

**CITY OF MARYSVILLE**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: January 13, 2020**

AGENDA ITEM: Washington State Department of Commerce Grant Award to the City of Marysville	AGENDA SECTION: New Business	
PREPARED BY: Chris Holland, Planning Manager	APPROVED BY:	
ATTACHMENT: 1. Grant Award Notification 2. Contract 3. Scope of Work	MAYOR	CAO
	AMOUNT:	
BUDGET CODE:		

**DESCRIPTION:**

In 2019, the Washington State Legislature created a new grant program under Engrossed Second Substitute House Bill (E2SHB) 1923 which provides a number of eligible land use planning activities for cities to consider implementing to increase urban residential building capacity and streamlining regulations. E2SHB 1923 provided \$5 million for these activities to be prioritized for the 53 cities over 20,000 in population planning under the Growth Management Act (GMA). This program is being administered by the Washington State Department of Commerce.

The City of Marysville has been awarded \$125,000 in grant funds through this program to update its 2009 Downtown Master Plan, the Planned Action Environmental Impact Statement / Ordinance as well as corresponding development regulations in the Marysville Municipal Code. These activities are scheduled to commence in February 2020 and continue through the winter / spring of 2021.

<b>RECOMMENDED ACTION:</b> Authorize the Mayor to sign the contract for the grant award.
<b>RECOMMENDED MOTION:</b> I move to authorize the Mayor to sign the contract with the Washington State Department of Commerce to receive the grant award in the amount of \$125,000 for the purpose of updating the 2009 Downtown Master Plan, the Planned Action Environmental Impact Statement / Ordinance as well as corresponding development regulations in the Marysville Municipal Code.
<b>COUNCIL ACTION:</b>

STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE  
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000  
[www.commerce.wa.gov](http://www.commerce.wa.gov)

November 5, 2019

The Honorable Jon Nehring  
Mayor of Marysville  
1049 State Avenue  
Marysville, Washington 98270

RE: E2SHB 1923 Grant – Increasing Residential Building Capacity

Dear Mayor Nehring:

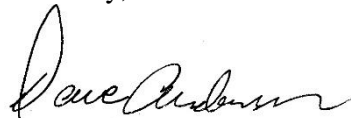
I am pleased to inform you that the city of Marysville has been awarded \$125,000.00 in grant funds for the 2019-21 Biennium to assist with increasing urban residential building capacity and streamlining regulations. The Washington State Legislature created this new grant program under Engrossed Second Substitute House Bill (E2SHB) 1923 (Chapter 348, Laws of 2019), which provides a number of eligible land use planning activities for cities to consider implementing to increase housing capacity.

Your jurisdiction recently submitted a grant application, identifying actions it intends to develop and adopt, as well as its grant funding need to assist with this work. Your scope of work and budget must be consistent with the scope of work and budget included in your grant application.

This grant will be administered by the Washington Department of Commerce, Growth Management Services unit. Before we disburse the funds, a contract with an agreed upon scope of work and budget will need to be executed between your organization and the Department of Commerce. Funds may be retroactively applied to project costs related to your grant scope of work, beginning July 28, 2019, the effective date of E2SHB 1923.

Matt Ojennus, Senior Planner is available to help you if you have any questions. Please call (360) 725-4047 or [matthew.ojennus@commerce.wa.gov](mailto:matthew.ojennus@commerce.wa.gov) for assistance with this contract going forward.

Sincerely,



Dave Andersen, AICP  
Managing Director  
Growth Management Services

cc: Jeff Thomas, Community Development Director  
Matt Ojennus

## Scope of Work

<b>Action 1: Adopt a subarea plan pursuant to RCW 43.21C.420.</b>			
<b>Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
Action 1	Adopt a subarea plan pursuant to RCW 43.21C.420. Specifically, repeal the existing <i>Downtown Master Plan</i> and replace with a new Downtown Plan with potentially a more expansive boundary, streamlined zoning, and modified standards.	02.01.20	03.29.21
Step 1.1	Request for proposal (RFP) for professional services.		02.28.20
Step 1.2	Visioning process engaging with community members, business members and key stakeholders.		04.30.20
Step 1.3	Identify key recommendations and implementation strategies, including boundary, development options, transportation, utilities, street improvements, parks and trails		06.05.20
Step 1.4	Establish design guidelines or standards to direct new development to meet public as well as private objectives.		07.31.20
Step 1.5	Develop recommendations to Planning Commission		08.28.20
Step 1.6	Present recommended amendments to Planning Commission		09.22.20
Deliverable 1	Draft Sub Area Plan Ordinance and Staff Report		12.22.20
Step 1.7	Prepare notices, distribute information and conduct public hearings before the Planning Commission		12.22.20
Step 1.8	Make amendments based on public input from the community and Planning Commission.		01.29.21
Step 1.9	Present to City Council and finalize Ordinance for Council Adoption.		02.22.21
Deliverable 2	Adopted Sub Area plan Ordinance		03.29.21

**Scope of Work**

<b>Action 2: Update Planned Action Environmental Impact Statement (EIS).</b>			
<b>Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
Action 2	Update Planned Action EIS.	02.01.20	03.29.21
Step 2.1	Evaluate different boundaries and development options		07.28.20
Step 2.2	Evaluate environmental impacts of development options		09.29.20
Step 2.3	DRAFT Update of Planned Action EIS		01.29.21
Step 2.4	Designate the Planned Action Projects by Ordinance		02.22.21
Deliverable 3	Adopted Update of Planned Action Ordinance		03.29.21

**Scope of Work**

<b>Action 3: Adopt a form-based code in one or more zoning districts that permit residential uses. "Form-based code" means a land development regulation that uses physical form, rather than separation of use, as the organizing principle for the code.</b>			
<b>Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
Action 3	Adopt a form-based code within the Downtown Master Plan area.	02.01.20	03.29.21
Step 3.1	Request for proposal (RFP) for professional services.		02.28.20
Step 3.2	Establish form-based design guidelines or standards to direct new development to meet public as well as private objectives.		07.31.20
Step 3.3	Develop recommendations to Planning Commission		08.28.20
Step 3.4	Present recommended amendments to Planning Commission		09.29.20
Deliverable 4	Draft form-based code and Staff Report		12.22.20
Step 3.5	Prepare notices, distribute information and conduct public hearings before the Planning Commission		12.22.20
Step 3.6	Make amendments based on public input from the community and Planning Commission.		01.29.21

Step 3.7	Present to City Council and finalize Ordinance for Council Adoption.		02.22.21
Deliverable 5	Adopt Form-based code Ordinance		03.29.21

## Budget

<b>Deliverables</b>	<b>Commerce Funds</b>	<b>Other Funds [If applicable]</b>
<i>Deliverable 1.</i> Draft Sub Area Plan Ordinance and Staff Report	\$42,000	\$0.00
<i>Deliverable 2.</i> Adopted Sub Area Plan Ordinance	\$18,000	\$0.00
<i>Deliverable 3.</i> Adopt Update of Planned Action Ordinance	\$30,000	\$0.00
<i>Deliverable 4.</i> Draft form-based code and Staff Report	\$24,500	\$0.00
<i>Deliverable 5.</i> Adopt form-based code Ordinance	\$10,500	\$0.00
<i>Total:</i>	\$125,000	\$0.00