



TOWN OF WOODWAY

PLANNING COMMISSION MINUTES

NOVEMBER 04, 2015

CALL TO ORDER: Vice chairperson Jan Ostlund called the meeting to order at 7:04 p.m. Commissioners Jennifer Ange, Per Odegaard, Pat Tallon, John Zevenbergen, Jan Ostlund, and Andrew DeDonker were present. Chair Robert Allen was absent. Town Planner Bill Trimm and Administrative Assistant/Permit Coordinator Austen Wilcox were also present.

APPROVAL OF MINUTES: *August 5, 2015*

Commissioner Zevenberger moved to approve the minutes of August 5, 2015. *Commissioner Ange* seconded the motion. The motion carried unanimously.

DISCUSSION OF PRELIMINARY PLAT REVIEW PROCEDURES

Vice Chairperson Ostlund turned the meeting over to Town Planner Bill Trimm for discussion of the preliminary plat procedures related to the submittal of a plat for the upper bluff neighborhood. Town Planner Bill Trimm delivered an overview of the Preliminary Plat Review Procedures noting where the Commission will be involved in conducting the public hearing and forwarding a recommendation on to the Town Council for consideration. Mr. Trimm then addressed questions from the Planning Commission.

Mr. Trimm responded to a question from Commissioner Tallon regarding the status of the annexation petition noting that a petition has been signed by the property owner and submitted to the Town. He also stated that the Town is continuing to work with Snohomish County on the Interlocal Annexation Agreement. Once the Interlocal Agreement has been approved, the annexation petition and associated forms will be forwarded to the County for processing. He stated that the status of the application to-date included a pre-application conference with the applicant in August followed by the submission of application materials in October. A letter of incompleteness was sent to the applicant and the Town is awaiting the submission of revised materials before formal processing by the Town begins. Once the Town receives a complete application, the 120 day review process is commenced unless interrupted by environmental studies or at the request of the applicant.

WOODWAY CHAPTER OF SNOHOMISH COUNTY HAZARD MITIGATION PLAN

Snohomish County is preparing an update to the county's Hazard Mitigation Plan as required by the Federal Emergency Management Administration (FEMA). All local jurisdictions in the county are participating in the update and the preparation of individual chapter or "annexes". The "Woodway Annex" of the County's Mitigation Plan defines the potential impacts to the Town from natural disasters, describes potential risks and mitigations measures. Mr. Trimm stated there was a meeting in September with the Town's department heads for emergency services to evaluate the most significant disasters, and what

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actions the Town will take to mitigate them. A draft of the mitigation measures is being prepared and will be submitted to the County for review.

OTHER BUSINESS:

Mr. Trimm stated that Snohomish County Council approved the update of the Snohomish County Comprehensive Plan.

Woodway's Comprehensive Plan has been sent to Puget Sound Regional Council for review and the Town should receive notice soon if the Town's plan is consistent with the regional growth strategy, Vision 2040. Point Wells Update:

The County staff is currently reviewing the draft EIS and have noted several issues about traffic formulas and other technical issues with the development.

A lawsuit was filed against the Town by BSRE stating that Woodway should not have approved the Upper Bluff Annexation and Development Agreement because the terms required the Town to potentially acquire an access route for storm drainage that would travel over BSRE's property. Additionally, BSRE argued that the Town was required to have an Interlocal Agreement with the County before annexation. The lawsuit has since been removed by BSRE.

AUDIENCE COMMENTS: None.

SET DATE FOR NEXT MEETING: The Commissioners agreed to meet in January of 2016. Andrew DeDonker's term ends December 15, 2015. If *Commissioner DeDonker* wants to be appointed to another term Mr. Trimm encouraged him to write a letter to the Mayor stating his wishes.

ADJOURNMENT: *Vice Chairperson Ostlund* moved to adjourn the meeting. *Commissioner Odegarrde* seconded the motion. The motion carried unanimously. The meeting was adjourned at 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.)