitoring of trenching activity will be used to identify any uncovered cultural resources

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

Trenching for a water line for the new fire suppression system will have minimal impact; earlier site work for the existing building would likely have uncovered potential cultural resources

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

Trenching for a water line for the new fire suppression system will have minimal impact; earlier site work for the existing building would likely have uncovered potential cultural resources; observation and monitoring of trenching activity will be used to identify any uncovered cultural resources

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

Access to the site will be via existing highways, streets and drives; no modifications to existing site or access drives are planned

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Snohomish County Community Transit services this area with commuter route #424 and local routes #270 & 271; a Park & Ride lot is located about ½ mile west, off S.R. 2

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

No parking stalls will be added or removed from the 160 existing parking stalls, 8 accessible stalls

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

No improvements to public transportation facilities; private improvements include adding 2 bicycle racks for 6 bicycles each; private parking lot improvements include re-striping and deferred maintenance of the landscape

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No

f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

672 total in+out trips will be generate per day are modeled for a government office building, this is 362 less than that modeled for the existitng medical/dental office; this modeling is using Institute of Traffic Engineer 10th edition Trip Generation Manual "Government Office Building" (land use code LUC 730) for the proposed use and "Medical-Dental Office" (LUC 720) for the existing use

g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No

h. Proposed measures to reduce or control transportation impacts, if any:

None needed; new bicycle racks will be installed to support alternative transportation opportunities

15. Public Services

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

No new services expected

b. Proposed measures to reduce or control direct impacts on public services, if any.

No new services required; new fire suppression system will be in support of public fire protection

16. Utilities

a. Circle utilities currently available at the site:

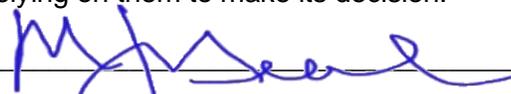
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Existing electrical service is provided by the local Public Utility District; existing natural gas is provided by Puget Sound Energy; water for new fire suppression system provided by the City of Monroe

C. Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature:  _____

Name of signee Mark J Neal AIA _____

Position and Agency/Organization Architect, MJ Neal Associates _____