



CITY OF NAPAVINE PLANNING COMMISSION MEETING
Monday – March 20, 2023 – 6:00 PM

Deborah Graham,
Position 1

Amy Hollinger
Position 2

Arnold Haberstroh,
Position 3

Amy Morris
Position 4

Scott Collins
Position 5

Bryan Morris
PW/CD Director

I. PLEDGE OF ALLEGIANCE

II. INVOCATION

III. CALL TO ORDER

IV. ROLL CALL

V. APPROVAL OF AGENDA – As Presented

VI. APPROVAL OF MINUTES

1) Planning Commission Meeting – March 6, 2023

VII. OLD BUSINESS

- 1) Review NMC 13.02.030 - Water Service for premises - Section C.**
- 2) Reschedule School Impact Fee Workshop**

VIII. CONSIDERATION

- 1) Review NMC 13.02.040 Developer connection fee/capacity charge payment.**

IX. CITIZEN COMMENT

X. GOOD OF THE ORDER

XI. ADJOURNMENT

**Planning Commission Meeting is held in person and via
Teleconference.**

Teleconference Information

Dial-in number (US): (720) 740-9753

Access code: 8460198

To join the online meeting:

<https://join.freeconferencecall.com/rdenham8>

City of Napavine
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360-262-3547

City Website
www.cityofnapavine.com



NAPAVINE PLANNING COMMISSION MINUTES
March 6, 2023 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by Commissioner Morris.

CALL TO ORDER:

Commissioner Graham opened the regular Planning Commission meeting to order at 6:00 PM

ROLL CALL:

Planning Commission present: **Commissioner Graham, Commissioner Haberstroh, Commission Hollinger, and Commissioner Morris.** Commissioner Morris motioned to excuse Commissioner Collins, seconded by Commissioner Haberstroh. **Vote on Motion 3 aye, 0 nay.**

APPROVAL OF AGENDA – As presented:

Commissioner Morris motioned to approve the agenda as presented, seconded by Commissioner Haberstroh. Vote on motion 3 aye, 0 nay.

APPROVAL OF MINUTES:

Commissioner Hollinger motioned to approve minutes from the Planning Commission Meeting on February 21, 2023, seconded by Commissioner Morris. Vote on motion 3 aye and 0 nay.

OLD BUSINESS:

1. Review NMC 12.04.060- New Residential Subdivision Streets

Planning Commission reviewed the changed items from the prior meeting on 2/21/23 (removed from section A. “multi-family dwelling units situated.” In section F. added “(Exception) Plats on undeveloped right-of-way(s) must keep neighborhood theme or better” and remove all of Section G.

Commissioner Haberstroh moved to send the changes on to City Council, seconded by Commissioner Morris. Vote on motion 3 aye and 0 nay.

2. Review NMC 13.02.030 – Water Service for premises – Section C.

Director Morris read off Section C of the code, pertaining to irrigation wells. Planning Commission requested the following changes to the code.

C. All existing wells located on parcels of land that are being ~~developed or~~ subdivided **and that are serviced by municipal water** must be decommissioned and all water rights transferred to the city. ~~Any existing wells located on parcels of land that are being developed or subdivided and that are serviced by municipal water must be segregated and approved by city council for irrigation purposes only.~~

Commissioner Haberstroh motioned to implement the above changes, seconded by Commissioner Morris. Vote on motion 3 aye and 0 nay.

CONSIDERATION:

Commissioner Haberstroh – Possible 55 & older Community (not on agenda)

Commissioner Haberstroh discussed with Planning Commission the possible plans of a 55 & older community on 5th Avenue NW.

GOOD OF THE ORDER:

Executive Assistant Katie Williams reminded Planning Commission that the School Impact Fee workshop is scheduled for March 20, 2023, at 5:00 pm.

ADJOURNMENT 7:06 pm

Commissioner Hollinger motioned to adjourn, seconded by **Commissioner Morris**. Vote 3 aye, 0 nay.

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/VINK52t3pf>.

Respectfully submitted,

Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson

13.02.030 Water service for premises.

Each premise shall have a separate water service or services. All water services shall be metered. Premises containing multiple dwelling units and/or containing more than one commercial or industrial business shall have separate metered water service for each individual dwelling unit and/or commercial or industrial unit, except where situations and/or special conditions exist that make an individual service for each unit impossible or unfeasible. The public works director and city clerk shall determine when such situations or conditions prohibit individual services. The public works director may recommend that structures be serviced by a single meter at the curb side of city streets with an individual meter at each dwelling unit for leak control at the expense of the property owner.

- A. The public works director may authorize the installation of one or more metered services for such installation.
- B. Installation of new private wells within the city's water service area for purposes of providing water service to residential or commercial properties are not allowed unless otherwise approved by the city council. Requests for private wells must be made to the city council with supporting information supplied by the requester showing that existing facilities are greater than two hundred feet from the property being developed or built on and that, in the opinion of the city council, there is an undue hardship on the applicant if they are required to connect to the public water system.
- C. All existing wells located on parcels of land that are being ~~developed or~~ subdivided **and that are serviced by municipal water** must be decommissioned and all water rights transferred to the city. ~~Any existing wells located on parcels of land that are being developed or subdivided and that are serviced by municipal water must be segregated and approved by city council for irrigation purposes only.~~
- D. The owner of all houses, buildings or properties used for human occupancy, employment, recreation, business or where people congregate, situated within the city and abutting any street, alley or right-of-way in which there is now located a public water system of the district within the city limits, is required to connect such facilities directly to the public water system in accordance with the provisions of this chapter, within sixty days after date of official notice to do so, provided that the public water is within two hundred feet of the property line.
- E. When property is sold or change ownership, said property shall be required to connect to the public water system if available, or when it becomes available.

(Ord. No. 568, § 1, 10-24-17; Ord. No. 568-B, § 2, 6-25-19)

13.02.040 Developer connection fee/capacity charge payment.

- A. Owners and/or developers of all commercial property shall be required to pay all connection fees and capacity charges in accordance with the current ordinance within six months of the date the application has been approved. If all capacity charges, connection fees, and any other fees identified on the application are not paid within six months of the date of approval of the application, the application and any approval shall be considered void. All such fees and charges shall be paid prior to any physical connection or installation of facilities and no service shall be delivered or provided until such fees are paid. Such charge and/or fees shall be non-refundable.
- B. Owners and/or developers of residential property that have applied for water connections for up to, but not exceeding, ten single-family residences or ten ERUs, shall be required to pay all connection fees and capacity charges in accordance with current ordinance within six months of the date the application has been approved. If all capacity charges, connection fees, and any other fees identified on the application are not paid within six months of the date of approval of the application, the application and any approval shall be considered void. All such fees and charges shall be paid prior to any physical connection or installation of facilities and no service shall be delivered or provided until all such fees are paid. Such charges and/or fees shall be non-refundable.
- C. Owners and/or developers of residential property that have applied for water connections for a capacity for greater than ten single-family residential units or greater than ten ERUs where such projects are to be constructed in phases over a period of time, must specifically request and receive approval for a time period or duration in excess of six months.
- D. If approval is given for duration in excess of six months, then the owner or developer of such residential property shall be required to pay one quarter of the total connection fees and capacity charges for the entire development project. This twenty-five percent shall be non-refundable in the event that any such development or project is canceled, and this twenty-five percent shall also be considered as the connection fees and capacity charges for the last twenty-five percent of such costs for the development. Prior to actually connecting any single-family residential unit or other units for which the equivalent residential capacity has been requested, approved, and allocated, the connection fees and capacity charge must be paid in full.

(Ord. No. 568, § 1, 10-24-17)