

Lake Tye in the fall  
Source: City of Monroe



# 11 PLAN IMPLEMENTATION

## Introduction

The Implementation Element outlines the direction for priorities, timing and implementing partners that will aid in carrying out the Comprehensive Plan's goals, policies, actions, and strategies. Adoption of the Comprehensive Plan is the initial step in achieving City and community objectives regarding land use, economic development, housing, transportation, capital facilities and infrastructure improvements, park enhancements, downtown revitalization, and natural assets.

The Implementation Element compiles and organizes the steps and decisions that are needed to implement the 20-year Vision. Plan implementation also includes the following tools:

- **Development Regulations** - GMA requires that land use regulations, such as zoning codes and land use codes, be consistent with the comprehensive plan. Ensuring that development regulations are current and consistent with the plan and the future land use map is necessary for Monroe to grow in alignment with Imagine Monroe objectives and vision.
- **Annual Budget** - The six-year Capital Improvement Program (CIP) is prepared by the City to coincide with the adoption of the budget. The budget allocates funding for the general operation and maintenance of City facilities, street repair, and other City services. It decides which plan objectives will be achieved and how quickly. The Transportation Improvement Program (TIP) is another component of the annual budget that is intended to be modified annually.



*Storm Cloud Sculpture at Lake Tye Park  
Source: City of Monroe*



- **Implementation Strategies** - Consolidates the policies, action items, and partnering organizations from Chapters 3-10, and organizes them into a timeframe by which the strategies should be addressed. It should be reviewed as part of the Planning Commission’s annual work plan.

The 2044 Comprehensive Plan and implementing development code standards must be reviewed and updated periodically. Amendments should be considered as part of the annual plan amendment cycle and during future major plan updates. **Table 11.1** shows the frequency with which these updates are anticipated to occur.

## Annual Plan Amendment Process

Annual plan amendments provide an opportunity to address a variety of circumstances, such as evolving land use and development, updated data and demographic trends (e.g., population, buildable lands), the economy and amendments to State law. Identification of potential annual plan amendments should take place throughout the year by the Planning Commission and City staff. Community members, including residents, property owners, community organizations, and governmental entities can submit requests for plan amendments. Plan

**Table 11.1 - CONTINUOUS PLANNING PROCESS, FREQUENCY OF UPDATES**

Type of Update	Frequency	Criteria for Change
Zoning code or map changes	As needed	
Map or text changes, specifically related to comprehensive plan	As needed	<ul style="list-style-type: none"> <li>• Consistency with Comprehensive Plan policies</li> </ul>
Capital Improvement Program (CIP)	Annually	<ul style="list-style-type: none"> <li>• Consistency with standards of Monroe Municipal Code</li> </ul>
Transportation Improvement Plan (TIP)	Annually	
Comprehensive Plan and Development Regulations	Every ten years	<ul style="list-style-type: none"> <li>• Consistency with GMA and Countywide Planning Policies and growth targets</li> </ul>
Implementation Progress Report	Five years after each Comprehensive Plan Update	
Growth Forecasts, Land Use Allocations, and Urban Growth Area (UGA)	Every ten years	<ul style="list-style-type: none"> <li>• Consistency with Comprehensive Plan policies</li> </ul>

amendments should be considered through engagement and formal proceedings, including public hearings, community input and consideration of actions by both the Planning Commission and City Council.

## Capital Improvement Program

The Six-Year Capital Improvement Program (CIP) is a major plan implementation tool.

Capital facilities include parks and open space, roads, sewer, water, stormwater, and government buildings. The CIP coordinates capital improvement projects over a six year-period with estimated implementation dates, costs, and financing methods. It is typically reviewed and updated annually. The CIP's multi-year nature reflects the fact that capital improvements are not always implemented on an annual basis, though their efficiency and relevance are evaluated annually.

Capital improvements, such as water line replacements, often require multi-year financial commitments due to their project cost and duration. The CIP also may assume receipt of outside grant resources. If grants are not received, projects may be delayed or removed.

In accordance with Snohomish County CPPs, the CIP typically is made up of five sections:

- Policy background and direction
- Financing strategies that identify the sources, timeframe, and amount of funding available for proposed capital improvement projects



### What is the relationship between the Capital Improvement Program (CIP) and the Capital Facilities Plan (CFP)?

The CFP is also a required component of fully planning cities under the GMA (RCW 36.70A.070(3)). The goal of a facilities plan is intended to ensure adequate facilities and infrastructure that support existing and anticipated development, as it occurs. Part of this includes a required Level-of-Service (LOS) established by the comprehensive plan for elements such as potable water, which help to ensure the plan is meeting sufficient levels of service for the development occurring. Like the CIP, the CFP lists out the projects alongside estimates project costs, but with a longer 20-year timeframe. This CFP can be part of a broader element (in this case, see chapter 8).

*Photo Source: City of Monroe*

- The main CIP summary which outlines the projects and maps their location
- A statement of assessment
- A detailed list of projects by description and department

## Transportation Improvement Program

The City is committed to reassessing their transportation needs and funding sources each year as part of its six-year Transportation Improvement Program (TIP). This allows the City to match the financing program with the short-term improvement projects and funding. See *Chapter 4: Transportation* for more detailed information.

## Comprehensive Plan Update

The GMA mandates that a major review of the Comprehensive Plan occurs every 10 years, with the potential for annual updates, if desired.

Major plan updates can take the form of amendments to the existing plan to comply with changes to the GMA or may take the form of a new comprehensive plan with substantially modified goals, policies and actions. The decision on which approach to take can be decided as the City moves closer to the next major update cycle.

## Implementation Progress Report

The City of Monroe is required to provide the Department of Commerce with an Implementation Progress Report five years after the adoption of the updated Comprehensive Plan. The progress report is intended to monitor whether cities under the GMA:

- Have adopted housing element requirements, and measure if they are having any impact on housing affordability and supply.
- Have adjusted permit processing times.



*Resident Pup Enjoying the Parks in Monroe*  
Source: City of Monroe

Have made progress towards greenhouse gas emission reductions and/or met the requirements for reduction in vehicle miles travelled (VMT). If jurisdictions have not met these goals by the time of the Implementation Progress Report submission, they must include additional necessary actions that the City intends to make towards achieving these goals, in the form of a work plan. This work plan must accomplish all the intended measures within two years of the work plan submission (RCW 36.70A.130(9)).

## Implementation Responsibility

Community volunteers, an appointed Community Advisory Committee (CAC), Planning Commission, City Council, City staff, and elected officials devoted considerable time to shaping and crafting a common vision for growth and development in Monroe.

A commitment to implementation acknowledges the contributions of everyone involved. The Comprehensive Plan should be referenced in planning studies, code amendment decisions, budgeting decisions, and permit review. High visibility will help retain the vision and successfully guide Monroe's growth.

The responsibility for monitoring the implementation of the Comprehensive Plan's goals, policies, and actions rests with the following groups in varying capacities:

- **Community Members** - are responsible for bringing their desires and concerns to the City. They should continue to be involved in implementation and maintenance of the comprehensive plan.
- **City Council** - should assess budgeting, code amendments, and policy decisions in accordance with the vision, goals, and policies of the plan. The City Council should also respond to changing needs and emerging issues within Monroe.
- **Planning Commission** - should submit an annual report to the City Council. Comprehensive Plan implementation should be included in these annual reports. Considerable progress and accomplishments during the past year should be recognized, as well as identification and recommendations for needed actions or programs to be developed and implemented in the upcoming year. The annual report on implementation of the comprehensive plan should be coordinated with the City's annual budget process. In this way, the City Council will be informed of the Planning Commission's recommendation on how an approved budget might best implement the plan.

- **City Staff** - should review development proposals and code amendments for consistency with plan objectives and the future land use map. Through advisory committees, public meetings, newsletters, citizen comments, and media releases, the City can inform and involve community members about planning issues. Continuous engagement with the public will help identify the need for any revisions. Methods and activities for public participation should be carefully chosen and designed to achieve early, meaningful, and effective involvement.