

**CITY OF MONROE
PLANNING COMMISSION MINUTES
Monday, March 14, 2016**

The regular meeting of the Monroe Planning Commission was scheduled for **Monday, March 14, 2016 at 7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

CALL TO ORDER

Vice Chairman Tuttle called the meeting to order at **7:00 p.m.**

ROLL CALL

Secretary Christina LaVelle called the roll. The following were:

Commissioners Present: Commissioner Bull, Commissioner Jensen, Commissioner Stanger and Commissioner Tuttle

Commissioners Absent: Commissioner Coonan, Commissioner Duerksen and Chair Kristiansen (all excused)

Staff Present: Director of Community Development David Osaki and Planning Commission Secretary Christina LaVelle

COMMENTS FROM CITIZENS

None

APPROVAL OF MINUTES

A. February 8, 2016

Commissioner Bull moved to accept the February 8, 2016 Planning Commission Meeting minutes as written. **Commissioner Jensen** seconded. Motion carried 4/0.

B. February 22, 2016

Commissioner Stanger moved to accept the February 22, 2016 Planning Commission Meeting minutes as written. **Commissioner Bull** seconded. Motion carried 4/0.

NEW BUSINESS

A. Code Amendment - Impact Fee Deferral

Director Osaki presented a brief background on the impact fee deferral system required by Washington State Law for local governments to have in place by September 1, 2016.

State law enables local governments to address the impacts of development to schools, parks and recreation, transportation and fire (if the local government has its own fire department, which the City of Monroe does not) through the assessment and collection of impact fees.

During the Great Recession, certain local governments were implementing impact fee deferral programs to assist developers. By deferring the impact fee payment until the property sold or at the time of final inspection, the developer could build while delaying the payment of the impact fees. The intent of the deferral programs was to promote development by providing some financial relief to developers who were having difficulty receiving loans for development and/or could not afford the cost of absorbing the impact fees into their bank loan.

In 2015 the State Legislature passed and the Governor signed into law House Bill ESB 5923. ESB 5923 requires counties, cities, and towns to adopt an impact fee deferral system for the collection of impact fees for new single-family detached and attached residential construction.

The legislation provides that the impact fees may be deferred until the time of final inspection, issuance of the certificate of occupancy, and/or until the closing of the first sale. Regardless of the selected option, the fee is to be paid in full no later than 18 months after issuance of the building permit.

To ensure the payment of the impact fees, a lien is placed on the property. In addition, the legislation imposed a cap on the number of deferrals, with the total number of annual deferrals per applicant limited to a maximum of twenty (20). **Director Osaki** noted local governments may modify this number to allow for more annual deferrals per applicant. However, if a local government allows more deferrals above 20 than the number recommended by the School District, then the local government must provide a written reason to the school district for why it did so.

The preliminary direction of the **Monroe City Council** is to draft an ordinance for public comment allowing for the deferral of the impact fee payment to the time of final inspection with the cap on deferrals per applicant of 20 per year.

The Commission discussion is summarized below:

The Commission discussed scenarios in which builders would be at an advantage or a disadvantage of using each option. **The Commission** was in consensus that the deferral system would mainly benefit smaller builders.

DISCUSSION BY COMMISSION AND STAFF

- **Director Osaki** notified **the Commission** that **Melissa Place, Senior Planner**, has resigned to accept a new position.
- In response to a question from the Commission, **Director Osaki** notified the Commission on the Park Place Middle School Renovation Project. The project requires a Public

Hearing due to a required parking variance and a public agency utility exception.

- **Director Osaki** noted that the Growth Management Hearing Board (GMHB) decision on East Monroe has not yet been issued.
- **Commissioner Tuttle** reported to **the Commission** she will be attending the Parks Board meeting and will provide an update at the March 28, 2016, Planning Commission Meeting.

ADJOURNMENT

Commissioner Jensen moved to adjourn the March 14, 2016 Planning Commission meeting. Motion was seconded by **Commissioner Stanger**. Motion carried **4/0** and the meeting was adjourned at **7:57 p.m.**

Bridgette Tuttle
Vice Chair

Christina L. LaVelle
Planning Commission Secretary