

**APPROVED**

**CITY OF MONROE  
PLANNING COMMISSION MINUTES  
Monday, June 13, 2016**

The regular meeting of the Monroe Planning Commission was held on **Monday, June 13, 2016** at **7:00 p.m.**, in the City Hall Council Chambers at 806 West Main Street, Monroe, WA 98272.

**CALL TO ORDER**

**Chair Kristiansen** called the meeting to order at **7:00 p.m.**

**ROLL CALL**

**Secretary Christina LaVelle** called the roll. The following were:

**Commissioners Present:** Chair Kristiansen, Commissioner Jensen, Commissioner Tuttle, Commissioner Stanger, and Commissioner Bull

**Commissioners Absent (Excused):** Commissioner Duerksen

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

**COMMENTS FROM CITIZENS**

Kristina & Paul Barker  
17631 147<sup>th</sup> Street S.E.  
Monroe, Washington 98272

**Kristina and Paul Barker**, owners of Jump, Rattle and Roll, stated their objection to a 5% tax imposed by the City of Monroe for all businesses that charge an admissions fee. The Barkers stated that the tax burdens the business and customers financially. They asked the Commission to defer or to reduce the tax. **Director Osaki** commented that the Planning Commission lacked the authority to act in this capacity and the appropriate venue for the discussion was with the City Council.

**APPROVAL OF MINUTES**

- May 23, 2016  
**Commissioner Jensen** moved to accept the May 23, 2016, Planning Commission Meeting minutes as written. **Commissioner Tuttle** seconded. Motion carried **5/0**.

**PUBLIC HEARING**

**Director Osaki** provided agenda materials which include: a draft City of Monroe Ordinance No. 00X/2016, Engrossed Senate Bill 5923, Monroe Public School Letter July 20, 2015, Monroe Public School Letter April 7, 2016, Stakeholder Summary Input (from March 1, 2016), Draft Planning Commission Findings and Conclusions.

**Director Osaki** proposed City of Monroe Ordinance No. 00X/2016. The ordinance responds specifically to the collection of impact fees for new single-family development. The impact fees respond to impacts to schools, parks, and traffic for new single-family detached and attached residential construction.

The Ordinance was drafted in response to State Legislation that requires the City to adopt and implement an impact fee deferral program for the collection of impact fees that upon the developer's request, delays payment until the time of either: final inspection; issuance of the certificate of occupancy or equivalent certification; and/or the closing of the sale of the property. State law dictates that that City adopts an impact deferral program by September 1, 2016.

Key elements of the proposed ordinance include:

- Impact fees may be deferred to the time of final inspection, or 18 months, whichever is sooner;
- An applicant may have up to 20 annual (calendar year) impact fee deferrals.
- A reasonable administrative fee is authorized.

**Chairman Kristiansen** opened the public testimony portion of the Public Hearing.

#### **PUBLIC COMMENTS**

None

**Commissioner Tuttle** moved to close the public testimony portion of the Public Hearing. **Commissioner Jensen** seconded. Motion carried **5/0**.

**The Commission's** discussion is summarized below:  
The Commission discussed the proposed ordinance.

**Commissioner Jensen** moved to close the Public Hearing. **Commissioner Stanger** seconded. Motion carried **5/0**.

**Commissioner Jensen** moved to recommend to the City Council the adoption of the attached ordinance amending Monroe Municipal Code Chapters 20.07, 20.10 and 20.12. **Commissioner Stanger** seconded. Motion carried **5/0**.

#### **OLD BUSINESS**

**Director Osaki** presented the Downtown Aerial Map with Downtown District Boundaries.

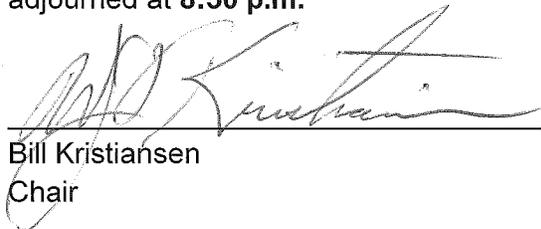
**The Commission's** discussion is summarized below:  
**The Commission** discussed the aerial map and suggested changes to downtown boundaries and zoning code.

**DISCUSSION BY COMMISSION AND STAFF**

- **Director Osaki** notified the Commission of the City Council confirmation for the new Planning Commissioner, Kyle Fisher. The confirmation is scheduled for the Tuesday, June 14, 2016 City Council meeting.
- **Director Osaki** updated the Commission on current and potential land use projects.

**ADJOURNMENT**

**Commissioner Tuttle** moved to adjourn the **June 13, 2016** Planning Commission meeting. Motion was seconded by **Commissioner Bull**. Motion carried **5/0** and the meeting was adjourned at **8:50 p.m.**



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Bill Kristiansen  
Chair

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Christina L. LaVelle  
Planning Commission Secretary

