



# TOWN OF WOODWAY

## PLANNING COMMISSION MINUTES

**MAY 14, 2014**

**CALL TO ORDER:** Chair Robert Allen called the meeting to order at 7:02 p.m. Commissioners Per Odegaard, Pat Tallon, and Jennifer Ange were present. Commissioners Jan Ostlund, Tom Howard, and John Zevenbergen had excused absences. Town Planner Bill Trimm and Deputy Clerk Heidi Napolitano were also present.

**APPROVAL OF MINUTES:** *March 5, 2014*

*Commissioner Tallon* moved to approve the minutes of March 5, 2014. *Commissioner Odegaard* seconded the motion. The motion carried unanimously.

**UPDATE: COMPREHENSIVE PLAN UPDATE SCHEDULE – BILL TRIMM, TOWN PLANNER**

Town Planner Bill Trimm reviewed the comprehensive plan update schedule and noted which sections had already been completed. He stated that the update is on schedule. The next steps include submitting a progress report to the WA Department of Commerce, revising the capital facilities element, and updating the zoning code to be consistent with the new language in the comprehensive plan.

**DISCUSSION: DRAFT OF CHAPTER 4: TRANSPORTATION ELEMENT – ROBIN NELSON, PE, PACE ENGINEERS**

Mr. Trimm introduced Robin Nelson, PE, PACE Engineers, who was commissioned by the Town to prepare the update of the Transportation Element of the Comprehensive Plan. Mr. Nelson shared the final draft that included both the updates recommended by the Planning Commission at the previous meeting and the collection of new traffic volumes on various roads in Woodway. He presented Figure 5-1, Roadway Inventory & Traffic Count, and explained the methodology for counting/calculating traffic volumes. Mr. Nelson shared that the traffic counts and established levels of service would be important for future development mitigation.

Mr. Nelson then presented the updated non-motorized traffic plan that was introduced at the previous meeting. The plan included pavement markings and signage to alert drivers to bicycles and pedestrians sharing the roadway and shoulder. He briefly reviewed the remainder of the chapter.

The Commissioners discussed the final draft and recommended that the chapter include the origin of the traffic volume information. The consensus of the Commission was to accept the draft of Chapter 4 and move forward with the rest of the update.

**AUDIENCE COMMENTS:** None

**SET DATE FOR NEXT MEETING:** Tentatively: June 11, 2014.

**ADJOURNMENT:** *Commissioner Odegaard* moved to adjourn the meeting. *Commissioner Howard* seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:46 p.m.

# TOWN OF WOODWAY

**APPROVED BY THE PLANNING COMMISSION**

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Heidi K. S. Napolitano  
Secretary to the Planning Commission

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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.)