

MONROE CITY COUNCIL
Regular Study Session Meeting
June 16, 2020, 7:00 P.M.

Zoom Online Meeting Platform

Join: <https://us02web.zoom.us/j/85978796547>

Mayor: *Geoffrey Thomas*

Councilmembers: *Ed Davis, Mayor Pro Tem; Patsy Cudaback; Jason Gamble;
Kevin Hanford; Jeff Rasmussen; Kirk Scarboro; and Heather Rousey*

AGENDA

Call To Order

1. Virtual Participation Information

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

Join Zoom Meeting:

- Click link: <https://us02web.zoom.us/j/85978796547>; or
- Dial in: (253) 215-8782
- Meeting ID: 859 7879 6547

Roll Call

Pledge Of Allegiance

1. Councilmember Gamble

Public Comments

This time is set aside for members of the public to speak to the City Council on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. Three minutes will be allowed per speaker.

1. Virtual Participation Information

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

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

Announcements And Presentations

1. Proclamation: Juneteenth (Mayor Thomas)

Documents:

[Juneteenth 2020.pdf](#)

2. Proclamation: LGBTQ Pride Month (Mayor Thomas)

Documents:

[Pride Month 2020.pdf](#)

Councilmember Reports

Staff/ Department Reports

Mayor/ Administrative Reports

1. City Administrator Update (D. Knight, City Administrator)
2. Mayor's Update/Monroe This Week (June 12, 2020, Volume 6, Edition 22) (Mayor Thomas)

Documents:

[MTW Volume 6 Edition 22.pdf](#)

Discussion Items

1. AB20-080: Economic Development Update (J. Palmer)

Documents:

[AB20-080 Economic Development Update.pdf](#)

2. AB20-081: Consideration of an Interim Ordinance to allow Temporary use of Private Property/Parking Areas for Outdoor Dining (B. Swanson)

Documents:

[AB20-081 Consideration of Interim Ordinance for Outdoor Dining.pdf](#)

Executive Session

1. To discuss with legal counsel potential litigation pursuant to RCW 42.30.110(1)(i)

Action may or may not be taken.

Adjournment

Majority vote to extend past 10:00 p.m.

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

Accommodations for people with disabilities will be provided upon request. Please call the Deputy City Clerk at 425-967-1272. Please allow advance notice.



Proclamation

WHEREAS, on January 1, 1863, President Abraham Lincoln issued the Emancipation Proclamation, setting in motion the end of slavery in the United States; and

WHEREAS, word about the signing of the Emancipation Proclamation was delayed some two and one half years, to June 19, 1865, in reaching authorities and African Americans in the South and Southwestern United States; and

WHEREAS, celebration of the end of slavery, which became known as Juneteenth, is the oldest known public celebration of the end of slavery in the United States; and

WHEREAS, Juneteenth commemorates African American freedom and celebrates the successes gained through education and greater opportunity; and

WHEREAS, on a larger scale, celebration of Juneteenth reminds each of us of the precious promises of freedom, equality, and opportunity which are at the core of the American Dream.

NOW THEREFORE, I, Geoffrey Thomas, Mayor of the City of Monroe, do hereby proclaim June 19, 2020, as

JUNETEENTH

And encourage the residents and business community of Monroe to become more aware of the significance of this celebration in African American history and in the heritage of our nation and City.



Geoffrey Thomas, Mayor



Proclamation

WHEREAS, the month of June was designated Pride Month to commemorate the Stonewall riots which occurred in June of 1969 and are generally recognized as the catalyst of the LGBT Rights Movement; and

WHEREAS, every June, communities across the United States celebrate the contributions of lesbian, gay, bisexual, transgender, and queer-identified people and recognizes those individuals who fight to secure equality who experienced discrimination and have historically been disenfranchised of rights afforded to other Americans; and

WHEREAS, every person is equal before and under the law and has the right to equal protection and equal benefit of the law without discrimination based on race, national or ethnic origin, color, religion, sex, age, or mental or physical disability; and

WHEREAS, the long and ongoing struggle of the LGBTQ community for basic civil and human rights continues to provide inspiration to all; and

WHEREAS, I am mindful of the progress of the LGBTQ community has made in recent years, and strives to march forward in realizing a future in which diversity amongst people is honored and mutual respect is practiced; and

WHEREAS, Pride Month is an opportunity to celebrate this harmony in which we coexist.

NOW THEREFORE, I, Geoffrey Thomas, do hereby proclaim the month of June, 2020 as

LGBTQ PRIDE MONTH

and encourage everyone to eliminate prejudice everywhere it exists, respect the rights of all people, and to celebrate the great diversity of our city.


Geoffrey Thomas, Mayor



MONROE THIS WEEK

June 12, 2020 • Vol 6/Edition 22



Thank you for reading Monroe This Week.

This week's edition provides details on the City's plan to update ADA accessibility, funding assistance for residential customers of Puget Sound Energy, a Bloodworks Northwest Pop-Up Donation Center coming to Monroe, a follow-up feature on local manufacturer Toolcraft, Inc., our local recognition of Pride Month 2020, and notes of thanks to individuals performing acts of service in our community.



Please contact me with any and all feedback regarding the articles below. I can be reached at gthomas@monroewa.gov.

Yours in Service,

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

Mayor Geoffrey Thomas

CITY SEEKING PUBLIC INPUT FOR ADA TRANSITION PLAN

The City of Monroe is in the process of developing an ADA Transition Plan. This plan stems from the federal Americans with Disabilities Act (ADA) of 1990, which requires public spaces and facilities to be accessible for people with disabilities. The City's ADA Transition Plan effort began with a self-assessment of our existing sidewalks along public streets, identifying locations where barriers exist that do not meet accessibility compliance. This data was collected in 2019 as part of our assessment of street conditions citywide. The next step is to analyze non-compliant locations and develop a plan to begin fixing them as time and budget allows. We want to hear from you and provide an opportunity to identify any particular locations that you would like to see changed. Your input will help prioritize what gets fixed first. I encourage you to visit the [project website](#) to learn more, check out the virtual Open House, and participate in the public survey!



NEED HELP WITH YOUR PUGET SOUND ENERGY BILL?

Puget Sound Energy has announced the COVID-19 Pandemic Assistance Fund to assist residential customers. This \$11 million fund includes the Crisis-Affected Customer Assistance Program (CACAP), which offers assistance to customers who have had their household income significantly reduced due to unemployment, partial unemployment or an inability to work since March 1, 2020. Eligible customers may receive a one-time bill credit equal to the cost of the energy your home used from March to August 2019, up to \$1,000. CACAP also includes additional bill-payment and weatherization assistance programs. You can apply for CACAP while funds are available. To learn more and apply, visit PSE's [COVID-19 update page](#).



COVID-19
Pandemic
Assistance Fund

A CONVENIENT OPPORTUNITY TO HELP THOSE IN NEED

Later this month, Monroe will be home to a pop-up blood donation center. From June 22 to June 27, Bloodworks Northwest will bring its mobile donation Center to the Cascade Community Church on Frylands Blvd. Donating blood is an essential activity critical to sustaining community healthcare, especially during emergencies. Bloodworks Northwest is taking [extra precautions](#) to protect donors and staff during the COVID-19 outbreak, including requiring the wearing of masks, requiring appointments, and limiting guests on the donation site. This one-hour donation process is a safe and essential opportunity to support local hospitals and patients. [Donation appointments](#) are available and being accepted online.



LOCAL AWARD-NOMINATED MANUFACTURER AT NEAR FULL CAPACITY

As I shared in a [recent edition](#) of *Monroe This Week*, Toolcraft Inc., a manufacturer located in the Fryelands Business Park, was recently nominated for Manufacturing Company of Year in the Small Companies category by Seattle Business Magazine. The Washington Manufacturing Awards recognize companies making important progress in productivity, growth and innovation. Karl Niemela, CEO of Toolcraft, says, "We were able to keep all our employees on during the COVID-19 crisis and working a full 40 hours," and the company is nearly at full production as Snohomish County moves into Phase 2. Mr. Niemela founded Toolcraft in Monroe in 1990; he had no market research telling him this type of business was needed in the market, but was seeking a new challenge. In his 20+ years in business, Mr. Niemela says Toolcraft has been fortunate to develop a diverse customer base that includes the medical, defense, and aerospace industries. Such a diverse customer base has helped keep them at near capacity in spite of a slowdown in their commercial aviation business. Due to COVID-19, Seattle Business Magazine postponed the Manufacturing Awards ceremony that was slated for April 28. They will announce a new date as soon as possible.



CITY RECOGNIZES JUNE AS LGBTQ PRIDE MONTH

This week I issued a [Proclamation](#) recognizing the month of June as LGBTQ Pride Month in the City of Monroe. June was designated Pride Month to commemorate the Stonewall Riots, which occurred in June 1969 and are generally recognized as the catalyst for the LGBT Rights Movement. Each June, communities across the



country celebrate the contributions of lesbian, gay, bisexual, transgender, and queer-identified people and recognize those individuals who fight to secure equality. I invite you read the full text of the Proclamation, and join me in celebrating the harmony in which we coexist and the great diversity of our community.

CITY EXTENDS SINCERE THANKS TO INDIVIDUALS WHO HAVE PERFORMED ACTS OF KINDNESS AND SERVICE

At this week's June 9 City Council meeting, city staff briefed the Council on plans for a new communication campaign entitled [#WeAreMonroeWA](#). This campaign was originally adopted in February as part of the Homelessness Policy Advisory Committee's recommendations. As originally envisioned, the campaign will feature a wide variety of community members sharing quotes, values, fun facts, photos, and/or short videos. Stories will feature both housed



[#WeAreMonroeWA](#)

and un-housed residents (never disclosing the housing status of featured individuals), and may touch on the issue of homelessness, highlighting that we are *all* Monroe.

The City still intends to run the original campaign, but as so much of our lives have, the initial focus of #WeAreMonroeWA has shifted in light of COVID-19. When launched in the very near future, the initial focus of the campaign will be to spotlight acts of kindness and fun, highlighting the best of Monroe in these unprecedented times.

In the spirit of #WeAreMonroeWA, and the initial focus of this campaign, today Rachel Adams, Monroe's HPAC Project Management Consultant, extends the City's sincere thanks and appreciation to a group of local individuals. Those featured in Rachel's [Thank You Notes](#) have, through their professional organizations and individual generosity, performed acts of kindness and service to the community throughout the COVID-19 pandemic. Please follow the City's [Facebook page](#) and future editions of *Monroe This Week* for further details on the #WeAreMonroeWA campaign.

UPCOMING CITY COUNCIL MEETING

The City Council will meet in a Regular Study Session Meeting on Tuesday, June 16, 2020. The meeting will be held via the Zoom remote meeting platform and participation information will be posted with the June 16 agenda.

[Council Agendas/Minutes](#)

CITY COUNCIL MEMBERS



Councilmember
Patsy Cudaback



Councilmember
Kevin Hanford



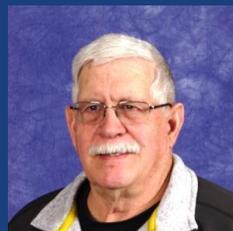
Councilmember
Ed Davis



Councilmember
Jason Gamble



Councilmember
Jeff Rasmussen



Councilmember
Kirk Scarboro



Councilmember
Heather Rousey

Have a question for your Councilmembers?
Contact them at councilmembers@monroewa.gov





MONROE CITY COUNCIL

Agenda Bill No. 20-080

SUBJECT:	2019 Economic Development Update
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
06/16/2020	Administration	Deborah Knight	James Palmer	Discussion Items #1

- Discussion:** 03/17/2020
Attachments:
1. 2019 Business Survey Results
 2. Economic Development Annual Report
 3. PowerPoint Presentation

REQUESTED ACTION: Receive a presentation from James Palmer, the City's Economic Development Specialist, on 2019 Economic Development activities with a focus on the Business Survey Results, Economic Development Annual Report and how they factor in the current COVID-19 crisis. Ask questions regarding the results. Based on the results, provide direction to Mayor Thomas and City Staff regarding the City's Economic Development Strategies.

POLICY CONSIDERATIONS

RCW 35.21.703 provides that, "it shall be in the public purpose for all cities to engage in economic development programs..." Further, the City Council adopted economic development goals and policies as outlined in Chapter 5 of the 2015 Comprehensive Plan.

The purpose of the annual Business Survey is to ensure the voice of the business community is considered by the City Council during the decision making process. The survey will be used to identify needs, inform the Economic Development Advisory Board work plan, and make decisions.

DESCRIPTION/BACKGROUND

This is the City's second business survey and the first Economic Development Annual Report since forming the Economic Development Advisory Board (EDAB) in 2018.

The survey polls businesses in Monroe on issues that City Officials deal with on a daily basis; public safety, homelessness, and other efforts that impact the City's budget. The survey ensures the voice of business gets into the decision making process.

The overall consensus from the survey was businesses at the time were doing well; Employers were hiring and or stable in their employment and a majority were planning expansions in the next three years. How the current conditions impact that sentiment is yet to be seen.

The Economic Development Annual Report is designed to convey important information in a short, easy to read format with an emphasis on infographics. Infographics are graphic visual representations of information, data, or knowledge intended to present information quickly and clearly.

The report is divided into four sections:

1. Who we are;
2. What we want to accomplish;
3. How we are changing; and

4. What our business community thinks.

Next year, the report will include a “what we’ve accomplished” or “what’s new” section to highlight how our business community and economy are changing over time.

FISCAL IMPACTS

The Business Survey was conducted using “Monkey Survey” an on-line survey tool. The survey is available on the City’s Economic Development Webpage www.monroewa.gov/87/Economic-Development. There are no direct fiscal impacts associated with survey.

The annual report was produced and printed in-house. The report is available on the city’s economic development webpage www.monroewa.gov/87/Economic-Development. There are no fiscal impacts associated with this report.

TIME CONSTRAINTS

None. The survey and annual report are used as a part of the City’s business recruitment, retention, and expansion program.

ALTERNATIVES

None. This is a presentation intended to provide the City Council with information and receive feedback and direction.

2019 City of Monroe Business Survey





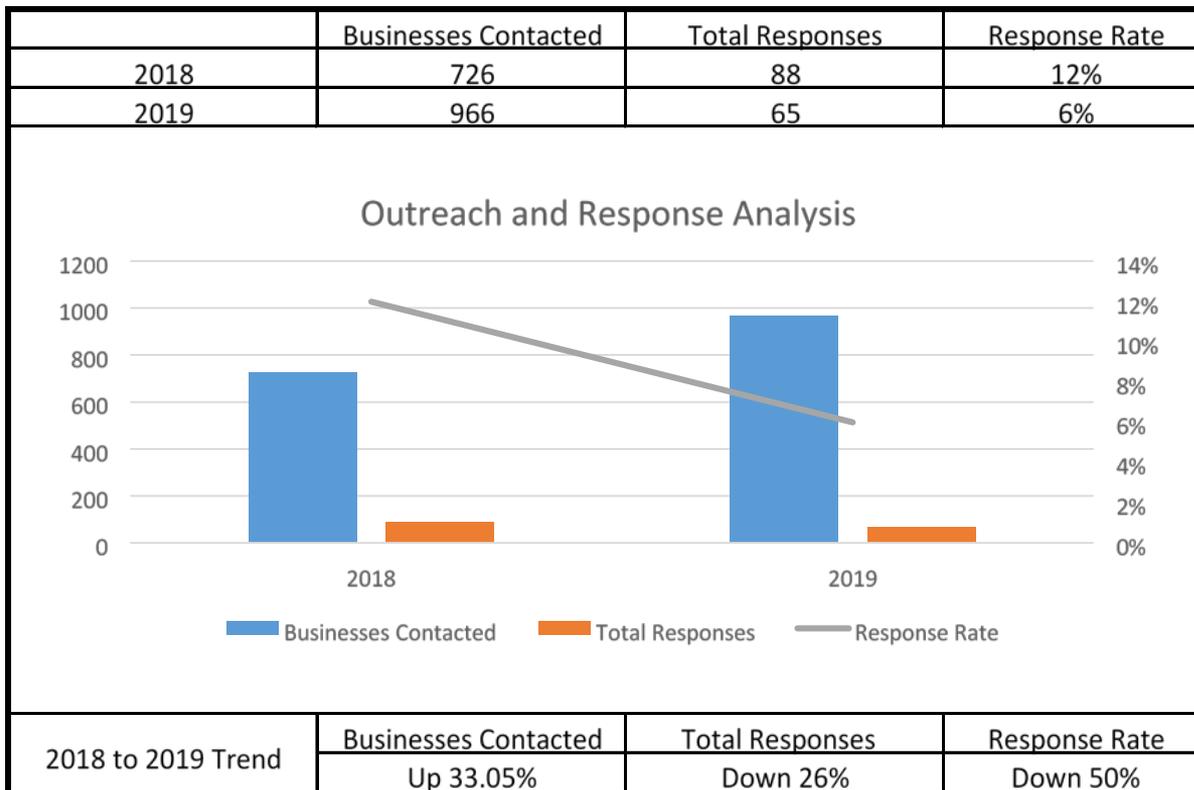
Message from Mayor Thomas

A typical Monroe business is a small businesses, providing a service (retail, personal or professional) run by the owner and selling to a local market. The overall consensus is businesses are doing well; Employers are hiring and or stable in their employment and a majority are planning expansions in the next 3 years. All bodes well for the City of Monroe in the coming year. Thank you to all that participated.

The survey polls businesses in Monroe on issues that city officials deal with on a daily basis; public safety, homelessness and other efforts that impact the city's budget. The survey ensures the voice of business gets into the decision making process.

The 2019 Monroe Business Survey is concluded and results are in; Monroe's unprecedented period of growth continues.

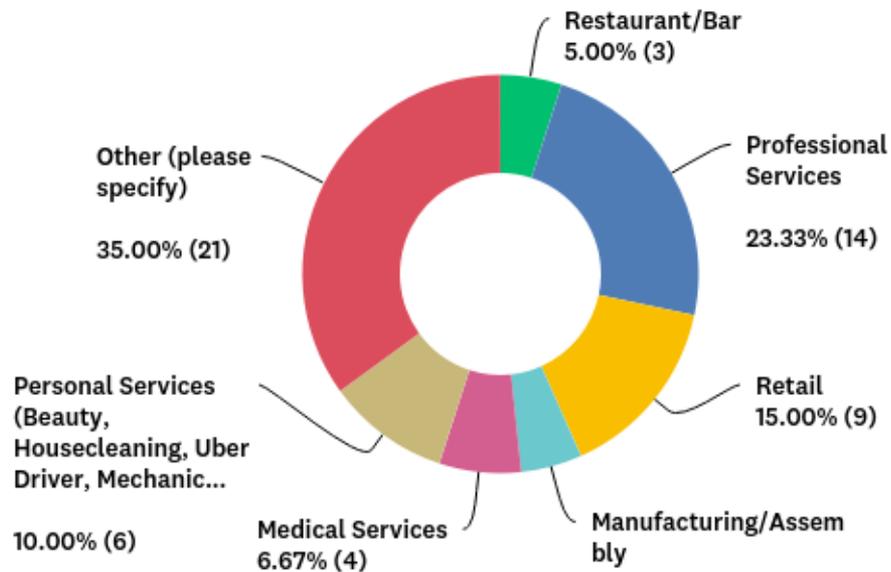
In 2019 966 businesses were sent the survey, an increase of 33% over 2018. In spite of a larger polling, the response rate was down nearly 50%. The Economic Development Advisory Board has requested that the 2020 survey include a more robust rollout and campaign to increase participation in the survey.





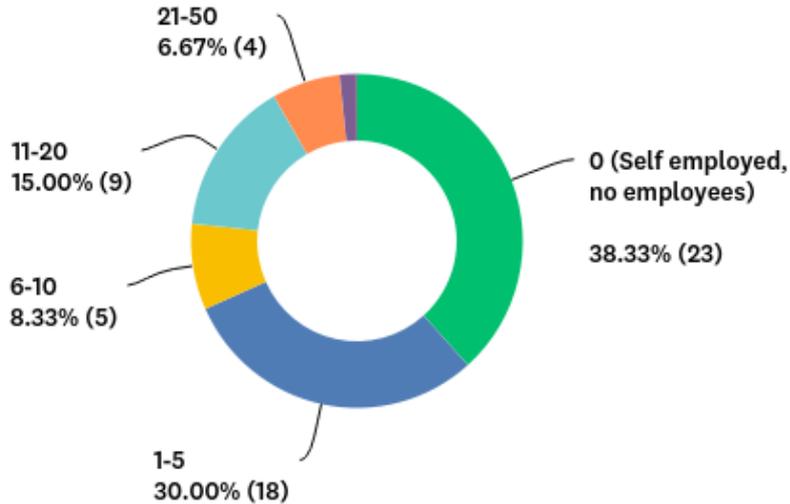
Q8: Products/Services

Answered: 60 Skipped: 0



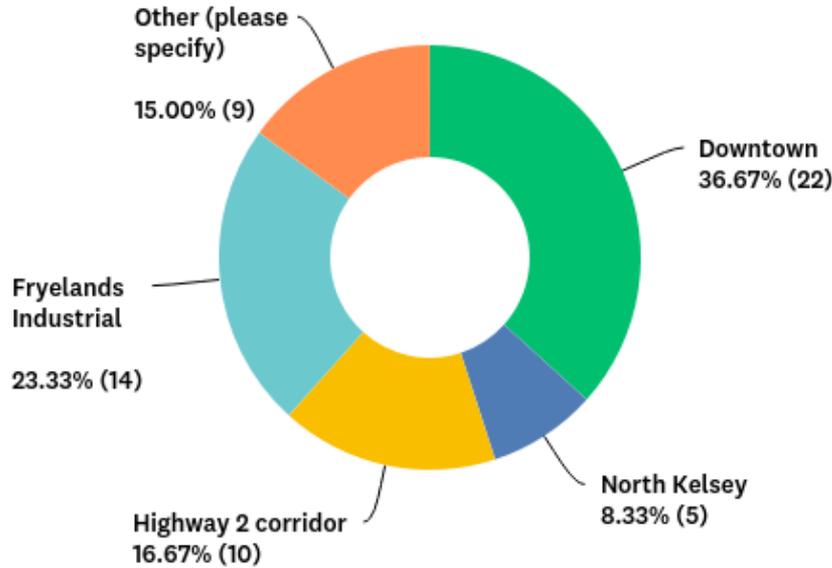
Q9: Number of Employees

Answered: 60 Skipped: 0



Q10: Which commercial business district do you identify as being a part of?

Answered: 60 Skipped: 0



Q17: Rank the issues facing your commercial business district with #1 being the most important.



Top 3 Issues per Business District

Downtown - 20 responses

Vagrants

40% #1

20% #2

15% #3

Too Many Vacancies

21.43% #1

14.29% #2

Parking

15.79% #1

36.84% #2

N. Kelsey/Hwy 2 - 17 responses

Vagrants

43.75% #1

12.50% #2

12.50% #3

Traffic Congestion

41.18% #1

11.76% #2

23.53% #3

Signage

21.43% #1

14.29% #2

21.43% #3

Fryelands- 12 responses

Traffic Congestion

50% #1

20% #2

10% #3

Access

25% #1

25% #2

12.5% #3

Vagrants

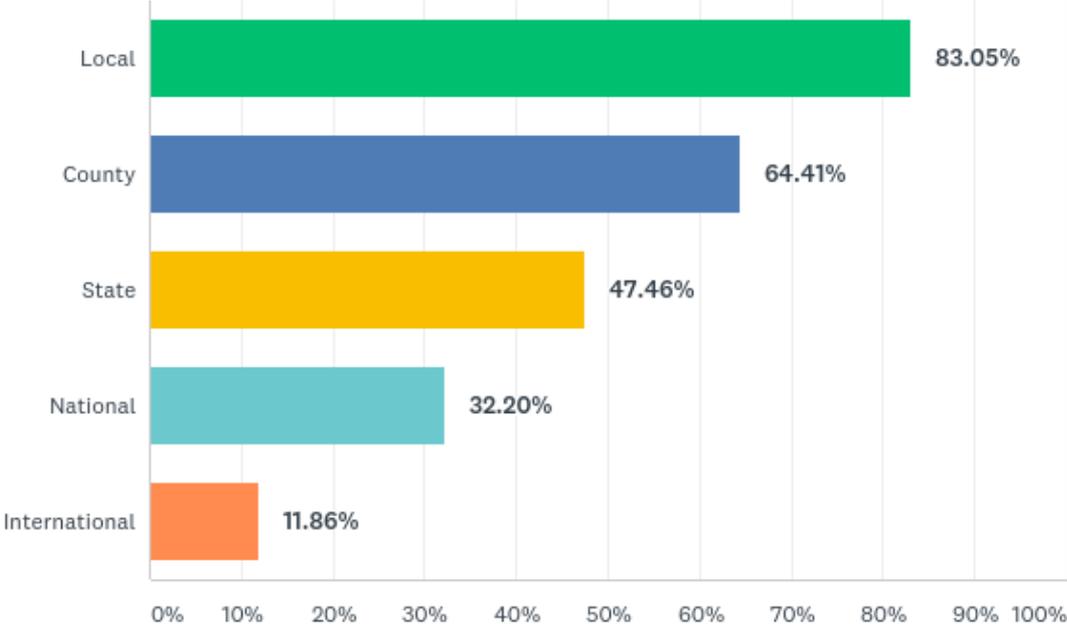
20% #1

20% #2

30% #3

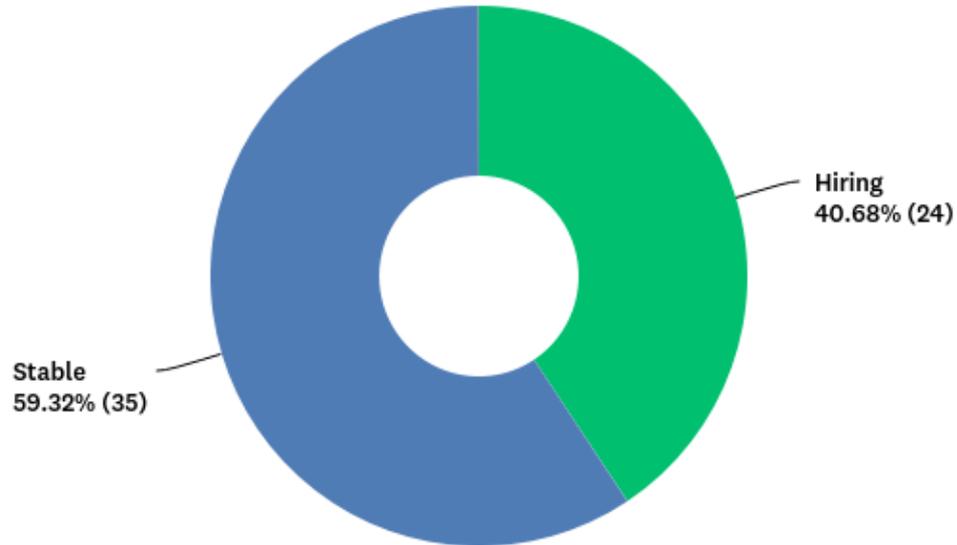
Q18: What markets does your company serve? Check all that apply

Answered: 59 Skipped: 1



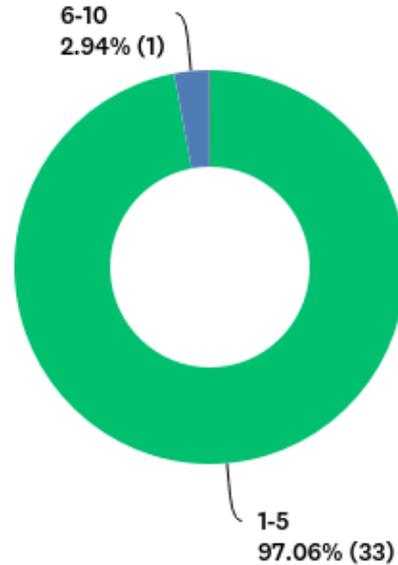
Q19: Current Employment Status

Answered: 59 Skipped: 1



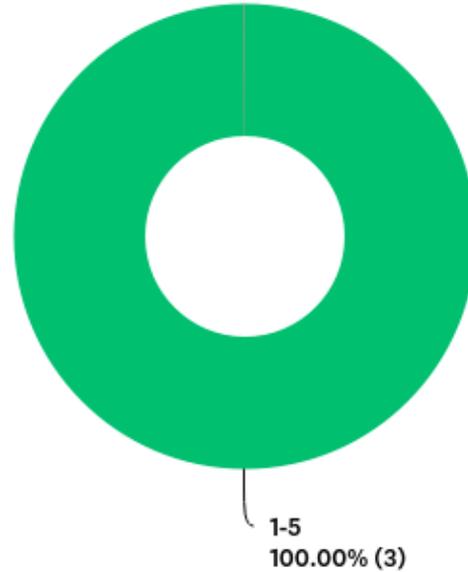
Q20: If increasing employment, what is the approximate number of employees you intend to add?

Answered: 34 Skipped: 26



Q21: If "Downsizing" number of positions currently reducing

Answered: 3 Skipped: 57



Q22: Consider the following labor-skill classes, and select the number that best represents your opinion of their availability for employment locally and the quality of basic skills possessed by new employees:

Professional Management; Skilled/Technical; Semi-skilled; Unskilled; Clerical

Answered: 51 Skipped: 14

The **most dissatisfaction** is with

"Professional Management"

2.13% say that class of candidates is "Excellent"

21.28% say that class is "Poor", the second highest "Poor" rating behind "Skilled/Technical" candidates.

The **most satisfaction** is with

"Unskilled"

14% say that class of candidates is "Excellent"

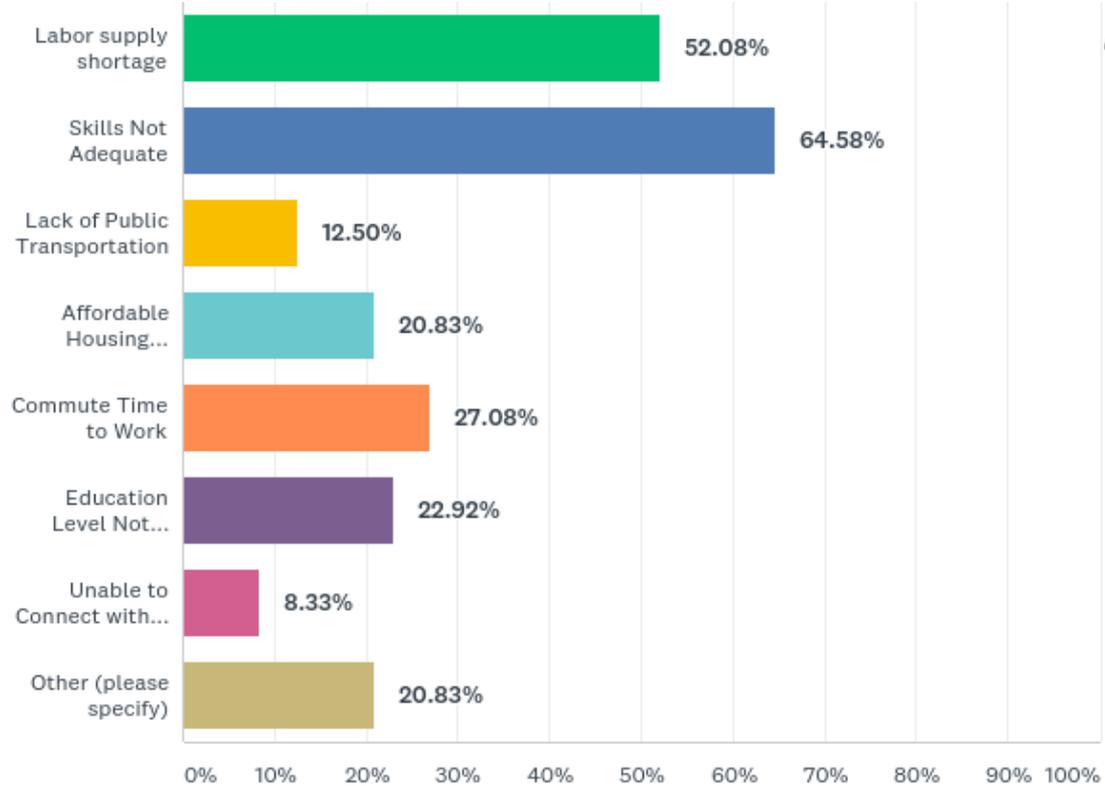
14% saying that group is "Poor".

Overall, **nearly a quarter identify all categories of workers as "Adequate"**

Q23: If recruiting personnel is difficult, what factors contribute to these difficulties? (check all that apply)



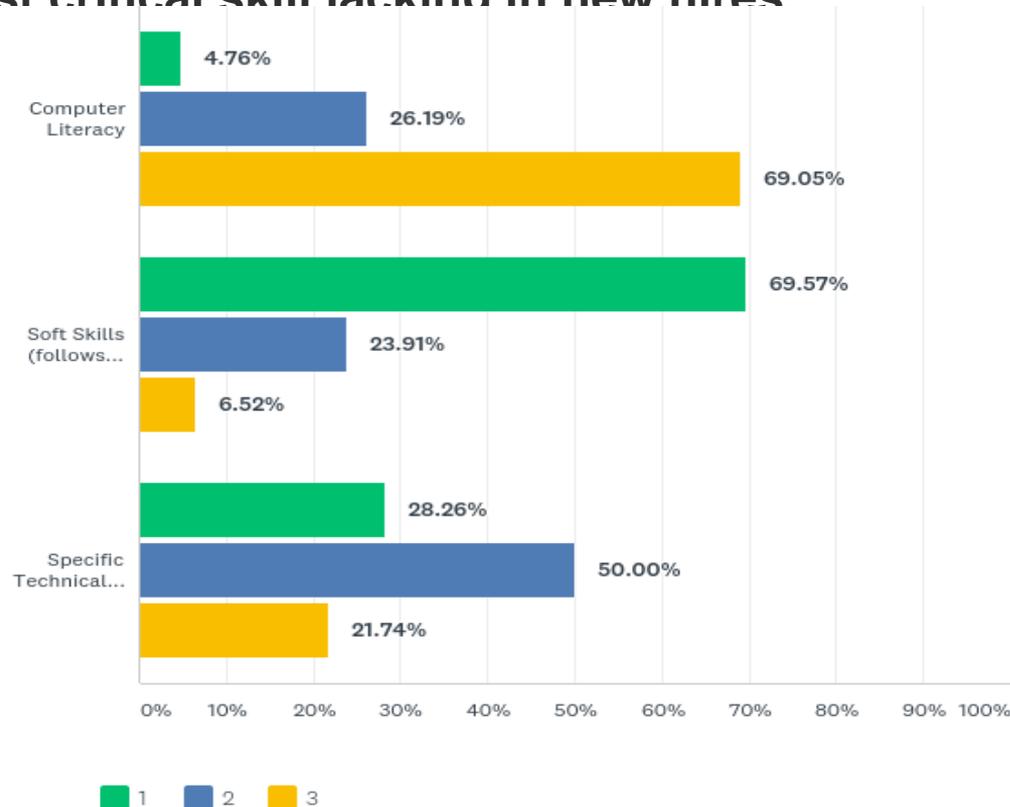
Answered: 48 Skipped: 12





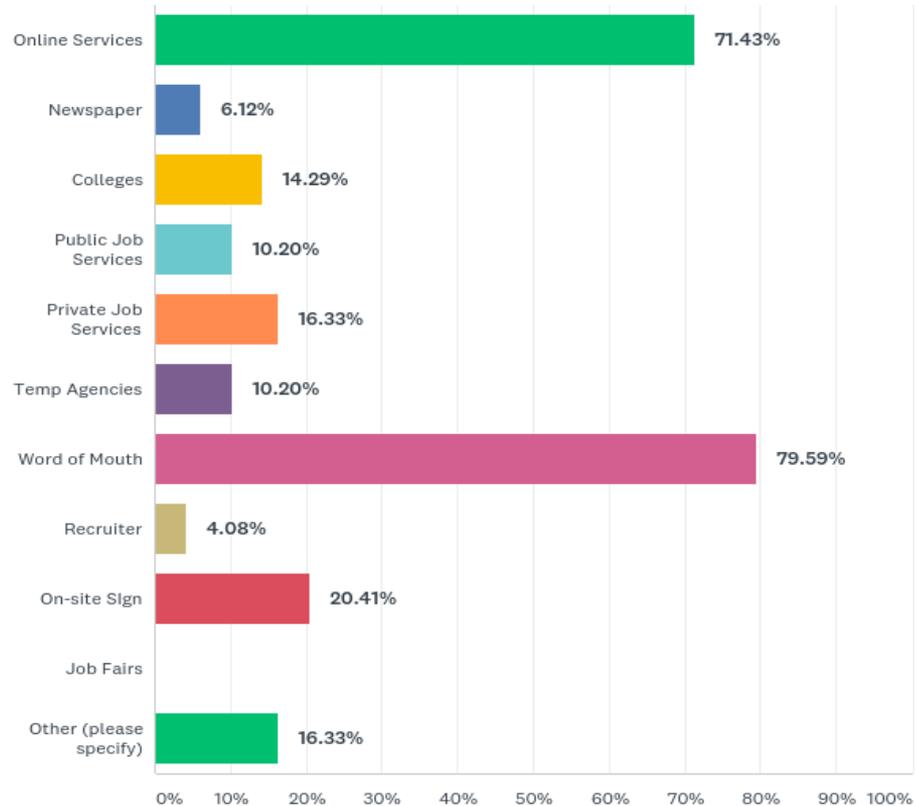
Q24: What are the most critical skills LACKING in prospective hires? Please rank with #1 being the most critical skill lacking in new hires, #3 the least critical skill lacking in new hires

Answered: 47 Skipped: 13



Q25: How do you recruit labor? (Check all that apply)

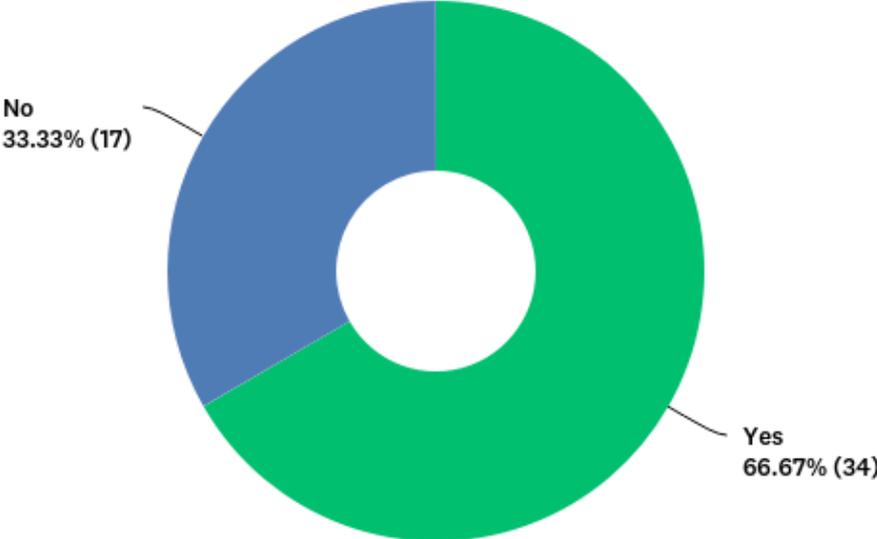
Answered: 49 Skipped: 11



Q26: Does your company provide education and training for new & current employees?



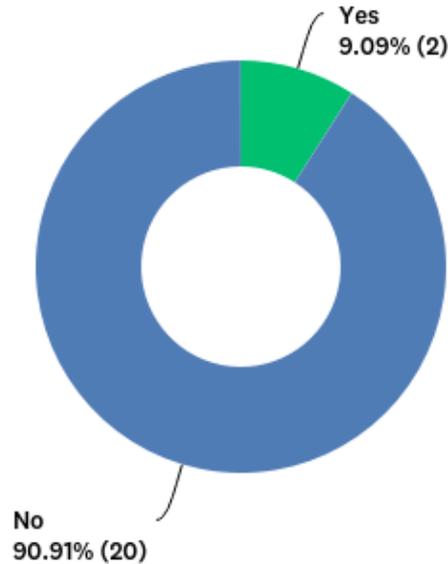
Answered: 51 Skipped: 9



Q27: If no, does your company have the resources to fund additional education and training for new & current employees?



Answered: 22 Skipped: 38





Q28: Please rate the following community resources according to their quality and cost, choose the response which best matches your opinion.

Answered: 51 Skipped: 9

Services: Water/Sewer; Natural Gas; Electric; Telecommunications; City Streets; WSDOT Hwys; Public Transportation; Health Care; Entertainment and Recreation; Education (k-12); Higher Education; Police Protection; Fire Protection; Paramedics/EMT; Land Use/Building Permits

MOST SATISFIED WITH...

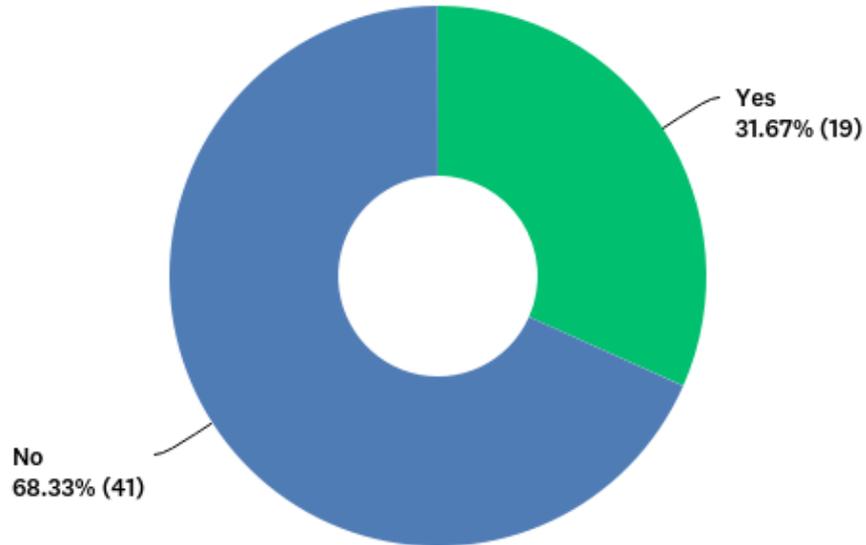
- 31.67% rate Paramedics/EMT as EXCELLENT
- 30% rate Police as EXCELLENT
- 29.51% rate Fire as EXCELLENT
- 11.67% rate Electric Svc as EXCELLENT
- 10.17% rate K-12 Education & Health Care as EXCELLENT

LEAST SATISFIED WITH...

- 22.03% rate Public Transportation as POOR
- 20% rate WSDOT Hwys as POOR
- 19.67% rate Land Use/Building Permits as POOR
- 16.95% rate Entertainment/Recreation & Higher Education as POOR
- 16.67% rate City Streets as POOR

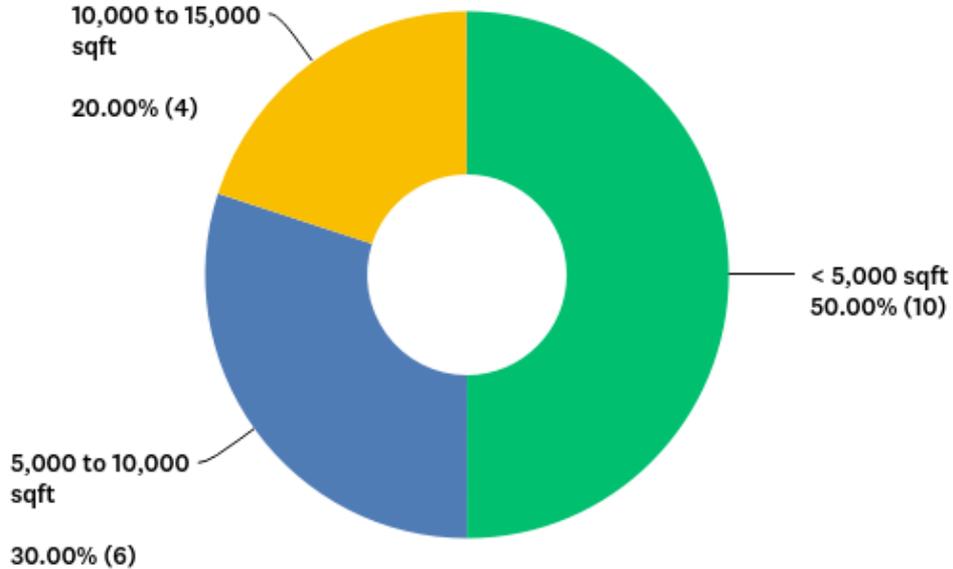
Q29: Do you have plans to increase your physical space in the next 3 years?

Answered: 60 Skipped: 0



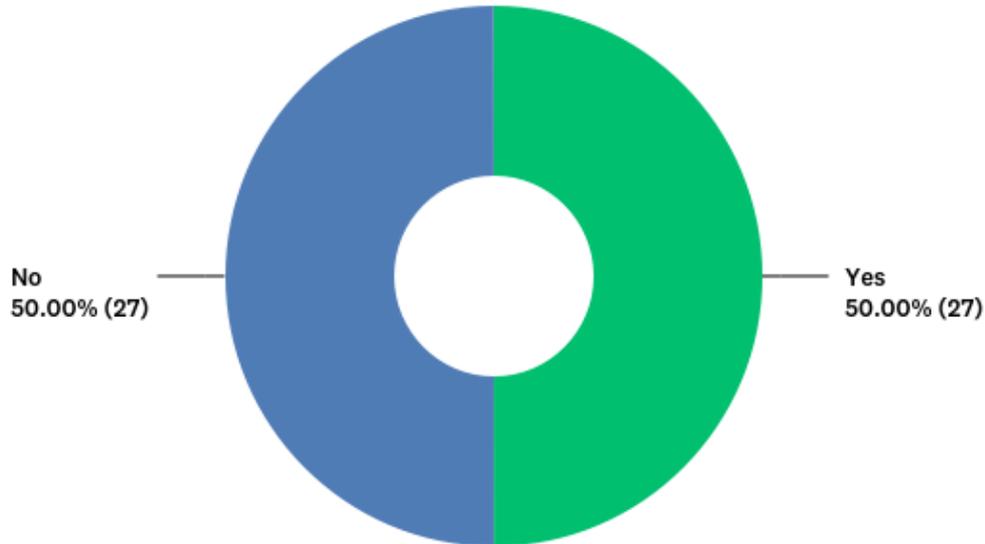
Q30: If "Yes" how many total square feet will you require?

Answered: 20 Skipped: 40



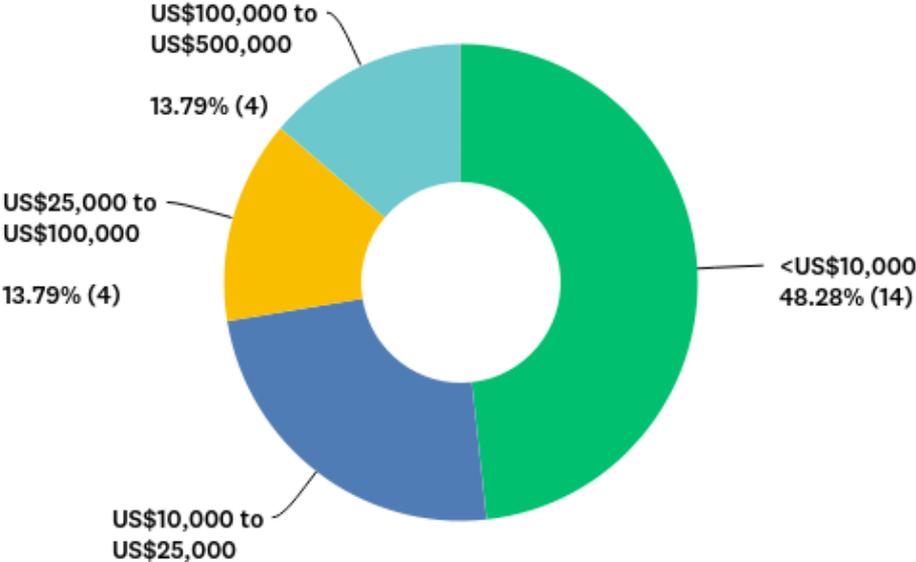
Q31: Will you be making new investments in equipment in 2020?

Answered: 54 Skipped: 6



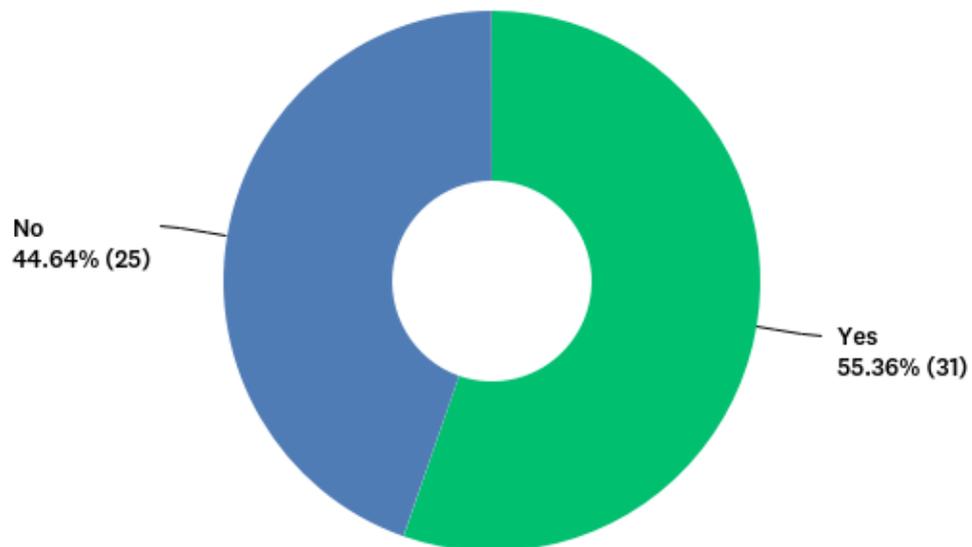
Q32: If "Yes" what is the approximate investment amount you will make?

Answered: 29 Skipped: 31



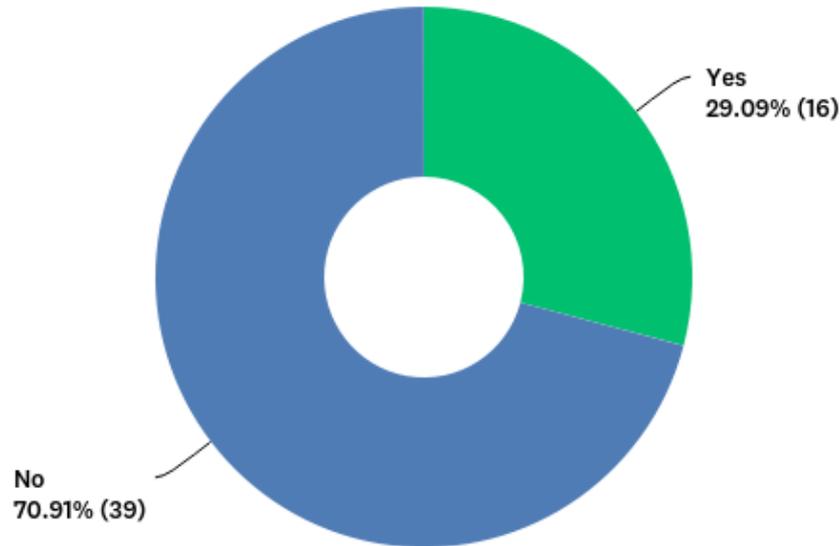
Q33: Are you planning an expansion of your business in the next 5 years?

Answered: 56 Skipped: 4



Q35: Is your company planning any new or expanded operations outside of the City of Monroe?

Answered: 55 Skipped: 5



Q36: If "Yes", where and why was Monroe not chosen to expand or create new operations?

Answered: 16 Skipped: 49



“this is a "maybe" 522 traffic is the biggest problem for our service techs to get out, causing hours of extra time daily for each job.”

“Traffic hassles make it very difficult to operate out of Monroe. The "improvements" to SR522 haven't helped at all getting in or out.”

“Because of Zoning changes from light industrial to DC restrict all growth for my business.”

“Population and disposable income limitations.”

Q 38: Please rank the following issues by the most important issue facing your company (#1) to the least important issue (#12).



Answered: 54 Skipped: 11

Categories: Utilities; Physical Space; Vandalism; Criminal Activity; Access to Capital; Transportation; Safety; Production Processes; Taxes; Government & Environmental Regulations; Storm water; Business Management; Marketing

#1 Physical Space 19.57%

Most Identified within the Top 3:

Taxes –

48.94% of respondents

14.89% #1

21.28% #2

12.77% #3

Physical Space

43.48% of respondents

19.57% #1

13.04% #2

10.87% #3

Criminal Activity

42% of respondents

18% #1

10% #2

14% #3

Vandalism – 35.56%

Transportation – 23.26%

Access to Capital – 16.67%

Marketing – 30.44%

Govt/Env Regulation – 22.22%

Production Processes – 6.77%

Safety – 26.09%

Business Management – 20%

Storm water – 0%

Utilities – 25.59%

Q40: Please rank the city's Economic Development investment priorities. #1 as the most important



Answered: 59 Skipped: 1

Number 1 Priority

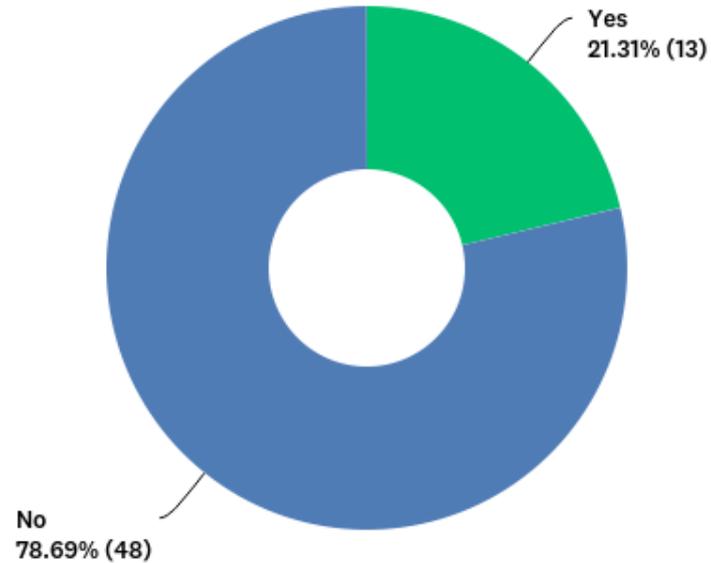
1. **64%** Request State Legislature Finish State Route 522 between Monroe and Paradise Rd.
2. **13.21%** Provide Shelter and Services to Chronically Homeless
3. **12%** Replace Gateway and Wayfinding Signs to Direct Residents and Visitors to Business Districts and Attractions
4. **7.69%** Support Multi-family Housing adjacent to Work Centers
5. **5.66%** Partner with Everett Community College

Number 2 Priority

1. **38%** Replace Gateway and Wayfinding Signs to Direct Residents and Visitors to Business Districts and Attractions
2. **22.64%** Partner with Everett Community College
3. **17.86%** Request State Legislature Finish State Route 522 between Monroe and Paradise Rd.
4. **15.38%** Support Multi-family Housing adjacent to Work Centers
5. **9.43%** Provide Shelter and Services to Chronically Homeless

Q42: Are you a member of the Monroe Chamber?

Answered: 60 Skipped: 0

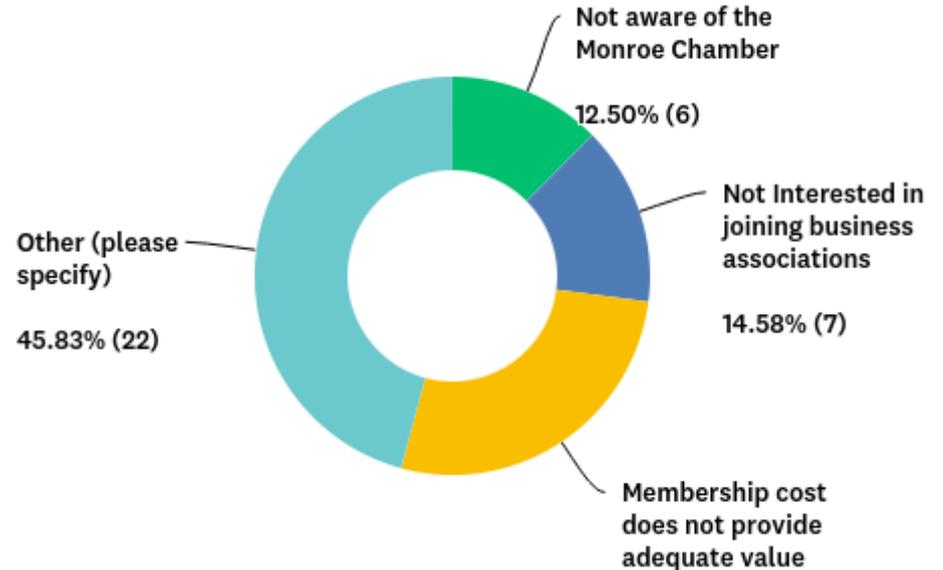


Q43: If you answered "NO", why have you not joined the Chamber?

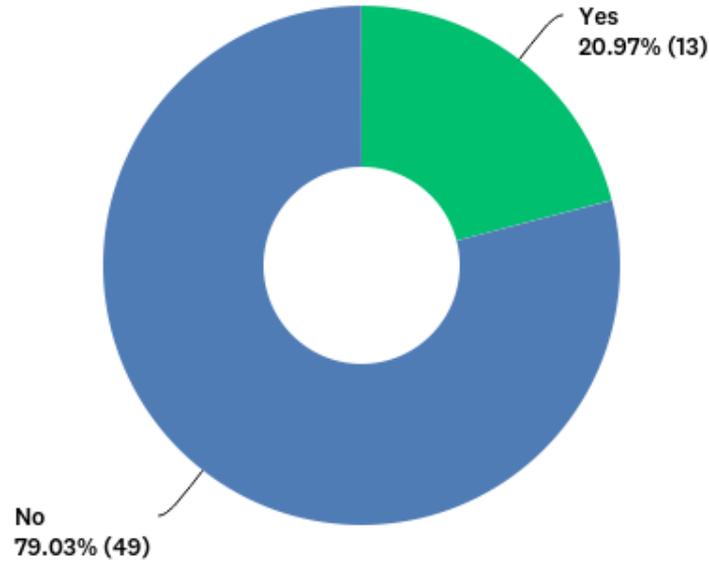
Answered: 48 Skipped: 17

Reasons given as "Other"

- Chamber is an ineffectual entity
- I'm a member
- New to town.. i will
- Currently in active
- Have never seen a reason to join, but would be interested if it was a value
- I can not make the time frame.
- We are a small business with limited time to serve on committees
- Too busy to participate.
- not sure how to get into it
- I am out of the city earning money for the business more than I am here.
- Live in Snohomish County, Not the City of Monroe. Isn't that a requirement to belong to City Counsel? Residing in the City?
- Still in build
- I have 16 locations in various cities and can not participate in every Chamber. Although I am now a resident of Monroe so I may join this chamber.
- Not enough time to participate
- Not sufficient time to invest in the organization
- No time
- Time
- I'm a new biz
- Membership cost too high for small one person/two person business
- Haven't gotten around to it
- Forgot
- Business Hours



Q44: Are you a home based business?

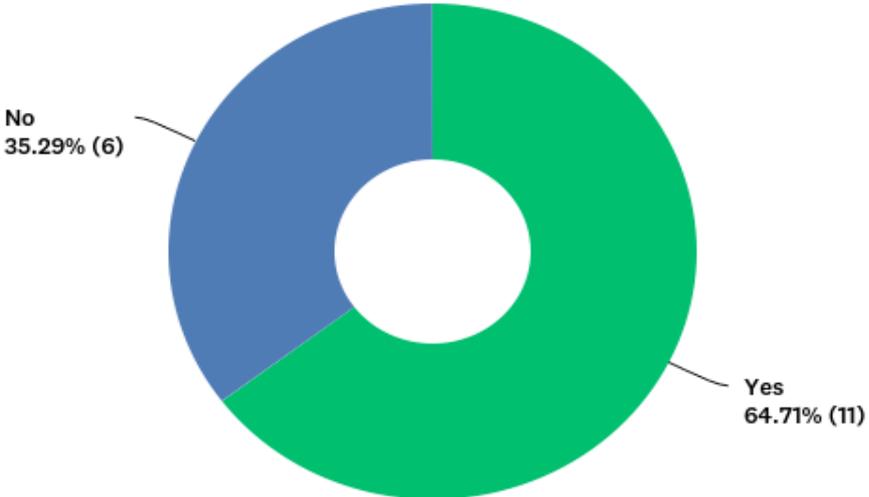




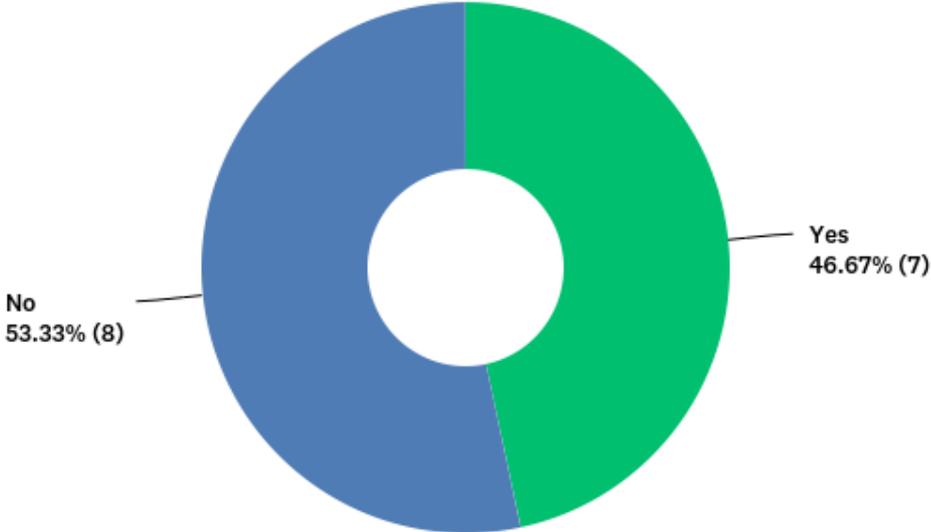
Q45: If you answered "Yes", would you be interested in networking with other home based businesses?

Answered: 17 Skipped: 48

Q45 If you answered "Yes", would you be interested in networking with other home based businesses?

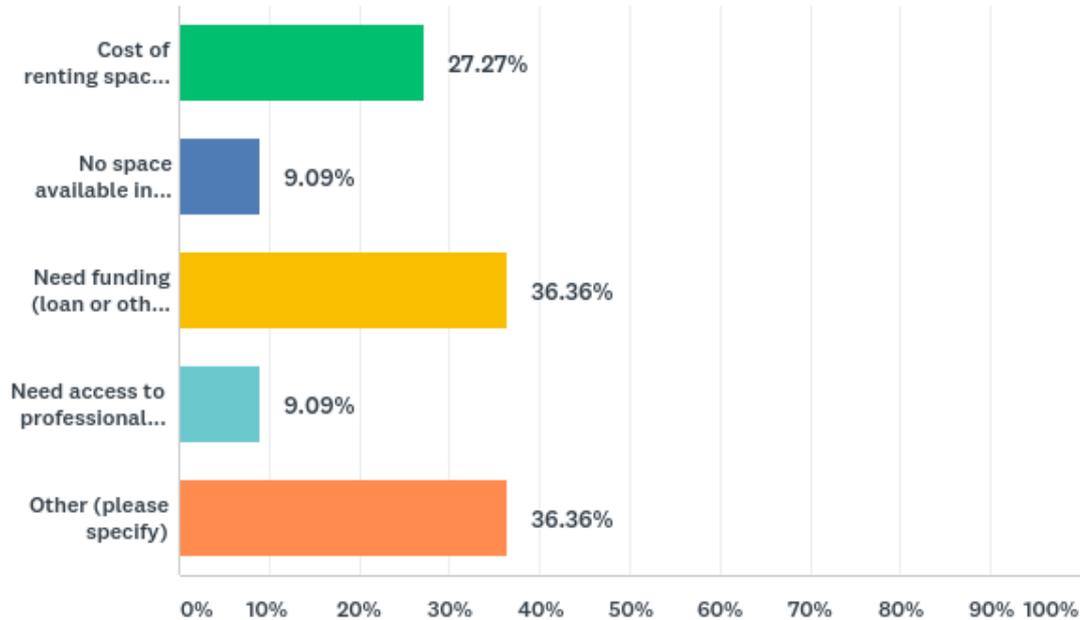


Q47:If you are a Home Based business, have you considered moving your business out of your home?

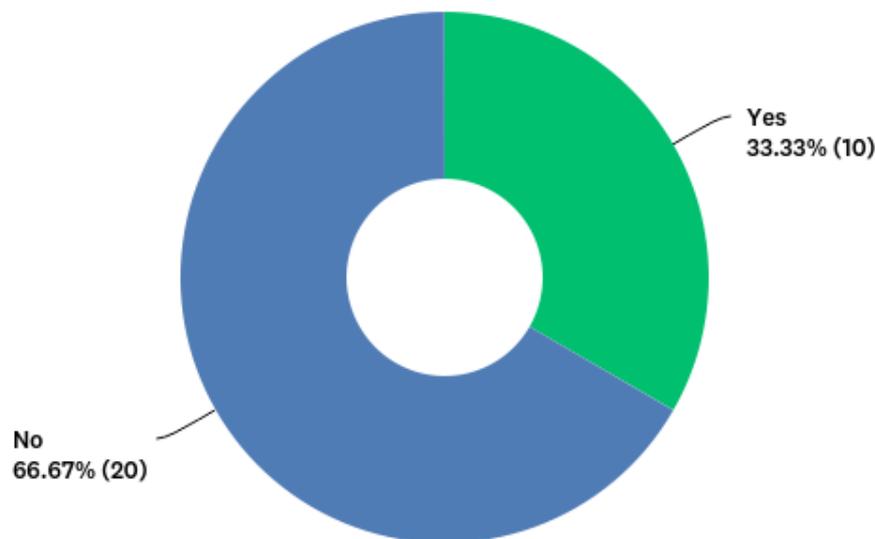


Q48:If no, why not? Check all that apply.

Answered: 11 Skipped: 54



Q49 Would you utilize a “shared work location” that provided a workspace, wireless access, printers, copiers and an independent mailing address?



Q54:What information would you like to see available on a Monroe Economic Development Website? Please rank them according to importance/relevance (1=least relevant, 5=most relevant)



Answered: 50 Skipped: 15

Rated Most Relevant:

- 28% Calendar of Events
- 22.92% Available Commercial Property
- 22.22% Demographic and Statistical Data
- 12.50% Planning & Permitting Statistics
- 12.24% News & Announcements

Rated 2nd Most Relevant:

- 34.69% News & Announcements
- 20.83% Planning & Permitting Statistics
- 18.37% Calendar of Events
- 14.58% Available Commercial Property
- 13.33% Demographic and Statistical Data

Rated Least Relevant:

- 28.57% News & Announcements
- 26.67% Demographic and Stats Data
- 18.75% Available Commercial Property
- 12.50% Planning & Permitting Statistics
- 12.24% Calendar of Events



CITY OF MONROE

Economic Profile 2019



MESSAGE FROM THE MAYOR



Dear Monroe Community,

We are very excited to put out our first Economic Development Annual Report. Our goal is to increase the level of engagement with Monroe's business community and share information assessing the economic health of our community. Information is the key to sound business decisions. I am pleased to say that Monroe's economy is strong, the indicators are positive and our economic growth continues and, barring any external forces beyond local control, our future prospects are good.

In this report you will find information on tax collections, business permit applications, building applications, population, income and labor statistics. Also included is an introduction to Monroe's Economic Development Advisory Board as well as the components of Monroe Economic Development Strategy. This information, taken holistically, paints a picture of a growing and healthy community committed to an economic development strategy and working with the business community and citizens to successfully implement that plan.

I would like to thank all of our community supporters, our businesses, members of the EDAB and city administration who work tirelessly to keep our community working, productive and successful by ensuring Monroe is providing the foundation businesses need to succeed.

Yours in Service,
Geoffery Thomas, Mayor

MCC Agenda 6/16/20
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ECONOMIC DEVELOPMENT ADVISORY BOARD

In 2018 the city passed Ordinance 019/2018 forming the Monroe Economic Development Advisory Board, or EDAB. The EDAB provides a forum for the coordination of information among entities identified as having economic development roles; recommending priorities and establishing a means to monitor progress on goals; and providing such other advice and guidance with furthering Monroe's Economic Development Strategy Plan.

MEMBERSHIP & QUALIFICATIONS CRITERIA

The Economic Development Advisory Board (EDAB) consists of seven members. Board membership strives to include a balance of business types, locations, and sizes to represent the voice of businesses in Monroe. Appointed members are either residents of the City or business persons managing operations and/or property in Monroe.

Subcommittees:

Tourism: Areas of Focus - Geofencing, Tourism Data, Choose Monroe, LTAC Funding Priorities, Wayfinding/Gateway Signs

Business Recruitment: Areas of Focus - North Kelsey (Tjerne Place), Recruitment Strategies, ED Webpage Update, Data, Business Survey, Small Business Development, Workforce Development

Growth & Development: Areas of Focus - Vision 2050, Zoning, Land Use, Infrastructure, ED Element Comp Plan, Growth Management Act, Airport Zone

ECONOMIC DEVELOPMENT ADVISORY BOARD MEMBERS

- 1 Position #1: Mike Buse**
Owner, Genesis Refrigeration & HVAC.
Business Recruitment, Retention & Expansion Subcommittee
- 2 Position #2: Liz Nugent**
Owner, Sky Valley Business Solutions.
Business Recruitment, Retention & Expansion Subcommittee
- 3 Position #3: Allan Dye**
Owner, Port Gardner Supply.
Business Recruitment, Retention & Expansion Subcommittee
- 4 Position #4: Bridgette Tuttle**
Owner, Monroe Pizza & Pints.
Growth & Development Subcommittee
- 5 Position #5: Sally King**
Owner, Wild Sky Design Jewelry.
Tourism Subcommittee
- 6 Position #6 VACANT**
- 7 Position #7: Katy Woods**
VP Branch Manager, Coastal Community Bank.
Business Recruitment, Retention & Expansion Subcommittee

If you have questions or wish to contact your Economic Development Advisory Board Members, please contact them at econboard@monroewa.gov

Discussion Item 1
AB20-080

ECONOMIC DEVELOPMENT STRATEGY PLAN

Six key strategic economic development themes emerged from several interviews, research, workshops, and public outreach events conducted as part of the Comprehensive Planning process. These themes guide the City's economic development policies, actions, investments, and partnerships increasing its appeal to residents, businesses, shoppers, and tourists. The goal being a virtuous cycle of investment, private and public revenues, and economic health. The interviews conducted throughout the planning process showed that residents and visitors like Monroe because it is a great small city, with a strong sense of community, good neighborhoods, and access to the outdoors, among other features. Its location within the Puget Sound, which has one of the world's most robust economies, mean that Monroe has a host of opportunities to continue to build its economy. These themes provide the foundation for long-term economic development and prosperity through intentional action.

For more detailed information on Monroe's Economic Development Strategy Plan visit the Monroe website. <https://www.monroewa.gov/DocumentCenter/View/4092/Economic-Development-Strategy?bidId=>

Develop a Thriving Downtown with Vibrant Main Street Character

Downtown Monroe is a focal point of the City. As people and businesses become increasingly mobile, quality of place is a critical piece of economic development.



A Great Place to Start and Grow a Business

Job and business growth leads to enhanced quality of life, higher household incomes, and more stable local economy.



Active Sports and Outdoor Adventure Destination

The city is well known to visitors for a variety of outdoor pursuits and high-energy spectator sports. The city has the opportunity to continue to build on this brand and in so doing, to enhance its appeal to tourists, businesses, and residents.



Continued Growth and Development

Limitations on outward growth mean that it's important for Monroe to efficiently and effectively use the land within the city's boundary by encouraging appropriately scaled infill development and seeking to reuse and redevelop key sites in the City.



Complete Regional Retail Center

Monroe's regional retail center on Highway 2 is an important generator of public revenues via sales and property taxes, a job center, and one of the City's most important gateways. This area can present a better "front door" to the community through better signage, landscaping, and other measures.



Walkable, Accessible, and Interconnected Community

Monroe's residents repeatedly indicated their support for a walkable and interconnected community during outreach for the Comprehensive Plan update. "Quality of place" attributes such as pedestrian accessibility lead to increased housing demand and desirability, reinvestment by residents in the community, and therefore a growing tax base over the long term.



ECONOMIC DEVELOPMENT IN THE CITY

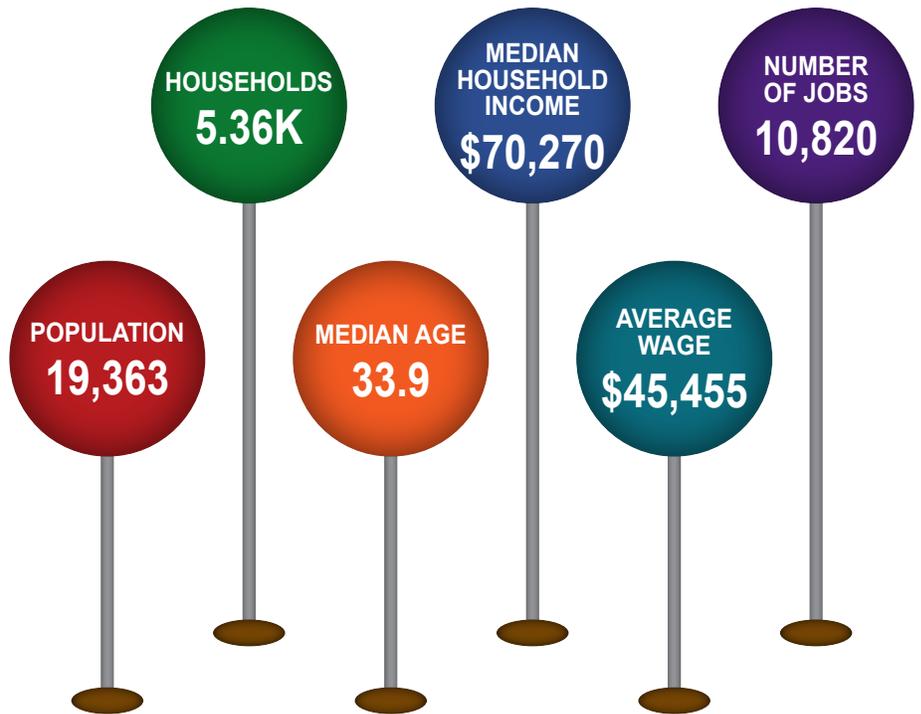
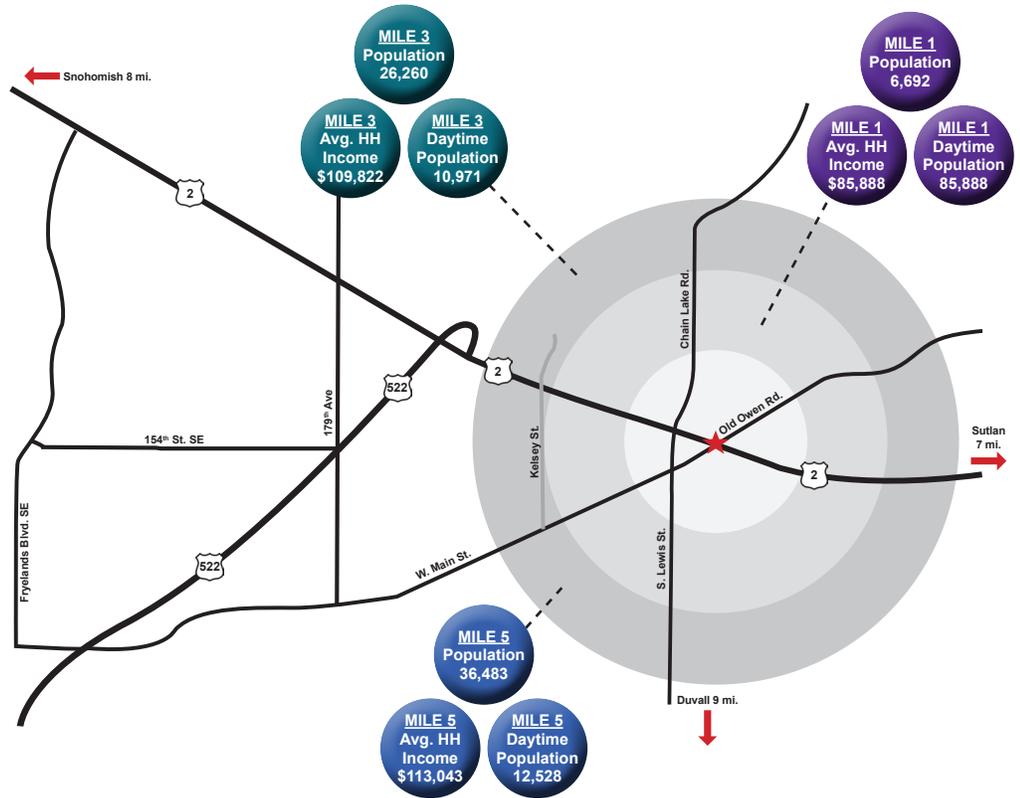
The City of Monroe is a community of approximately 18,000 residents serving more than 90,000 people located in and around the Skykomish River Valley. The City is strategically located just 33 minutes east of Paine Field and 15 miles east of Everett along the I-5 Corridor at the intersection of several major highways - US Highway 2, the second busiest east-west transportation corridor in Washington State; State Route 522 connecting Monroe to I-405 and Seattle; and State Route 203 connecting Monroe to I-90 and Snoqualmie Pass.

The City is uniquely positioned near major employment areas in King County including Woodinville, Bothell and Redmond as well as Interstate 405 (I-405). The Marysville Arlington Manufacturing Center is 30 minutes to the north. The City boasts its own major industrial and manufacturing area with easy access to SR522 and US 2 and a diverse retail area featuring big box stores, national restaurants and entertainment venues adjacent to US 2. The city is in the midst of a significant residential growth cycle with more than 1000 new single family residential homes constructed over the last five years.

Local businesses are vital to our community's attractiveness as a place to live and work and are an essential part of Monroe's continued success as a regional destination for the people of the Sky Valley and beyond. We look forward to working with you to make Monroe a place we are all proud to call home.

**Current Population, Households, Median Age, and Median Household Income, based on official 2017 United States Census Bureau American Community Survey (ACS) estimates.*

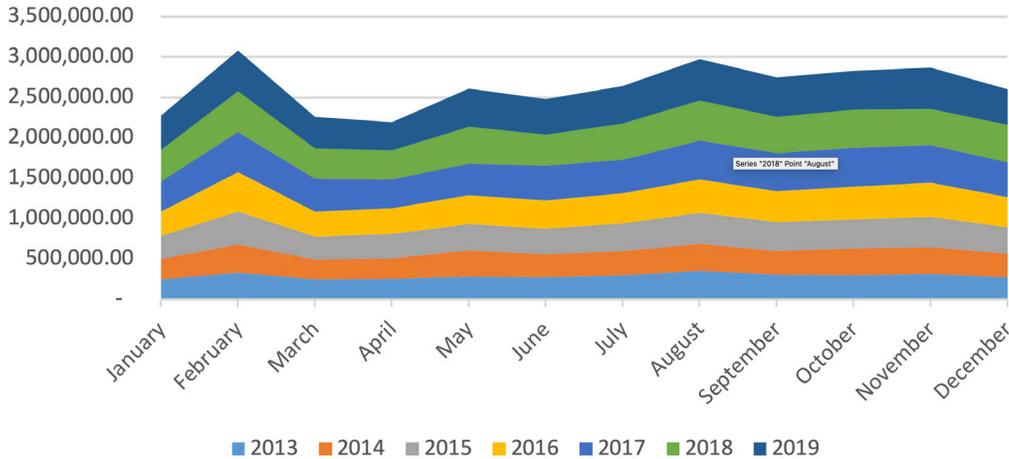
**2019 Average Wage and Number of Jobs provided by Washington State Employment Security Department and includes Dept. covered businesses.*



For more information on Choosing Monroe, Contact: James Palmer, Economic Development Specialist at (360) 631-0050 or JPalmer@monroewa.gov

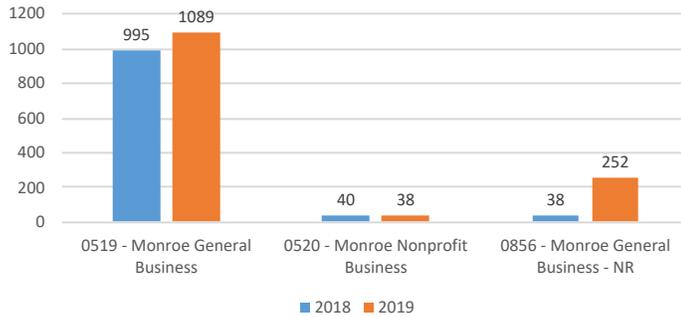
MONROE BY THE NUMBERS

SALES TAX REVENUE – 2013 to 2019



59% 
 INCREASE IN TAX
 REVENUE FROM
 2013-2019

BUSINESS LICENSE ACTIVITY



22% 
 INCREASE OF
 BUSINESS LICENSSES
 FROM 2018 TO 2019

BUILDING PERMIT ACTIVITY

Building Permits
 2018 - 190
 2019 - 354
86% 
 INCREASE FROM 2018-2019

Building Inspections
 2018 - 2,466
 2019 - 2,721
10.3% 
 INCREASE FROM 2018-2019

MONROE YEARLY VISITOR PROFILE – Sept. 2018 to Aug. 2019



Top Origin Market Areas (DMA) Based on Volume

Origin DMA	% Visits	Avg. Stay	Repeat Visits
Seattle/Tacoma	80.7%	7 Hours 7 Min	30.8%
Spokane	5.2%	15 Hours 27 Min	23.1%
Portland	4.8%	16 Hours 19 Min	28.0%
Yakima/Pasco	3.1%	13 Hours 12 Min	29.5%
Los Angeles	0.5%	17 Hours	2.0%

56.6%



Same Day

43.4%



Overnight

**17 Hours
40 Minutes**



Avg Length of Stay
-Out of State-



Visitation Trends

When Snohomish
County is the Primary
Destination

10 hours spent in Monroe
18 hours spent in Snohomish
County

When Snohomish
County is the
SECONDARY
Destination

4 hours spent in Monroe
8 hours spent in Snohomish
County

BUSINESS SURVEY

The 2019 Monroe Business Survey is concluded and results are in; Monroe's unprecedented period of growth continues.

The information gathered provides insight into the profile of Monroe's businesses and informs Monroe's elected officials on the issues most important to our community's employers.

In 2019 966 businesses were sent the survey, an increase of 33% over 2018. In spite of a larger polling, the response rate was down nearly 50%. The Economic Development Advisory Board has requested that the 2020 survey include a more robust rollout and campaign to increase participation in the survey.

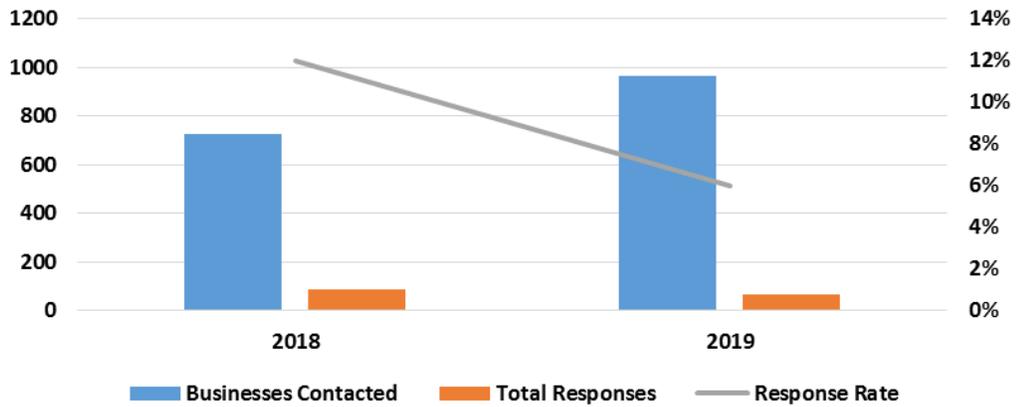
A typical Monroe business is a small businesses, providing a service (retail, personal or professional) run by the owner and selling to a local market. The overall consensus is businesses are doing well; Employers are hiring and or stable in their employment and a majority are planning expansions in the next 3 years. All bodes well for the City of Monroe in the coming year. Thank you to all that participated.

The survey polls businesses in Monroe on issues that city officials deal with on a daily basis; public safety, homelessness and other efforts that impact the city's budget. The survey ensures the voice of business gets into the decision making process.

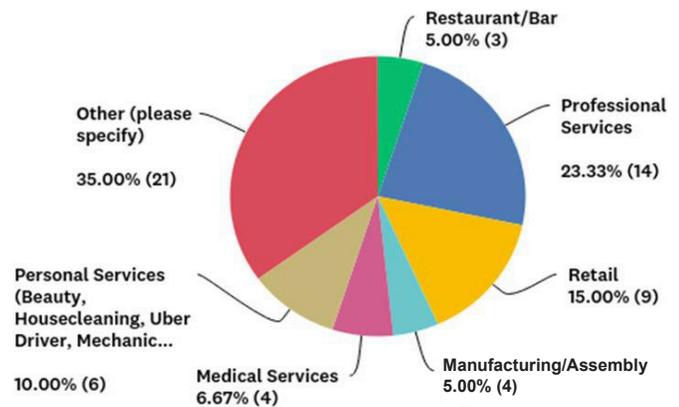


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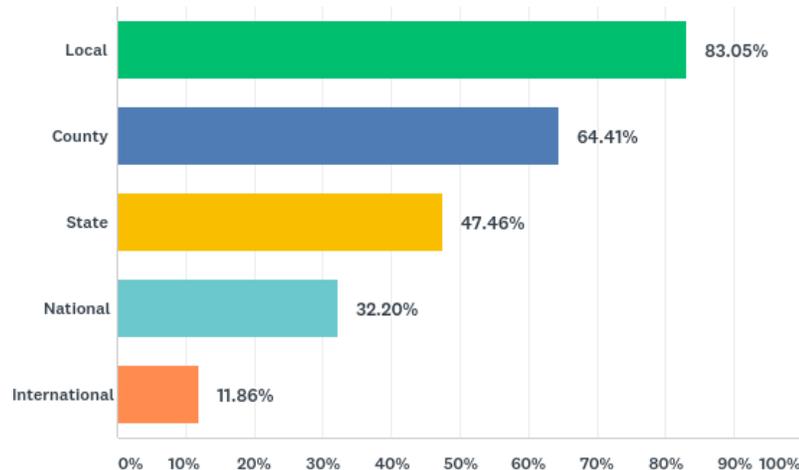
Outreach And Response Analysis



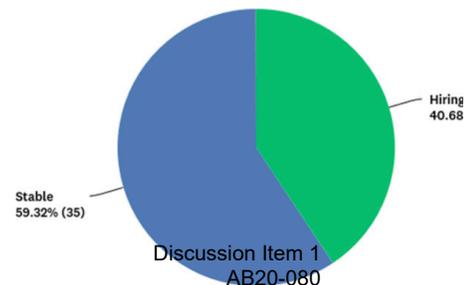
Monroe's Diverse Industry Profile



Reaching Markets Locally and Internationally



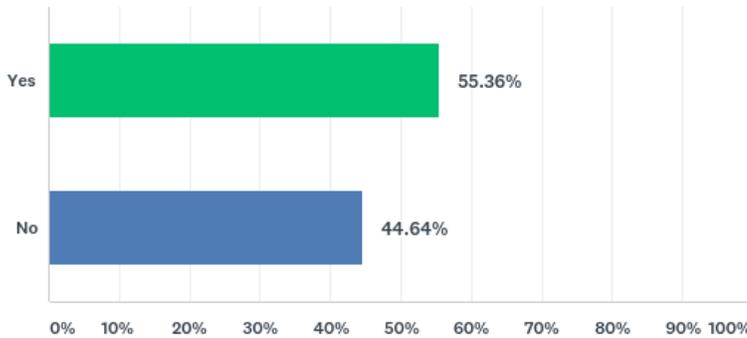
With a Positive Employment Outlook



BUSINESS SURVEY CONT.

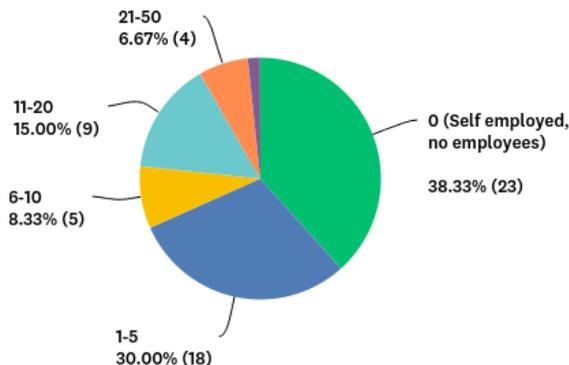
ARE YOU PLANNING AN EXPANSION OF YOUR BUSINESS IN THE NEXT 5 YEARS?

A Community Growing and Expanding



A HEALTHY MIX OF SMALL BUSINESSES AND LARGER MANUFACTURERS WITH TOTAL WAGES IN 2018 OF \$462,110,346*

Number of Employees



*Data from Washington State Employment Security Dept. includes covered businesses

INVESTMENT PRIORITIES BASED ON GROWTH AND COMPASSION.

Number 1 Priority

- 64%** Request State Legislature Finish State Route 522 between Monroe and Paradise Rd.
- 13.2%** Provide Shelter and Services to Chronically Homeless
- 12%** Replace Gateway and Wayfinding Signs to Direct Residents and Visitors to Business Districts and Attractions
- 7.6%** Support Multi-family Housing adjacent to Work Centers
- 5.6%** Partner with Everett Community College

Number 2 Priority

- 38.%** Replace Gateway and Wayfinding Signs to Direct Residents and Visitors to Business Districts and Attractions
- 22.6%** Partner with Everett Community College
- 17.8%** Request State Legislature Finish State Route 522 between Monroe and Paradise Rd.
- 15.3%** Support Multi-family Housing adjacent to Work Centers
- 9.4%** Provide Shelter and Services to Chronically Homeless

Additional comments regarding the business survey or actions the City should take to improve the business climate in Monroe:

"We find Monroe to be an excellent location for our company headquarters."

"The city continues to lack any real identity or brand.. the downtown lacks any cohesiveness and continues to house businesses that are not Main St businesses.. they lack symbiosis..."

"I think the city is doing a great job and working at improving the area. I moved here from a city atmosphere so I'm having a new experience in small town operation."

"Monroe lacks an aesthetic. The city should focus on branding, marketing, and drawing foot traffic into our parks and businesses as well as pulling traffic off of Highway 2 and into our businesses. We also need a tourism destination area (downtown)."

"I have to say that it is nice that the city is actually reaching out to business owners in order to try to make things better for everyone. I don't see this from most cities where I have other stores located. Thanks"

"More diversity in business content."



City of Monroe

806 West Main Street, Monroe, WA 98272
(360) 863-4500



James Palmer

Economic Development Specialist
(360) 631-0050



WELCOME

Monroe City Council Presentation
Economic Development Update
June 16th, 2020

AGENDA

Part I – Monroe Business Survey

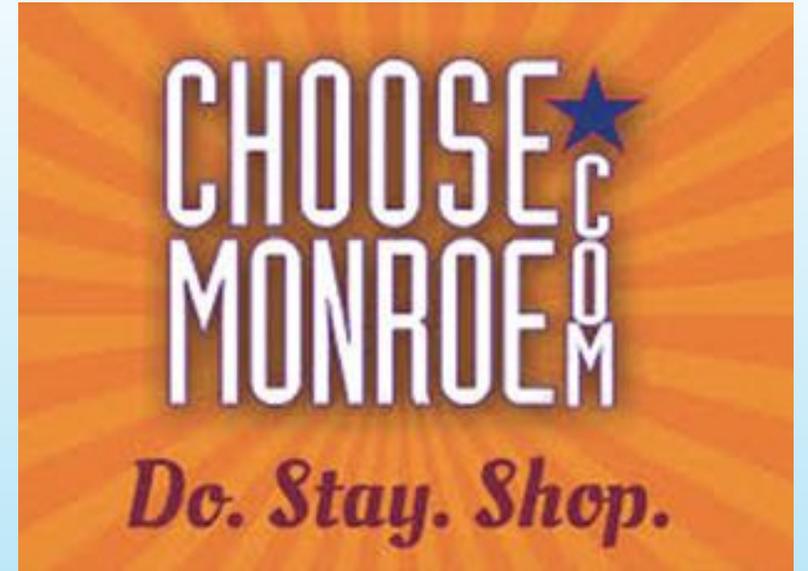
- Why Do the Survey?
- Survey Development
- Survey Highlights
- 2020 Schedule

Part 2 – Economic Development Annual Report

- Purpose of the Report
- Report Contents

Part 3 – Impact of COVID-19 on Monroe Business

- Current Status
- Recovery Strategy



WHAT IS BRRE? BUSINESS RECRUITMENT, RETENTION & EXPANSION

Business Retention and Expansion (80%)

Support locally owned businesses

Foster entrepreneurship

Understand needs (business survey)

Remove barriers to growth

Involve stakeholders

Make personal site visits

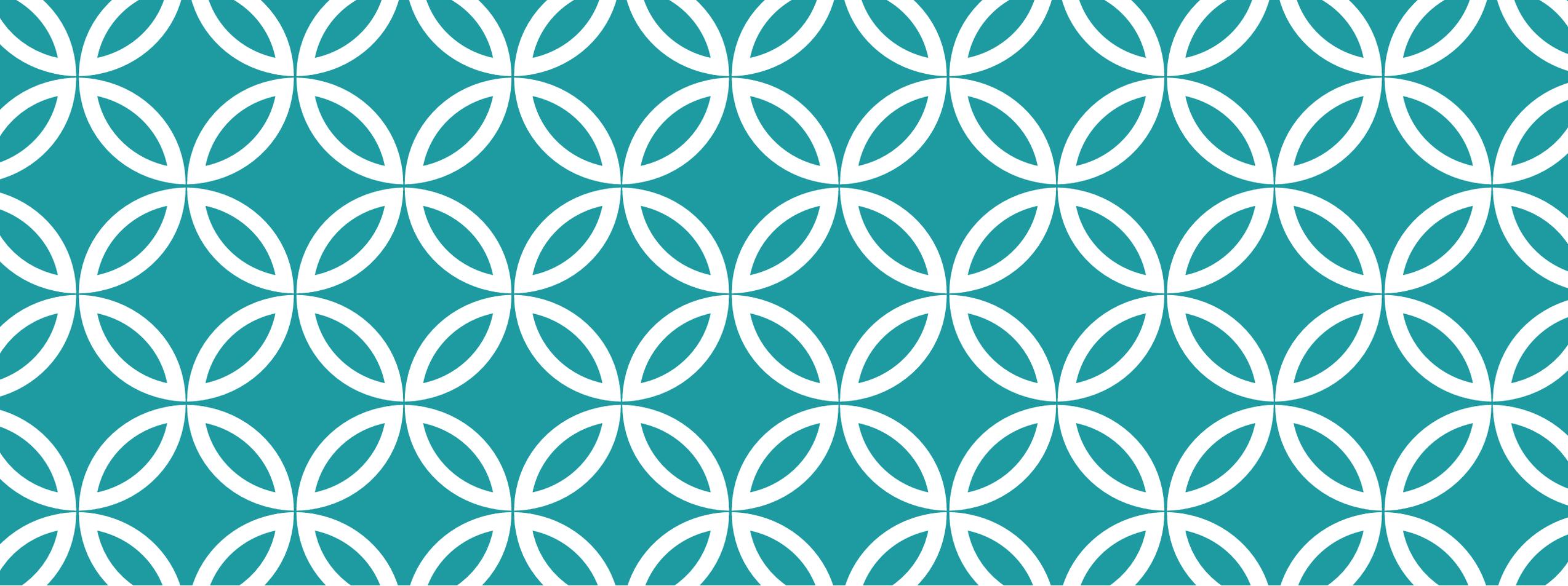
Build relationships

Business Recruitment (20%)

Target companies that fill a gap

Provide goods and services that existing businesses need to purchase

Compliment a growing or pronounced specialty in the community



PART 1 - 2019 MONROE BUSINESS SURVEY

BRRE ANNUAL BUSINESS SURVEY

Why Survey?

- Demonstrate the City's support for business community
- Build relationships with local businesses.
- Understand needs and challenges
- Identify their future outlook.
- Develop strategies and actions that will continue to support economic development.



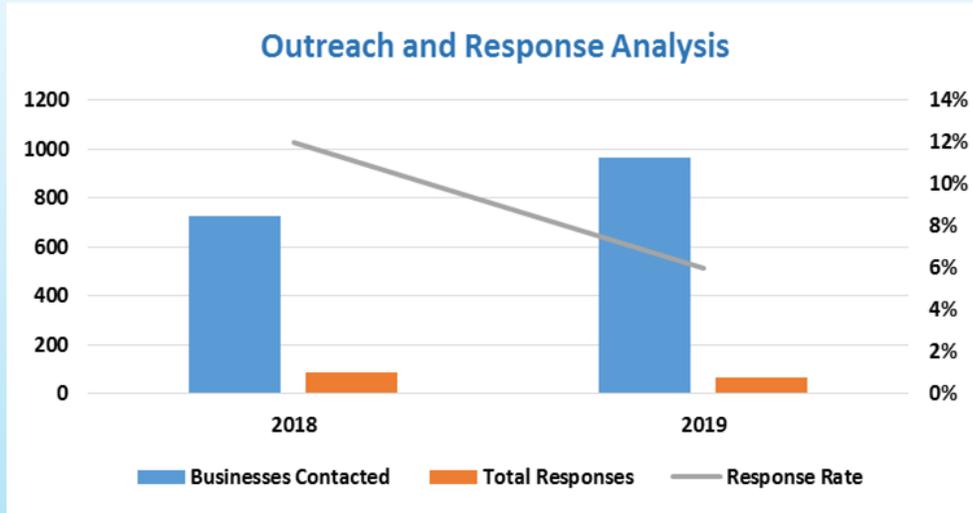
SURVEY DEVELOPMENT

- Based on IEDC Best Practices Business Survey
- Monroe Stakeholder Information Goals
 - EDAB
 - EvCC
 - City Personnel

SURVEY HIGHLIGHTS

- Outreach and Response
- Business Profile
- Business Priorities
- Economic Forecasts

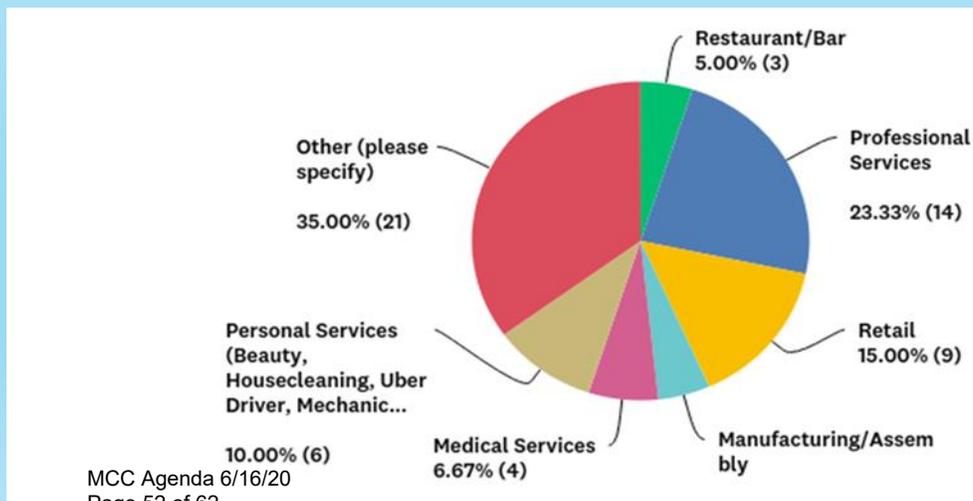
- Outreach & Response



- Business Priorities

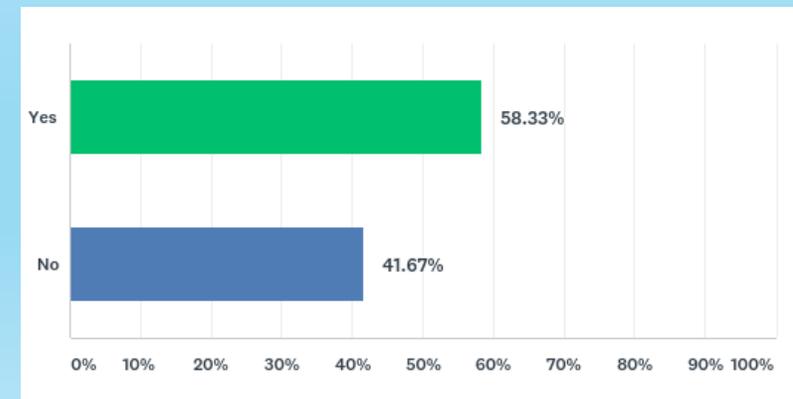
- 64% Request State Legislature Finish State Route 522 between Monroe and Paradise Rd.
- 13.2% Provide Shelter and Services to Chronically Homeless
- 12% Replace Gateway and Wayfinding Signs to Direct Residents and Visitors to Business Districts and Attractions
- 7.6% Support Multi-family Housing adjacent to Work Centers
- 5.6% Partner with Everett Community College

- Business Profile



- Economic Forecast

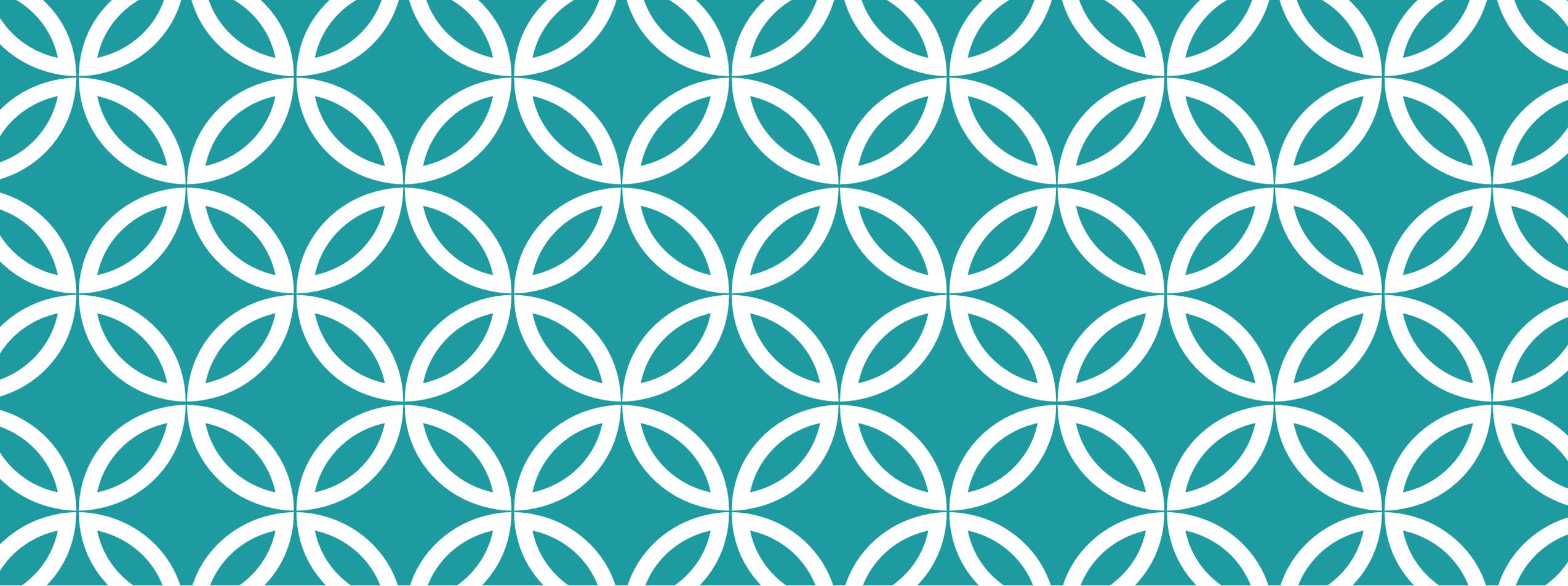
ARE YOU PLANNING AN EXPANSION OF YOUR BUSINESS IN THE NEXT 5 YEARS?



2020 Schedule

July 9	Review 2019 questionnaire & discuss survey questions
July 16	Recommend final BRRE questions & marketing campaign
August 1-31	Marketing
September 1-31	E-mail survey
October 1-31	BRRE committee site visits
November 1	Publish results





PART 2 - 2019 ECONOMIC DEVELOPMENT REPORT

REPORT DETAILS THE CITY'S ECONOMIC DEVELOPMENT VISION

1. Grow as a regional center and destination
2. Provide employment opportunities
3. Sustain a balanced, diverse, resilient economy
4. Establish downtown Monroe as a thriving commercial, civic and residential area



ECONOMIC DEVELOPMENT REPORT INCLUDES FOUR SECTIONS

1. *Who We Are* – Demographic Profile
2. *What We Want to Accomplish* – Economic Development Strategy
3. *How We Are Changing* – Statistical Analysis
4. *What Our Business Community Thinks* – Business Survey

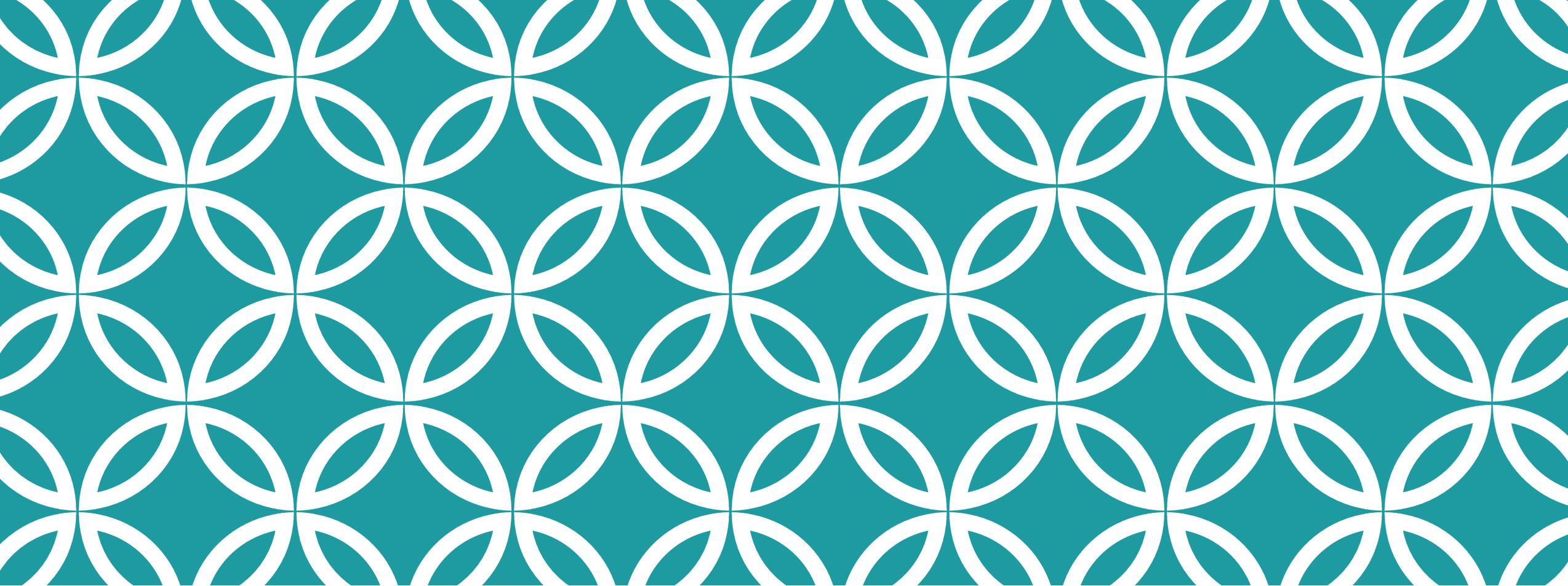
2020 Annual Report will include a “What We’ve Accomplished” or “What’s New” section to highlight how our business community and economy are changing over time.

HOW WE USE THE ECONOMIC DEVELOPMENT REPORT

Annual Report is integrated into Monroe's BRRE efforts

- Communicates Opportunities to Potential New Businesses
- Communicates Economic Development Strategies to Existing Monroe Businesses





PART 3 - IMPACT OF COVID-19 ON MONROE BUSINESS

Mayor's Message from 2019 Economic Development Report

"I am please to say that Monroe's economy is strong, the indicators are positive and our economic growth continues and, barring any external forces beyond local control, our future prospects are good."



External forces hit March 23rd when Governor Inslee issued the Stay Home Stay Healthy Order in response to COVID-19 pandemic outbreak. Majority of Monroe's businesses forced to close.

CURRENT STATUS



Snohomish County is in Phase 2 of Safe Start Washington

- Most businesses open albeit at reduced capacity with safety precautions implemented
- Unemployment rate at record levels
- Federal, State & County grant and loan programs implemented

WHAT'S NEXT?

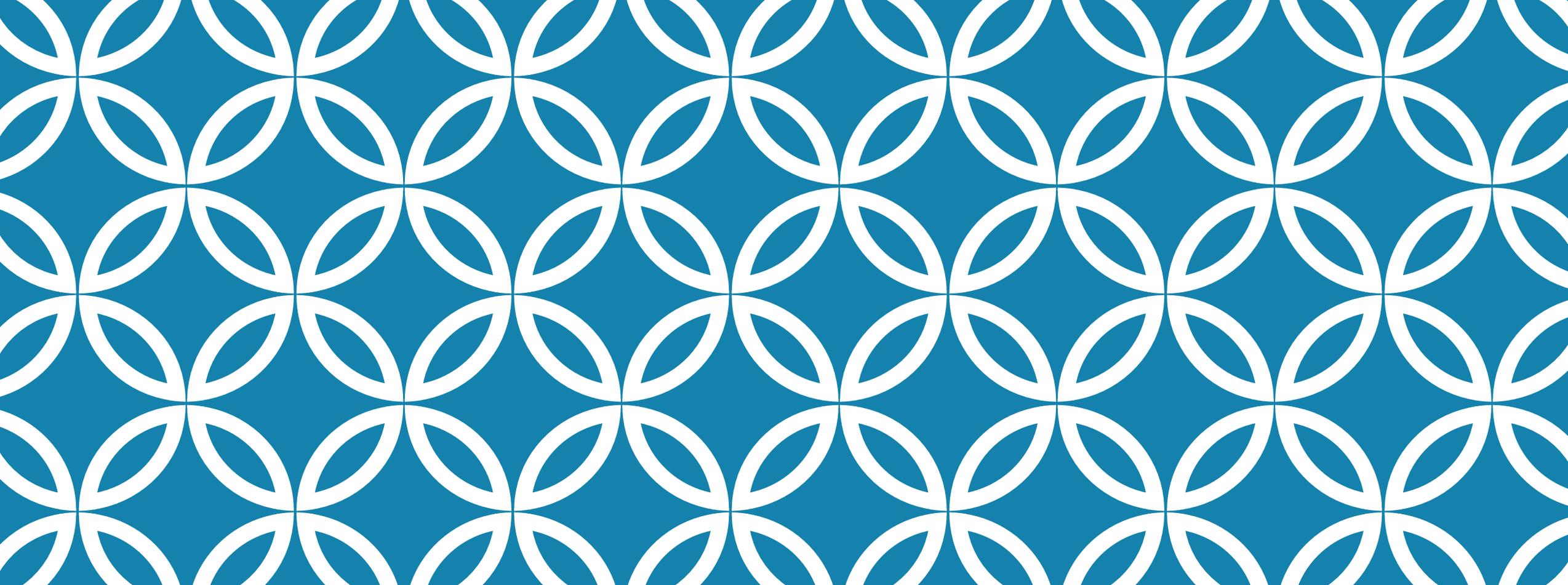
STATE AND COUNTY ACTIONS

- Phase 2 to last for a minimum of 3 weeks until June 26th
- County Health officials will monitor WA Department of Health metrics
- One June 27th County will apply for Phase 3 or State will order us back to Phase 1

LOCAL ACTION

- Continue outreach to educate and inform businesses of current rules and regulations
- Ensure businesses have access to resources (financial and PPE) necessary to re-open
- Implement Local Monroe Grant Program to assist businesses re-open.
- Steer recovery efforts to align with existing Economic Development Strategy





THANK YOU

Presented by James R. Palmer
Economic Development Specialist
JPalmer!@MoinroeWA.gov
Cell: 360-631-0050



MONROE CITY COUNCIL

Agenda Bill No. 20-081

SUBJECT:	<i>Consideration of an Interim Ordinance to allow Temporary use of Private Property/Parking Areas for Outdoor Dining</i>
-----------------	---

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
6/16/2020	Community Development	Ben Swanson	Ben Swanson	Discussion Item #2

Discussion: 6/16/2020
Attachments: 1. Example Ordinance – Outdoor Dining

REQUESTED ACTION: Provide policy direction to City staff regarding the proposed interim ordinance to allow temporary use of private property/parking areas for outdoor dining.

POLICY CONSIDERATIONS

The Council is being asked to consider two policy issues and provide direction to staff:

1. *Whether to temporarily waive certain requirements of the Monroe Municipal Code (MMC) to allow private property, particularly parking areas, to be used for outdoor dining; and*
2. *If those requirements are waived, whether to charge or waive the fee that would be associated with the permit.*

DESCRIPTION/BACKGROUND

The purpose of this action would be to allow eating and drinking establishments throughout Monroe to expand their capacity for serving dine-in customers temporarily during phases 2 and 3 of Governor Inslee’s plan for reopening businesses in response to the COVID-19 pandemic. If Council decides to pursue this policy, City staff would draft an interim ordinance similar to Attachment 1 for action at the June 23, 2020 City Council meeting.

Most businesses have been severely economically impacted by the pandemic and some may not reopen. Phase 2 of the reopening approach will allow eating and drinking establishments to offer table service again. In order to protect the health of the public and reduce the risk of exposure to the virus, there will be limitations on table size (maximum 5 people), spacing and serving capacity (maximum 50% of pre-pandemic capacity). Phase 3 increases table size to 10 and serving capacity to 75%. While reopening is a positive step for these businesses and the community, the capacity limitations will have an economic impact on businesses and the community.

One way to allow these businesses to expand their serving capacity is to allow the temporary use of private property, primarily required parking areas, for outdoor dining service. The reduced capacity should have the effect of reducing the parking needed through phases 2 and 3. These temporary provisions are well timed for the summer months, assuming phases 2 and 3 will cover at least some portions of June and July. When phase 4 is in effect, the businesses will be able to return to pre-pandemic capacity and the temporary provisions will no longer be needed.



MONROE CITY COUNCIL

Agenda Bill No. 20-081

In order to ensure that life, safety and access requirements would be met by the temporary dining areas, a permit and inspection would be required. The interim ordinance would direct staff to create a permit process that is basic and brief. Staff would recommend Council not impose fees for the permit processing and inspection time.

If City Council directs staff to proceed with drafting an interim ordinance, staff would develop a permit with minimal submittal requirements and a consolidated review/inspection process referred to as "subject to field inspection." Submittal requirements will include a diagram indicating location and type of delineation of the temporary dining area, including canopy if applicable; number of parking spaces temporarily displaced; guidance for applicants to determine restricted occupant loads under the International Building Code; adequate and accessible circulation to and within the dining area; and accessible routes to restrooms. Staff believes this information is necessary to maintain life, safety and accessibility standards for customers and the community. This does not affect any requirements of other agencies that regulate eating and drinking establishments.

FISCAL IMPACTS

Collecting permit fees could cover city processing and permitting costs during the short duration of the interim ordinance. If City Council chooses not to collect permit fees it would likely have limited impacts on city costs and may encourage more businesses to expand their capacity and increase sales tax revenues. The value of the foregone fees, if this item is approved, is difficult to determine in advance of applications being received, but is not expected to have a significant impact on the General Fund budget. Staff does not think lost revenues would qualify under the provisions of the CARES Act. However, staff will explore potential reimbursement under any future state or federal programs.

TIME CONSTRAINTS

N/A

ALTERNATIVES

1. None. This proposal is intended to provide the City Council with information and receive feedback and policy direction.

ORDINANCE NO. _____ (2020)

AN INTERIM ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, IN RESPONSE TO THE COVID-19 PANDEMIC TEMPORARILY AUTHORIZING EXISTING FOOD AND BEVERAGE ESTABLISHMENTS TO USE PRIVATE PARKING AREAS FOR OUTDOOR DINING; ESTABLISHING AN EXPIRATION DATE CONSISTENT WITH RCW 36.70A.390; AND FIXING AN EFFECTIVE DATE.

WHEREAS, a state of emergency has been declared by the federal, state, county, and municipal governments in response to the COVID-19 pandemic; and

WHEREAS, since February 29, 2020, Governor Jay Inslee has issued several proclamations, including Emergency Proclamation 20-25 (“Stay Home, Stay Healthy order”), placing numerous restrictions on individuals and businesses in response to the state-wide threat of the spread of COVID-19 virus; and

WHEREAS, Governor Inslee has developed a phased reopening approach, known as the “Safe Start Washington” phased reopening plan, for resuming recreational, social, and business activities; and

WHEREAS, outdoor activities, including outdoor restaurant seating, have been determined to be safer and less likely to lead to the spread of COVID-19 than indoor restaurant seating; and

WHEREAS, during a modified Phase 1 of the “Safe Start” reopening plan, restaurants are authorized to resume outdoor on-premise food and beverage service at 50 percent of existing outdoor capacity, so long as those businesses adopt social distancing measures consistent with the phase-specific re-opening plan requirements but indoor dining is prohibited; and

WHEREAS, during Phase 2 of the “Safe Start” reopening plan, restaurants and taverns are authorized to resume both indoor and outdoor on-premise consumption of food and beverages consistent with the phase-specific reopening plan requirements; and

WHEREAS, in the industry-specific requirements, Section 5 of the Phase 2 Restaurant/Tavern Reopening COVID-19 Requirements requires that the restaurants and taverns operate at no more than 50% of seating capacity, limiting the size of parties to five or less, and seating groups of guests at least 6 feet apart; and

WHEREAS, the City Council wishes to encourage business activity consistent with the Safe Start requirements and to make restaurants and taverns safer to operate by leveraging available private and public space to be used as additional outdoor areas for dining activity while maintaining social distancing requirements; and

WHEREAS, the City Council believes that allowing food and beverage establishments to expand their business footprint onto privately-owned parking facilities where they may not be permitted by city code otherwise will support the Governor's Safe Start plan, encourage compliance with social distancing requirements, and promote business operation and economic recovery while maintaining the focus on core public safety principles; and

WHEREAS, it is necessary and appropriate during the state of local emergency to utilize an interim ordinance, which is intended to be only temporary until public health and economic conditions improve, to facilitate and encourage outdoor seating areas to make food and beverage establishments safer to operate and to promote needed economic and business recovery in the City; and

WHEREAS, the City Council finds that it is in the public interest to adopt this interim Ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. AUTHORIZATION TO USE PRIVATE PARKING AREAS FOR OUTDOOR DINING. Subject to the provisions of this Ordinance, the City grants temporary permission for existing eating and drinking establishments to utilize private parking areas for outdoor dining use, provided the private parking area is immediately adjacent to the food and beverage establishment.

A. Such outdoor dining use shall be permitted only if it is authorized to operate under the state's Safe Start Washington phased reopening plan.

B. An eating and drinking establishment may only operate in a private parking area only with a valid permit issued by the City and only while this Ordinance remains in effect.

C. Any person who utilizes private areas for outdoor dining use as authorized by this Ordinance shall comply with all terms, conditions, and requirements of this Ordinance.

D. Use of any portion or percentage of private off-street parking areas for outdoor dining use shall require the property owner's approval. Nothing in this Ordinance compels a landlord to permit a tenant to expand its business to the exterior.

E. This Ordinance authorizes only temporary use of private areas otherwise restricted for parking purposes. Nothing in this Ordinance authorizes permanent improvements or interior expansions. Such development must comply with existing permit processes.

Section 2. SECTIONS WAIVED. In order to effectuate the purpose of this Ordinance, minimum parking regulations normally applicable to eating and drinking establishments are waived to enable such uses to serve patrons in adjoining parking spaces. Specifically, for the duration of this Ordinance, the following Bothell Municipal Code sections are hereby suspended and waived for the duration of this Ordinance only to the extent necessary to effectuate this Ordinance and under the terms and conditions set forth in this Ordinance:

A. BMC 12.16.020(A) – No occupancy permit is required for temporary outdoor seating.

B. BMC 12.16.020(D) – A temporary change of use from parking to seating area is authorized for existing food and beverage businesses.

C. BMC 12.16.030 – No minimum parking spaces or additional bicycle parking are required for temporary outdoor seating activity authorized by this Ordinance.

D. BMC 12.16.120(C)(1) – Waived for temporary walkways within or associated with temporary outdoor seating activity authorized by this Ordinance.

E. The minimum parking requirements applicable in the downtown subarea as reflected in BMC 12.64.402 and by cross-references within each district section are waived for purposes of authorizing temporary outdoor seating activity consistent with this Ordinance.

F. Any other minimum or maximum parking requirement of the City not specifically identified here that conflicts with this Ordinance, as determined by the Community Development Director, is hereby waived.

Nothing in this Ordinance shall be construed to authorize the waiver of any other City code requirements and all such other provisions and law shall remain in full force and effect. In particular, any use of private parking areas for outdoor dining use pursuant to this Ordinance must comply with all applicable fire, life safety, and ADA requirements.

Section 3. PERMIT PROCESS.

A. The Community Development Director is directed to create a permitting process for this temporary outdoor dining use. Applications will be reviewed by the Community Development Department and the Fire Department.

B. The permitting process shall be efficient and with a limited review based upon a subject-to-field-inspection (STFI) permit.

C. No permit application fee will be charged.

D. The purpose of this permit presents special circumstances that warrant a different review process than the existing administrative permit requirements, particularly because the authorized activity is temporary in nature and because there is an immediate need to create this opportunity to expand outdoor dining areas. Therefore, to the extent additional administrative provisions are necessary, the Community Development Director has discretion to establish those requirements, except that this permit should not include any requirements more burdensome than a Type 1 permit under Chapter 11.07 BMC. The Community Development Director may but is not required to include public notice requirements.

E. If an applicant desires to include a temporary membrane (e.g., a canopy or tent) for the temporary outdoor dining area, the City's existing temporary membrane permit application and review process shall be subsumed into this temporary outdoor dining area permit. While this Ordinance remains in effect, the current IFC operational permit fee established in the fee resolution for a temporary membrane is waived for temporary outdoor dining areas.

F. Nothing in this Ordinance waives or purports to waive any requirement to obtain permits or approvals from other entities, such as the state's Liquor and Cannabis Board or the state or county Health Department, which are the responsibility of the food and beverage establishment.

Section 4. REQUIREMENTS AND RESTRICTIONS. Temporary outdoor dining areas utilizing private parking areas must comply with the following requirements and restrictions:

A. Outdoor seating in private parking areas may be utilized only to support additional tables and chairs for food or beverage establishment seating.

- 1) New outdoor operations cannot result in a total occupancy greater than the originally approved occupancy limit for the food or beverage establishment, unless explicitly authorized by the Building Official and the Fire Marshal.
- 2) All outdoor seating shall be spaced at least 6 feet apart measured from back of occupied chair to back of occupied chair;

B. The converted use must be in conformance with all City building and fire requirements for building accessibility and emergency access.

- 1) Fire hydrants and fire lanes must not be blocked, and required fire access must be maintained.
- 2) Outdoor seating shall not block or otherwise restrict access to designated disabled parking spaces.
- 3) Outdoor seating shall not block any established exits from any building.
- 4) ADA and other access standards and guidance apply.

C. Other limitations on placement of outdoor dining areas.

- 1) Outdoor seating cannot be located within required landscaping, stormwater facilities, critical areas, or private streets.
- 2) Temporary placement of outdoor seating areas and/or equipment such as wash stations and hand sanitizing stations or stations for staff set-up and service do not need to meet required setbacks.
- 3) The outdoor dining area may expand past the food or beverage establishment's façade with the neighboring business's permission.

D. A current City of Bothell business license is a prerequisite to being issued a permit as provided for in this Ordinance.

E. Any other requirements or restrictions deemed necessary by the Community Development Department and/or the Fire Marshal. In particular, in order to allow the greatest flexibility in implementing the additional outdoor dining areas authorized by this Ordinance, the Community Development Director and the Fire Marshal have discretion to modify or change these regulations and restrictions to address any changes or modifications to the Safe Start phased reopening requirements and restrictions.

Section 5. SEVERABILITY. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 6. EFFECTIVE DATE. This Ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

Section 7. EXPIRATION. The City Council adopts this interim regulation under the authority of RCW 36.70A.390. Therefore, the interim controls adopted herein shall be in

effect for a period of six (6) months from the effective date of this Ordinance and shall automatically expire after a period of six months, unless extended as provided by statute or otherwise superseded by action of Council, whichever occurs first. Because this is an interim ordinance only, it shall not be codified.

Section 8. CORRECTIONS. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

APPROVED:

LIAM OLSEN
MAYOR

ATTEST/AUTHENTICATED:

LAURA HATHAWAY
CITY CLERK

APPROVED AS TO FORM:

PAUL BYRNE
CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO.: _____ (2020)

SUMMARY OF ORDINANCE NO. _____ (2020)

City of Bothell, Washington

On the _____ day of _____, 2020, the City Council of the City of Bothell passed Ordinance No. _____ (2020). A summary of the content of said Ordinance, consisting of the title, is provided as follows:

AN INTERIM ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, IN RESPONSE TO THE COVID-19 PANDEMIC TEMPORARILY AUTHORIZING EXISTING FOOD AND BEVERAGE ESTABLISHMENTS TO USE PRIVATE PARKING AREAS FOR OUTDOOR DINING; ESTABLISHING AN EXPIRATION DATE CONSISTENT WITH RCW 36.70A.390; AND FIXING AN EFFECTIVE DATE.

The full text of this Ordinance will be mailed upon request.

LAURA HATHAWAY
CITY CLERK

FILED WITH THE CITY CLERK: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NO.: _____ (2020)