

CITY OF MONROE
ORDINANCE NO. 014/2025

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, EXTENDING FOR AN ADDITIONAL ONE YEAR PERIOD THE TEMPORARY ELIMINATION OF FEES FOR CERTAIN PERMITS ASSOCIATED WITH DEVELOPMENT IN THE DOWNTOWN AREA ; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Monroe processes permits required for development of land; and

WHEREAS, a condition precedent for processing any application for said permits is the payment of fees associated therewith; and

WHEREAS, it has been identified that development in the downtown area of the City of Monroe has been lagging those in other areas of the City; and

WHEREAS, the City of Monroe seeks to encourage the continued growth and development of the downtown core; and

WHEREAS, on July 23, 2024 the Monroe City Council passed Ordinance No. 004/2024, temporarily eliminating fees for certain permits associated with development in the downtown area; and

WHEREAS, Ordinance No. 004/2024 is set to expire one year after its August 2, 2024, effective date; and

WHEREAS, the City Council 2025-2029 Strategic Priorities includes support for continuing the downtown fee waiver program as a part of the strategies to Support Local Businesses and Products; and

WHEREAS, the City Council finds it is desirable and beneficial to the City of Monroe to continue to encourage development in the downtown area of the City by extending the temporary elimination of fees for certain permits associated with development in the downtown area for an additional one-year period beyond the August 2, 2025 expiration date provided for in Ordinance No. 004/2024.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The City of Monroe shall not charge any fee as a condition precedent for processing applications for any city permit that is listed in Exhibit A, attached hereto and incorporated herein by this reference, for developments in the Downtown Area. Fee waivers do not apply to Single-family dwelling permits.

Section 2. Downtown Area shall exclusively include those areas within the City as set forth in Exhibit B, attached hereto and incorporated herein by this reference.

Section 3. The following fees shall remain unaffected by the adoption of this ordinance: (1) fees for application for City permit that are not listed in Exhibit A; (2) fees for any application for permit that are listed in Exhibit C, attached hereto and incorporated herein by this reference; (3) fees for any application for non-City permits, including but not limited to those required by or originating from the State of Washington or special purpose districts; (4) fees associated with third party consultant work necessary to process any application for permit; and (5) fees for application for permit for development outside the Downtown Benefit District.

Section 4. Any question or ambiguity relating to whether a certain fee is affected by the adoption of this ordinance as provided in Section 1, or remain unaffected as provided in Section 3, shall be decided in favor of the latter.

Section 5. Future amendments to what is commonly referred to as the City of Monroe's Fee Resolution shall be consistent with this ordinance.

Section 6. The City of Monroe shall not increase, as a direct result of this ordinance, the fees for any application for permit for development outside the Downtown Area, for which there is no fee for the same application within the Downtown Area.

Section 7. Notwithstanding the fee waiver authorized under this ordinance, properties located in the Downtown Area shall be fully subject to the same penalties for regulatory and/or permitting noncompliance and violations as any other property in Monroe city limits. Without limitation of the foregoing, if work requiring a building permit is performed without first obtaining a permit, the applicant shall be charged two times the fee amount established in Table 1-A Building Fee Table and Table 103.4.2(A) Plumbing and Mechanical Fees.

Section 8. Before the automatic expiration of this ordinance, the Director of Community Development, or his designee, shall report to the City Council on the costs and benefits to the City of Monroe as a result of this ordinance.

Section 9. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 10. Effective Date. This ordinance shall be in full force and effect five (5) days from and after its passage and approval and publication as required by law. Provided the one-year implementation period of this ordinance shall commence with the effective date of August 2, 2025, and shall expire August 2, 2026.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 8th day of July, 2025.

Ordinance No. 014/2025
First Reading: 06/24/2025
Final Reading: 07/08/2025
Published: 07/11/2025
Effective: 07/16/2025

CITY OF MONROE, WASHINGTON:


[Geoffrey Thomas \(Jul 9, 2025 11:51 PDT\)](#)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:


[Jodi Wycoff \(Jul 9, 2025 12:18 PDT\)](#)

Jodi Wycoff, City Clerk


[Zach Lell \(Jul 9, 2025 07:45 PDT\)](#)

J. Zachary Lell, City Attorney

EXHIBIT A

FEES TO BE WAIVED:

Accessory dwelling units

Boundary line adjustment

Environmental (SEPA) review (DNS and Mitigated only; environmental consultant fees not waived)

Short plat

Plat amendments

Site plan review

Building permits -

 Building plan review fees (structural consultant review fees not waived)

 Building permit fees (State's \$25.00 for commercial and \$6.50 for residential)

Plumbing and mechanical fees

Public works construction fees

Right-of-way permits

Utility availability letter

Grading plan review fees

Grading permit

Sign permits

Tenant improvement permits

Demolition permits

Change of use

Permit/application extension fees

EXHIBIT B

Area included within the "Downtown Area".

The area bordered by the following: Madison Street on the west, McDougall Street on the south, Al Borlin Park on the east and Burlington Northern Railroad right-of-way on the north. Where the boundaries are indicated by a street, the boundary shall be the centerline of that street. Where the boundaries are irregular, the study area boundary shown on the City's official zoning map as the Downtown Commercial Zone.

EXHIBIT C

FEES NOT WAIVED:

Contract and binding site plan
Land clearing permits
Model homes
Subdivisions
Planned residential development
Rezone application
Shoreline permits (includes variances, conditional uses, substantial development; environmental consultant)
Special use permit
Variance
Conditional use permit
Fire flow test
Street right-of-way vacation fees
Special flood hazard area development permit
Mobile vendor permit

Any State fees on permits
Capital improvement fees
Consultant charges
Fire District fees
Reimbursement agreement fees
Transportation concurrency fees
Water service connection fees
Sewer connection fees
Water, sanitary sewer and storm sewer frontage fees
Park Plan, Transportation Plan, and School impact fees
SEPA concurrency fees

ORD 014_2025 Downtown Fee Waiver Program Extension

Final Audit Report

2025-07-09

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✔ Agreement completed.

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