



**MONROE CITY COUNCIL  
Transportation/Planning, Public Works,  
Parks & Recreation and Public Safety  
Committee Meeting**

Tuesday, March 26, 2019, 6 P.M.  
Monroe City Hall

**2019 Committee**  
Councilmembers  
Ed Davis  
Jim Kamp  
Jeff Rasmussen

# **AGENDA**

- I. Call to Order**
- II. Approval Minutes** (January 22, 2019) [\[Page 2\]](#)
- III. Unfinished Business**
- IV. New Business**
  - A. Municipal Campus Site and Partnership Evaluation (Public Works) [\[Page 4\]](#)
  - B. Water & Sewer Capital Fees for Affordable Housing in Downtown Zone (Public Works) [\[Page 6\]](#)
- V. Other**
- VI. Next Committee Meeting** (April 23, 2019)
- VII. Adjournment**



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Tuesday, January 22, 2019, 6 P.M.  
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## **MINUTES**

### **I. Call to Order**

A regular meeting of the City of Monroe Transportation/Planning, Public Works, Parks & Recreation, and Public Safety (P4) Committee was held on January 22, 2019, at Monroe City Hall. Councilmember Rasmussen called the meeting to order at 6:10 p.m.

Council Present: Ed Davis, Jim Kamp, and Jeff Rasmussen

Staff Present: Elizabeth Adkisson, City Clerk; Brad Feilberg, Public Works Director; Deborah Knight, City Administrator; and Ben Swanson, Community Development Director

Citizens Present: Heather Rousey

### **II. Special Orders of the Day**

#### **A. Selection of 2019 Chairperson**

Councilmember Kamp moved to appoint Councilmember Rasmussen as the 2019 P4 Committee Chair; the motion was seconded by Councilmember Davis. Motion carried (3-0).

### **III. Approval of Minutes (July 24, 2018)**

Councilmember Davis moved to approve the P4 Committee Meeting Minutes of July 24, 2018, as presented; the motion was seconded by Councilmember Kamp. Motion carried (3-0).

### **IV. Unfinished Business - NONE**

### **V. New Business**

#### **A. DRAFT 2019 Committee Work Plan**

Ms. Knight presented the draft 2019 P4 Committee Work Plan and noted the items are based on City Staff's departmental 2019 Work Plans. Discussion ensued regarding the following items: Transportation Improvement Plan and East County Parks and Recreation District – Citizen Advisory Committee Recommendations. By consensus, the Committee provided direction to City Staff to proceed with presenting the draft work plan to the full Council.

#### **B. Confirmation of 2019 Regular Meeting Date/Time**

Discussion ensued regarding the 2019 Regular Meeting Date/Time. By consensus, the Committee provided direction to City Staff to proceed with regular meetings on the fourth

Tuesday of each month, starting at 6 p.m. Due to the cancellation of the City Council Regular Business Meeting on Tuesday, May 28, 2019; the Committee Meeting that month will be held Tuesday, May 7, 2019, 6 p.m.

**VI. Other -- NONE.**

**VII. Next Committee Meeting (February 26, 2019)**

The Committee confirmed the next meeting date of Tuesday, February 26, 2019, with a start time of 6 p.m.

**VIII. Adjournment**

The Tuesday, January 22, 2019, City Council P4 Committee Meeting; was adjourned, without objection (3-0).

*The meeting was adjourned at 6:32 p.m.*

DRAFT



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Tuesday, March 26, 2019, 6 P.M.  
 Monroe City Hall

<b>SUBJECT:</b>	<b><i>Municipal Campus Site and Partnership Evaluation</i></b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
03/26/2019	Public Works	Brad Feilberg	Brad Feilberg	<b>New Business A.</b>

**Discussion:** 03/26/2019

**Attachments:** None

**REQUESTED ACTION:** Discussion; and provide direction to the Mayor and City Staff regarding next steps on development of Site Selection Criterion for Municipal Campus

**DESCRIPTION/BACKGROUND**

In 2008 the City Council approved funding for the completion of the Monroe Municipal Campus Plan in order to facilitate strategically meeting the needs of our growing community and to clarify the vision and conceptual framework for the seven acre municipal campus.

On February 19, 2019, the City Council approved the project charter document which included the following tasks for the P4 Committee:

**Project Scope Part B – Monroe City Council Committee Tasks & Deliverables:**

Transportation/Planning, Public Works, Parks & Recreation, and Public Safety (P4) Committee will complete an assessment of the following options and provide the listed deliverables:

<b>Task Description</b>	<b>Lessons Learned from Prior Informal Consideration</b>	<b>Deliverable</b>
Evaluate construction of shared facilities with: <ul style="list-style-type: none"> <li>• Monroe School District</li> <li>• Everett Community College</li> <li>• United States Postal Service</li> </ul>	<p>Funding sources and cycles and capital plans are misaligned</p> <p>Economy of scale is not gained as shared spaces were generally considered to be infeasible; multiple users results in a larger facility</p> <p>Working in shared spaces with multiple priorities and multiple sources of leadership is logistically challenging</p> <p>Operational inefficiencies occur in joint use facilities. Additional staffing to manage building logistics &amp; user interests is needed</p>	Metric based recommendation to enter into an interlocal agreement, or not to pursue this option further
Evaluate acquisition of land and/or moving into an existing building	Purchasing a suitable size and type facility and remodeling to suit the city and police has been generally found to be more costly than remaining at the existing location	Metric based recommendation to acquire land and/or move into an existing facility, or not to pursue this option further

On March 19, 2019, the City Council selected the top five site selection criteria (Attachment 1).

		Site 1	Site 2	Site 3			
1	Site Suitability (floodplain, wetlands, drainage)	No critical areas = 2					
		Critical areas = 0					
	Pedestrian Access	Sidewalks = 2					
		Sidewalk gaps = 1					
		No Pedestrian Circulation = 0					
	Vehicular Access (road backup)						
2	Transit Access	Bus stop within .25 miles = 2					
		Bus stop within .5 miles = 1					
		Bus stop > .5 miles = 0					
3	Efficiency of Government Operations (unity of location)	All functions together = 2					
		Function not all together = 0					
4	Adjacent land uses (does it fit with existing and/or future planned uses – community support)						
5	Acquisition Cost	Less than current site = 2					
	Construction Cost						
	Demolition Cost	Same as current site = 1					
	Utility Cost						
	Impact Fees	More than current site = 0					
	Zoning	Allowed =2					
		Conditional =1					
		Prohibited = 0					
	Land Area (4 acres minimum)	≥ 4 acres = 2					
		< 4 but combine = 1					
		< 4 acre =0					
	Proximity to Downtown (where is Downtown)	within 1500 ft of Main/Lewis = 2					
		1500-3000 feet = 1					
		> 3000 feet =0					
	Historical Building Impact						
	Site Security						
	Opportunity for Partnership Savings						
Total							



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Tuesday, March 26, 2019, 6 P.M.  
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<b>SUBJECT:</b>	<b><i>Water &amp; Sewer Capital Fees for Affordable Housing in Downtown Zone</i></b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
03/26/2019	Public Works	Brad Feilberg	Brad Feilberg	<b>New Business B.</b>

**Discussion:** 03/26/2019

**Attachments:** None

**REQUESTED ACTION:** Discuss and provide direction on utility capital improvement fee for affordable housing.

**DESCRIPTION/BACKGROUND**

The Monroe Municipal Code imposes water system development (MMC 13.04.025) and sewer system development (MMC 13.08.270) charges for new connection to the Monroe Water System, as summarized below:

The amount set by such resolution shall be the amount paid per meter capacity equivalents (MCEs). Residential structures shall be charged for one MCE per dwelling unit. MCEs for nonresidential (see definition below) new customers shall be based on the size of water meter needed to supply the customer's calculated peak demand:

<b>Meter size</b>	<b>MCEs</b>
5/8 x 3/4 inch	1
1 inch	2.5
1-1/2 inches	5
2 inches	8
3 inches	16
4 inches	25
6 inches	50
8 inches	80

Nonresidential definition: 13.04.010(B)(3) and 13.08.010(B)(3)  
 "Nonresidential" means any use other than a dwelling unit served by a single meter. Buildings containing dwelling units and commercial, retail, industrial, manufacturing, and other nonresidential units served by the same water meter are considered nonresidential for the purposes of this chapter.

We have recently encountered a situation where the definition of "nonresidential" is causing a disparity in the charges to very similar buildings. For example, a 36 unit residential building would be charged \$416,412.

However if one of the residential units was converted to a retail space the charge would only be \$92,536. This disparity greatly increases the cost to develop affordable housing.

If the City Council is interested in promoting the construction of affordable housing, it is within the Council's purview to modify the Monroe Municipal Code as allowed by RCW 35.92.380 to waive connection fees for low income persons.

It is suggested that the waiver be for 80 percent of the fee for low income (60 percent of AMI) residential only building and that a covenant is recorded that prohibits using the property for any purpose other than for low-income housing.