

CITY OF MONROE
ORDINANCE NO. 001/2021

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, AMENDING THE NORTH KELSEY DESIGN GUIDELINES CONTAINED WITHIN THE NORTH KELSEY DEVELOPMENT PLAN TO REFLECT CURRENT AND ANTICIPATED DEVELOPMENT ACTIVITY; AMENDING CHAPTER 22.14 MMC ZONING MAPS AND DISTRICTS, CHAPTER 22.26 GENERAL COMMERCIAL ZONING DISTRICTS AND CHAPTER 22.42 DESIGN STANDARDS; AND ZONING MAP AMENDMENT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, on August 6, 2003, the Monroe City Council adopted Ordinance No. 015/2003, an ordinance adopting the North Kelsey Development Plan including the North Kelsey Design Guidelines into the City of Monroe Comprehensive Plan; and

WHEREAS, on October 18, 2011, the Monroe City Council adopted Ordinance No. 026/2011, which amended Chapter 18.10 of the Monroe Municipal Code to require compliance with the North Kelsey Design Guidelines for all development within the North Kelsey Planning Area; and

WHEREAS, on July 10, 2012, the Monroe City Council adopted Ordinance No. 017/2012, which amended Ordinances No. 15/2003 and No. 036/2008 to remove incorporation into the Land Use Element of the Comprehensive Plan and the adoption by reference of the North Kelsey Development Plan; and

WHEREAS, on December 18, 2012, the Monroe City Council adopted Ordinance No. 027/2012 approving amendments to the North Kelsey Design Guidelines; and

WHEREAS, on April 10, 2018, the Monroe City Council directed the Planning Commission to evaluate amending the Monroe Municipal Code (MMC) to allow multi-family residential in the North Kelsey Planning Area; and

WHEREAS, on December 11, 2018, the Monroe City Council adopted Ordinance No. 032/2018, providing for horizontal and vertical mixed-use development that incorporates multifamily housing, retail space, and open space in the North Kelsey Planned Development Area; and

WHEREAS, amendments to the North Kelsey/Tjerne Place Overlay District were incorporated into Ordinance No. 005/2019 which adopted a new MMC Title 22, Unified Development Regulations (UDR); and

WHEREAS, further code amendments are required as well as amendments to the North Kelsey Design Guidelines and Zoning Map for consistency with the UDR; and

WHEREAS, the Planning Commission held a public hearing on November 23, 2020, which was continued to December 14, 2020, to consider the proposed text code amendments, amendments to the North Kelsey Design Guidelines, and zoning map amendment, and recommended adoption of the proposed amendments contained therein; and

WHEREAS, the City has complied with the requirements of the State Environmental Policy Act (SEPA), Chapter 43.21C RCW, by issuing a Determination of Non-Significance (DNS) on November 7, 2020; the appeal period ended on November 21, 2020, and no appeals were filed; and

WHEREAS, the proposed amendments were transmitted to the Washington State Department of Commerce for state agency review, in accordance with RCW 36.70A.106, on November 3, 2020. Expedited review (14 days rather than 60 days) was requested; and

WHEREAS, all persons desiring to comment on the proposal were given a full and complete opportunity to be heard; and

WHEREAS, the Monroe City Council, after considering all information received, has determined to adopt the amendments as provided in this ordinance;

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

Section 1. Amendment of Chapters 22.14, 22.26, 22.42 MMC. Table 22.14.020(B), Section 22.26.030, Table 22.26.040, and Section 22.42.020(C)(3) of the Monroe Municipal Code are hereby amended to provide in their respective entirety as contained in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full.

Section 2. The North Kelsey Design Guidelines, referenced by MMC 22.26.030(A) are hereby replaced with the document attached as Exhibit B and incorporated by this reference as if set forth in full.

Section 3. Findings. The above recitals and the content of Agenda Bill Nos. 21-014 and 21-073 are hereby adopted as legislative findings in support of the amendments set forth in this ordinance. The City Council further adopts by reference the findings contained in the Planning Commission's December 14, 2020, recommendation, in Exhibit C, attached hereto and incorporated herein by reference.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared

unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by State or federal law or regulation, such decision or pre-emption shall not affect the validity or enforceability of the remaining portions of this ordinance or its application to other persons or circumstances.

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

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 23rd day of February, 2021.

First Reading: 02/09/2021
Adoption: 02/23/2021
Published: 02/28/2021
Effective: 03/05/2021

CITY OF MONROE, WASHINGTON:


Geoffrey Thomas (Feb 24, 2021 17:09 PST)

(SEAL)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:



Rabecca Hasart, Interim City Clerk


Zach Lell (Feb 24, 2021 18:38 PST)

J. Zachary Lell, City Attorney

EXHIBIT A

22.26.030 North Kelsey/Tjerne Place Overlay District.

All properties located within the North Kelsey/Tjerne Place Overlay District (NK/TP-O) shall have a base zoning designation of General Commercial. The North Kelsey/Tjerne Place Overlay District consists of approximately one hundred acres of land located north of SR 2, south of the proposed SR 2 bypass, east of the SR 522 overpass, and west of Chain Lake Road.

A. Design Guidelines. All development within the North Kelsey/Tjerne Place Overlay District shall comply with the North Kelsey Design Guidelines in addition to the applicable requirements of MMC Chapter 22.42, Design Standards.

~~B. Mixed Use Development. The purpose of allowing mixed use is to place attached, high density housing in close proximity to goods and services. Vertical and horizontal mixed use developments are allowed in the North Kelsey/Tjerne Place Overlay District and shall comply with the following:~~

~~1. Vertical mixed use incorporates commercial and multifamily residential uses in one structure.~~

~~a. A minimum of fifty (50) percent of the ground floor must be dedicated to a commercial use.~~

~~b. The minimum density shall be 26 units per gross acre.~~

~~2. Horizontal mixed use incorporates a mix of structures independently containing multifamily residential and commercial uses.~~

~~a. The mixed use development shall be contained within one parcel or contiguous parcels under one ownership.~~

~~b. A minimum of fifty (50) percent of the gross usable lot(s) area shall be for commercial development. The area of a lot shall be developed at a minimum of twenty (20) percent ground floor commercial. A document, in a form acceptable to the City Attorney, shall be recorded against the property restricting residential development on the portion of the property designated commercial.~~

~~c. The minimum density shall be 26 units per gross acre.~~

Table 22.14.020(B): Establishment of Zoning Overlay Districts

Zoning Overlay District	Map Symbol	General Description
Fryelands Commercial Overlay District	FC-O	Overlay in the light industrial zoning district that regulates existing commercial uses and provides for the siting of new commercial development along the eastern side of Fryelands Boulevard
North Kelsey/Tjerne Place Overlay District	NK/TP-O	Overlay in the general commercial zoning district that provides for the development of the North Kelsey/Tjerne Place Planning Area subject to the 2003 North Kelsey Development Plan <u>Design Guidelines</u> , which was amended in 2007 <u>2021</u>

Table 22.26.040: Land Use in General Commercial Zoning Districts

Conforming Use	General Commercial (GC)	North Kelsey/Tjerne Place Overlay (NK/TP-O)	Industrial Transition (IT)
1. RESIDENTIAL LAND USES			
Dwelling Units, Attached		P	
Dwelling Units, Temporary Security Guard	A	A	A
Home Occupations		P	
<u>Retirement Housing and Assisted Living Facilities</u>		<u>P</u>	
2. COMMERCIAL LAND USES			
Building Material and Garden Supply Establishments			
• Hardware Stores	P	P	P
• Home Improvement Centers	P	<u>P</u>	P
• Plant Nurseries	A	A	P
Department Stores	P	P	P
Food and Beverage Establishments			
• Bakeries	P	P	P

• Coffee Shops	P	P	P
• Convenience Stores	P	P	P
• Grocery Stores	P	P	P
• Liquor Stores	P	P	P
• Restaurants	P	P	P
• Tasting Rooms	P	P	A
• Taverns	P	P	P
Gas Stations	P		P
General Retail	P	P	P
Mobile Vendors	P	P	P
Motor Vehicle Sales Facilities			
• Automobiles and Trucks	P		P
• Motorsports Vehicles and Boats	P		
• Recreational Vehicles (RV)	P		
Pharmacies and Drug Stores	P	P	P
Warehouse Clubs and Supercenters	P		P
3. SERVICE LAND USES			
Business and Professional Services			
• Professional Offices	P	P	P
• Research and Development			P
• Technical Consulting Services	P	P	P
Day Care Services			
• Child Care Centers	C	<u>P</u>	C
• Preschools	P	P	
Financial and Insurance Services	P	P	P
General Services	P	P	
Health Care Services			
• Diagnostic Imaging Centers	P	P	P
• Health Care Provider Offices	P	P	P

• Hospitals	EPF		
• Inpatient Mental Health Treatment Facilities	C	C	C
• Inpatient Substance Abuse Treatment Facilities	C	C	C
• Medical Laboratories	P	P	P
• Nursing and Residential Care Facilities	P	P	
• Outpatient Health Care Clinics	P	P	P
• Outpatient Mental Health Treatment Facilities	P	P	P
• Outpatient Substance Abuse Treatment Facilities	P	P	P
Membership Organizations	P		P
Parking Facilities	A	A	A
Personal Services	P	P	P
Rental and Leasing Services			
• Consumer Goods	P	<u>P</u>	P
• Motor Vehicles	P		P
• Tools, Machinery, and Equipment	P	A	P
Repair and Maintenance Services			
• All Other Repair and Maintenance	P	P	P
• Motor Vehicle Repair and Maintenance			P
Social Services			
• Community Food Services	C		C
• Community Housing Services	C		C
• Emergency and Relief Services	C	<u>C</u>	C
Temporary Lodging Services			
• Hotels and Motels	P	P	P
• Recreational Vehicle (RV) Parks			C
Veterinary Clinics	C		P
4. INSTITUTIONAL LAND USES			
Community Facilities			

• Animal Shelter			P
• Community Centers	C	C	C
• Community-Oriented Open Air Market	P	P	
• Religious Institutions	P	C	P
Educational Facilities			
• Schools, Colleges, Universities, and Professional	EPF	EPF	EPF
• Schools, Elementary and Secondary (K-12)	EPF	EPF	EPF
• Schools, Technical and Trade	P		P
• Vocational Rehabilitation Centers	P		P
Government Facilities			
• Courts	P		P
• Fire Stations	P		P
• Government Administration Buildings	P		P
• Police Stations	P		P
• Public Works Maintenance and Storage Facilities	P		P
• U.S. Post Offices	P		P
5. PARKS, RECREATION, AND ENTERTAINMENT LAND USES			
Entertainment Facilities			
• Arcades and Gaming Establishments	P	P	
• Art Galleries	P	P	
• Libraries	P	P	
• Movie Theaters	P	P	
• Museums	P	P	
• Theaters	P	P	
• Zoos, Botanical Gardens, and Arboretums	P	P	
Parks			
• Concessions	A	A	A
• Nonmotorized Trails	P	P	P

• Parks and Open Spaces	P	P	P
Fitness and Health Clubs, Indoor	P		P
<u>Boutique Gym</u>	<u>P</u>	<u>P</u>	<u>P</u>
Recreational Facilities, Indoor	P	<u>P</u>	P
Recreational Facilities, Outdoor	P		P
Sports and Recreation Instruction, Indoor	P	<u>P</u>	P

22.42.020 Applicability

C. Development Subject to Other Design Review Standards. Development on properties located in the below-specified areas shall be exempt from the provisions of MMC 22.42.060, Single-family residential design standards, 22.42.070, Multifamily residential design standards, and 22.42.080, Commercial and nonresidential design standards. All other applicable design standards in this chapter shall apply.

3. Properties located in the North Kelsey/Tjerne Place overlay district; this area shall be governed by the 2003 North Kelsey Design Guidelines (revised in ~~2012~~ **in 2021 pursuant to Ordinance No. 001/2021**). The North Kelsey Design Guidelines, or as amended in the future, are hereby adopted and incorporated into this title by this reference, as if set forth in full.

EXHIBIT B

North Kelsey Development Plan Design Guidelines Update 2021

APPENDIX I

Design Guidelines

November 13, 2020

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CHAPTER 1:

Introduction

A. Purpose

The application of these design guidelines will be a critical regulatory tool in implementing the community's design-related goals and objectives for the North Kelsey Planning Area and the North Kelsey Planned Development Area.

B. Intent

These guidelines are directed to creating a development within the North Kelsey planning area that:

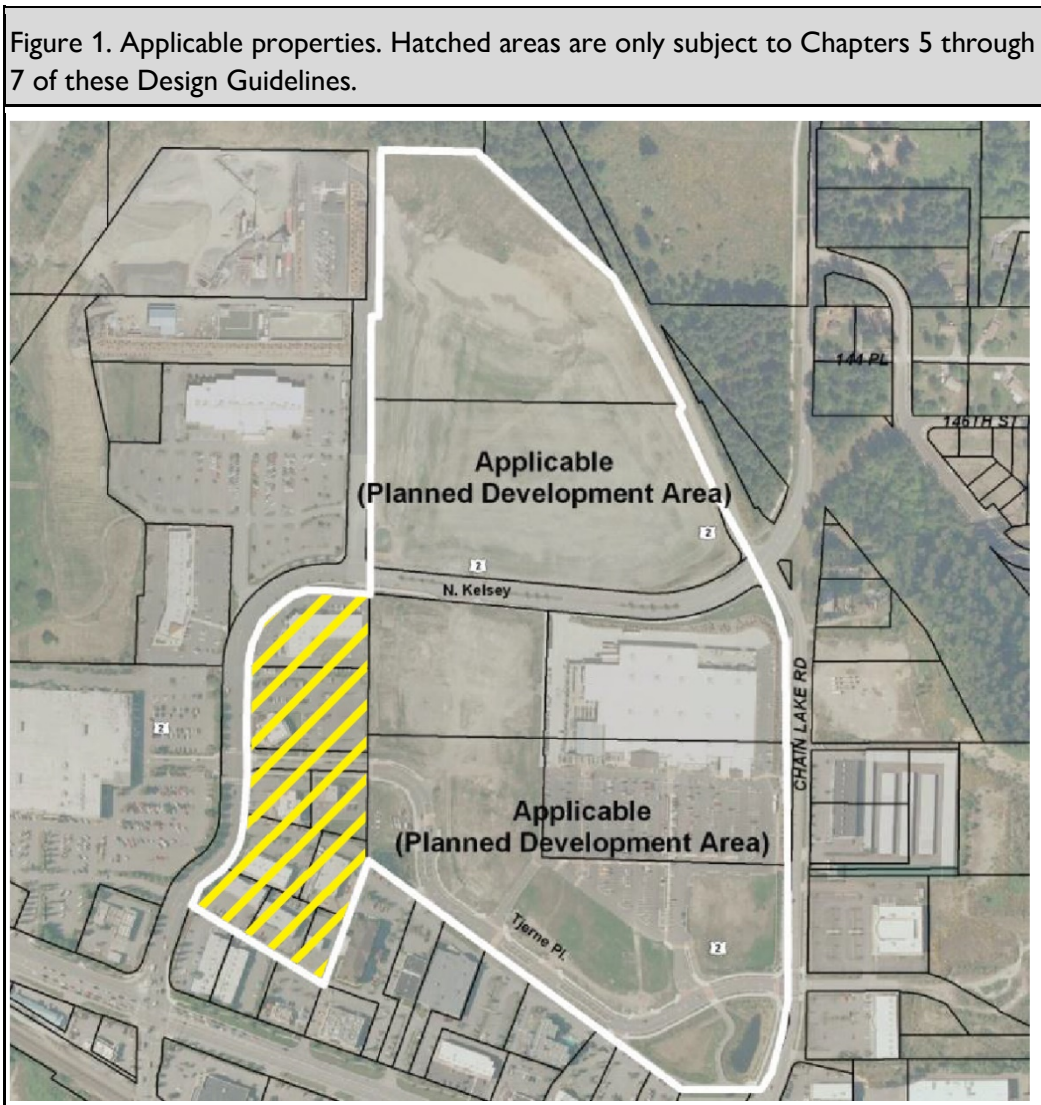
- Fosters a vibrant and accessible mixed-use district for the City of Monroe.
- Enhances circulation for pedestrians and vehicles.
- Features a spectrum of public open spaces and amenities.
- Includes a mix of commercial, civic, recreational and residential activities
- Accommodates retail, office, residential, and service development of various size and character as long as the development's perceived scale is appropriate for Monroe's character and the design quality is of the highest caliber.
- Enhances the town's identity as a regional attraction.

C. Application of Design Guidelines

The design guidelines apply to all new construction in the North Kelsey Planning Area (Figure 1). Exceptions:

- Interior remodels are exempt.
- All properties that are outside the planned development area (hatched area in Figure 1), but within the North Kelsey Planning Area are only subject to Chapters 5 through 7 of these Design Guidelines.

The guidelines are intended to supplement the other standards in the Monroe Municipal Code. Where the guidelines and zoning ordinance standards conflict, the City shall determine which regulation applies.



D. Interpreting the Design Guidelines

The guidelines herein include the following elements:

- Intent statements, which are overarching objectives.
- Required provisions use words such as “must” and “is/are required”.
- Voluntary provisions use words such as “should” or “is/are recommended,” signifying voluntary measures.
- Departures are provided for specific provisions. They allow alternative designs provided the City determines the design meets the intent of the guidelines and other applicable criteria.
- This division contains some specific guidelines that are easily quantifiable, while others provide a level of discretion in how they are complied with. In the latter case, the applicant must demonstrate to the City, in writing, how the project meets the intent of the standard(s).

E. Review Process

The Design Guidelines will be used, along with other City ordinances and regulations, for the City’s review of development proposals within the North Kelsey Development Area.

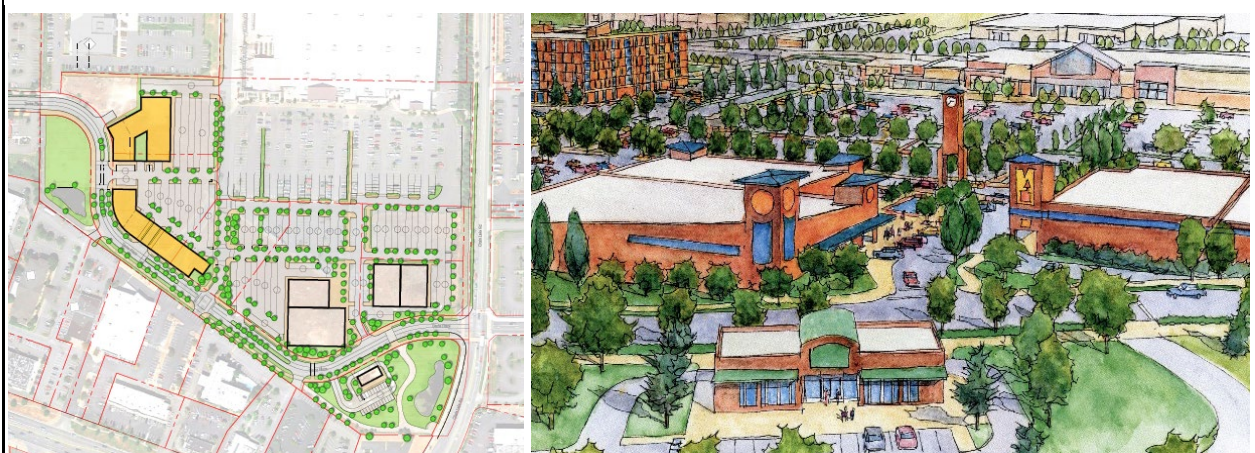
CHAPTER 2:

Site Configuration

The development must address the following principles.

1. Locate and design buildings to create a distinctive pedestrian-friendly environment along Tjerne Place (see Guideline 3.B).
2. Utilize the curves in Tjerne Place to add character and articulate a sense of drama to the development via building siting, massing, and detailing plus special streetscape and landscaping design. Figure 2 below illustrates examples of how this can be accomplished.
3. Locate and design parking to maximize opportunities for shared parking.

Figure 2. Example site configuration.



The site plan (left image) emphasizes building locations to create a distinctive pedestrian-friendly environment along Tjerne Place. Note the curve of the gold-colored buildings colored gold to hug Tjerne Place, helping to create a sense of drama. Also, the turrets illustrated in the sketch on the right add drama to the site and provide signage opportunities for building tenants.

CHAPTER 3:

Site Planning

A. Public Open Space

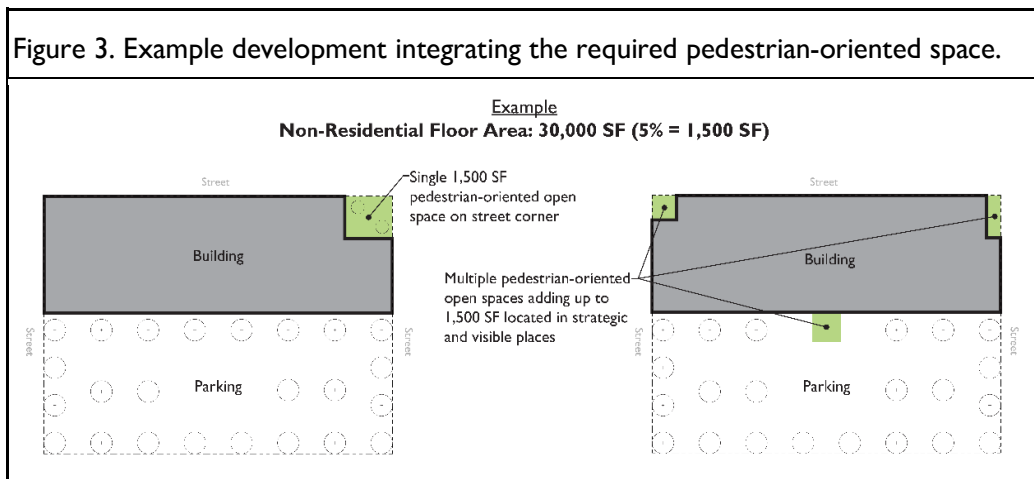
Intent:

- To provide pedestrian-oriented spaces in commercial areas that enhance the employees' and public's opportunity for active and passive activities, such as dining, resting, people watching, and recreational activities.
- To enhance the development character and attractiveness of commercial development.
- To create open space that contributes to the residential setting.
- To create useable open spaces for residents' leisure, play, exercise, and socializing.

Guidelines:

1. Pedestrian-oriented space for non-residential development. New developments with non-residential use must provide pedestrian-oriented space (see subsection A.2 below) equal to at least five-percent of the non-residential floor area. Portions of sidewalks that are wider than 12-feet and which meet the guidelines of pedestrian-oriented open space may be counted toward this requirement.

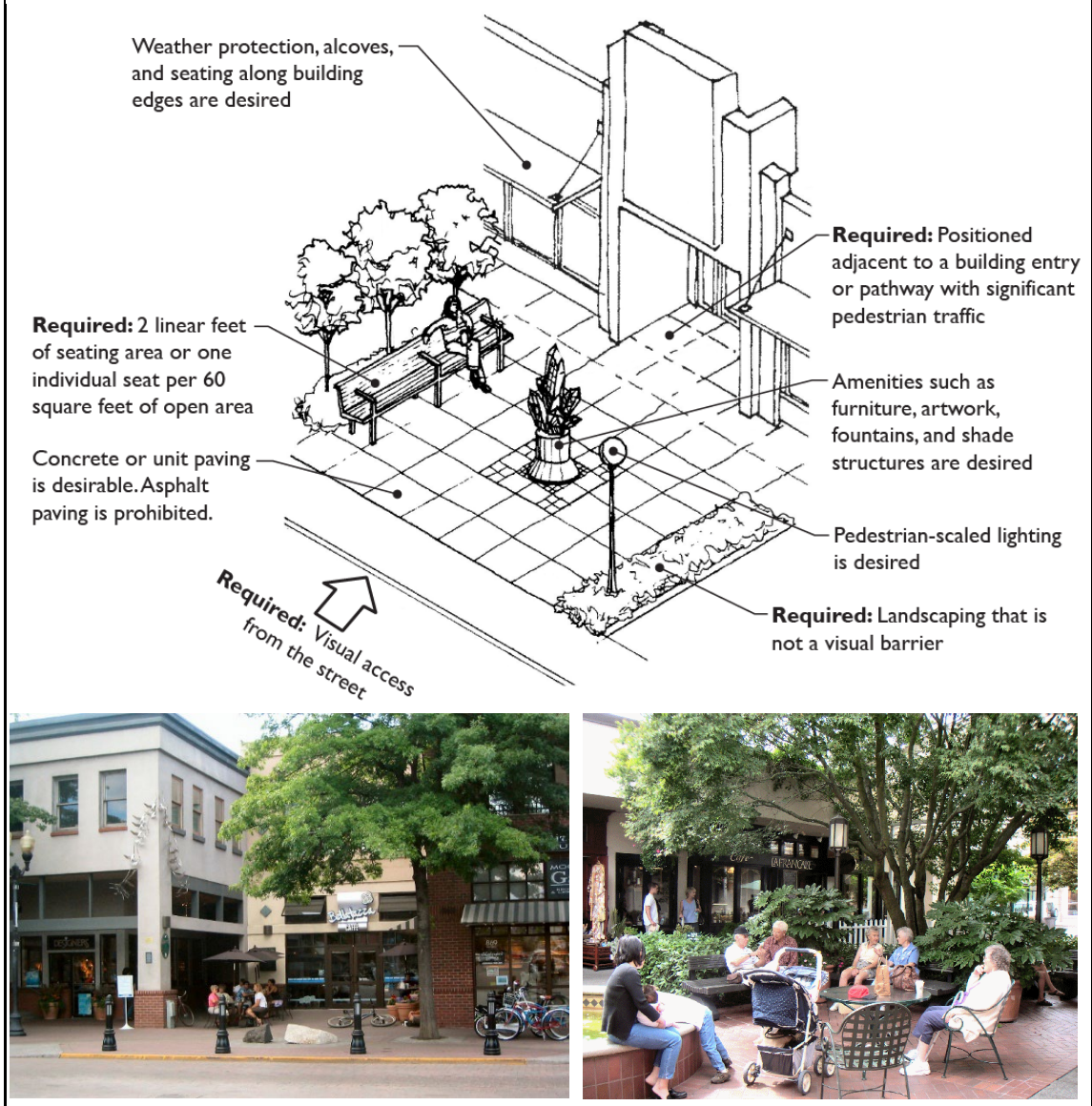
DEPARTURE: Open space area may be reduced to 2-1/2-percent of the non-residential floor area if the City finds the project includes exceptional design features and elements that meet the intent of the guidelines. This includes open spaces that feature a combination of design (materials, amenities, and configuration) and location/context that clearly exceed typical plaza designs found in the region.



2. Pedestrian-oriented open space design criteria. This subsection describes the requirements and desired characteristics of pedestrian oriented open space.
 - a. Required pedestrian-oriented open space features.

- i. Visual and pedestrian access into the site from a street, private access road, or non-vehicular courtyard.
 - ii. Paved walking surfaces of either concrete or approved unit paving. Form-in-place pervious concrete paving is allowed.
 - iii. Lighting must conform to MMC Chapter 15.15.
 - iv. The spaces must be located in or adjacent to areas with significant pedestrian traffic to provide interest and security, such as adjacent to or visible from a building entry.
 - v. At least two-feet of seating area (a bench or ledge at least 16-inches deep and appropriate seating height) or one individual seat per 60-square-feet of plaza area or open space.
 - vi. Landscaping components that add visual interest and do not act as a visual barrier. This could include planting beds, raised planters, and/or potted plants, or both.
- b. Desirable pedestrian-oriented open space features.
- i. Pedestrian amenities, such as site furniture, artwork, drinking fountains, shade structures kiosks, or other similar features.
 - ii. Adjacent buildings with transparent windows and doors covering at least 50-percent of the façade between 30-inches and ten-feet above the ground level.
 - iii. Pedestrian weather protection, alcoves, seating, or other features along building edges to allow for outdoor gathering.
 - iv. Pedestrian-oriented open spaces may include LID BMPs, like rain gardens, in up to 25-percent of the required open space.
- c. Features prohibited within a pedestrian-oriented open space.
- i. Asphalt pavement.
 - ii. Adjacent service areas (e.g., trash areas, loading docks) that are not separated with landscaping, as required by MMC 22.46.050.
 - iii. Adjacent chain-link fences.
 - iv. Adjacent “blank walls” without “blank wall treatment” (see MMC 22.42.080.D).
 - v. Outdoor storage.

Figure 4. Example pedestrian-oriented space.



3. Multifamily open space. Developments including multifamily units must provide on-site recreation space that meets the provisions of MMC 22.42.070(G) plus the following supplemental design provisions.

Common open space. At least 50-percent of the required on-site recreation space must meet the following common open space provisions. Common open space refers to open spaces that are accessible to all residents of a development, but may not be accessible to the general public. Common open spaces can include landscaped courtyards or upper level/rooftop decks, entrance plazas, gardens with walkways, children's play areas, pet play areas, pools, and water features. Accessible areas with native vegetation and areas used for storm water retention, infiltration, or other multipurpose recreational and/or green spaces that meet the design criteria herein may qualify as common open space.

- a. Common open space must be located in centralized areas that are visible from tenants within the development (rooftop decks meeting the provisions below are an exception).
- b. Required setback areas must not count as common open space unless the design of the space meets the guidelines herein.
- c. Common open space must feature paths or walkable lawns, landscaping, seating, lighting, and play structures, sports courts, or other pedestrian amenities to make the area more functional and enjoyable for a range of users.
- d. Common open space must be separated from ground level windows, streets, service areas and parking lots with landscaping, fencing, and/or other acceptable treatments that enhance safety and privacy for both the shared open space and dwelling units.
- e. When possible, the space should be oriented to receive sunlight, facing east, west or preferably south. Provisions for shade, however, must also be integrated in spaces that will be exposed to extensive sunlight.
- f. Stairways and service elements located within or on the edge of shared open space must not be included in the open space calculations.
- g. Shared porches may qualify as shared open space, provided they are at least eight-feet in depth and 96-square-feet in total area.
- h. The space must be accessible to all residents of the development.
- i. LID BMPs, like rain gardens, may be integrated into the design of the space and may occupy up to 25-percent of the required common open space.

Figure 5. Example common open space.



Image A includes a common green area and separate fenced off-leash dog area (background to the right). Image B is a courtyard with includes pathways, seating areas, landscaped beds, and semi-private spaces for adjacent ground level units.



Image C includes a covered gathering space with outdoor grills adjacent to a landscaped commons with a central pathway. Image D includes a landscaped plaza with multiple seating areas and an outdoor fireplace.

B. Building Orientation

Intent:

- To provide an attractive pedestrian environment.
- To enhance the character of the streetscapes within and surrounding the area.
- To enhance the use and safety of open spaces by encouraging buildings to front onto them.
- To provide attractive building facades adjacent to parking lots.

Guidelines

- I. Storefront design. Buildings may be located directly adjacent to a sidewalk or internal pathway provided they meet the storefront guidelines in Table I below.


Table 1. Storefront Design.		
The ☞ symbol refers to DEPARTURE opportunities. See special departure criteria in the right column.		
Element	Guidelines	Examples & Departure Criteria
Ground level		
Land use	Non-residential uses specified in MMC Table 22.26.040 are required except for lobbies and common areas associated with residential uses on upper floors.	
Floor to ceiling height	13' minimum to ensure that the space is viable and attractive for a wide range of non-residential tenants.	
Non-residential space depth	40' minimum average for uses facing Tjerne Place ☞ and 20' elsewhere. Again, the purpose is to ensure that such spaces are viable and flexible to a wide range of non-residential users.	
Building entrances	Primary building entrances must face the street or internal pathway. For corner buildings, primary entrances may face the street corner.	
Façade transparency	At least 70% of the transparency zone (between 30" and 10' above sidewalk/pathway grade). ☞ Ground-level window area for storefronts and other non-residential uses that is covered, frosted, or perforated in any manner that obscures visibility into the building must not count as transparent window area. Also, mirrored glass and highly-reflective or darkly-tinted windows must not be counted as transparent windows.	Departure criteria: Alternative designs must provide strong visual interest to the pedestrian and mitigate the impacts of any blank walls. No less than 40% transparency will be considered.

Table 1. Storefront Design.

The ↻ symbol refers to DEPARTURE opportunities. See special departure criteria in the right column.

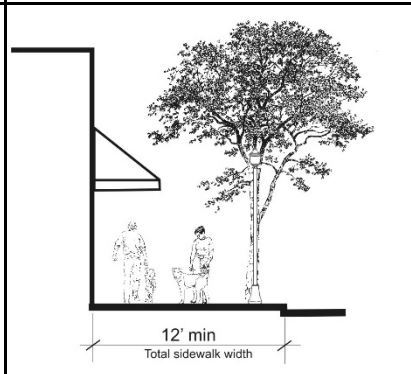
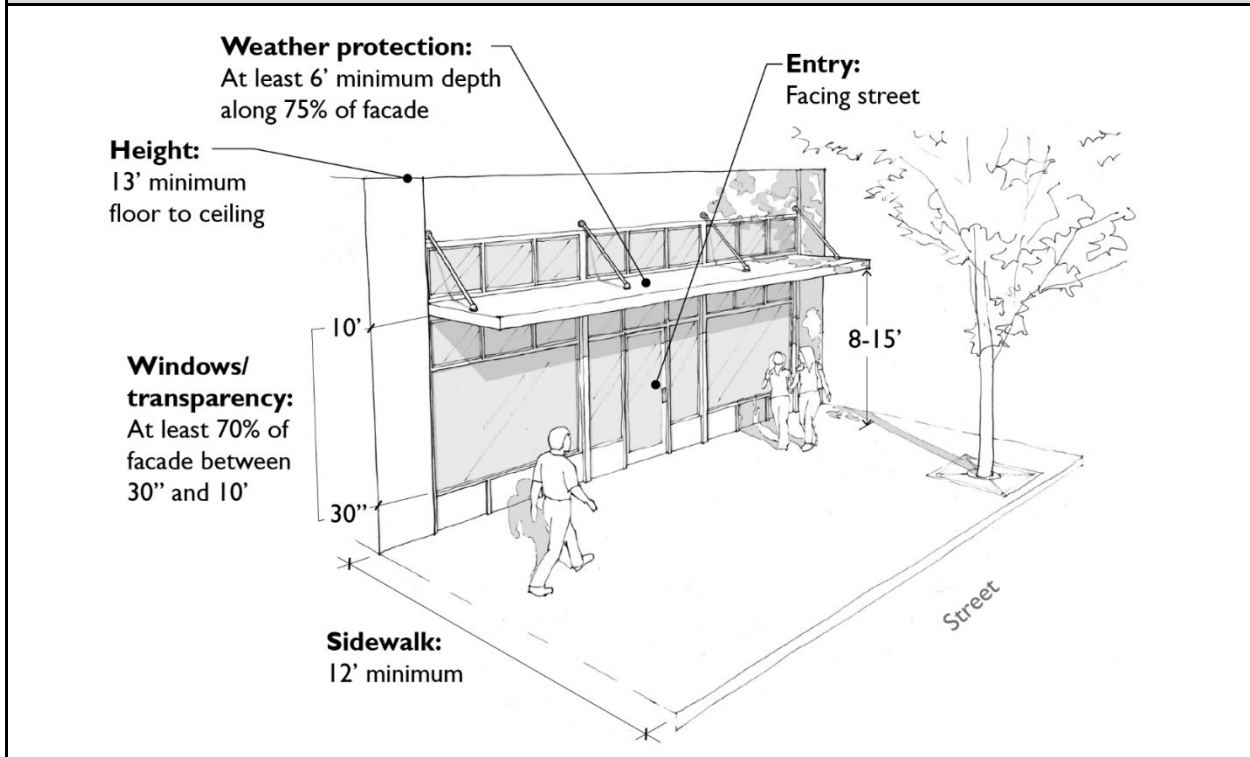
Element	Guidelines	Examples & Departure Criteria
<p>Weather protection</p>	<p>Weather protection over the sidewalk/pathway is required along at least 75% of the storefront façade, and it must be a minimum of 6' deep and have 8' to 15' of vertical clearance. ↻</p> <p>Weather protection must not interfere with street trees, street lights, street signs, or extend beyond the edge of the sidewalk.</p>	<p>Departure criteria: Alternative design treatments must provide equivalent weather protection benefits.</p>
<p>Sidewalk/pathway width</p>	<p>12' minimum between the curb edge and the storefront façade (including clear/buffer zone with street trees).</p> <p>Setbacks and utility easements must also be considered and may result in a larger minimum sidewalk width.</p>	

Figure 6. Storefront vision and key guidelines.



2. Other non-residential building frontages. These guidelines apply to buildings not directly adjacent to a sidewalk or internal pathway.

Table 2. Design of Other Non-Residential Building Frontages.

The ↻ symbol refers to DEPARTURE opportunities. See special criteria set forth in the right column.

Element	Guidelines	Examples & Departure Criteria
Ground level Land use	See the uses specified in in MMC Table 22.26.040.	
Building entrances	Buildings facing Tjerne Place must feature a public building entry visible from Tjerne Place.	
Façade transparency	Buildings within 10' of a sidewalk on Tjerne Place or within 5' of an internal pathway must feature at least 40% transparency within the transparency zone. ↻ Buildings within 20' of a sidewalk or 10' of an internal pathway must feature at least 25% transparency within the transparency zone. ↻ Ground-level window area for storefronts and other non-residential uses that is covered, frosted, or perforated in any manner that obscures visibility into the building must not count as transparent window area. Also, mirrored glass and	The transparency zone is between 30" and 8' above sidewalk/internal pathway grade. Departure criteria: Alternative designs must provide strong visual interest to the pedestrian and mitigate the impacts of any blank walls. No less than 50% reduction in required transparency will be considered.

Table 2. Design of Other Non-Residential Building Frontages.		
The ↻ symbol refers to DEPARTURE opportunities. See special criteria set forth in the right column.		
Element	Guidelines	Examples & Departure Criteria
	highly-reflective or darkly-tinted windows must not be counted as transparent windows.	
Weather protection	Weather protection at least 5' deep is required over the full width of all public building entries. Such weather protection must have 8' to 15' of vertical clearance.	Departure criteria: Alternative design treatments must provide equivalent weather protection benefits.

3. Residential building frontages, where permitted.

Table 3. Design of Residential Building Frontages.	
The ↻ symbol refers to DEPARTURE opportunities. See special criteria set forth in the Guidelines column as noted.	
Element	Guidelines
Direct access	For buildings within 10' of a Tjerne Place sidewalk or within 5' of an internal pathway, ground level dwelling units must all have individual ground-related entries accessible to those elements.
Building/dwelling unit setback and elevation	<p>Provide privacy for people living in the adjacent dwelling units through all of the following measures:</p> <ul style="list-style-type: none"> • Minimum setback: 10' ↻ (measured from the edge of the walkway or common open space to the building). Departures will be considered for setbacks to be reduced as low as 5' provided the design meets the provisions below, enhances residents' privacy, and enhances the design of the streetscape for pedestrians. • Where the façade is within 10' of a sidewalk or internal pathway, all the following design features must be integrated to help to improve privacy and enhance their relationship to the public or semi-public realm: <ul style="list-style-type: none"> ○ The ground level of adjacent residential units must be raised above the sidewalk grade by an average of 30". ○ Provide a physical "threshold" feature such as a hedge, retaining wall, rockery, stair, gate, railing, or a combination of such elements on private property that defines and bridges the boundary between public right of way and the dwelling unit. ○ Landscaping planters must be integrated into the setback area between the dwelling unit and the adjacent sidewalk or internal pathway.

4. Building and parking lot locations along Tjerne Place. Parking lots are limited to a maximum of 50-percent of Tjerne Place street frontage (north side only). Internal access streets do not qualify as a parking lot for the purposes of this guideline. Figure 7 below illustrates an example development configuration that meets this provision (and what qualifies as a parking lot). DEPARTURES will be considered provided buildings occupy no less than 35-percent of the street frontage and there must be an acceptable tradeoff in terms of the amount and quality of building frontage and enhanced design of parking lot buffer treatment (design must go well beyond minimum landscape buffer requirements, for example)

Figure 7. Example building configuration that meets Tjerne Place building frontage provisions.



The site configuration above emphasizes buildings along Tjerne Place over parking lots (which occupy well under 50-percent of the street frontage).

C. Parking Areas

Intent:

- To provide parking areas that do not diminish pedestrian and visual qualities of the site.
- To maintain the built street edge through effective screening of all parking lots.
- To minimize the impacts of driveways.
- To provide safe pedestrian access through parking lots.
- To provide landscaping elements within and around parking lots to mitigate the visual impacts of parking lots, provide shade and environmental benefits, and enhance the character of development.

Guidelines:

1. Parking areas shall conform to the requirement of MMC, Chapter 22.44 unless otherwise noted in these guidelines. This encompasses dimensional requirements, design, access, loading areas, number of parking spaces, parking area landscaping, and other parking-related requirements.
2. The landscaped buffer between the sidewalk and the parking area along Chain Lake Road must be expanded to at least 10 feet in width using either Type II or Type III Landscaping standards (MMC, Section 22.46.040) subject to City approval.
3. Pathways through parking lots should be provided. Pathways and crosswalks should be provided along every fourth parking isle or at intervals of less than 150 feet. Pathways through parking areas should be separated from vehicle parking and travel lanes by use of contrasting surface materials, which may be raised above the level of the vehicular surface. Parking area pathways should be at least 5 feet in width.
4. Structured parking is encouraged provided the building meets the guidelines of Chapter 5.

Figure 8. Parking lot pathway examples.



CHAPTER 4:

Circulation

A. Sidewalks and Pathways

NOTE: Sidewalks refer to concrete pedestrian routes adjacent to public right-of-ways. Pathways refer to all other pedestrian routes.

Intent:

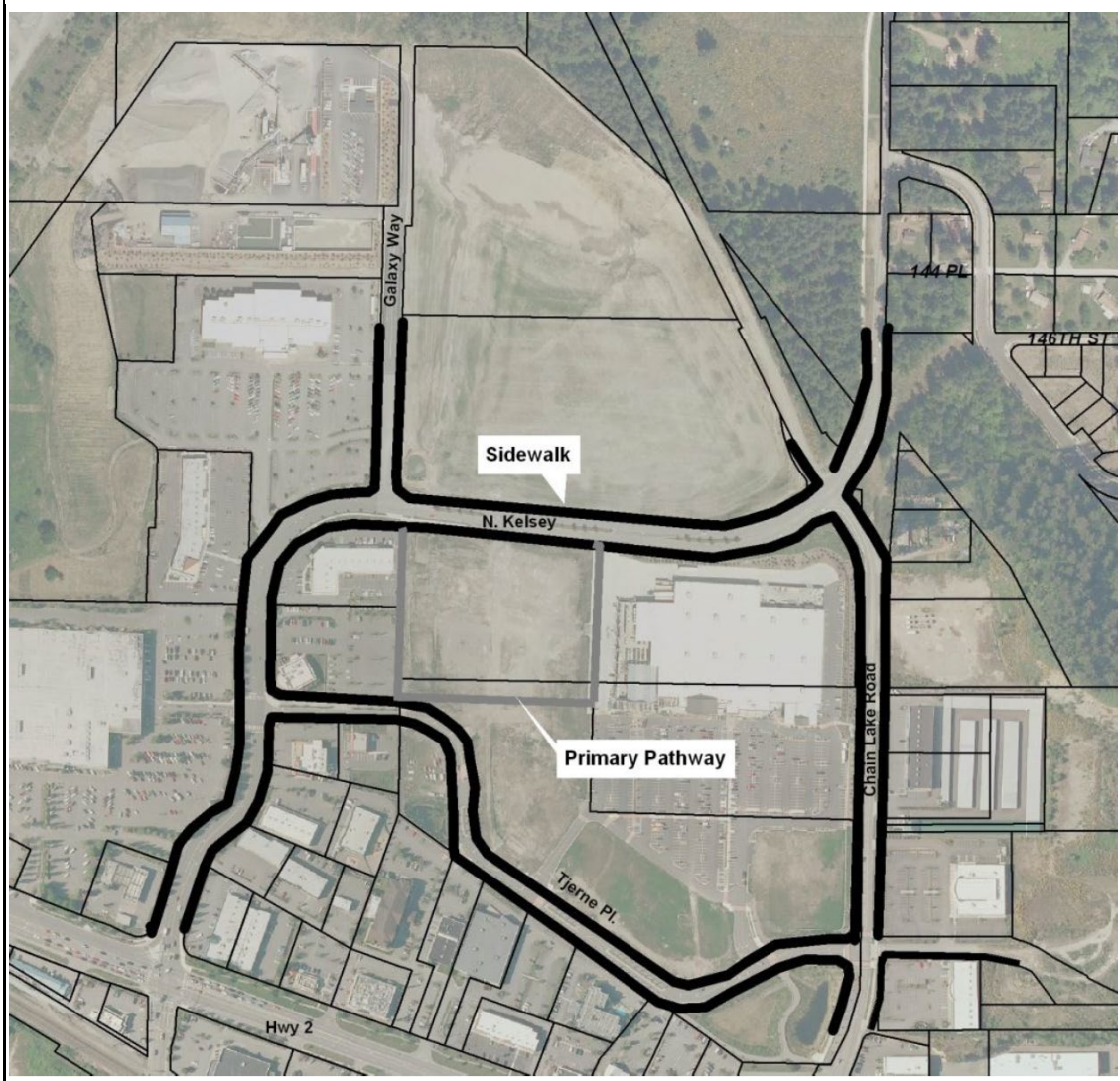
- To provide a safe environment for pedestrians to move throughout the North Kelsey planning area and separation of pedestrian and vehicular traffic.
- To create a varied and rich environment to encourage people to explore the area on foot.

Guidelines:

1. All public open spaces, walkways, and sidewalks shall meet ADA standards.
2. Sidewalks should be separated from the roadway by planting strips with street trees wherever possible. Planting strips should generally be at least 5 feet in width and include evergreen shrubs no more than 4 feet in height and/or ground cover in accordance with the City of Monroe Landscape Standards (MMC Chapter 22.46), and canopy-type broadleaf trees placed an average of 25 feet on center.
EXCEPTIONS: Where space is limited, planting strips less than 5 feet in width may be permitted by the City; Street trees placed in tree grates may be more desirable than planting strips in key pedestrian areas.
3. Acceptable sidewalk widths may range from 5 to 12 feet depending on adjacent uses and anticipated pedestrian activity. Sidewalks along major connector routes such as North Kelsey Street or Chain Lake Road should be at least 8 feet in width to accommodate two couples passing each other.
4. Pedestrian crosswalks shall be provided at all intersections. These shall be indicated with distinctive paving.
5. The addition of texture to the ground plane of key sidewalks and pathways with unit pavers, bricks, tiles, or public artwork is encouraged.
6. Pathways that provide key access to other key sites are termed “Primary Pathways.” Primary pathway surfaces should be at least 15 feet in width to accommodate fire apparatus access and groups of people.
7. Other pathways are termed “Secondary Pathways.” Secondary Pathways may vary in width according to intended function and expected use (subject to City approval). Where secondary pathways are located within corridors between structures, such corridors should be at least 12 feet in width.
8. Pedestrian amenities, including landscaping and seasonal flowers, benches, lighting, and/or artwork, shall be provided along Primary and Secondary Pathways to create visual interest (see Plaza Landscaping guidelines in Chapter 6).

9. Safe pathways to all uses and buildings and around and through parking areas are required (see Parking Area guidelines, Chapter 3).

Figure 9. Pedestrian network for the North Kelsey Planned Development Area.



B. Bicycle Circulation and Amenities

Intent:

- To provide safe and efficient bicycle access to and within the North Kelsey Planning Area.
- To promote bicycling as an alternative method of transportation.

Guidelines:

1. Safe bicycle access should be provided within each public right-of-way developed within the North Kelsey planning area. The City will consider the following option:
Multi-Use Pathway. This combines bicycle and pedestrian access on an asphalt pathway separated from the roadway. Ideally, such a multi-purpose pathway should be 12 to 14 feet in width. Where space and use are expected to be limited, an 8-foot wide pathway (with center striping) may be acceptable. Pathway design should ensure adequate sight distance.
2. Special care should be exercised on how either of these bicycle facilities transition to existing and planned off-site roadways – particularly Chain Lake Road and North Kelsey Street towards SR-2. Where necessary, provide signage to note safest bicycle access routes.

CHAPTER 5:

Architectural/Building Design

A. Architectural Concept

Intent:

- To create, through the architectural, landscape, open space, and gateway elements, an identity unique within the region and that reflects Monroe's small town character.
- To reflect Monroe's vernacular architectural character (excluding the post-War highway strip development).
- To provide a high-quality image with well-designed and detailed buildings, minimization of corporate identity elements (stock buildings and signs), and an emphasis on subtlety and refinement rather than on flashy or trendy design themes.
- To create an assemblage of buildings within the planned development area with an intimately scaled (i.e., the buildings appear to be smaller in size, generally less than 150 feet in length along a façade, even though the building footprint may be larger) and informal architectural character.
- To create a varied, non-homogenous set of buildings within the planned development area that give the sense of natural evolution over time rather than a result of a single, one-step development—and to emphasize the fact that the building elements can naturally evolve and change over time without disrupting a constricting design theme.

Guidelines:

- I. The buildings proposed for the North Kelsey planned development area should be based on a comprehensive architectural concept that achieves the intent statements above. Specifically, the design of the specific buildings should address:
 - a. Pedestrian interest and comfort along the perimeter of open spaces and pedestrian connections.
 - b. For large buildings (over 3-stories or more than 20,000 square feet), integrating modulated elements that create a composition, reduce the perceived scale of the building, and add visual interest.
 - c. Articulating visible facades of all buildings to reduce the perceived scale of buildings, integrate human-scaled design elements, and add depth and richness to facades.
 - d. The variety of sequential experiences and design characters within the site.

While the individual design guidelines in this section address some of these issues specifically, the intent of this guideline is to encourage the designers to consider how the various aspects of the design work together. Applicants should be prepared to demonstrate how the proposed buildings respond to the intent statements. The City will review applicants' proposals and determine whether or not they meet the intent.

B. Building Massing & Articulation

Intent:

- To employ façade articulation techniques that reduce the perceived scale of large buildings and add visual interest from all observable scales.
- To create clear and welcoming building entries.

Guidelines

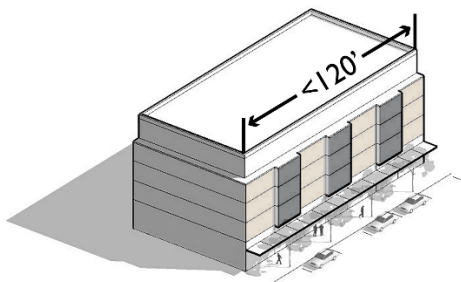
- I. All buildings must include façade articulation features at designated maximum intervals to create a human-scaled pattern. This guideline applies to all building elevations facing streets, internal pathways, and parking lots.
 - a. The maximum horizontal length of intervals:
 - i. Residential, multi-tenant retail, and shell commercial buildings: 30 feet.
 - ii. Single-tenant commercial buildings and office or office/mixed-use buildings: 50 feet.
 - b. At least three of the following articulation features must be employed in compliance with maximum interval guidelines above:
 - i. Use of windows and/or entries.
 - ii. Use of weather protection features.
 - iii. Use of vertical piers/columns (applies to all floors of the façade, excluding any upper level stepbacks).
 - iv. Change in roofline per Guideline B.4 below.
 - v. Change in building material, siding style, and/or window pattern (applies to all floors of the façade, excluding any upper level stepbacks).
 - vi. Vertical elements such as a trellis with plants, green wall, art element that meet the intent of the standard.
 - vii. Providing vertical building modulation of at least 12-inches in depth if tied to a change in roofline per Guideline B.4 below or a change in building material, siding style, or color. Balconies may be used to qualify for this option if they are recessed or projected from the façade by at least 18-inches. Juliet balconies or other balconies that appear to be tacked on to the façade will not qualify for this option unless they employ high quality materials and effectively meet the intent of the guidelines.
 - viii. Other design techniques that effectively reinforce a pattern of small facades compatible with the building's surrounding context.

DEPARTURES will be considered on the number and/or type of articulation treatment provided they meet the intent of the guidelines and the design criteria below in Guideline B.3. For example, a departure may propose a design with only two articulation features instead of three or the articulation features exceed the maximum articulation interval.

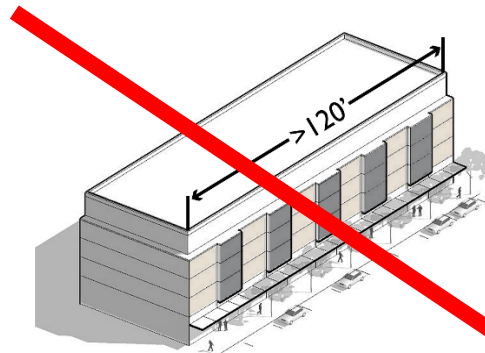
2. Maximum façade width. Buildings containing one or more visible building elevations wider than 120-feet must include at least one of the following features to break up the massing of the building and add visual interest. This guideline applies to all building elevations facing streets, internal pathways, and parking lots.

- a. Provide vertical building modulation at least six-feet deep and 15-feet wide. For multi-story buildings, the modulation must extend through at least one-half of the building floors.
- b. Use of a contrasting vertical modulated design component featuring all of the following:
 - i. Utilizes a change in building materials that effectively contrast from the rest of the façade.
 - ii. Component is modulated vertically from the rest of the façade by an average of six-inches.
- c. Façade employs building walls with contrasting articulation that make it appear like multiple distinct buildings. To qualify for this option, these contrasting façades must employ all of the following:
 - i. Different building materials and/or configuration of building materials.
 - ii. Contrasting window design (sizes or configurations).
- d. Elevations with a prominent bend or curve of at least 25-degrees, so that no one straight segment exceeds 120-feet.

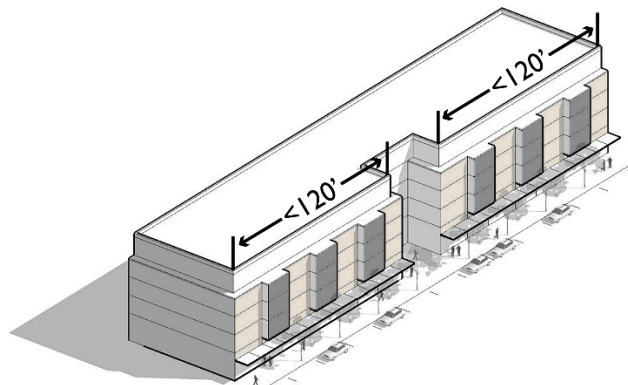
Figure 10. Illustrating maximum façade width guidelines and good and bad examples.



Less than 120' wide: Meets guideline.



More than 120' wide: Does not meet guideline.

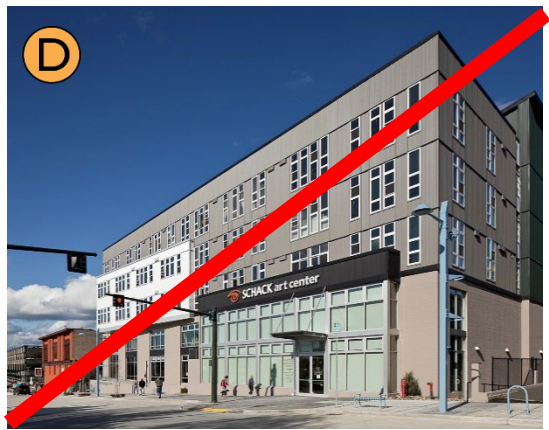


Building incorporates a courtyard along the façade (technique #1 noted above) to effectively break it up into smaller components: Meets guideline.

Figure 10. Illustrating maximum façade width guidelines and good and bad examples.



Building A includes significant façade modulation combined with a corresponding roofline change to break up the building's perceived massing. Building B uses a substantial setback after the second floor and a noticeable change in fenestration pattern to help break up the massing.



Building C uses smaller scale articulation treatments, but when viewed from a distance they fail to effectively break up the larger scale massing of the structure. In building D, the white modulated component helps, but the predominant flat façade and roofline shown here would not meet the intent of these design guidelines.

3. DEPARTURES to Guidelines B.1 and B.2 above will be considered provided they meet the intent of the guidelines and the design criteria below. For example, a departure to Guideline B.1 may propose a design with only two articulation features instead of three or the articulation features exceed the maximum articulation interval.
 - a. Consider the type and width of the proposed articulation/massing treatment and how effective it is in meeting the intent given the building's context.
 - b. Consider the visibility of the façade. Less prominent side elevations warrant more flexibility than Tjerne Place frontages.
 - c. Consider the size and width of the building. Smaller buildings warrant greater flexibility than larger buildings.
 - d. For Guideline B.1, consider the quality of façade materials in concert with doors, windows, and other façade features and their ability to add visual interest to the street or internal site context from a pedestrian scale and more distant observable scales.

4. Roofline modulation. Roofline modulation is not required on all buildings. However, it can be used as one of the façade articulation features in Guideline B.1 above. In order to qualify as an articulation feature, rooflines must employ one or more of the following:
 - a. For flat roofs or façades with horizontal eave, fascia, or parapet, the minimum vertical dimension of roofline modulation is the greater of two-feet or 0.1 multiplied by the wall height (finish grade to top of the wall) when combined with vertical building modulation techniques described in subsections above. Otherwise, the minimum vertical dimension of roofline modulation is the greater of four-feet or 0.2 multiplied by the wall height.
 - b. A pitched roofline or gabled roofline segment of at least 20-feet in width. Buildings with pitched roofs must include a minimum slope of 5:12 and feature modulated roofline components at the interval required per the applicable standard above.
 - c. A combination of the above.

DEPARTURES will be considered provided the roofline modulation design effectively reduces the perceived scale of the building and adds visual interest.

Figure 11. Acceptable examples of roofline modulation.



Roofline modulation examples for flat roofs.



The left building illustrates a pitched roof example and the right building includes a combination of flat and gabled rooflines.

C. Building Details

Intent:

- To encourage the incorporation of design details and small-scale elements into building façades that are attractive at a pedestrian scale.
- To integrate window design that adds depth, richness, and visual interest to the façade.

Guidelines:

- I. Detail integration. All non-residential and mixed-use buildings must be enhanced with appropriate details. This standard applies to building elevations containing primary business and building entrances. Such buildings must employ at least one detail element from each of the three categories below for each façade articulation interval (see Guideline B.I above). For example, a building with 120-feet of lot frontage with a façade articulated at 30-foot intervals will need to meet the guidelines for each of the four façade segments below.
 - a. Window and/or entry treatment, such as:
 - i. Display windows divided into a grid of multiple panes.
 - ii. Transom windows.
 - iii. Roll-up windows/doors.
 - iv. Other distinctive window treatment that meets the intent of the guidelines.
 - v. Recessed entry.
 - vi. Decorative door.
 - vii. Other decorative or specially designed entry treatment that meets the intent of the guidelines.

Figure 12. Window and/or entry treatment examples.



Examples of decorative or specially designed windows and entries. A = openable storefront window. B = transom windows. C = openable window with decorative details. D = decorative window shades. E = Decorative door. F = recessed entry.

- b. Building elements and façade details, such as:
 - i. Custom-designed weather protection element such as a steel canopy, cloth awning, or retractable awning.
 - ii. Decorative building-mounted light fixtures.
 - iii. Bay windows, trellises, towers, and similar elements.
 - iv. Decorative, custom hanging sign(s) (option only available for building remodels).
 - v. Other details or elements that meet the intent of these guidelines.

Figure 13. Building elements and façade details examples.



Examples of elements attached to facades that enhance the visual intrigue of the building. A = retractable awning. B = custom hanging bike rack and repair station integrated as a storefront design element. C = decorative façade/sign lighting. D and E = custom decorative canopy. F = decorative tower.

- c. Building materials and other façade elements, such as:
 - i. Use of decorative building materials/use of building materials. Examples include decorative use of brick, tile, or stonework.
 - ii. Artwork on building (such as a mural) or bas-relief sculpture.
 - iii. Decorative kick-plate, pilaster, base panel, or other similar feature.
 - iv. Hand-crafted material, such as special wrought iron or carved wood.
 - v. Other details that meet the intent of the guidelines.

Figure 14. Building materials and other façade element examples.



Examples of decorative surface materials. A = decorative brick/design. B = decorative tile-work and column pattern. C = decorative medallion. D = decorative mosaic tile work. E = decorative bulkhead. F = decorative tile-work and column pattern.

DEPARTURES for façade detail guidelines above will be considered provided the façade (at the overall scale and at the individual articulation scale) meets the intent of the guidelines.

2. Window design guidelines.

- a. All windows (except storefront display windows) must employ designs that add depth and richness to the building façade. At least one of the following features must be included to meet this requirement:
 - i. Recess windows at least two-inches from the façade.
 - ii. Incorporate window trim (at least three-inches wide) around windows
 - iii. Incorporate other design treatments that add depth, richness, and visual interest to the façade.
- b. Highly reflective glass must not be used on more than ten-percent of a building façade or other building elevations facing parks and containing primary building entrances.

Figure 15. Acceptable and unacceptable window design examples.



The windows in Images A-B are recessed by at least two- inches from the façade. Image C includes framing. Images D and E feature a reveal/recess of less than two inches, but the contrasting frames and mullions effectively add a sense of depth and richness to the façade. The treatment in Image F does not effectively add a sense of depth and richness to the façade.

3. Cornice/roofline design. Buildings employing a flat roof must employ a distinctive roofline that effectively provides an identifiable “top” to the building. This could include a traditional cornice line or a contemporary interpretation of a traditional cornice line.
 - a. Such rooflines must be proportional to the size and scale of the building.
 - b. Understated cornice lines are permitted depending on the materials and design of the base and middle elements in reinforcing the base/middle/top configuration.

Figure 16 below illustrate acceptable and unacceptable examples.

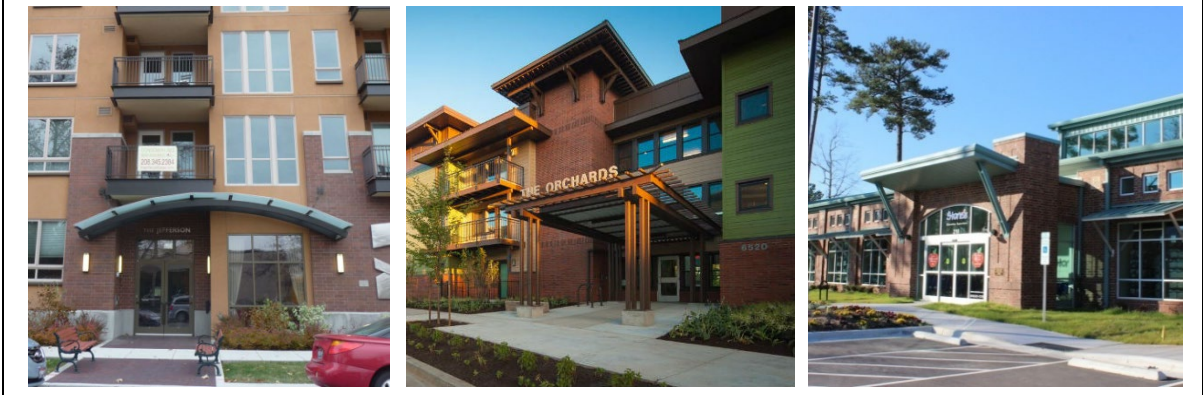
Figure 16. Examples of buildings employing a distinctive roofline that effectively provides an identifiable “top” to the building.



4. Articulated building entries. The primary building entrance for an office building, hotel, apartment building, public or community-based facility or other multi-story commercial building must be designed as a clearly defined and demarcated standout architectural feature of the building. Such entrances must be easily distinguishable

from regular storefront entrances on the building. Such entries must be scaled proportional to the building. See Figure 17 below for good examples.

Figure 17. Articulated building entry examples.



D. Building Materials & Colors

Intent:

- To encourage the use of durable, high quality, and urban building materials that minimize maintenance cost and provide visual interest from all observable vantage points.
- To promote the use of a distinctive mix of materials that helps to articulate façades and lends a sense of depth and richness to the buildings.
- To encourage the use of muted colors and limit bright colors to accent use.

Guidelines:

I. Exterior materials.

- a. Durable and high-quality materials must be employed. Shiny or highly reflective materials are not allowed. Materials should be those inspired by traditional Northwest architecture, including:
 - i. Bevel or lap siding.
 - ii. Rock, stone, and brick material.
 - iii. Architectural shake-style roofing.
 - iv. Metal roofs with standing seams.

- b. If sheet materials, such as composite fiber products or metal siding, are used as a siding material over more than 25 percent of a building's façade, integrate a variety of textures and colors to help articulate the façade and add visual interest. Specifically:
 - i. Use material with a matted finish in a muted color as specified in the color guidelines below.
 - ii. Integrate visible window and door trim painted or finished in a complementary color.
 - iii. Integrate corner and edge trim that covers exposed edges of the siding material.
- See Figure 18 below for acceptable and unacceptable examples.

Figure 18. Acceptable sheet material siding examples.

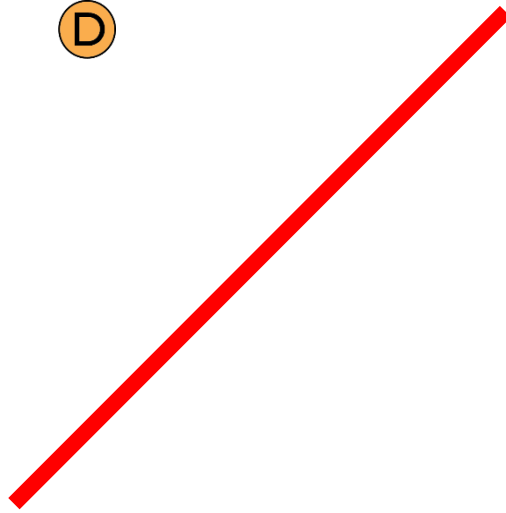


The building in Image A integrates a range of metal siding with masonry and other materials. The building in Image B with continuous metal siding would not meet the guidelines herein.

Figure 18. Acceptable sheet material siding examples.



D



The Image C building uses a mix of composite fiber materials (maroon and yellow-colored siding), metal (sliver), brick, and concrete to help articulate the façade and add visual interest. The composite fiber panels covering a large area in a single color as in Image D would not meet the intent of the guidelines.

- c. If concrete blocks (concrete masonry units or “cinder blocks”) are used for walls that are visible from a public street or park, use one or more of the following architectural treatments:
 - i. Use of textured blocks with surfaces such as split-face or grooved.
 - ii. Use of colored mortar.
 - iii. Use of other masonry types, such as brick, glass block, or tile, in conjunction with concrete blocks.
 - iv. Other treatment methods approved by the City.

The applicant shall provide the City with samples of the material, proposed detail connections and a list of other project examples in the Puget Sound region that have used this application.

Figure 19. Acceptable concrete block use/design.



The left building uses concrete block as an effective and contrasting accent material for its entrance. The right mixed-use building uses CMU as the primary cladding material for the ground level. Note the use of split-façade CMU's above each of the awnings and coupled with the use of smooth-façade CMU's on the vertical columns (which employ black accent tiles for added interest).

- d. Do not use the following materials in visible locations:
 - i. Mirrored glass.
 - ii. Corrugated fiberglass.
 - iii. Chain-link fencing (with or without slats).

- iv. Synthetic materials with reflective surfaces, including galvanized steel and glossy vinyl siding.
- e. Paint all vents, gutters, downspouts, flashing, and electrical conduits to match the color of the adjacent surface unless they are being used expressly as a trim or accent element, or if the surface is made of an unpainted material such as brick.
- f. Provide approved address numbers so that they are legible to the public from the street fronting the property.

2. Colors.

- a. Submit a color palette.
- b. Muted colors are encouraged for the background color of most buildings. A darker background color will allow the effective use of lighter colors for trim – where the highlights will show up better.
- c. Bright colors should generally be reserved for accents. Doors or special features may be painted a bright accent color.
- d. Bright luminescent or day-glow color are not allowed.

E. Building Equipment and Service Areas

Intent:

- To encourage the use of durable, high quality, and urban building materials that minimize maintenance cost and provide visual interest from all observable vantage points.
- To promote the use of a distinctive mix of materials that helps to articulate façades and lends a sense of depth and richness to the buildings.
- To encourage the use of muted colors and limit bright colors to accent use.

Guidelines:

1. Building service elements and utility equipment should be contained within the building envelope, when possible. For any service elements and utility equipment outside the building envelopment, see Guideline E.2 below.
2. Service element location.
 - a. Service areas. Loading docks, trash dumpsters, compactors, recycling areas, outdoor storage areas, electrical panels, and mechanical equipment areas must be located for convenient service access while avoiding negative visual, auditory, olfactory, or physical impacts on the streetscape environment and adjacent dwelling units.
 - b. Utility meters, electrical conduit, and other service utility apparatus. These elements must be located and/or designed to minimize their visibility to the public. Project designers are strongly encouraged to coordinate with applicable service providers early in the design process to determine the best approach in meeting these guidelines. If such elements are mounted in a location visible from the street, pedestrian pathway, common outdoor recreation area, or shared auto courtyards, they must be screened with vegetation and/or integrated into the building's architecture. See Figure 20 below.
 - c. Design for safety. Other provisions of this section notwithstanding, service areas used by residents must be located to avoid entrapment areas and other conditions where personal security is potentially a problem. Pedestrian-scaled lighting or other measures may be needed to enhance security.
 - d. Design to mitigate noise. Locate and/or shield noise producing mechanical equipment such as fans, heat pumps, etc. to minimize sounds and reduce impacts to adjacent dwelling units.
 - e. Dumpster storage areas must be provided on-site for all development.

Figure 20. Utility meter location and screening - good and bad examples.



Place utility meters in less visible locations. The upper and lower left examples are successfully tucked away in a less visible location and/or screened by vegetation. The right images are poorly executed and would not be permitted in such visible locations. Such meters must be coordinated and better integrated with the architecture of the building.



3. Service area screening. Service area screening is required for all exterior service areas, as follows:
 - a. A structural enclosure must be constructed of masonry, heavy-gauge metal, or decay-resistant material that is also used with the architecture of the main building. Alternative materials other than those used for the main building are permitted if the finishes are similar in color and texture or if the proposed enclosure materials are more durable than those for the main structure. The walls must be sufficient to provide full screening from the affected roadway, pedestrian areas or adjacent use, but must be no greater than seven feet tall. See Figure 21 below.
 - b. Gates must be made of heavy-gauge, site-obscuring material. Chain link or chain link with slats is not an acceptable material for enclosures or gates.
 - c. Where the interior of a service enclosures is visible from surrounding streets, pathways, and residential units, an opaque or semi-opaque horizontal cover or screen must be used to mitigate unsightly views. The horizontal screen/cover should be integrated into the enclosure design (in terms of materials and/or design). Covers that provide weather protection for garbage collection areas also encouraged.
 - d. Collection points must be located and configured so that the enclosure gate swing does not obstruct pedestrian or vehicle vehicular traffic, or does not require that a hauling

truck project into any public right-of-way. Ensure that screening elements allow for efficient service delivery and removal operations.

- e. The service area must be paved.
- f. The sides and rear of service enclosures must be screened with landscaping at least three-feet wide in locations visible from the street, parking lots, and pathways to soften views of the screening element and add visual interest.

DEPARTURES will be considered provided the enclosure and landscaping treatment meet the intent of the guidelines and add visual interest to site users.

Figure 21. Acceptable screening enclosures.



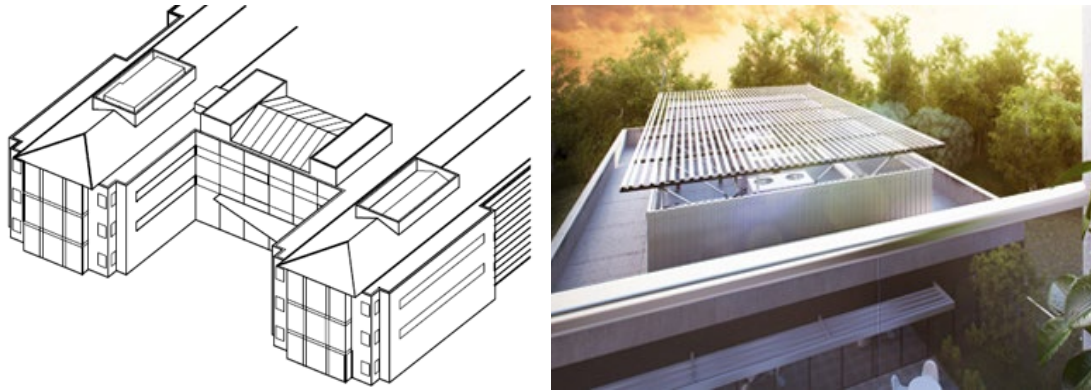
All examples use durable and attractive enclosures with trees and shrubs to soften views of the enclosures from the side. Image C and D use a trellis and weather protection structure on top – a desirable feature particularly where the top of the enclosures are visible from surrounding buildings, streets, and pathways (due to topography or building heights).

- d. Roof-mounted mechanical equipment.
 - a. All rooftop mechanical equipment, including air conditioners, heaters, vents, and similar equipment must be fully screened from public view at the street level. Screening must be located so as not to interfere with operation of the equipment.

Exception: Roof-mounted wind turbines, solar energy systems, and rainwater reuse systems do not require screening.

- b. For rooftop equipment, all screening devices must be well integrated into the architectural design through such elements as parapet walls, false roofs, roof wells, clerestories, or equipment rooms. Screening walls or unit-mounted screening is allowed but less desirable. Wood must not be used for screens or enclosures. Louvered designs are acceptable if consistent with building design style. Perforated metal is not permitted.
- b. The screening materials must be of material requiring minimal maintenance and must be as high as the equipment being screened.
- d. Locate and/or shield noise producing mechanical equipment such as fans, heat pumps, etc. to minimize sounds and reduce impacts to adjacent properties.

Figure 22. Examples of how to screen roof-mounted mechanical equipment.



The left illustration shows how rooftop mechanical equipment can be located and screened effectively. The right images shows effective location and screening, including side walls and a trellis to screen views from taller surrounding buildings.

CHAPTER 6:

Landscape Design

Intent:

- To achieve a high quality landscape that features a variety of plant materials.
- To utilize landscape materials to strengthen and unify the planning area's design identity.
- To select plant materials that are relatively hardy and require minimal maintenance.
- To add color, texture, and interest to the center.
- To screen high-impact uses.

A. Landscape Plan Concept

Intent:

- To provide visual relief from large expanses of parking areas and integrate new construction into the natural environment.
- To provide some physical separation between vehicular and pedestrian traffic.
- To provide decorative landscaping as a focal setting for signs, special site elements, and/or pedestrian areas.
- To provide increased areas of permeable surfaces to allow for infiltration of surface water into groundwater resources, reduce the quantity of stormwater discharge, and improve the quality of stormwater discharge.

Requirements:

- I. Submit a landscape design plan and be prepared to demonstrate that the plan addresses the following considerations:
 - a. A unified pedestrian circulation system with amenities and plantings.
 - b. A coordinated system of open spaces and/or planted areas that provide the required pedestrian areas. The plan should indicate how the various spaces and plantings relate to the project's site design objectives of continuity, variety, activity, etc. The applicant should demonstrate that the landscaping treatment has a "concept" such as the example in Figure 23.
 - c. Screening of service or unsightly areas.
 - d. Plantings and/or site features that soften the appearance of buildings, and enhance the building's architectural qualities.

2. In addition, the design should consider the following landscape design objectives where appropriate:
- a. Where feasible, coordinate the selection of plant material to provide a succession of blooms, seasonal color, and a variety of textures.
 - b. Provide a transition in landscaping design between adjacent sites, within a site, and from native vegetation areas in order to achieve greater continuity.
 - c. Design landscaping to create definition between public and private spaces.
 - d. Design landscaping to provide a transition between built structures (vertical planes) and the site (horizontal planes).
 - e. Use plantings to highlight significant site features and to define the function of the site, including parking, circulation, entries, and open space.

Figure 23. Examples of landscape designs associated with buildings.

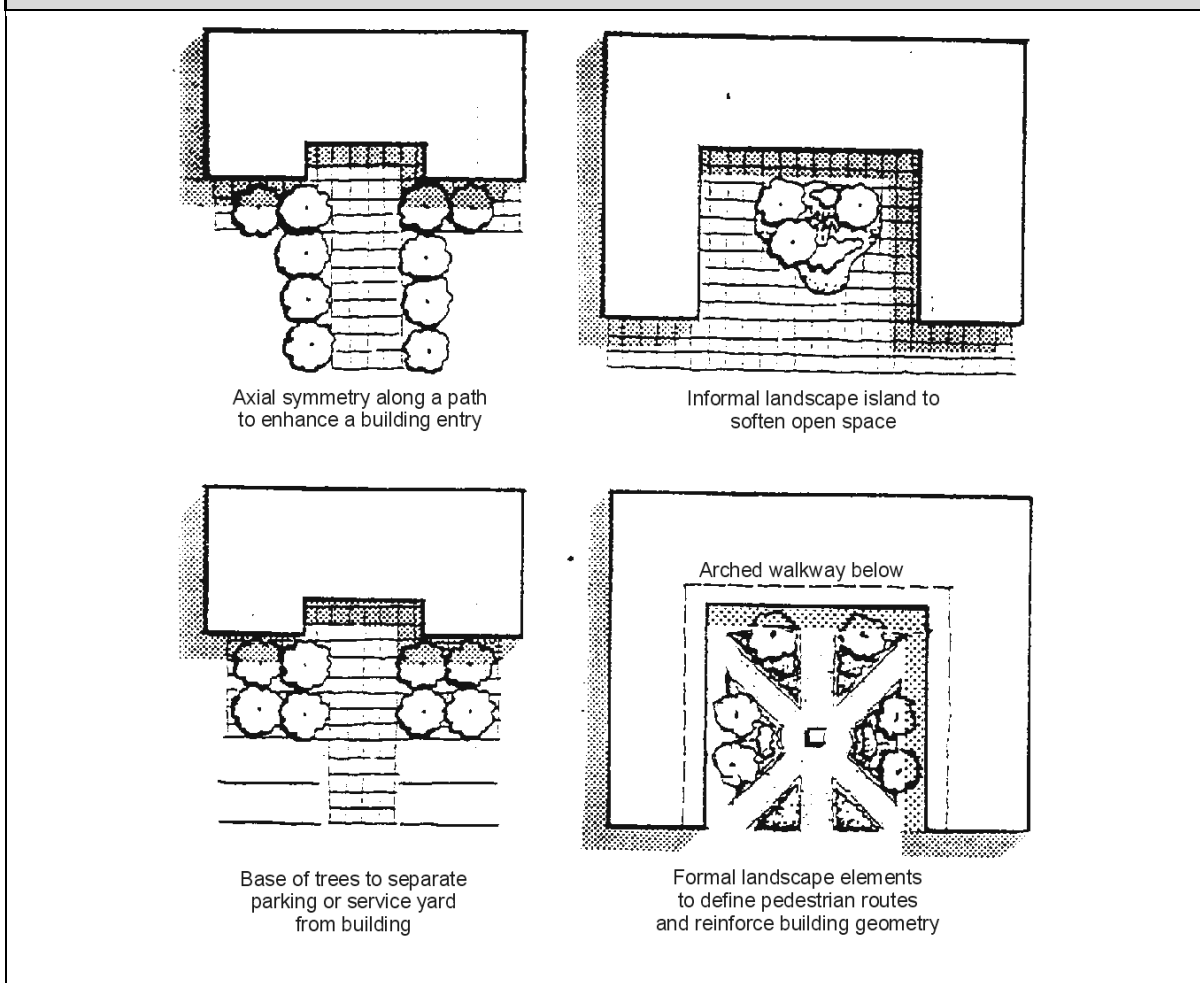


Figure 24. Utilizing landscaping to soften the appearance of buildings and enhancing their architectural qualities.



Image A uses a colorful mix of plantings in terraces to soften the appearance of the building from the street and add visual interest. Image B uses plantings and architectural walls as a focal point in front of the building. Image C below shows an unacceptable example without any type of softening shrubs or plantings beyond a single deciduous tree and lawn area, creating a stark image that detracts from the building's character.



B. Street Landscaping

Guidelines:

1. Sidewalks and pathways should be separated from the roadway by planting strips with street trees wherever possible.
2. Planting strips should generally be at least 5 feet in width. They should include evergreen shrubs no more than 4 feet in height and/or ground cover in accordance with the City of Monroe Landscape Standards (MMC Chapter 22.46), and canopy-type broadleaf trees placed an average of 25 feet on center. **EXCEPTIONS:** Where space is limited, planting strips less than 5 feet in width may be permitted by the City.
3. Street trees placed in tree grates may be more desirable in storefront settings when on-street parking is present.
4. Use of trees and other plantings with special qualities (e.g., spring flowers and/or good fall color) are strongly encouraged to unify development in the North Kelsey planning area.

Also see Guideline 3.B for building orientation provisions and parking lot screening provisions below.

C. Parking Lot Screening

Guideline:

Provide a landscaped drainage/stormwater treatment buffer between the sidewalk/street and parking area where possible. Size the buffer as necessary to perform required stormwater treatment function. Otherwise, a 5-foot wide landscaping buffer consistent with Type III landscaping as specified in MMC, Chapter 22.46, to provide a see-through buffer between public streets and parking lots is required. Integrate a low wall (36-42 inches tall) built of concrete, masonry, or other durable materials at the back end of the planting strip; EXCEPTION: The landscape buffer must be 10-foot wide between parking areas and sidewalks along Chain Lake Road.

Figure 25. Examples of acceptable parking lot screening.

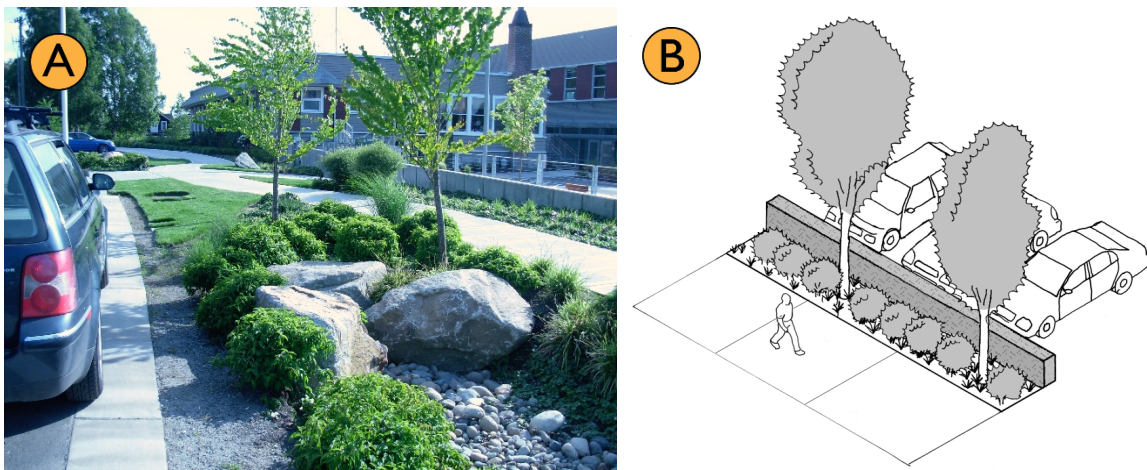


Image A is a good example of landscaped drainage/stormwater treatment buffer. Image B is a good example of landscaped combined with a low masonry wall on a parking lot perimeter.

D. Parking Lot Interior

Guideline:

Type IV landscaping as specified in MMC, Chapter 22.46, is required to provide shade and visual relief while maintaining clear site lines within parking areas.

E. Plaza/Pedestrian Area Landscaping within the Planned Development Area

These guidelines involve all other pedestrian-oriented spaces and open spaces.

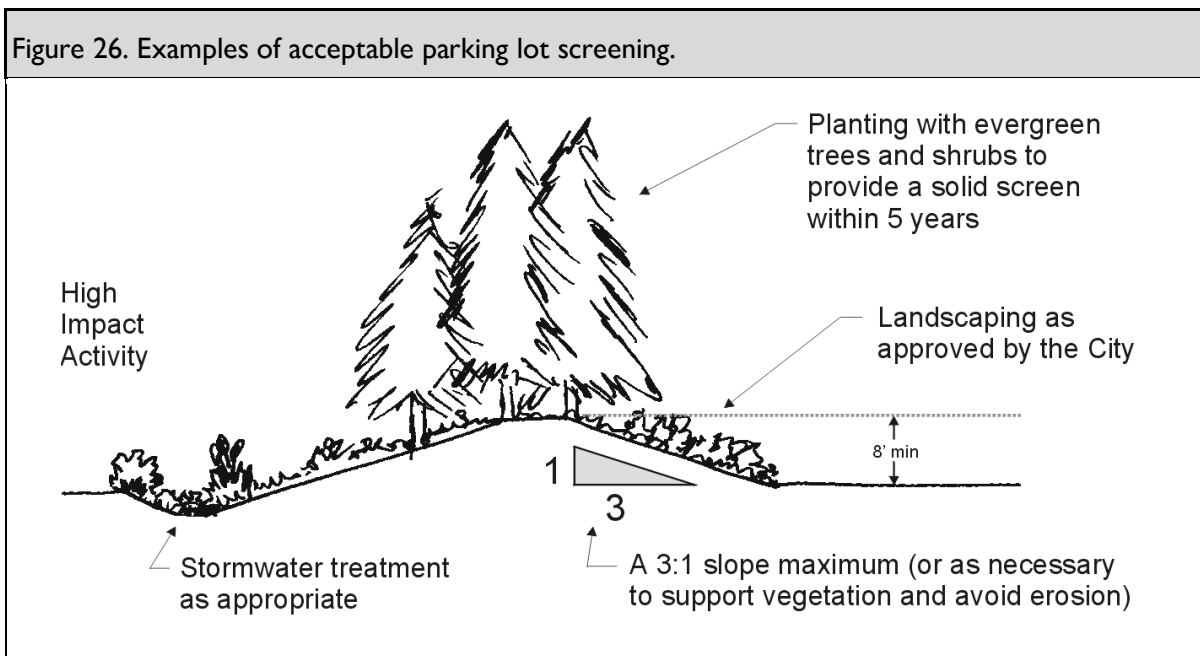
Guidelines:

1. A range of landscape materials—trees, evergreen shrubs, ground covers, and seasonal flowers—shall be provided for color and visual interest.
2. Planters or large pots with small shrubs and seasonal flowers may also be used to separate café seating from traffic flow and create protected areas within the plaza for sitting and people watching.
3. Creative use of plant materials, such as climbing vines or trellises, and use of sculpture groupings or similar treatments are also encouraged.
4. All landscaping shall be as approved by the City.
5. Sun angle at noon and wind pattern should be considered in the landscaping design of the plaza to maximize sunlight areas.

F. Screening High-Impact Uses

Guideline:

High impact uses such as sand and gravel mining operations, manufacturing, or public works facilities should be screened with a landscape berm per Figure 26 below.



CHAPTER 7: Signage and Lighting

A. Signs

Intent:

- To encourage signage that is both clear and of appropriate scale for the project.
- To enhance the visual qualities of signage through the use of complementary sizes, shapes, colors, and methods of illumination.
- To provide a comprehensive sign program that creates consistent design criteria for the entire North Kelsey planning area.

Guidelines:

- I. Permitted sign illumination types. Table 4 below specifies permitted sign illumination types by zone.









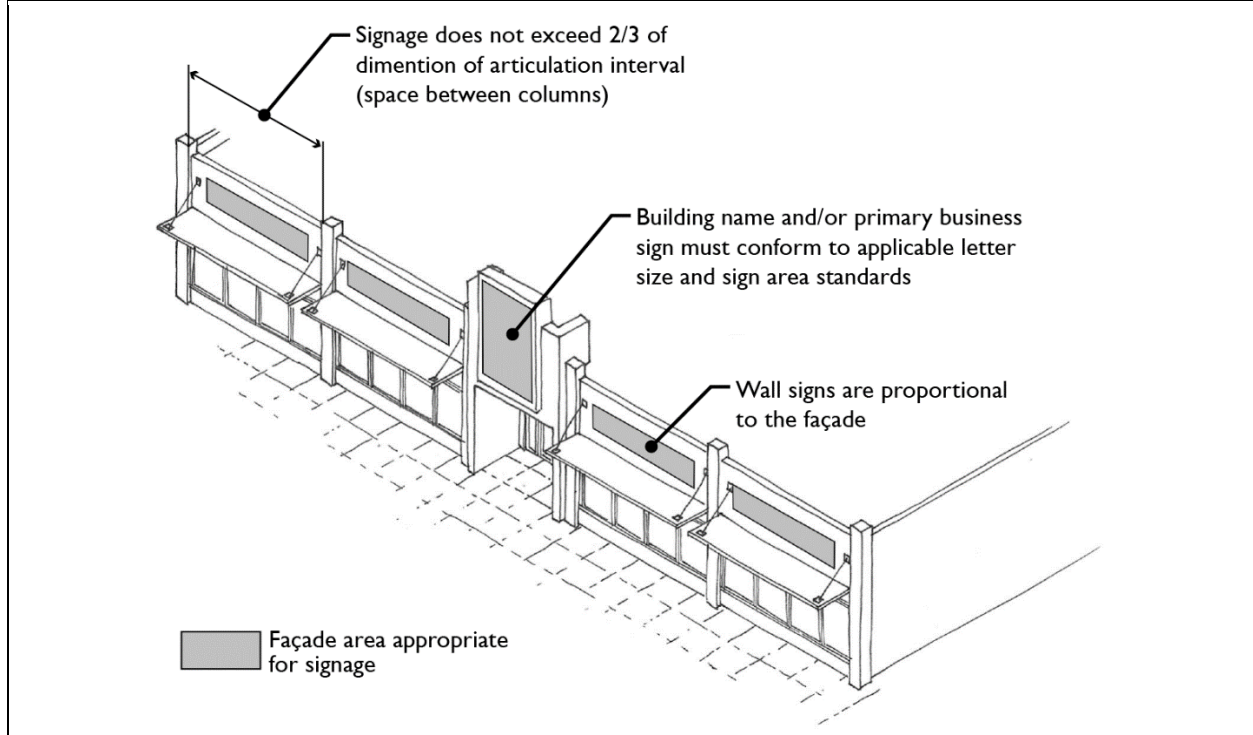
Illumination Type		Permitted?	Other requirements
Channel letter. Light is emitted through the front or face of the letters.		Yes	May be incorporated into a permitted wall, pole, or monument sign
Halo illumination. Letter faces are opaque and light source provides halo effect through backlighting.		Yes	May be incorporated into a permitted wall, pole, or monument sign
Push-through. Letters are cut out of opaque sign face. Interior light shines through letter faces only.		Yes	May be incorporated into a permitted wall, pole, or monument sign
Neon.		Yes	May be incorporated into a permitted wall, projecting, window, pole, or monument sign

Table 4. Permitted signs illumination types.			
Illumination Type		Permitted?	Other requirements
Externally-illuminated sign.		Yes	Illumination techniques must focus the light on the sign and avoid glare to the sky, streets, sidewalks, and other public spaces, and adjacent uses.
Internally-illuminated cabinet signs. Sign face is illuminated through translucent casing. This includes internally illuminated changeable copy signs.		No	
Internally-illuminated awning signs. Awning face is illuminated through awning material.		No	
Electronic and video display signs. A sign which contains electronically-operated moving parts or which flashes or simulates motion by the use of electric lights.		No	

2. Signs projection over right-of-way. Only those projecting and suspended and under awning signs may be permitted to project into the public right-of-way, provided they meet all requirements relating to traffic, construction, safety and size, and are attached to an approved awning, canopy, marquee or porte cochere.
3. Wall sign location and design.
 - a. Wall signs must be proportional to the façade and are limited to 2/3 of individual façade width dimension. This standard also applies to upper level businesses.
 - b. Wall signs may not cover windows, building trim, an existing building name sign, or special ornamentation features. Preferred areas for installation of wall signs include blank areas above marquees, areas between vertical piers or columns, blank areas on a gabled roof, or upper reaches of a false fronted building.
 - c. Stacked words on wall signs are permitted. Generally, the primary business name is encouraged to be provided on one line, with additional text on rows above and/or below providing supporting information about the business in smaller fonts.

Figure 27. Illustrating wall sign guidelines.



B. Lighting

Intent:

- To enhance and encourage evening activities.
- To provide a distinctive character to the area.

Guidelines:

1. Uplighting on trees and provisions for seasonal lighting are encouraged.
2. Accent lighting on architectural and landscape features is encouraged to add interest and focal points.
3. Pedestrian-scaled lighting is required within the planned development area along all streets and in all public plazas and courts. Pedestrian-scaled lighting fixtures are generally 12-14 feet and of a character complementary to the building architecture.

Definitions

Articulation – Articulation is design emphasis placed on a particular architectural feature by special details, materials, change in building plane (recessed or extended from building surface), contrast in materials, or decorative artwork.

Blank Walls - walls subject to "blank wall" requirements meet the following criteria:

- Any wall or portion of a wall that has a surface area of 400 SF of vertical surface without a window, door, building modulation as defined below or other architectural feature (see figure below for measuring methods).
- Any ground level wall surface or section of a wall over 4' in height at ground level that is longer than 15' as measured horizontally without having a ground level window or door lying wholly or in part within that 15' section (see below).

Height – refers to vertical distance measured perpendicular to the ground surface.

Human Scale - The perceived size of a building relative to a human being. A building is considered to have "good human scale" if there is an expression of human activity or use that indicates the building's size. For example, traditionally sized doors, windows, and balconies are elements that respond to the size of the human body, so these elements in a building indicate a building's overall size.

Modulation - In the design guidelines, modulation is a stepping back or projecting forward of portions of a building face within specified intervals of building width and depth, as a means of breaking up the apparent bulk of a structure's continuous exterior walls.

Pathways – refer to any pedestrian route other than a *sidewalk*.

Pedestrian-Oriented Spaces - can be small to large widening of walking space, landscaped areas, areas for outdoor dining, or small play areas (see guidelines and requirements for *Pedestrian-Oriented Spaces* in Chapter 3).

Sidewalks - refer to concrete pedestrian routes adjacent to public right-of-ways.

“*Vertical building modulation*” means a stepping back or projecting forward vertical walls of a building face, within specified intervals of building width and depth, as a means of breaking up the apparent bulk of a structure’s continuous exterior walls.

Weather Protection – architectural features such as an awning, marquee, or canopy that protect pedestrians from rain and sunlight.



CITY OF MONROE
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Planning Commission Recommendation

A. GENERAL APPLICATION INFORMATION

File Number(s):	CA2020-02 (associated with SEPA2020-05)
Project Summary:	Proposed code text amendments to Chapter 22.14 and 22.26 of the Monroe Municipal Code (MMC), and amendments to the North Kelsey Development Plan Design Guidelines to allow stand-alone multi-family residential development.
Applicant:	City of Monroe
Location:	The affected geographic area includes the North Kelsey Planning Area and the North Kelsey Planned Development Area. Because other parcels in the North Kelsey Planning Area have been developed, the primary effect is on the remaining six (6) undeveloped parcels of the North Kelsey Planned Development Area. Those parcels are north of Tjerne Place SE, west of Chain Lake Road, and south of North Kelsey Street in Monroe, Washington. Parcel 27060100115100 is located south, adjacent to Providence Medical Group; parcels 27060100115200, 027060100115300, 27060100115400, 27060100115500, and 27060100115600 are located 400 feet south of Lowe's Home Improvement. These parcels are identified in the North Kelsey Development Plan Design Guidelines as the southern portion of the "North Kelsey Planned Development Area".
Public Hearing Date and Location:	Monday, November 23, 2020, at 7:00 PM via Zoom Virtual Meeting Platform
Staff Contact:	Anita Marrero, Senior Planner City of Monroe 806 West Main Street Monroe, WA 98272 (360) 863-4513 amarrero@monroewa.gov

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

The City of Monroe is proposing code text amendments to Chapter 22.14 and 22.26 of the Monroe Municipal Code (MMC), and amendments to the North Kelsey Development Plan Design Guidelines to allow stand-alone multi-family residential development. This is a nonproject action.

C. REVIEW PROCESS

1. Overview

MMC Table 22.84.060(B)(1): Project Permit Types, designates code amendments as Type IV project permits. Type IV permits require that the Planning Commission review the proposal and make a recommendation to the final decision authority, which is the City Council. The City is

proposing amendments to the North Kelsey Development Plan Design Guidelines and code text amendments to Chapter 22.14 and 22.26 MMC, Zoning Maps and Districts and General Commercial Zoning Districts, for consistency with the UDR. Therefore, a Planning Commission public hearing and recommendation to the City Council is required. The required public hearing in front of the Planning Commission was held on November 23, 2020.

Following the close of the public hearing, the Planning Commission will forward a recommendation to the City Council. According to MMC 22.84.030(D)(2), the Planning Commission shall make a written recommendation to the City Council regarding Type IV actions at the close of their final public hearing or at their next scheduled meeting. The written recommendation to the City Council shall be one of the following:

- a. Recommendation for additional time and/or resources on the application;
- b. Recommendation of approval of the legislative action;
- c. Recommendation of approval of the legislative action with modifications; or
- d. Recommendation of denial of the legislative action.

No earlier than December 8, 2020, the City Council will hold a first reading to consider the Commission's recommendation. Per MMC Table 22.84.060(B)(2), Decision-Making and Appeal Authorities, the City Council is the City's final decision authority on the proposed code amendments. The decision may be appealed subject to the judicial appeal provisions in MMC 22.84.080(D), Judicial Appeals.

2. Public Notification and Comments

- a. **Department of Commerce:** The proposed amendments were transmitted to the Washington State Department of Commerce for state agency review, in accordance with RCW 36.70A.106, on November 3, 2020. Expedited review (14 days rather than 60 days) was requested.
- b. **Notice of Public Hearing:** Notice of Public Hearing was provided in accordance with MMC 22.84.050(C) by posting the notice at City Hall and the Monroe Library, and publishing the notice in the Everett Daily Herald on November 12, 2020.

3. State Environmental Policy Act (SEPA) Review

Pursuant to WAC 197-11-704, the proposal is classified as a nonproject action under the State Environmental Policy Act. Nonproject actions involve "decisions on policies, plans, or programs," which includes the adoption of zoning ordinances [WAC 197-11-704(b)(ii)]. A SEPA Determination of Non-Significance (DNS) was issued on the proposed code amendments on November 7, 2020. The public comment and appeal periods for the DNS ended at 5:00 PM on November 21, 2020. One (1) agency comment was received. No appeals were received.

4. Public Hearing

The public hearing on this matter was held in front of the Planning Commission on November 23, 2020 at 7:00 PM via Zoom Virtual Meeting Platform, and was continued to December 14, 2020. No written comments were received prior to the public hearing.

D. FINDINGS OF FACT AND CONCLUSIONS OF LAW

Pursuant to MMC 22.72.040(E), Decision Criteria, an amendment to the unified development regulations shall not be granted unless the applicant demonstrates that all of the following criteria are met:

1. The proposed amendment to the development regulations is consistent with the policies and provisions of the Monroe comprehensive plan;
2. The amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title;

3. The subject property is suitable for development in conformance with the development regulations applicable under the proposed zoning district;
4. The proposed amendment advances the public interest of the community;
5. The amendment does not adversely affect public health, safety, or welfare; and
6. The amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.
7. In addition to those criteria in MMC 22.72.040(E)(1-6), amendments to the official zoning map (rezones) shall also meet all of the following criteria:
 - a. The amendment is consistent with the future land use map set out in the Monroe comprehensive plan;
 - b. The amendment is compatible with the uses and zoning of the adjacent properties;
 - c. The proposed reclassification does not constitute a "spot" zone;
 - d. Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;
 - e. The potential adverse environmental impacts of the types of development allowed by the proposed zone have been identified and can be mitigated taking into account all applicable regulations, or, the unmitigated impacts are acceptable; and
 - f. The proposed reclassification is an extension of an existing zone, or a logical transition between zones.

The following **Findings of Fact** have been made about the proposed code amendments, and the resulting **Conclusions of Law** were established from the Findings of Fact:

1. The proposed amendment to the development regulations is consistent with the policies and provisions of the Monroe comprehensive plan.

- a. **Findings of Fact:** The adopted 2015 – 2035 Monroe Comprehensive Plan contains applicable goals and policies, as shown below.

Policy/Action Item Number	Policy/Action Item Text
P.059, P.088, P.109	Sustain and enhance the Highway 2/North Kelsey commercial area as a local and regional draw, enhancing its range of retail, service and housing options.
P.063, P.095	Identify and promote the development of neighborhood commercial centers which serve and are compatible with surrounding residential areas, using location criteria and regulations.
P.096, P.111	Encourage the provision of higher density housing in close proximity to retail, health-care services, parks, and transportation routes.

- b. **Conclusions of Law:** Staff concludes the proposed amendment to the development regulations is consistent with policies and provisions of the Monroe comprehensive plan.

2. The amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title.

- a. **Findings of Fact:** The proposed amendments to the North Kelsey Design Guidelines are needed for consistency with the current UDR. The proposed code text amendments will incorporate the updated design guidelines, allow stand-alone multifamily, and allow uses that are consistent with the surrounding properties.
- b. **Conclusions of Law:** Staff concludes the amendment complies with all other applicable criteria and standards of the Monroe Municipal Code and is consistent with the purpose of this Title.

3. The subject property is suitable for development in conformance with the development regulations applicable under the proposed zoning district.

- a. **Findings of Fact:** The proposal is not site-specific. This criterion does not apply.
- b. **Conclusions of Law:** The proposal is not site-specific. This criterion does not apply.

4. The proposed amendment advances the public interest of the community.

- a. **Findings of Fact:** The application of these design guidelines will be a critical regulatory tool in implementing the community's design-related goals and objectives for the North Kelsey Planning Area and the North Kelsey Planned Development Area. These guidelines are directed to creating a development within the North Kelsey planning area that:
 - Fosters a vibrant and accessible mixed-use district for the City of Monroe.
 - Enhances circulation for pedestrians and vehicles.
 - Features a spectrum of public open spaces and amenities.
 - Includes a mix of commercial, civic, recreational and residential activities
 - Accommodates retail, office, residential, and service development of various size and character as long as the development's perceived scale is appropriate for Monroe's character and the design quality is of the highest caliber.
 - Enhances the town's identity as a regional attraction.

The proposed amendments would advance the public interest by providing the opportunity for residential housing units which are greatly needed. The design guidelines will ensure that future development will match the character of the surrounding businesses and provide for a pedestrian friendly design.

- b. **Conclusions of Law:** Staff concludes the proposed amendment advances the public interest of the community.

5. The amendment does not adversely affect public health, safety, or welfare.

- a. **Findings of Fact:** The proposed amendments revises narrative, goals, and policies that will have no effect on public health, safety, or welfare. The North Kelsey Planning Area is fully served with infrastructure and within the capacity range for the City's sewer, water, and stormwater systems.
- b. **Conclusions of Law:** Staff concludes the amendment does not adversely affect public health, safety, or welfare.

6. The amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.

- a. **Findings of Fact:** The North Kelsey Design Guidelines need to be updated to address the changing circumstances of the city and for consistency with the current code. The market for retail and office space has fundamentally changed since the recession and the growing dominance of on-line sales and e-commerce retailers such as Amazon. In February 2018, the City Council selected a new broker team to market and sell the property. The current team is working to update the site plan to reflect changes in the retail and housing market.

The proposed code amendments in 2018 were included in the UDR update which provided for a combination of horizontal and vertical mixed-use, multifamily housing, retail space, and a public "village green" within the North Kelsey/Tjerne Place Planning Area. The revisions to the City's development regulations included allowing for residential development within the permitted land uses, increasing maximum building heights, and revising minimum parking standards to incorporate five stories of living space above parking in the North Kelsey/Tjerne Place Planning Area.

The current proposed amendments include amendments to the North Kelsey Design Guidelines to address medium box stores, service based industries like childcare, and

multifamily development; amendments to the zoning map as the current zoning map inadvertently left out the original North Kelsey Planning Area and the North Kelsey Planned Development Area; and code text amendments to delete references to mixed-use development in the North Kelsey/Tjerne Place overlay district.

- b. **Conclusions of Law:** Staff concludes the amendment is warranted because of changed circumstances, error, or a demonstrated need for additional property in the proposed zoning district, when applicable.

7. In addition to those criteria in MMC 22.72.040(E)(1-6), amendments to the official zoning map (rezones) shall also meet all of the following criteria:

- a. *The amendment is consistent with the future land use map set out in the Monroe comprehensive plan;*
 - b. *The amendment is compatible with the uses and zoning of the adjacent properties;*
 - c. *The proposed reclassification does not constitute a "spot" zone;*
 - d. *Adequate public facilities and services are likely to be available to serve the development allowed by the proposed zone;*
 - e. *The potential adverse environmental impacts of the types of development allowed by the proposed zone have been identified and can be mitigated taking into account all applicable regulations, or, the unmitigated impacts are acceptable; and*
 - f. *The proposed reclassification is an extension of an existing zone, or a logical transition between zones.*
- i. **Findings of Fact:** The proposal does include an amendment to the official zoning map but it is not a change, rather a correction, as the current zoning map inadvertently left out the original North Kelsey Planning Area and the North Kelsey Planned Development Area when the zoning map was updated in 2019.
 - ii. **Conclusions of Law:** The criterion for amendments to the official zoning map have been met.

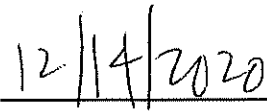
E. PLANNING COMMISSION RECOMMENDATION

Based on the analysis and findings included herein, the Planning Commission recommends the following:

Move that the Planning Commission **ADOPT** these Findings of Fact and Conclusions of Law, **AUTHORIZE** the Planning Commission Chair to sign the Findings on behalf of the Commission, and recommend that the Monroe City Council **APPROVE** the proposed amendments to Monroe Municipal Code Chapters 22.14 and 22.26, Zoning Map Amendment, and the North Kelsey Plan Design Guidelines.



Bridgette Tuttle, Planning Commission Chair



Date











North Kelsey Design Guidelines Ordinance 001 2021

Final Audit Report

2021-02-25

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By:	Becky Hasart (bhasart@monroewa.gov)
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