

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

MOTION NO. 25-383

CONCERNING THE COUNTY COUNCIL'S POSITION ON A PROPOSED
DIRECT PETITION METHOD ANNEXATION
TO THE CITY OF MONROE; BRB FILE NO. 2025-04 – CONNER ANNEXATION

WHEREAS, on July 25, 2025, Snohomish County (the "County") received a second amended notice of intention from the Snohomish County Boundary Review Board (hereinafter "Boundary Review Board") BRB File No. 2025-04, for the City of Monroe (the "City") to annex approximately 1.58 acres of land adjacent to the current corporate boundary, and within the Monroe Urban Growth Area (UGA); and

WHEREAS, the City's annexation proposal (the "Conner Annexation") is pursuant to RCW 35A.14.120 and further described in Washington State Boundary Review Board for Snohomish County (hereinafter "Boundary Review Board") File No. BRB 2025-04, which is incorporated herein as Attachment A; and

WHEREAS, the proposed annexation is subject to Snohomish County Code Section 2.77.040; RCW 35A.14.120; RCW 36.115.050, .060, and .070; RCW 36.93.157, .170, and .180; and RCW 36.70A.020, .110, and .210; and

WHEREAS, the City and County do not have an existing Master Annexation Interlocal Agreement (MAILA) in effect, the 2008 MAILA expired on December 31, 2022; and

WHEREAS, County staff reviewed the Conner Annexation proposal and had no issues or concerns with the proposal except to ensure inclusion of Tester Road with the underlying Washington State Department of Transportation (WSDOT) right-of-way as part of the annexation proposal; and

WHEREAS, the Conner Annexation proposal comprised approximately 1.58 acres with an assessed valuation of \$131,600 which meets the threshold for when Boundary Review Board is not necessary under RCW 36.93.110; and

WHEREAS, the Chair of the Boundary Review Board issued his decision to decline the City's request for a waiver from Boundary Review Board review under RCW 36.93.110, citing that the Conner Annexation proposal includes a WSDOT right-of-way, and therefore, there was a potential for invocation of the Boundary Review Board jurisdiction; and

WHEREAS, the area proposed for annexation is within the Monroe UGA, and the City is the logical provider of municipal services; and

WHEREAS, RCW 36.93.100 establishes a 45-day period during which the County and certain other parties may review the proposed annexation and may choose to invoke the jurisdiction of the Boundary Review Board to hold a hearing on the annexation; and

WHEREAS, under SCC 2.77.040(4), the County Council, at a public meeting, shall determine whether to file a request for BRB review of a proposed annexation and give notice of its decision to the BRB;

NOW, THEREFORE ON MOTION,

1. The Snohomish County Council will not invoke the jurisdiction of the Boundary Review Board.

2. The Council Clerk is directed to file this Motion with the Boundary Review Board, together with a copy of the PDS staff report dated August 6, 2025.

PASSED this 20th day of August, 2025.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Council Chair

ATTEST:



Deputy Clerk of the Council

ATTACHMENT A

Boundary Review Board
Received 7/21/25
FILED EFFECTIVE 7/25/25
BRB File No. 2025-04
Sonya Kraski, Chief Clerk

**2nd AMENDED
NOTICE OF INTENTION COVER SHEET
Snohomish County Boundary Review Board (BRB)**

As required by Chapter [36.93 RCW](#), a Notice of Intention (NOI) is hereby submitted for the:

Merger or Consolidation of Special Purpose Districts

Name of Proposal: Conner Annexation

WA State statute under which proceedings were initiated: RCW Citation.

Type of Proposal

Proposal method (check appropriate method):

Petition Method: 35A.14.120

Election Method: Click or tap here to enter text.

Click or tap here to enter text. = Number of qualified electors in area to be annexed or formed

Click or tap here to enter text. = Percentage of above figure represented by signers

Interlocal Agreement (ILA) – Effective date of ILA Click or tap to enter a date.

Is assumption of existing indebtedness to be required? Answer

The following items are labeled and attached to this cover sheet:

- Exhibit A: Explanation of the proposal
- Exhibit B: Legal Description of Proposed Area certified by a licensed engineer or land surveyor
- Exhibit C: Perimeter of proposed area and vicinity indicated on a Snohomish County Assessor’s Map
- Exhibit D: Certified copy of Resolution authorizing the submission of an NOI
- Exhibit E: Documentation of the Process, including:
 - Signed Petitions (*if applicable*) and Certificate of Sufficiency from Assessor’s Office
 - Affidavit of Publication of Public Hearing Notice
 - Certified copy of Minutes of public hearing
 - Certified copy of Resolution directing the filing of an NOI
- Exhibit F: Response to Factors and Objectives to be considered by the BRB (RCW [36.93.170](#) and [.180](#))
- Exhibit G: Corresponding Annexation Interlocal Agreement(s) (*if applicable*)
- Exhibit H: SEPA Checklist and Determination or Environmental Impact Statement (*if applicable*)

Population and Land

Number of Residences in Area	0
Current Population of Area	0

Acreage	1.58
Square Miles	.0024
Assessed Valuation	\$131,600

Service Providers

	<u>Current Provider</u>	<u>Proposed Provider</u>
Sewer	None	City of Monroe
Water	City of Monroe	City of Monroe
Roads	Snohomish County	City of Monroe
Fire District	Snohomish Regional Fire	Snohomish Regional Fire
Police	Snohomish County Sheriff	City of Monroe
Other		

Notifications

The following entities and persons should receive correspondence from the BRB regarding this proposal (check all that apply and complete contact information):

	Jurisdiction or Entity	Contact Person	E-Mail Address
<input checked="" type="checkbox"/>	Initiator / Proponent	Amy Bright, City of Monroe	abright@monroewa.gov
<input type="checkbox"/>	Attorney for Initiator		
<input type="checkbox"/>	Consultant for Initiator		
<input checked="" type="checkbox"/>	Fire District	Mike Messer	mike.messer@sfr.org
<input checked="" type="checkbox"/>	Hospital District	Snohomish Co Hosp Dist 1	mgray@evergreenhealthmonroe.com
<input checked="" type="checkbox"/>	School District	Shawn Woodward	woodwards@monroe.wednet.edu
<input checked="" type="checkbox"/>	Sewer District	John Lande, City of Monroe	jlande@monroewa.gov
<input type="checkbox"/>	Utilities		
<input checked="" type="checkbox"/>	Other	Sno Co Planning & Development	eileen.canola@snoco.org
<input checked="" type="checkbox"/>	Other	Snohomish County Assessor	christoff.huyboom@co.snohomish.wa.us
<input type="checkbox"/>	Other		

I certify that the above information and attachments contained in this Notice of Intention Packet are true and accurate, and that I am an official or employee of the jurisdiction seeking the action contained in this submittal.

Dated: July 18, 2025 Printed Name & Title: Amy Bright, Planner, City of Monroe

Phone Number: 360-863-4533 Signature: 

E-Mail Address: abright@monroewa.gov

Mailing Address: 806 W Main Street, Monroe, WA 98272

EXHIBIT A

DESCRIPTION OF PROPOSAL

BREIF DESCRIPTION & PURPOSE

The applicant is requesting an approximately 1.58-acre annexation for a single property and associated right-of-way located in the City of Monroe Urban Growth Area (UGA). The adopted pre-annexation zoning for the property is Single-Family Residential - 4 Units per Acre (R4).

While this annexation is going through the review and approval process, the City of Monroe adopted its new 20-year comprehensive plan in December 2024 and is updating its development regulations. This includes a citywide rezone that upzones all the Single-Family Residential – 4 Units per Acre are being rezoned Single-Family Residential – 7 Units per Acre. The Monroe City Council is scheduled to adopt Ordinance 006/2025, approving the Monroe 2044 Citywide Rezone on May 20, 2025.

The site is located at 17XXX Tester Road, Monroe, Washington, 98272. The parcel number for the site is 27061000102600. The proposed annexation area includes a total of one parcel (0.91 acres) and associated right-of-way (0.67 acres).

The proposed annexation area is adjacent to the Monroe City limits, east of Tester Road and west of Monroe High School. Per Snohomish County zoning, the proposed annexation area is currently zoned Low Density Multiple Residential (LDMR). The adopted pre-annexation zoning for the subject property is Single-Family Residential – 4 Units per Acre (R4), Ordinance No. 001-2022.

The annexation is being sought by the owners of 100% of the property within the annexation area (Exhibit E) who desire access to sewer. Monroe requires annexation prior to providing public sewer.

On June 12, 2022, the City Council passed Resolution No. 2022-012 (Exhibit D), accepting the Notice of Intent to Commence Annexation for one parcel, encompassing an approximately 0.85-acre parcel, located within the vicinity of Monroe High School, identified as Snohomish County Parcel Number 27061000102600 and commonly known as the Conner Property. After Resolution No. 2022-012 was passed, an updated legal description (Exhibit B) was submitted and later reviewed by the Snohomish County Assessor's Office updating the parcel area to 0.91 acres (Exhibit H).

As identified in the City's Six-Year Annexation Plan (Resolution No. 2009/012) and associated interlocal agreement with Snohomish County, it has been the City's policy to purposefully annex land within the City's Urban Growth Area (UGA) to meet the goals and policies of the Washington State Growth Management Act. There are potential negative impacts for not achieving the annexation plan above. Failure to annex undeveloped parcels within Monroe's UGA may result in development that does not meet City standards and loss of revenue and is inconsistent with the City's Comprehensive Plan and Snohomish County Planning Policies to achieve the 2044 population and housing allocations.

Although the City does not allow the extension of sewer service into the unincorporated UGA, this alone does not prohibit development. If annexation proponents are not able to complete the annexation process, new development can occur but will do so under the County's code requirements. This is problematic when Monroe annexes the same area at a later date and the existing development does not meet city code for things such as roads, sidewalks or housing density. Recent examples include Roosevelt Ridge and the Monroe Woodlands. Both projects were developed to County standards and the County received much of the construction revenue before the area was annexed into the City. There are also issues associated with the City's long-range plan and development assumptions to achieve the housing needs for future population.

The City would like to note that although the existing Master Annexation Interlocal Agreement (MAILA) with the County has expired, the City is working with the County to adopt a new MAILA. In lieu of a formal Annexation ILA, City staff have been working with County staff directly related to this annexation. Eileen Canola, Senior Planner, has been assisting City Staff with connecting to various County departments for review during the Annexation process. Joel Calhoun, GIS Supervisor has reviewed the legal description for the overall new annexation area (Exhibit H). Jay Larson, Transportation Planning Supervisor has reviewed

and approved the annexation right-of way boundary (Exhibit I). Finally, Lee Arthur received a request by Staff to review any issues relating to SWM facilities or problematic easements (Exhibit J).

This annexation meets the criteria of RCW 36.93.110, when review is not necessary by the Boundary Review Board. The subject area is owned by a single property owner, the area is less than ten acres in size, and the assessed value is less than two million dollars.

EXHIBIT B
CONNER ANNEXATION – NOTICE OF INTENT (NOI)

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SEE PETITION'S **LEGAL DESCRIPTION** ON FOLLOWING PAGE

November 7, 2024

LEGAL DESCRIPTION
FOR
JON AND TRACEY CONNER

LAND AREA SUBJECT TO ANNEXATION

That portion of the East half of the Northeast quarter of the Southeast quarter of the Northeast quarter of Section 10, Township 27 North, Range 6 East of the Willamette Meridian, lying Southeasterly of State Route 522 in Snohomish County, Washington, more particularly described as follows:

BEGINNING at the Northeast corner of said Section 10;

Thence S 00°11'37" E, along the East line thereof, a distance of 1541.78 feet to a point on the Southeasterly margin of said State Route 522, as delineated by a right-of-way fence which was field located on August 16, 2024, and the TRUE POINT OF BEGINNING of the herein described parcel of land;

Thence S 00°11'37" E, continuing along said East line, a distance of 508.11 feet to the Southeast corner of said East half;

Thence S 88°30'29" W, along the South line of said East half, a distance of 263.77 feet to a point on said Southeasterly margin of said State Route 522 and said right-of-way fence;

Thence Northeasterly, along said Southeasterly margin and said right-of-way fence, the following courses and distances:

N 24°46'24" E a distance of 30.08 feet;

N 23°14'02" E a distance of 38.93 feet;

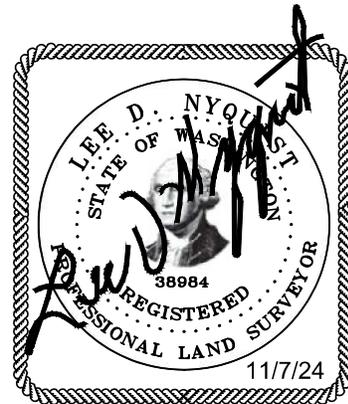
N 25°25'59" E a distance of 34.70 feet;

N 26°53'22" E a distance of 158.07 feet;

N 27°59'27" E a distance of 138.07 feet;

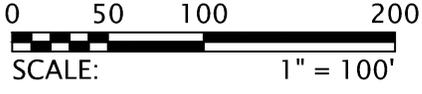
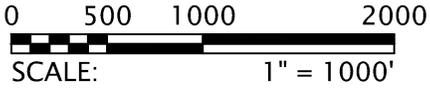
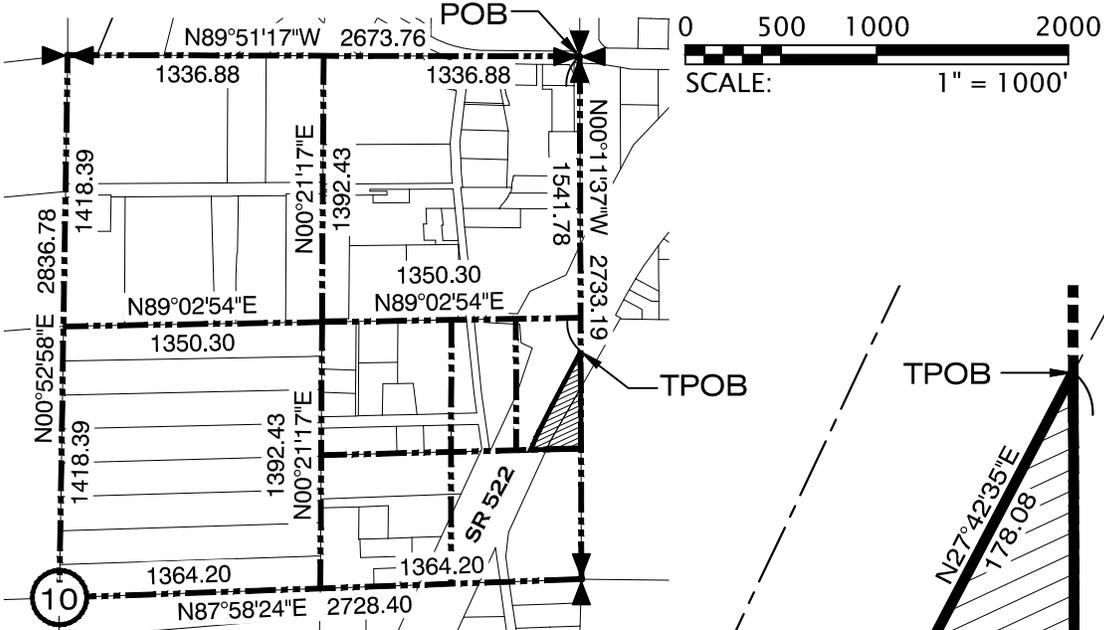
N 27°42'35" E a distance of 178.08 feet to the TRUE POINT OF BEGINNING of the herein described parcel.

The herein described parcel contains 68,692 square feet or 1.58 acres, more or less.

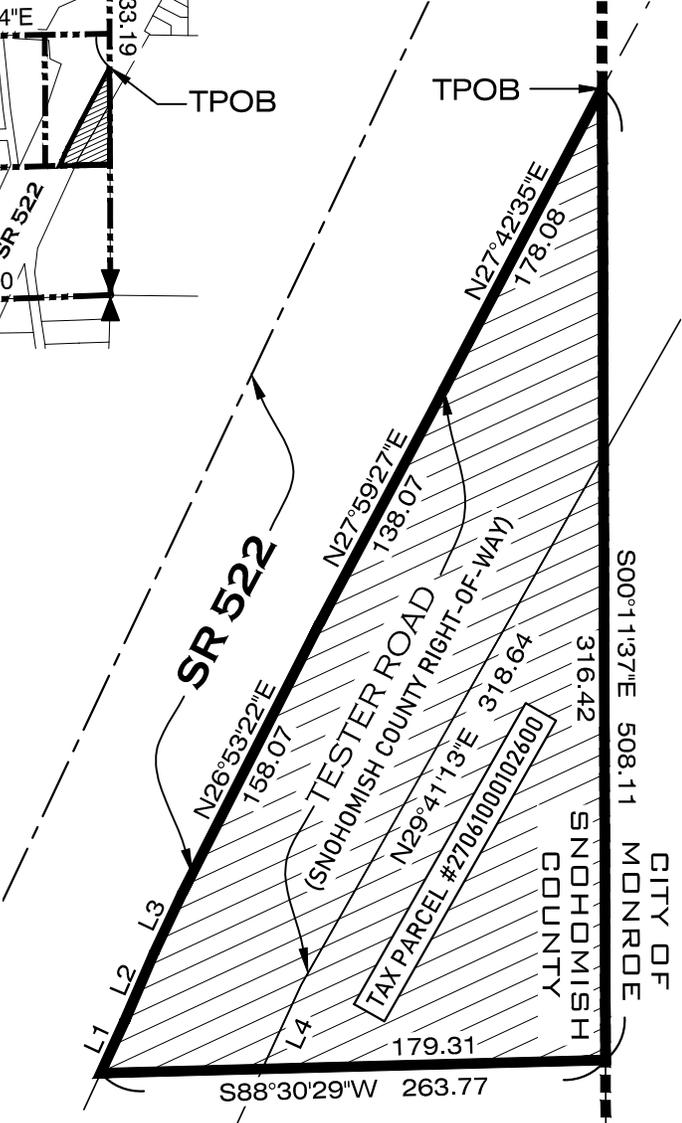


Prepared by:	
Checked by:	E. Malm

SE 1/4, NE 1/4 SECTION 10, TOWNSHIP 27 N, RANGE 6 E, W.M., SNOHOMISH COUNTY, WASHINGTON



LINE TABLE		
LINE NO.	BEARING	DISTANCE
L1	N24° 46' 24"E	30.08
L2	N23° 14' 02"E	38.93
L3	N25° 25' 59"E	34.70
L4	N24° 42' 13"E	48.73



G **GOLDSMITH**
 LAND DEVELOPMENT SERVICES
 PO Box 3565, Bellevue, WA 98004 T 425 462 1080 F 425 462 7719

BY: EMALM APR: LNYQUIST
 PLOTTED: 2024/11/07 14:52 EMALM

L:\2020\20144\3 DEVELOPMENT\CAD\HOST DRAWINGS\LEGAL SKETCH\20144X03.DWG

JOB NO: 20144

**LAND AREA SUBJECT
 TO ANNEXATION**

1/1

November 7, 2024

LEGAL DESCRIPTION
FOR
JON AND TRACEY CONNER

SR 522 RIGHT OF WAY AREA SUBJECT TO ANNEXATION

That portion of the East half of the Northeast quarter of the Southeast quarter of the Northeast quarter of Section 10, Township 27 North, Range 6 East of the Willamette Meridian, lying Southeasterly of State Route 522 in Snohomish County, Washington, more particularly described as follows:

BEGINNING at the Northeast corner of said Section 10;

Thence S 00°11'37" E, along the East line thereof, a distance of 1541.78 feet to a point on the Southeasterly margin of said State Route 522, as delineated by a right-of-way fence which was field located on August 16, 2024, and the TRUE POINT OF BEGINNING of the herein described parcel of land;

Thence S 00°11'37" E, continuing along said East line, a distance of 191.69 feet to the Southeasterly margin of Tester Road as shown on that certain Record of Survey recorded under Auditor's file number 2020012215001, records of Snohomish County, Washington;

Thence S 29°41'13" W, departing said East line, along said Southeasterly margin of said Tester Road a distance of 318.64;

Thence S 24°42'13" W, continuing along said Southeasterly margin, a distance of 48.73 feet to a point on the South line of said East half;

Thence S 88°30'29" W, along said South line, a distance of 84.46 feet to a point on the Northwesterly margin of said Tester Road, said Southeasterly margin of State Route 522 and said right-of-way fence;

Thence Northeasterly, along said Northwesterly margin of Tester Road, said Southeasterly margin of State Route 522 and said right-of-way fence the following courses and distances:

N 24°46'24" E a distance of 30.08 feet;

N 23°14'02" E a distance of 38.93 feet;

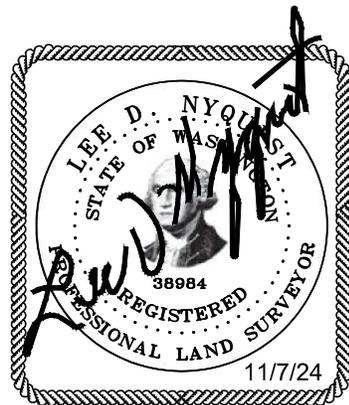
N 25°25'59" E a distance of 34.70 feet;

N 26°53'22" E a distance of 158.07 feet;

N 27°59'27" E a distance of 138.07 feet;

N 27°42'35" E a distance of 178.08 feet to the TRUE POINT OF BEGINNING of the herein described parcel.

The herein described parcel contains 39,656 square feet or 0.91 acres, more or less.

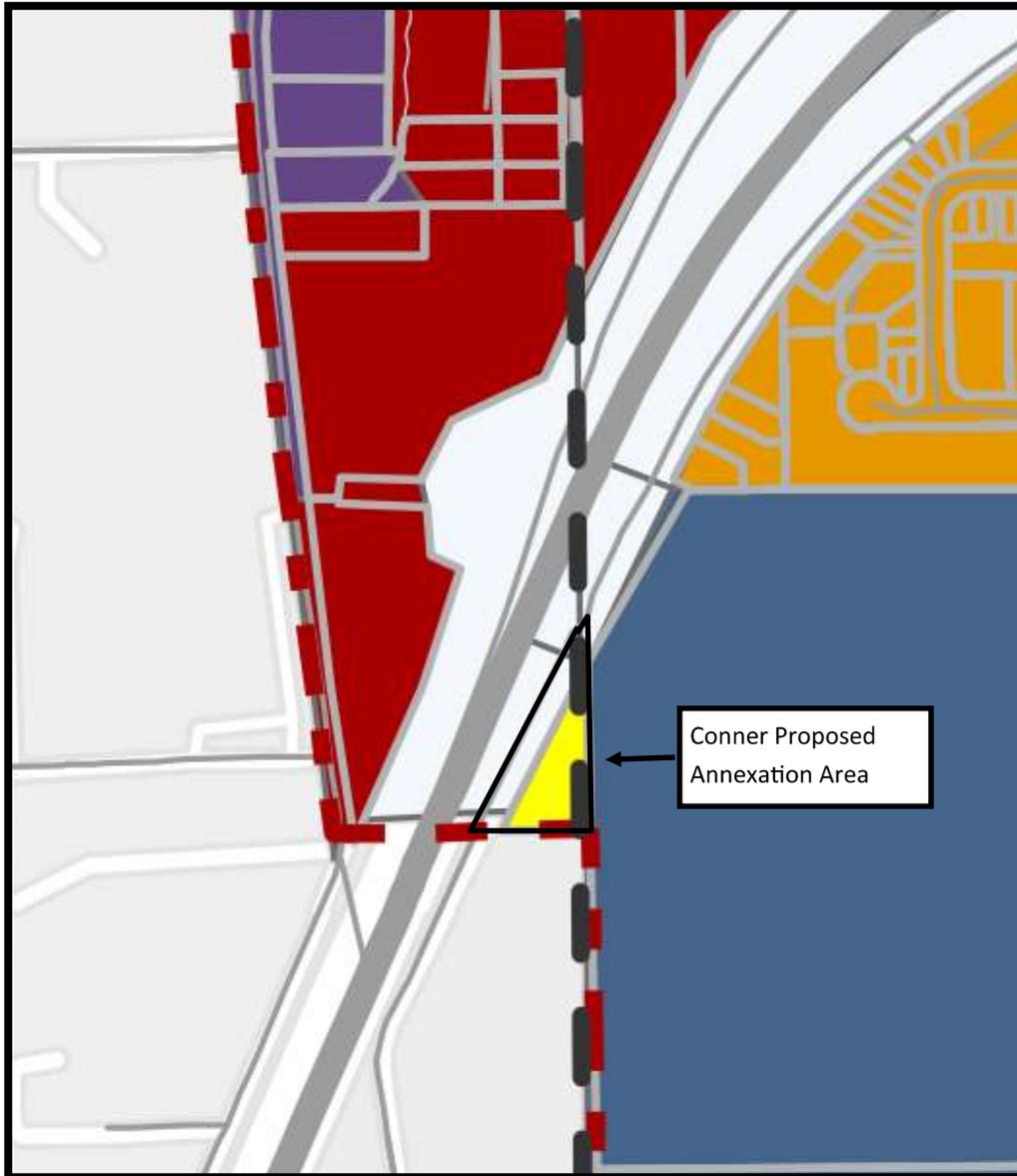


Prepared by:	
Checked by:	E. Malm

EXHIBIT C
CONNER ANNEXATION – NOTICE OF INTENT (NOI)

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SEE REQUIRED **VICINITY & DISTRICT** MAPS ON FOLLOWING PAGES

City of Monroe Comprehensive Plan Future Land Use Map



Future Land Use Map Designation

- Residential 1
- Residential 2
- Multifamily
- Downtown
- Tourist Commercial
- General Commercial
- Mixed Use
- Industrial
- Institutional
- Parks
- Limited Open Space
- Shoreline Industrial
- Transportation

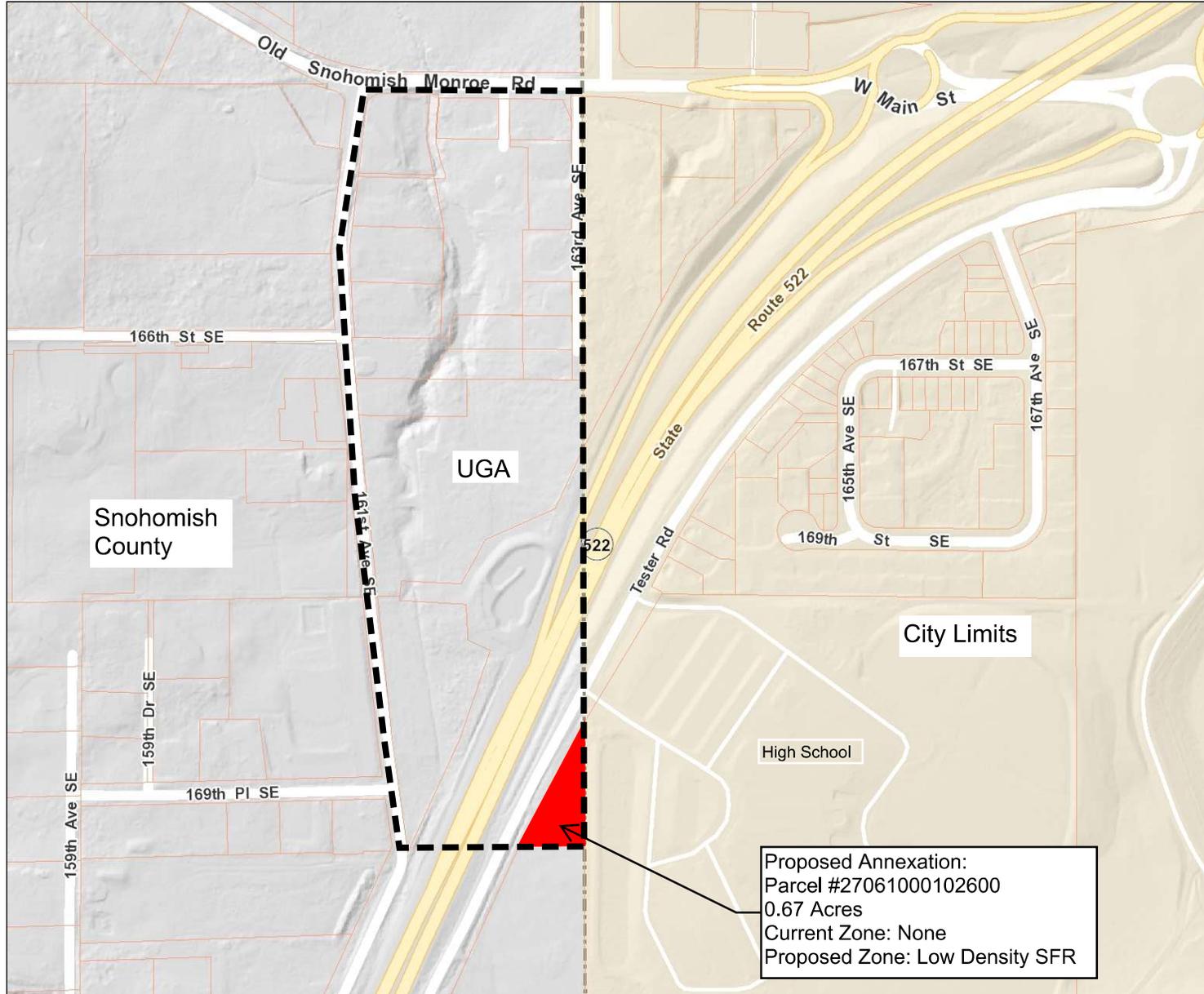
NORTH



Map Not to Scale

Ordinance 001/2022 , Adopting Pre-Annexation Zoning, adopted on February 22, 2022, pre-zoned the Conner property with the Comprehensive Plan Future Land Use designation of Low Density SFR as Single Family residential—4 Units per Acre (R4).

Annexation Map



Proposed Annexation:
Parcel #27061000102600
0.67 Acres
Current Zone: None
Proposed Zone: Low Density SFR

Legend RECEIVED
2/28/2022

- Parcel
- Recent Sales 2021
- Recent Sales 2020
- Recent Sales 2019
- City Boundary
- County Park
- National Forest
- Water
- Street Types**
- Interstate
- State Route
- Local Road

0 450 900 Feet

4/8/2021



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

EXHIBIT D
CONNER ANNEXATION – NOTICE OF INTENT (NOI)

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CERTIFIED COPY OF **60% RESOLUTION** ON FOLLOWING PAGE

RESOLUTION NO. 2022-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, CONCERNING THE PROPOSED ANNEXATION OF CERTAIN PROPERTY LOCATED WITHIN THE CITY'S SOUTHWEST URBAN GROWTH AREA, IDENTIFIED AS ASSESSOR'S TAX PARCEL NO. 27061000102600, AND COMMONLY KNOWN AS THE CONNER PROPERTY; ACCEPTING WITHOUT MODIFICATION THE PROPOSED ANNEXATION BOUNDARY FOR SAID AREA AS IDENTIFIED IN THE NOTICE OF INTENTION TO COMMENCE ANNEXATION FILED ON MARCH 8, 2022; REQUIRING THAT SUCH PROPERTY UPON ANNEXATION ASSUME ITS PROPORTIONATE SHARE OF EXISTING CITY INDEBTEDNESS AND BE SUBJECT TO THE ZONING DESIGNATION SET FORTH IN ORDINANCE NO. 001/2022; AND AUTHORIZING THE CIRCULATION OF A PETITION FOR ANNEXATION OF SUCH PROPERTY IN ACCORDANCE WITH THE PARAMETERS HEREIN ESTABLISHED.

WHEREAS, on March 8, 2022, the City received a Notice of Intention to Commence Annexation concerning certain property located within the City's Southwest Urban Growth area commonly known as the Conner property, identified as Tax Parcel No. 27061000102600, and legally described in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full; and

WHEREAS, the Notice of Intention was submitted by the owner(s) of not less than ten percent in value, according to the assessed valuation for general taxation, of the subject property; and

WHEREAS, pursuant to RCW 35A.14.120, the Monroe City Council scheduled and held a meeting with the initiating party(s) on May 10, 2022; and

WHEREAS, following such meeting the City Council determined that it would accept the proposed annexation area boundary as identified in the Notice of Intention without modification; require the subject property to assume its proportionate share of the City's indebtedness upon annexation; acknowledge that the subject property would upon annexation be subject to the zoning designation set forth in Ordinance No. 001/2022; and authorize the circulation of a formal petition for annexation consistent with such parameters; and

WHEREAS, the City Council's determination above was recorded in the formal minutes for the Council's May 10, 2022 regular meeting, the minute entry for which is attached hereto as Exhibit B and incorporated herein by this reference as if set forth in full; and

WHEREAS, the City Council wishes to memorialize its determination regarding the proposed annexation through the passage of this resolution;

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

Section 1. Circulation of Annexation Petition Authorized. Pursuant to RCW 35A.14.120 et seq., the City Council hereby authorizes the circulation of a petition for annexation to the City of Monroe of the property identified as Tax Parcel No. 27061000102600, and legally described in Exhibit A, without geographic modification of the proposed annexation area as depicted in the Notice of Intention to Commence Annexation filed with the City on March 8, 2022.

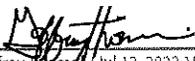
Section 2. Annexation Petition—Form and Content. The form and content of the petition for annexation shall be compliant with all applicable requirements of state law, including without limitation RCW 35A.14.120 and RCW 35A.01.040. Without limitation of the foregoing, said petition shall set forth a description of the subject property according to government legal subdivisions or legal plats and shall be accompanied by a map which outlines the boundaries of such property. The petition shall also indicate that the City Council has required the assumption of a proportionate share of the City's indebtedness by the area to be annexed and that the property shall upon annexation be subject to the zoning designation established by Ordinance No. 001/2022, together with a quotation of the minute entry of such requirements as indicated in Exhibit B. The petitioner(s) shall be solely responsible for ensuring the form and content compliance of such petition and its sufficiency as required by applicable state law.

Section 3. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor, this 12th day of July, 2022.

Approved: July 12, 2022
Effective: July 12, 2022

CITY OF MONROE, WASHINGTON


Geoffrey Thomas (Jul 13, 2022 15:05 PDT)

Geoffrey Thomas, Mayor

APPROVED AS TO FORM:


Zach Lell (Jul 13, 2022 14:53 PDT)

J. Zachary Lell, City Attorney

ATTEST:


Jodi Wycoff (Jul 13, 2022 16:10 PDT)

Jodi Wycoff, City Clerk

Exhibit A

Legal Description of Proposed Annexation Area

That portion of the east half of the northeast quarter of the southeast quarter of the northeast quarter in Section 10, Township 27 North, Range 6 East of the W.H., lying southerly of state Highway No. 15 in Snohomish County, Washington.

Less County Road.

Situated in the County of Snohomish, State of Washington.

Exhibit B

Minute Entry

6. UNFINISHED BUSINESS

6.1 – Conner Notice of Intention to Commence Annexation: Initial Meeting

Amy Bright, Planner, gave a brief history and description of the proposed annexation and explained that this meeting is one of the required steps. Ms. Bright reviewed the three resolutions Council can direct staff to prepare including: option one - to accept the 10% annexation petition, option two - reject the 10% annexation petition, or option three – to geographically modify the annexation boundary and accept the 10% annexation petition. After discussion, Council chose option one as described.

Motion: *Councilmember Davis moved* to direct staff to prepare and return for the City Council's consideration a resolution accepting the annexation boundary of the ten percent (10%) annexation petition for property located in an unincorporated area in the Southwest Urban Growth Area, and to require the assumption of existing indebtedness of the City by the area to be annexed; to authorize the circulation of a petition for annexation of the property, subject to the zoning designation set forth in Ordinance No. 001/2022, and consistent with this motion; to direct the City Clerk to record this action in the official minutes.

Councilmember Fulcher seconded. Motion passed 5-0.

Res 2022-012 Conner Annexation 10 percent

Final Audit Report

2022-07-13

Created:	2022-07-13
By:	Jodi Wycoff (jwycoff@monroewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYyE0CKn0mu-lltiiW4cpjlvis4sorON5

"Res 2022-012 Conner Annexation 10 percent" History

-  Document created by Jodi Wycoff (jwycoff@monroewa.gov)
2022-07-13 - 9:04:15 PM GMT
-  Document emailed to Zach Lell (zlell@omwlaw.com) for signature
2022-07-13 - 9:05:01 PM GMT
-  Email viewed by Zach Lell (zlell@omwlaw.com)
2022-07-13 - 9:50:41 PM GMT
-  Document e-signed by Zach Lell (zlell@omwlaw.com)
Signature Date: 2022-07-13 - 9:53:00 PM GMT - Time Source: server
-  Document emailed to Geoffrey Thomas (gthomas@monroewa.gov) for signature
2022-07-13 - 9:53:02 PM GMT
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2022-07-13 - 9:53:07 PM GMT
-  Document e-signed by Geoffrey Thomas (gthomas@monroewa.gov)
Signature Date: 2022-07-13 - 10:05:40 PM GMT - Time Source: server
-  Document emailed to Jodi Wycoff (jwycoff@monroewa.gov) for signature
2022-07-13 - 10:05:42 PM GMT
-  Email viewed by Jodi Wycoff (jwycoff@monroewa.gov)
2022-07-13 - 10:05:46 PM GMT
-  Document e-signed by Jodi Wycoff (jwycoff@monroewa.gov)
Signature Date: 2022-07-13 - 11:10:04 PM GMT - Time Source: server
-  Agreement completed.
2022-07-13 - 11:10:04 PM GMT

EXHIBIT E
CONNER ANNEXATION – NOTICE OF INTENT (NOI)

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COPIES OF **SIGNED 60% PETITION**,
AFFIDAVIT OF PUBLICATION OF PUBLIC HEARING NOTICE,
CERTIFIED COPY OF MINUTES OF PUBLIC HEARING, AND
RESOLUTION DIRECTING FILING OF AN NOI
ON FOLLOWING PAGES



Community Development Permit Division

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

FOR OFFICE USE ONLY
PERMIT FILE # AN2022-01
APPLICATION # 8403
SEPA #

COMBINED PERMIT APPLICATION

RECEIVED
2/28/2022

PERMIT SUBMITTAL HOURS
MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

Building Operations Fire Land Use
Basic SFR Engineering Review Fire Alarm Type I Permit
Commercial T/I Fencing Fire Sprinkler Type II Permit
Demolition Grading High Piled Storage Type III Permit
Garage/Carport Retaining wall Hood Suppression Type IV Permit
Mechanical Rockery Operational See permit types listed on
New Construction Right-of-Way Disturbance Spray Booth attached form
(Commercial/Residential) Utility Service Tents & Canopies Other
Plumbing Other
Racking
Residential Remodel
Other

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

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: 171XX est Rd

Size of site (acre/square feet): 0.67 Acres / 29036 Sq ft

Assessor's Tax Parcel Number (14 digits): 27061000102600

Applicant: Jon Conner Phone # (206) 914-9536

*Signature: [Signature] Printed Name: Jon Conner

Mailing Address: 715 99th Ave SE Fax # ()

City Lake Stevens State WA Zip 98258 E-mail LakeviewSE@outlook.com

Property Owner: Jon Conner Phone # (206) 914-9536

**Signature: [Signature] Printed Name: Jon Conner

Mailing Address: 715 99th Ave SE Fax # ()

City Lake Stevens State WA Zip 98258 E-mail LakeviewSE@outlook.com

Attach a separate sheet for additional property owners/additional addresses

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

**Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.

City of Monroe
Land Use Permit Application- Page 2



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

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

The project proposes annexation into City limits, a (3) parcel short plat, fill small wetlands and construct SFR on lot #1. The property is in the south west UGA and the parcel does not currently have a land use designation on the Future Land Use map.

The project proposes to connect to the existing sewer manhole in Tester Rd near the high school entrance using an 8-inch gravity main. Full frontage improvements will be included in front of the parcels.

FOR OFFICE USE ONLY

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

Hearing Examiner Deposit required (\$2,500.00):

Consultant review fee (if applicable) – Deposit for estimated cost + 10% Admin fee:

TOTAL FEES: _____



CITY OF MONROE
COMMUNITY DEVELOPMENT
PERMIT DIVISION

806 WEST MAIN STREET | MONROE, WA 98272
 City Hall 360.794.7400 | www.monroewa.gov

NOTICE OF INTENTION TO COMMENCE ANNEXATION
10% Petition Signatures

PARCEL NUMBER REPRESENTED		PROPERTY OWNER'S NAME	PROPERTY ADDRESS	PROPERTY OWNER'S SIGNATURE	DATE SIGNED
1	27061000102600	Jon and Tracey Conner	171XX Tester Rd		5/10/21
2					
3					
4					
5					
6					
7					
8					
9					

Signatures of Property Owners of this Notice of Intention to Annex

TOTAL GEOGRAPHIC AREA OF PROPOSED ANNEXATION <u>0.67</u> Acres PERCENT OF TOTAL ASSESSED VALUATION BY SIGNATURE: <u>100</u> %	OWNER'S SIGNATURE	PRINTED NAME	OWNER'S ADDRESS	PARCEL NUMBER REPRESENTED	DATE SIGNED
	1		Jon Conner	715 99th Ave SE Lake Stevens 98258	27061000102600
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					



**City of Monroe
Community Development
Permit Division**

806 WEST MAIN STREET | MONROE, WA 98272
City Hall 360.794.7400 | www.monroewa.gov

**PETITION TO COMMENCE ANNEXATION (60% Petition Method)
Conner Annexation - 60% Petition Signatures**

DECLARATION:

- We, the undersigned, are owners of real property lying outside the corporate limits of the City of Monroe, Washington, but contiguous thereto and designed as part of the Monroe Urban Growth Area. A legal description and map of this area are attached to this notice.
- We, the undersigned, who together, are the owners of not less than 60% of the total assess valuation of the properties described herein, do hereby petition that such property(ies) be annexed to the City of Monroe under RCW 35.13.130. The Monroe City Council held a public meeting on July 12, 2022, and passed Resolution #2022-012 to accept a notice of intention to commence annexation by a unanimous vote and subject to the following conditions:
 1. The City accepts the 10% petition to annex to the City of Monroe further evaluation in accordance with City and State law with the proposed annexation boundary as shown on Exhibit A, attached hereto;
 2. City staff is directed to provide additional information regarding the proposed annexation, including an evaluation of service impacts of the proposed annexation; and
 3. If the annexation is approved, the City will require simulations adoption of the comprehensive plan and zoning and development regulations consistent with Monroe's Comprehensive Plan and require the annexed area to assume all of the City's indebtedness.

Annexation Proposal Contact Person: Jon Conner

Phone number: 206-914-9536

Mailing Address: 7799 NAHANUM CANYON RD, CASHMERE, WA 98815

Snohomish County Parcel Number	Property Address	Parcel Acreage	Assess Valuation	Printed Name of Property Owner(s)	Signature of Property Owner	Date Signed
270610001021000	171XX TESTER RD	0.91	\$131,600	Jon Conner	<i>[Signature]</i>	3/19/2025
				Tracey Conner	<i>[Signature]</i>	3/19/2025

* Note: if additional space is needed, please obtain and use additional petition form.

Authorization: Printed names and signatures of all persons having interest in the described area whose consent is required by virtue of interest to authorize the filing of this notice are hereto attached.

FOR PLANNING STAFF: TOTAL AREA OF PROPOSED ANNEXATION: _____ Acres PERCENT OF TOTAL ASSESSED VALUATION BY SIGNATURE: _____%

WARNING: Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions or signs a petition seeking an election when he or she is not a legal voter or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

RECEIVED

MAR 17 2025

CITY OF MONROE
OFFICE OF THE CITY CLERK

CITY OF MONROE
NOTICE OF CITY COUNCIL PUBLIC HEARING
NOTICE IS HEREBY GIVEN that a PUBLIC HEARING is scheduled to be held Tuesday, March 25, 2025, at 7:00 p.m. by the Monroe City Council on the 80% Petition for the Conner Annexation.
Location: In-Person at the Monroe School District Administrative Building (14692 179th Ave SE Monroe, WA 98272) and online via Zoom - Virtual Meeting Platform Zoom Link <https://us02web.zoom.us/j/81494331611>, Call-In Number: 253-215-8792 Meeting ID: 814 9433 1611.
PROJECT NAME: Conner Annexation
PROJECT FILE: AN2022-01
APPLICANT: Jon Conner.
PROJECT LOCATION: The site is located at 17XXX Tester Road, Monroe, Washington, 98272. Snohomish County Tax Parcel Number: 27061000102600.
PROJECT DESCRIPTION: The applicant is requesting a 1.58-acre annexation for a single property and associated right-of-way located in the City of Monroe Urban Growth Area (UGA). The adopted pre-annexation zoning for the property is Single-Family Residential, 4 Units per Acre (R4).
PUBLIC COMMENT PROCEDURE: Anyone wishing to comment on the above items or to provide other relevant information may do so in writing or appear before the City Council at the time and place of said public hearing. Submit written comments to Jodi Wycoff, City Clerk, at cityclerk@monroewa.gov before 4:00 p.m. on the date of said public hearing. Please see instructions above for the virtual meeting information via Zoom.
PUBLIC REVIEW OF DOCUMENTS: A copy of the supporting documents are available for review on the city's website at <https://www.monroewa.gov/895/Annexations>.
STAFF CONTACT: Amy Bright, Planner @ (360) 863-4533 or abright@monroewa.gov.
Published: March 14, 2025. EDH1010626

Everett Daily Herald

Affidavit of Publication

State of Washington }
County of Snohomish } ss

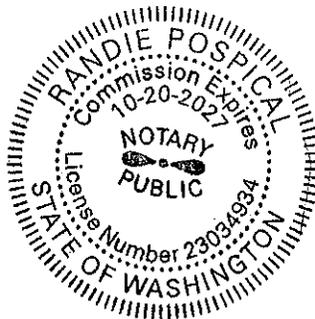
Michael Gates being first duly sworn, upon oath deposes and says: that he/she is the legal representative of the Everett Daily Herald a daily newspaper. The said newspaper is a legal newspaper by order of the superior court in the county in which it is published and is now and has been for more than six months prior to the date of the first publication of the Notice hereinafter referred to, published in the English language continually as a daily newspaper in Snohomish County, Washington and is and always has been printed in whole or part in the Everett Daily Herald and is of general circulation in said County, and is a legal newspaper, in accordance with the Chapter 99 of the Laws of 1921, as amended by Chapter 213, Laws of 1941, and approved as a legal newspaper by order of the Superior Court of Snohomish County, State of Washington, by order dated June 16, 1941, and that the annexed is a true copy of EDH1010525 PH CONNER ANNEXATION as it was published in the regular and entire issue of said paper and not as a supplement form thereof for a period of 1 issue(s), such publication commencing on 03/14/2025 and ending on 03/14/2025 and that said newspaper was regularly distributed to its subscribers during all of said period.

The amount of the fee for such publication is \$53.55.

Subscribed and sworn before me on this 14th day of March, 2025.

Randie P. [Signature]

Notary Public in and for the State of Washington,
City Of Monroe | 14103247
JODI WYCOFF





MONROE CITY COUNCIL
Regular Business Meeting
Tuesday, March 25, 2025 7:00 P.M.
Monroe School District Administration Building and
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
Heather Fulcher, Mayor Pro Tem;
Jason Gamble; Kevin Hanford;
Kirk Scarboro; Tami Beaumont;
Kyle Fisher & Jacob Walker

<mailto:councilmembers@monroewa.gov>

MINUTES

Pursuant to Council Rules of Procedure and the 2022 Open Public Meetings Act update, the Monroe City Council meeting was held in a hybrid format.

1. CALL TO ORDER

Mayor Pro Tem Fulcher called the meeting to order at 7:02 p.m.

2. ROLL CALL

Councilmembers present: Hanford, Scarboro, Fulcher, Beaumont, Gamble, Fisher, and Walker.

Staff present:

Knight, Roberts, Jolley, Ottow, Ness, Elsom, Tourtellot, Bailey, McKorkle, Haley, Adams, Ladwig, Marrero, Bright, Wycoff, and City Attorney Lell.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Scarboro.

4. PUBLIC COMMENTS

There were no public comments.

5. ANNOUNCEMENTS/PRESENTATIONS

5.1 – Municipal Court 2024 Annual Report

Municipal Court Judge, Jessica Ness, presented the 2024 Annual Report including the types of cases they review and details and successes of their Domestic Violence Moral Reconciliation Therapy program and Therapeutic Court program.

Mayor Thomas arrived at 7:22 p.m. and assumed the position of Presiding Officer.

6. PUBLIC HEARING

6.1 - Public Hearing: 60% Petition for the Conner Annexation

7:25 p.m. Mayor Thomas opened the public hearing.

Amy Bright, Planner, provided a history of the annexation process and explained a point of discussion between the State, Snohomish County, the City, and the property owner related to the right-of-way.

There was no public testimony.

7:30 p.m. Mayor Thomas closed the public hearing.

Motion: Councilmember Hanford moved to accept the 60% Petition for the Conner Annexation and authorize staff to submit a Notice of Intention for Annexation to the Snohomish County Boundary Review Board (BRB). Councilmember Walker seconded. Motion passed 7-0.

7. CONSENT AGENDA

7.1 Approve AP/ACH claims through March 25, 2025.

- 7.2 Approve the City Council meeting minutes of March 11, 2025.
- 7.3 Approve City Council Workplans for 2025.
- 7.4 Authorize Amendment A under Interlocal Agreement #2024-008 with Snohomish Conservation District for Joint or Cooperative Environmental Services that will include state funded riparian restoration maintenance services at the Monroe Foothills Wetland Preserve site.
- 7.5 Authorize the Mayor to execute the First Amendment to the Lease Agreement with King County Hospital District 2, doing business as Evergreen Health, for the temporary City Hall building suite in the Sky River Medical Office Building on a month-to-month basis until the Monroe Municipal Campus building project is completed.

***Motion:** Councilmember Beaumont moved to approve the consent agenda as provided in the packet. Councilmember Scarboro seconded. The motion carried 7-0.*

8. FINAL ACTION

8.1 – Resolution No. 2025-00 Adopting the City's New Brand Guidelines

Deborah Knight, City Administrator, briefly reviewed the history of developing the new City logo and brand guidelines as well as next steps and implementation timeline.

***Motion:** Councilmember Beaumont moved to approve Resolution No. 2025-008, adopting the City of Monroe's Brand Guidelines in alignment with the City's vision statement, "Imagine Monroe." Councilmember Hanford seconded. The motion carried 7-0.*

9. UNFINISHED BUSINESS

9.1 – Interim R7 Zoning Ordinance

Anita Marrero, Senior Planner, explained the need for the interim ordinance and reviewed the proposed amendments.

***Motion:** Councilmember Hanford moved to waive Council Rules of Procedure requiring two readings of an ordinance. Councilmember Fisher seconded. The motion carried 7-0.*

***Motion:** Councilmember Hanford moved to adopt Ordinance No. 002/2025 adopting interim zoning amendments to Chapter 22.16 MMC Single-Family Residential Zoning Districts, and ~~Chapter 22.16 MMC Design Standards~~, Chapter 22.42 MMC Design Standards, designating townhomes as a permitted use in the R7 zoning district together with associated development regulations; setting forth supportive findings; requiring a post-adoption public hearing; providing for severability; and establishing an effective date. Councilmember Fisher seconded.*

Councilmember Hanford moved to amend the motion to strike "Chapter 22.16 MMC Design Standards" and replace with "Chapter 22.42 MMC Design Standards". Councilmember Scarboro seconded. The motion to amend carried 7-0.

The original motion, as amended, carried 7-0.

10. NEW BUSINESS

10.1 – 2025 Human Services Community Needs Assessment

Rachel Adams, Human Services Coordinator, introduced this item and explained how the Community Needs Assessment work would be divided between the Human Services Consultant and a public outreach consultant.

***Motion:** Councilmember Fulcher moved to approve the Community Human Services Advisory Board recommendation to consider amending Contract No. 2025-001 with Katelyn Harrigan to include the 2025 Community Needs Assessment in the scope of work and negotiate a contract with a public outreach consultant to assist with the primary qualitative data collection. Councilmember Beaumont seconded. The motion carried 7-0.*

10.2 – Case Management Specialist Contract 2025-045

Rachel Adams, Human Services Coordinator, reviewed the request for proposals process and contract.

***Motion:** Councilmember Beaumont moved to approve the Community Human Services Advisory Board Recommendation to award the Case Management Specialist contract to Take the Next Step and authorize the Mayor to sign and execute contract 2025-045. Councilmember Hanford seconded. The motion carried 7-0.*

10.3 – Flex Funding Administration Contract Number 2025-046

Rachel Adams, Human Services Coordinator, reviewed the contract and answered questions about the scope of work. This item will be brought to a future meeting for consideration.

10.4 – Flock Camera System Hardware and Software

Jeff Jolley, Police Chief, introduced this item and explained the need for a sole source resolution and answered questions from Council.

***Motion:** Councilmember Walker moved to adopt Resolution 007-2025 naming Flock Safety as the sole supplier of Flock Camera System Hardware and Software products. Councilmember Scarboro seconded. The motion carried 7-0.*

***Motion:** Councilmember Walker moved to authorize the Mayor or Designee to execute the purchase of Flock Safety Camera System Hardware and Software products as quoted to the Monroe Police Department. Councilmember Beaumont seconded. The motion carried 7-0.*

10.5 - Resolution 2025-005, Amending Travel Policies and Resolution No. 2025-006 Amending Incurring Expenses While Conducting City Business Policies

Deborah Knight, City Administrator, reviewed the proposed amendments and the reason they are being proposed.

***Motion:** Councilmember Beaumont moved to approve Resolution 2025-005 Repealing the City's Existing Finance Policy Titled "Travel Status Policy No. 2024-002," and Adopting the Travel Status Policy No. 2025-005. Councilmember Walker seconded. The motion carried 7-0.*

***Motion:** Councilmember Beaumont moved to approve Resolution 2025-006 Repealing the City's Existing Finance Policy Titled "Incurring Expenses While Conducting City Business" Policy No. 2024-003," and Adopting the "Incurring Expenses While Conducting City Business" Policy No. 2025-006. Councilmember Hanford seconded. The motion carried 7-0.*

11. COUNCILMEMBER REPORTS

Councilmembers thanked staff for work on sidewalks and parks, reported on recent and upcoming meetings and events, and asked questions about maintenance in certain areas, local crime, and potential tours of certain buildings.

12. STAFF/DEPARTMENT REPORTS

There were no oral reports given. The following reports were provided in the agenda packet.

12.1 –Police Department

12.2 – Community Development

12.3 –Public Works

12.4 –Legislative Update

13. ADMINISTRATIVE/MAYOR REPORTS

13.1 – Extended Agenda

Deborah Knight, City Administrator, reviewed the extended agenda as presented in the meeting packet.

13.2 - City Administrator Report

Deborah Knight, City Administrator, thanked the Garden Club and supporting businesses for funding the downtown planters and announced the Main Street Flower Crawl on April 12th.

13.3 – Mayor’s Report

Mayor Thomas said he testified at the House Transportation Hearing to encourage them to keep the funding for SR522 in the budget and asked Council to continue to advocate for Finish522 with legislators. Mayor Thomas reported on upcoming community events.

14. EXECUTIVE SESSION

There was no need for an executive session.

15. ADJOURNMENT

There being no further business, and no objections, Mayor Thomas adjourned the meeting.

MEETING ADJOURNED: 8:48 p.m.



Geoffrey Thomas (Apr 9, 2025 12:03 PDT)
Geoffrey Thomas, Mayor



Jodi Wycoff (Apr 9, 2025 12:14 PDT)
Jodi Wycoff, City Clerk

2025.03.25_MCC Minutes

Final Audit Report

2025-04-09

Created:	2025-04-09
By:	Jodi Wycoff (jwycoff@monroewa.gov)
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"2025.03.25_MCC Minutes" History

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2025-04-09 - 7:14:26 PM GMT

RESOLUTION NO. 2022-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, CONCERNING THE PROPOSED ANNEXATION OF CERTAIN PROPERTY LOCATED WITHIN THE CITY'S SOUTHWEST URBAN GROWTH AREA, IDENTIFIED AS ASSESSOR'S TAX PARCEL NO. 27061000102600, AND COMMONLY KNOWN AS THE CONNER PROPERTY; ACCEPTING WITHOUT MODIFICATION THE PROPOSED ANNEXATION BOUNDARY FOR SAID AREA AS IDENTIFIED IN THE NOTICE OF INTENTION TO COMMENCE ANNEXATION FILED ON MARCH 8, 2022; REQUIRING THAT SUCH PROPERTY UPON ANNEXATION ASSUME ITS PROPORTIONATE SHARE OF EXISTING CITY INDEBTEDNESS AND BE SUBJECT TO THE ZONING DESIGNATION SET FORTH IN ORDINANCE NO. 001/2022; AND AUTHORIZING THE CIRCULATION OF A PETITION FOR ANNEXATION OF SUCH PROPERTY IN ACCORDANCE WITH THE PARAMETERS HEREIN ESTABLISHED.

WHEREAS, on March 8, 2022, the City received a Notice of Intention to Commence Annexation concerning certain property located within the City's Southwest Urban Growth area commonly known as the Conner property, identified as Tax Parcel No. 27061000102600, and legally described in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full; and

WHEREAS, the Notice of Intention was submitted by the owner(s) of not less than ten percent in value, according to the assessed valuation for general taxation, of the subject property; and

WHEREAS, pursuant to RCW 35A.14.120, the Monroe City Council scheduled and held a meeting with the initiating party(s) on May 10, 2022; and

WHEREAS, following such meeting the City Council determined that it would accept the proposed annexation area boundary as identified in the Notice of Intention without modification; require the subject property to assume its proportionate share of the City's indebtedness upon annexation; acknowledge that the subject property would upon annexation be subject to the zoning designation set forth in Ordinance No. 001/2022; and authorize the circulation of a formal petition for annexation consistent with such parameters; and

WHEREAS, the City Council's determination above was recorded in the formal minutes for the Council's May 10, 2022 regular meeting, the minute entry for which is attached hereto as Exhibit B and incorporated herein by this reference as if set forth in full; and

WHEREAS, the City Council wishes to memorialize its determination regarding the proposed annexation through the passage of this resolution;

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

Section 1. Circulation of Annexation Petition Authorized. Pursuant to RCW 35A.14.120 et seq., the City Council hereby authorizes the circulation of a petition for annexation to the City of Monroe of the property identified as Tax Parcel No. 27061000102600, and legally described in Exhibit A, without geographic modification of the proposed annexation area as depicted in the Notice of Intention to Commence Annexation filed with the City on March 8, 2022.

Section 2. Annexation Petition—Form and Content. The form and content of the petition for annexation shall be compliant with all applicable requirements of state law, including without limitation RCW 35A.14.120 and RCW 35A.01.040. Without limitation of the foregoing, said petition shall set forth a description of the subject property according to government legal subdivisions or legal plats and shall be accompanied by a map which outlines the boundaries of such property. The petition shall also indicate that the City Council has required the assumption of a proportionate share of the City's indebtedness by the area to be annexed and that the property shall upon annexation be subject to the zoning designation established by Ordinance No. 001/2022, together with a quotation of the minute entry of such requirements as indicated in Exhibit B. The petitioner(s) shall be solely responsible for ensuring the form and content compliance of such petition and its sufficiency as required by applicable state law.

Section 3. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor, this 12th day of July, 2022.

Approved: July 12, 2022
Effective: July 12, 2022

CITY OF MONROE, WASHINGTON


Geoffrey Thomas (Jul 13, 2022 15:05 PDT)

Geoffrey Thomas, Mayor

ATTEST:


Jodi Wycoff (Jul 13, 2022 16:10 PDT)

Jodi Wycoff, City Clerk

APPROVED AS TO FORM:


Zach Zell (Jul 13, 2022 14:53 PDT)

J. Zachary Zell, City Attorney

Exhibit A

Legal Description of Proposed Annexation Area

That portion of the east half of the northeast quarter of the southeast quarter of the northeast quarter in Section 10, Township 27 North, Range 6 East of the W.H., lying southerly of state Highway No. 15 in Snohomish County, Washington.

Less County Road.

Situated in the County of Snohomish, State of Washington.

Exhibit B
Minute Entry

6. UNFINISHED BUSINESS

6.1 – Conner Notice of Intention to Commence Annexation: Initial Meeting

Amy Bright, Planner, gave a brief history and description of the proposed annexation and explained that this meeting is one of the required steps. Ms. Bright reviewed the three resolutions Council can direct staff to prepare including: option one - to accept the 10% annexation petition, option two - reject the 10% annexation petition, or option three – to geographically modify the annexation boundary and accept the 10% annexation petition. After discussion, Council chose option one as described.

Motion: *Councilmember Davis moved to direct staff to prepare and return for the City Council's consideration a resolution accepting the annexation boundary of the ten percent (10%) annexation petition for property located in an unincorporated area in the Southwest Urban Growth Area, and to require the assumption of existing indebtedness of the City by the area to be annexed; to authorize the circulation of a petition for annexation of the property, subject to the zoning designation set forth in Ordinance No. 001/2022, and consistent with this motion; to direct the City Clerk to record this action in the official minutes. Councilmember Fulcher seconded. Motion passed 5-0.*

Res 2022-012 Conner Annexation 10 percent

Final Audit Report

2022-07-13

Created:	2022-07-13
By:	Jodi Wycoff (jwycoff@monroewa.gov)
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"Res 2022-012 Conner Annexation 10 percent" History

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-  Agreement completed.
2022-07-13 - 11:10:04 PM GMT



Snohomish County

Assessor's Office

Linda Hjelle
County Assessor

Laura Washabaugh
Chief Deputy

M/S #510
3000 Rockefeller Ave.
Everett, WA 98201-4046

(425) 388-3433
FAX (425) 388-3961

CERTIFICATE OF SUFFICIENCY

I, Chris Huyboom, Snohomish County Deputy Assessor, in accordance with the requirements of RCW 35A.01.040, hereby certify that the Petition for the City of Monroe Conner Annexation submitted to the Assessor on September 2, 2022, December 5, 2022 and December 8, 2022 is signed by the owners of property comprising 100% of the total assessed value within the area described in the petition, according to the records of the Snohomish County Assessor. The determination of sufficiency was begun on December 19, 2022.

Dated this 19th day of December 2022.

By 
Deputy Assessor

EXHIBIT F
CONNER ANNEXATION – NOTICE OF INTENT (NOI)

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RESPONSE TO FACTORS AND OBJECTIVES ON FOLLOWING PAGE

In accordance with RCW 36.93.170, the Boundary Review Board must consider several factors in reaching a decision on an annexation. The following responds specifically to a series of questions asked of the initiator on pages 2-4 of the NOI format outline (Sections V and VI).

OVERVIEW

Population of Proposal: 0 % of population to existing entity (County): 0%

Number of Acres: 1.58 acres (includes 0.91 acre parcel and 0.67 acres of right-of-way)

Population Density: 0.00 people per acre

Assessed Valuation: \$131,600 (2025)

Existing Land Use Designation: ULDR – Urban Medium Density Residential

Proposed Land Use Designation (City): Residential 1

COUNTY'S COMPREHENSIVE PLAN

Supporting County Comprehensive Plan Policies:

1. Land use:

LU 1.A.9: Ensure the efficient use of urban land by adopting reasonable measures to increase residential, commercial and industrial capacity within urban growth areas prior to expanding urban growth boundaries. The County Council will use the list of reasonable measures in accordance with the guidelines for review contained in Appendix D of the Countywide Planning Policies to evaluate all UGA boundary expansions.

The county currently has zoned this property for residential purposes. The city, as part of this annexation is proposing a land use designation and zoning consistent with the county.

LU 1.D.2: UGA plans may be undertaken to provide greater detail as to the type and location of future land uses and shall address the following.

This location is not subject to a UGA plan. The area was pre-zoned as Single-Family Residential – 4 Units per Acre (R4); however, the City of Monroe recently adopted a new 20-year comprehensive plan and is close to completing a citywide rezone. Monroe is eliminating the lowest density single-family residential zone and replacing it with the Single-Family Residential – 7 Units per Acre (R7). The Conner Annexation will be zoned R7 upon annexation. A 0.91-acre parcel can yield up to six single-family residential units with the R7 zoning.

LU 2.A.1 Maintain development regulations that will require that new residential subdivisions achieve a minimum net density of 4 dwelling units per acre in all unincorporated UGAs, except (1) in the UGAs of Darrington, Index, and Gold Bar as long as those cities do not have sanitary sewer systems and (2) in areas without sanitary sewers which the sewer purveyor with jurisdiction, or in nearest reasonable servicing proximity will certify are either an unsewered urban enclave or are not capable of being connected to public sewers via annexation within the next six years or by the improvements provided pursuant to its adopted six year capital facilities plan, (3) where regulations for development on steep slopes require reduced lot or dwelling unit yields, or (4) where a lower density is necessary because of the existence of critical areas that are large in scope, with a high rank order value, and are complex in structure and function. Lot size averaging, planned residential developments, sewerage regulations and other techniques may be used to maintain minimum density or to insure later development at minimum densities is not inhibited when sanitary sewers become available.

The annexation area was designated with R-4 zoning, but as stated above the City is in the process of replacing the R4 zone with R7 or seven residential units per acre.. Upon annexation, the property within the Conner annexation will be subject to the City of Monroe's citywide rezone. This meets the County's minimum requirement for at least 6 dwelling units per net acre.

LU 2.A.2: The county shall not support any proposed annexation by a city unless and until an annexation agreement has been signed by the county and said city ensuring the continued implementation of Policy LU 2.A.1 for the area to be annexed.

Although the city and county do not have a current master annexation interlocal agreement, it is not needed in this instance because:

- The zoning to be established by the city is R-4, and will be rezoned upon annexation to R7 for consistency with current zoning within the City of Monroe.
- The City of Monroe requests an exemption from LU 2.A.2. City staff have communicated with County staff during all phases of the annexation process to ensure compliance with County policies. County staff include:
 - Eileen Canola, Senior Planner
 - Joel Calhoun, GIS Supervisor
 - Reviewed legal description and map (Exhibit H)
 - Jay Larson, Transportation Planning Supervisor
 - Reviewed annexation right-of-way boundary (Exhibit I)
 - Lee Arthur, Conservation and Natural Resources Supervisor
 - Received request for issues relating to SWM facilities or easements (Exhibit J)

LU 2.A.3: Any UGA shall provide for a variety of residential densities identifying minimum and maximum allowable. Density ranges shall consider the presence of critical areas.

This proposed annexation has a land use designation and zoning consistent with that presently allowed by the county.

Housing:

HO 1.B: Ensure that a broad range of housing types and affordability levels is available in urban and rural areas.

The proposed annexation area was pre-zoned Single-Family Residential - 4 Units per Acre (R4); however, during the review process for this annexation the City adopted a new 20-year comprehensive plan that resulted in a Citywide Rezone that replaced the R4 zone with the Single-Family Residential – 7 units per acre (R7). The property is currently vacant. Post-annexation, new development will provide additional housing opportunities. The City of Monroe is in the process of adopting regulations in response to Washington Engrossed House Bills 1337 and 1110. These regulations will provide for additional housing types and affordability levels.

HO 1.C.7: The county shall pursue techniques to minimize the displacement of low- and moderate-income households resulting from losses in the county's existing stock of low-cost housing.

There would be no displacement of existing residents nor low- and moderate-income households if development were to occur on this site because of annexation. The current population of the annexation area is zero.

HO 2: Ensure the vitality and character of existing residential neighborhoods.

The impact to adjacent neighborhoods would be minimal if this area is annexed into the city. Any development that would take place within the annexation area would be like development that has already occurred on neighboring parcels within the city limits. Future development of these parcels would require frontage improvements and appropriate road connections, which would benefit existing residents.

HO 2.A: Promote opportunities for all county residents to reside in safe and decent neighborhoods.

Given the current housing crisis in the Puget Sound Region, the annexation is necessary to promote the new housing in Monroe's UGA as the city presently does not extend sewer outside city limits. Annexation is necessary for development to occur in this area.

HO 2.A.4: The county shall encourage development and maintenance of safe and secure outdoor environments, including the development of sidewalks in new subdivisions.

The city's development codes require construction of frontage improvements, including sidewalks. Future development in this annexation area will provide for additional connections to areas which do not currently have access to sidewalks.

Transportation:

TR 1.B.2: Types and levels of transportation facilities within the county shall be based on the types and levels of future development intensity adopted in city and county comprehensive plans.

Presently the road network within the annexation area consists of a county road without sidewalks or other frontage improvements. The annexation will facilitate future development and the provision of sidewalks and frontage improvements within this area.

TR 1.B.7: To maintain rural character, major new rural roads and major expansions of existing rural roads should be avoided. Where increased roadway capacity in rural areas is warranted to support safe and efficient travel, measures should be taken to prevent unplanned growth.

The proposed annexation would not require new rural roads or expansions to existing rural roads.

What Community Plan Governs the Proposal: Monroe 2044 Comprehensive Plan

County Plan Classification and Zoning: UMDR and LDMR

of lots permitted in classification (County): The 2021 Snohomish County Buildable Lands Report looks at development history within zones. The current LDMR zoning in the county was achieving 10.89 dwelling units per acre while the City of Monroe's R4 zone was achieving 4 dwelling units per acre. With the Monroe 2044 Citywide Rezone, the base density for the property will become 7 dwelling units per acre. With the recently adopted Interim R7 zoning, the based density can be doubled if the property owner chooses to development townhomes on the site.

Relationship/Applicability to Snohomish County Agricultural Plan: NOT APPLICABLE

Relationship/Applicability to County Surface Water Management Plan: NOT APPLICABLE

PROPONENT'S COMPREHENSIVE PLAN

1. *Is proposed annexation area in comprehensive plan/will a comprehensive plan need to be adopted:* Annexation is addressed in the current Monroe Comprehensive Plan
2. *When was existing comprehensive plan approved?* 2024
3. *Is area subject to pre-annexation agreement?* The area is not subject to a pre-annexation agreement.
4. *What is the proposed land use designation in your adopted comprehensive plan?* Low Density SFR
5. *When were city's zoning regulations adopted?* The current Unified Development Regulations were adopted in 2019 by Ordinance 005/2019.

REVENUE ESTIMATES

1. *Estimated Expenditures Affected by Proposal:* The annexation currently has no population and has a small portion of public roadway. Thus, the city anticipates minimal expenditures to provide services. These expenditures would include police and general administrative services. However, as the area is developed, the city expects it will have minimal increased expenditures to provide additional police

services, to operation and maintain a public sewer system, maintain public roads, and provide administrative services.

2. Estimated Revenues Affected by Proposal: Due to the size and lack of population within the annexation area, the city expects minimal revenues until such a time the annexation area is developed. Future development in the annexation will contribute construction sales taxes (one-time), impact/mitigation fees (one-time), on-going retail sales taxes (post-development consumer spending), property taxes (based on increase valuations), per capita state shared revenues (estimated by MRSC to be approximately \$35.18 per capita in 2025), and monthly user fees for sewer and water.
3. Estimate of County Revenue Lost: The county will lose existing property tax revenues to its Road Fund totaling approximately \$103.10 based on the current tax valuation of the area, as well as lose out on minor sales tax revenues associated with at-home spending by the existing residents and an estimated \$6.31 per capita in state shared revenues (liquor profits/excise taxes).
4. Estimate of County Expenditure Reduction: Undetermined. Given the population size and lack of development within the annexation, it is difficult to project how much the County might expend in services to the area in a typical year.
5. Estimate of Fire District Revenue Lost: NOT APPLICABLE
6. Estimate of Fire District Expenditure Reduction: NOT APPLICABLE
7. Estimate of Other Special District Revenue/Loss: NOT APPLICABLE. There is no impact to water, sewer or other special district boundaries.
8. Estimate of Other Special District Expenditure Reduction: NOT APPLICABLE. There are no impacts to water, sewer or other special district boundaries

SERVICES – LAW ENFORCEMENT

1. Current Law Enforcement Provider: Snohomish County Sheriff
2. Current Emergency/Normal Response Time: County: 15 to 30 minutes, depending on nature of call. City: 5 minutes
3. Initial Police Protection Plan: Based on the size of the annexation and current (zero) population, the annexation area will be initially covered by existing officers and shifts.
4. Back-up Plans (mutual aid, reserves): No changes proposed. City has mutual aid agreements with Snohomish County and other agencies
5. Projected Police Growth Plan: Staffing will continue to be evaluated during the City's annual budget to maintain the established staffing level per 1,000 people in City.
6. Source of Dispatch: No change. Remains Sno911.

SERVICES – FIRE DEPARTMENT

NOT APPLICABLE. No change to fire district boundaries and services will be the same whether the annexation occurs or not.

SERVICES – WATER

NOT APPLICABLE. The area is currently served by the City of Monroe. This will not change.

SERVICES – SEWER

The City of Monroe is the area's future sewer service provider. The city requires annexation prior to connection to the city sewer.

GENERAL ITEMS

1. *Has an annexation agreement been required to extend services?* No, an annexation agreement has not been required. However, annexation is required to extend sewer services.
2. *Describe the topography and natural boundaries of the area.* The site is generally flat. It currently borders the Monroe High school to the east, State Highway 522 to the west and the Urban Growth Boundary to the south. The proposed boundaries leave existing neighborhoods intact.
3. *How much growth projected for the area?* The annexation is not yet developed. The city anticipates future development of the parcel to be annexed. Although the property was pre-zoned R4, based on the adopted Monroe 2044 Comprehensive Plan and Monroe 2044 Citywide Rezone, the property will be rezoned to R7 or seven dwelling units per acre. Additionally, the R7 zone allows for townhome developments at a density of 14 units per acre. The site has the potential development of between six detached residential units and 13 townhomes.
4. *Other municipal or community services relevant to this proposal?* NO
5. *Will there be any delay in services to the area?* NO
6. *Evaluation of present adequacy of services, costs and rates of service.* Given the annexation area has no existing development, few services will be required at the time of annexation. Additional services (water, sewer, police, fire, etc.) will be needed in the future to serve eventual development.
7. *Evaluation of future needs and costs.* Future development in the annexation will primarily require sewer, water and police services from the city, as well as some general municipal services. However, future development in the annexation will contribute construction sales taxes (one-time), impact/mitigation fees (one-time), on-going retail sales taxes (post-development consumer spending), property taxes (based on increase valuations), per capita state shared revenues (estimated by MRSC to be ~\$35.18 per capita in 2025), and monthly user fees for sewer and water.

8. Comparative property tax and utility costs for homeowner before/after annexation.

	Levy Rate Per \$1,000 (2025)	Utility Tax
Snohomish County	\$6.55	None
Monroe	\$6.66	10% Water & Sewer Utility Tax (City)

OBJECTIVES (RCW 36.93.180)

1. *Preservation of natural neighborhoods and communities.*
 - The proposed annexation area consists of a vacant 0.91 acre parcel adjacent to predominantly larger, under-developed and vacant lots. In addition, the property is adjacent to Monroe High School.
 - Adjacent areas are Monroe High School and an existing neighborhood and the annexation area will continue the existing natural neighborhood.
 - Annexation area is not itself an established neighborhood.
2. *Use of physical boundaries, including but not limited to bodies of water, highways, and land contours.*
 - The triangular shaped proposed annexation area uses physical boundaries as follows:
 - The west boundary is the right-of-way between Tester Road and State Highway 522.
 - The eastern boundary is Monroe City Limits and Monroe High School
 - The southern boundary is the edge of the Urban Growth Area and larger single family lots.
3. *Creation and preservation of logical service areas.*
 - The proposed annexation does not impact the service territories of any districts/special districts (e.g. fire district, school district, sewer district, water service, etc.) in the area.
 - This proposed annexation supports logical service as it does not leave any rights-of-way out of the area which should be annexed.
4. *Prevention of abnormally irregular boundaries.*
 - The boundaries are not abnormally irregular as they follow existing property lines, rights of way and Urban Growth Area boundaries.
 - The boundaries are carefully drawn so as not to divide existing neighborhoods.
 - The boundaries are drawn to take in only those areas where owners wish to be within the city limits.
5. *Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated urban areas.* NOT APPLICABLE
6. *Dissolution of inactive special purpose districts.* NOT APPLICABLE
7. *Adjustment of impractical boundaries.* NOT APPLICABLE

8. *Incorporation as cities or towns or annexation to cities or towns of unincorporated areas which are urban in character.*
 - The proposed annexation area is within the Monroe Urban Growth Area and urban level development is planned to occur. Development of the area is not possible without annexation as the City requires annexation as a pre-condition to the provision of sewer service.
9. *Protection of agricultural and rural lands which are designated for long term productive agricultural and resource use by a comprehensive plan adopted by the county legislative authority. NOT APPLICABLE*

EXHIBIT G
CONNER – NOTICE OF INTENT (NOI)

ENVIRONMENTAL

IN ACCORDANCE WITH RCW [43.21C.222](#), A SEPA WAS NOT PERFORMED FOR THIS ANNEXATION AS THE AREA IS SHOWN IN THE CITY'S COMPREHENSIVE PLAN FUTURE LAND USE MAP AS RESIDENTIAL 1 AND THE AREA HAS BEEN PRE-ZONED BY THE CITY AS R-4.

EXHIBIT H
CONNER ANNEXATION – NOTICE OF INTENT (NOI)

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SEE **EMAIL FROM JOEL CALHOUN** ON FOLLOWING PAGE



RE: Conner Annexation boundaries

From Calhoun, Joel <joel.calhoun@co.snohomish.wa.us>

Date Thu 12/5/2024 3:40 PM

To Amy Bright <ABright@monroewa.gov>

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Amy,

I only reviewed the overall new annexation legal and map and they seem ok to me.

Thanks,

Joel Calhoun | GIS Supervisor

Snohomish County Assessor

3000 Rockefeller Ave. M/S 510

Everett, WA 98201

Phone # (425) 388-3581

Fax # (425) 388-3961

E-mail: joel.calhoun@snoco.org

Web: www.snoco.org

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From: Amy Bright <ABright@monroewa.gov>

Sent: Thursday, December 5, 2024 8:33 AM

To: Calhoun, Joel <joel.calhoun@co.snohomish.wa.us>

Subject: FW: Conner Annexation boundaries



CAUTION. This email originated from outside of this organization. Please exercise caution with links and attachments.

Hello Joel,

EXHIBIT I
CONNER ANNEXATION – NOTICE OF INTENT (NOI)

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SEE **EMAIL FROM JAY LARSON** ON FOLLOWING PAGE



RE: Conner Annexation boundaries

From Larson, Jay <jay.larson@co.snohomish.wa.us>
Date Fri 11/22/2024 4:07 PM
To Amy Bright <ABright@monroewa.gov>
Cc Canola, Eileen <Eileen.Canola@co.snohomish.wa.us>

You don't often get email from jay.larson@co.snohomish.wa.us. [Learn why this is important](#)

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Amy,

The location of the annexation line works for Public Works' purpose for assuring that the section of Tester Rd is annexed. Unfortunately, I am not able to approve the legal description.

Eileen, what process should Amy use to get the legal description reviewed?

Thanks
Jay

From: Amy Bright <ABright@monroewa.gov>
Sent: Thursday, November 21, 2024 1:08 PM
To: Larson, Jay <jay.larson@co.snohomish.wa.us>
Subject: FW: Conner Annexation boundaries

 CAUTION. This email originated from outside of this organization. Please exercise caution with links and attachments.

Hi Jay,
Before I move forward, are the attached legal descriptions sufficient for the County?

Thank you,



Amy Bright | Planner
806 West Main Street | Monroe, WA 98272
360-863-4533 | abright@monroewa.gov

Amy Bright

From: Kate Tourtellot
Sent: Monday, August 5, 2024 1:56 PM
To: Scott Peterson; Tyler Glenn; Tom Gathmann; Amy Bright
Cc: Lance Bailey
Subject: RE: Conner Property Certificate of Sufficiency (20144)

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Scott and all,

I just got off a call with Jay Larson at the County. He agrees with the recommendation to set the Conner legal boundary at the fence between SR-522 and Tester Road. He also told me that WSDOT had a budget proviso to give a portion of the SR-522 ROW (including Tester Road) to the County, but it did not pass. The land exchange is still happening, just delay. He stated that the County will ask that WSDOT work with Monroe for the segments of Tester Road within the corporate limits, instead of WSDOT giving the ROW to the County and then the County working with the city. He's reaching out to find a contact for us at the State to begin this conversation. As for the Conner annexation, with the revised legal, it can move forward without this additional step between WSDOT, the County and City regarding the SR-522 ROW.

Do we (Amy or me) need to reach out the Conners, or will Tom respond to them. It sounded like Tom and Tyler had the last discussion with their surveyor.

Thank you,



Kate Tourtellot, AICP | Planning Manager
806 West Main Street | Monroe, WA 98272
360-863-4618 | ktourtellot@monroewa.gov

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

From: Kate Tourtellot
Sent: Thursday, August 1, 2024 4:46 PM
To: Scott Peterson <SPeterson@monroewa.gov>; Tyler Glenn <tglenn@monroewa.gov>; Tom Gathmann <TGathmann@monroewa.gov>; Amy Bright <ABright@monroewa.gov>
Subject: RE: Conner Property Certificate of Sufficiency (20144)

Hi Scott,

Tom brought this up during today's DRC Meeting. I just sent an email to a colleague at the County asking a few additional questions relating to this situation, attached with response email. I like your suggestion.

The WSDOT ROW raises even more questions for me, but then again, I might be overthinking the whole situation. Based on SCOPI, all of Tester Road and the on/off ramps at W Main appear to be in the same ROW. Do we have an interlocal agreement with the state to Maintain Tester Road and/or Main Street?

EXHIBIT J
CONNER ANNEXATION – NOTICE OF INTENT (NOI)

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SEE **SWM AND EASEMENTS REQUEST EMAIL FROM LEE ARTHUR** ON FOLLOWING PAGE

Amy Bright

From: Lee, Arthur <Arthur.Lee@co.snohomish.wa.us>
Sent: Monday, January 6, 2025 2:49 PM
To: Canola, Eileen
Cc: Killingstad, David; Amy Bright; Larson, Jay; McCormick, Douglas; Steiner, Glynda; Blankenbeckler, James
Subject: RE: Conner Annexation boundaries

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hello Eileen and Amy,

I got back last Thursday. We're double checking on the lack of SWM assets and easements in the annexation area. Will get back soon.

Thanks,
Arthur

Arthur Lee, P.E. | SWM Supervisor III – Drainage System Management
Snohomish County Conservation and Natural Resources | [Surface Water Management](#)
he/him/his

OFFICE HOURS (Subject to change):

REMOTE: MWThF 8:00 a.m. to 5:00 p.m. IN-OFFICE: T 8:00 a.m. to 5:00 p.m.

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From: Canola, Eileen <Eileen.Canola@co.snohomish.wa.us>
Sent: Monday, December 23, 2024 6:07 PM
To: Lee, Arthur <Arthur.Lee@co.snohomish.wa.us>
Cc: Killingstad, David <david.killingstad@snoco.org>; Amy Bright <ABright@monroewa.gov>; Larson, Jay <jay.larson@co.snohomish.wa.us>; McCormick, Douglas <DMcCormick@co.snohomish.wa.us>; Steiner, Glynda <Glynda.Steiner@co.snohomish.wa.us>
Subject: FW: Conner Annexation boundaries

Hello Arthur,

The City of Monroe is pursuing annexation of a parcel, the Conner Annexation. There was an issue with WSDOT ROW that has been resolved. Are there any issues for SWM facilities or easements that would require an agreement between the City and County, as the City expressed interest in seeking exemption from BRB review, as it seems to meet the criteria. The City would still need to submit a NOI to the BRB and submit a request for exemption.

Thank you,