



# TOWN OF WOODWAY

## PLANNING COMMISSION MINUTES

FEBRUARY 1, 2017

**CALL TO ORDER:** Chair Robert Allen called the meeting to order at 7:04 p.m. Commissioners Teresa Pape, Per Odegaard, Jan Ostlund, John Zevenbergen, Andrew DeDonker were present. Planning Commissioner Lisa Marquart was absent. Town Planner Bill Trimm and Clerk-Treasurer Heidi Napolitano were also present.

**APPROVAL OF MINUTES:** *December 7, 2016*

*Commissioner Odegaard* moved to approve the minutes of December 7, 2016 as amended. *Commissioner Ostlund* seconded the motion. The motion to approve the December 7 minutes as amended carried unanimously.

**ELECTION OF CHAIR & VICE CHAIR**

**ACTION**

*Commissioner Ostlund* moved to nominate Commissioner Allen for Chair. *Commissioner Zevenbergen* seconded the motion. The motion was not voted on due to Commissioner Allen's pending reappointment.

*Commissioner Odegaard* moved to nominate *Commissioner Ostlund* for Vice Chair. *Commissioner Zevenbergen* seconded the motion. Commissioner Ostlund declined the nomination.

*Commissioner Ostlund* moved to nominate *Commissioner Odegaard* for Vice Chair. *Commissioner Zevenbergen* seconded the motion. This motion carried unanimously.

The Planning Commission will appoint a Chair at the next meeting.

Vice Chair Odegaard chaired the rest of the meeting.

**TOWN PLANNER'S ANNUAL REPORT – 2016**

Mr. Trimm presented a draft memorandum addressed to the Town Council outlining the Planning Commission's activities for 2016, including:

- Appointing two new Planning Commissioners to fill unexpired terms
- Preparing to review a subdivision application
- Commenting on Woodway's Hazard Mitigation Plan
- Receiving updates on various other business.

**ACTION**

*Commissioner Zevenbergen* moved to approve the 2016 Planning Commission Annual Report. *Commissioner DeDonker* seconded the motion. Motion carried unanimously.

**UPDATE: UPPER BLUFF SUBDIVISION APPLICATION**

Mr. Trimm updated the Planning Commission on the status of the application for the Woodway Pointe subdivision. Once the applicant has submitted all of the required application materials, Mr. Trimm will complete review of the application and issue a SEPA declaration for the project – either a Declaration of Non-Significance, a Mitigated Declaration of Non-Significance, or a Declaration of Significance. The Planning Commission would then hold a public hearing and forward their recommendation to Town Council. Town Council could approve the application as submitted, approve it with conditions, or deny the application.

# TOWN OF WOODWAY

Discussion followed regarding the permitting process, the environmental review process, and tax revenue from the project.

## HEARING EXAMINER'S ANNUAL REPORT

Mr. Trimm shared Hearing Examiner John Galt's 2016 report; there was only one hearing, which was approved with conditions.

## OTHER BUSINESS: PRELIMINARY APPLICATION FOR SHORT PLAT

Mr. Trimm informed the Planning Commission of a pre-application meeting with Joe & Mary Zavaglia for a 2-lot short plat. Once the complete application was received by the Town, the Planning Commission would need to hold a public hearing at its next meeting.

**AUDIENCE COMMENTS:** No Audience.

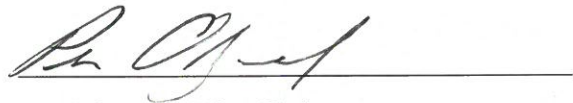
**SET DATE FOR NEXT MEETING:** The Commissioners agreed to cancel the March 1 meeting and tentatively set April 5, 2017 for the next Planning Commission meeting.

**ADJOURNMENT:** *Commissioner Zevenbergen* moved to adjourn the meeting. *Commissioner DeDonker* seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:50 p.m.

APPROVED BY THE PLANNING COMMISSION



Sara Graham  
Secretary to the Planning Commission



Per Odegaard, Vice Chair

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