



TOWN OF WOODWAY

PLANNING COMMISSION MINUTES

FEBRUARY 03, 2016

CALL TO ORDER: Vice Chair Jan Ostlund called the meeting to order at 7:03 p.m. Commissioner Zevenbergen and DeDonker had excused absences. Commissioners, Robert Allen, Jan Ostlund, Per Odegaard, Pat Tallon, and Lisa Marquart were present. Town Planner Bill Trimm and Administrative Assistant/Permit Coordinator Austen Wilcox were also present.

APPROVAL OF MINUTES: *November 4, 2015*

Commissioner Odegaard moved to approve the minutes of November 4, 2015 as amended. *Commissioner Tallon* seconded the motion. The motion carried unanimously.

COMMISSIONER MARQUART'S INTRODUCTION: Newly appointed Commissioner Lisa Marquart was introduced and provided the Commission with her background and interest in serving on the Woodway Planning Commission.

2015 ANNUAL REPORT

Town Planner Bill Trimm provided a draft of the Planning Commission 2015 annual report and requested the Commission to review and make any revisions before it will be delivered to the Town Council for approval. In reviewing the report Mr. Trimm stated the following key points:

1. Commissioner Andrew DeDonker was reappointed for a full term by the Town Council in January 2016.
2. The Planning Commission devoted much of 2015 to updating the Comprehensive Plan and Development Regulation to be consistent with current legislation and the requirements of the Growth Management Act. A public hearing was conducted by the Commission in April and the Council adopted the recommendation of the Planning Commission in June 2015.
3. A Development and Annexation Agreement was prepared in 2015 for a future preliminary plat application for the Upper Bluff. Following two public hearings on amendments to the zoning code as prescribed in the Agreement, the Commission recommended code revisions to the Town Council in June that were later adopted by the Council in August.
4. The Planning Commission reviewed the preliminary plat processing steps in November.

ACTION: *Commissioner Tallon* moved to approve the 2015 Annual Planning Report as written and recommended it to the Council for their approval. *Commissioner Odegaard* seconded the motion. The motion carried unanimously.

UPDATE: Upper Bluff Subdivision Application

Town Planner Bill Trimm delivered an overview of the current status of the application submittal for the subdivision application for Woodway Pointe. Mr. Trimm stated that the application has been found to be

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currently incomplete and a letter of incompleteness was issued. The Town's review team began a preliminary review of the submitted material. The team prepared a list of comments that were sent back to the applicant to provide a more detailed analysis to meet Town Code. The land owner of the Upper Bluff Neighborhood also submitted a petition to annex the neighborhood to the Town. The County Assessor determined the application met the criteria for the annexation petition. The next step in the process is to complete the Interlocal Agreement with Snohomish County and submit a Notice of Intent.

HEARING EXAMINER'S ANNUAL REPORT – 2015

Pursuant to the requirements of Town Code, the Hearing Examiner submitted his 2015 Annual Report. The only item was a hearing on a dangerous dog complaint. Administrative Assistant/Permit Coordinator Austen Wilcox, gave a description to the best of his knowledge of the "Potentially Dangerous Dog Declaration" case appeal from the Hearing Examiner's 2015 Annual Report.

OTHER BUSINESS

Town Planner Bill Trimm stated that an application for a 13-foot setback Variance was submitted by a Town property owner and is currently in review.

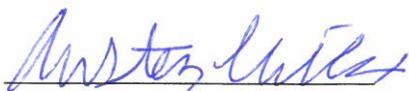
Commissioner Ostlund requested a current contact list of all the Planning Commissioners including Austen's phone number to be used in case of emergencies.

AUDIENCE COMMENTS: No public comment.

SET DATE FOR NEXT MEETING: The Commissioners agreed to meet April 6, 2016.

ADJOURNMENT: *Commissioner Odegaard* moved to adjourn the meeting. *Commissioner Allen* seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:57 p.m.

APPROVED BY THE PLANNING COMMISSION



Austen Wilcox
Secretary to the Planning Commission



Robert Allen, Chair

(These minutes accurately reflect what was said at the Planning Commission Meeting. Publication does not vouch for the veracity of these statements.)