



TOWN OF WOODWAY

PLANNING COMMISSION MINUTES July 29, 2009

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Robert Allen. Commissioners present were Jim Wilmer, Robert Allen, Jennifer Ange, and Heather Frank. Commissioners Jan Ostlund and Tom Howard had excused absences. Planner Bill Trimm and Deputy Clerk Heidi Napolitano were also present.

ELECTION OF OFFICERS: Chair

Commissioner Frank nominated Jim Wilmer as Chair. Commissioner Ange seconded the nomination. The nomination carried and Jim Wilmer was elected Chair of the Planning Commission.

APPROVAL OF MINUTES: April 15, 2009

Commissioner Frank moved to accept the minutes of the April 15, 2009 meeting. Commissioner Allen seconded the motion. The motion carried unanimously.

CONSIDERATION OF RESOLUTION 09-02: Approving Amendments to the Short Plat Subdivision Code (WMC 13.32) Regarding the Processing of Short Plats and Recommending that the Town Council Approve the Amendments to the Woodway Municipal Code Section 13.32.

Planner Bill Trimm explained the Planning Commission discussed this matter 2-3 years ago but did not take action on a resolution. He reviewed the existing code that provides for submission of a short plat (4 lots or less) application and review and approval by the Planning Commission. However, after the short plat is recorded, the lots can be sold without installation of the improvements because there is no process for ensuring the improvements are completed.

He suggested utilizing the process for subdivisions (5 lots or more), submission of a preliminary plat, review by the Planning Commission, and resolution of approval to the Town Council. This allows the developer to install the improvements and once they are completed or bonded, the developer returns to the Planning Commission to demonstrate the conditions of the preliminary plat have been completed and submit for final plat approval. The Planning Commission then approves the final plat and the lots can be recorded. He reviewed the proposed revisions to Chapter 13.32, Short Subdivisions, as well as reviewed the proposed resolution.

Discussion followed regarding SEPA review and parcels in the Town that were eligible for subdivision.

ACTION: Commissioner Ange moved to approve Resolution 09-02, Approving Amendments to the Short Plat Subdivision Code (WMC 13.32) Regarding the Processing of Short Plats and Recommending that the Town Council Approve the Amendments to the Woodway Municipal Code Section 13.32. Commissioner Frank seconded the motion. The motion carried unanimously.

DISCUSSION: Conditional Use Permit Amendment to WMC Section 14.48

Mr. Trimm explained public facilities and utilities including wireless communication facilities are currently permitted as a secondary use in all zones; however, they may have substantial impacts on surrounding residential uses. This issue arose as a result of the Town Council's recent placement of a bond issue on the August ballot for the possible purchase of the Rosary Heights property for use as a Town Hall, community center, etc. The code also currently allows construction of wireless communication facilities in all zones with no conditions. The proposed amendment would require a Conditional Use Permit (CUP) for such uses.

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Mr. Trimm reviewed a proposed amendment to Chapter 14.20: C - Conservation Zone that would require approval of a CUP for public facilities and utilities including government administration offices and operation facilities, community centers, recreation facilities, public safety facilities and wireless communication uses as set forth in new Section WMC 14.48. He reviewed a proposed Chapter 14.48: Conditional Use Permits.

Discussion followed regarding administrative versus Planning Commission review and approval of CUPs, potential conditions for Rosary Heights, allowing uses for a governmental facility via a CUP, and the requirement for a public hearing for CUPs reviewed by the Planning Commission.

It was the consensus of the Planning Commission that CUPs be reviewed and approved by the Planning Commission rather than administrative review and approval.

Discussion continued regarding uses that a public facility versus a private residence is allowed, home occupation regulations, and impacts that could be addressed via a CUP. During discussion, minor amendments were made to Chapters 14.20 and 14.48.

Mr. Trimm agreed to prepare the final amendments to Chapter 14.20: C - Conservation Zone and Chapter 14.48: Conditional Use Permits and to confer with the Town Attorney regarding the requirement for a public hearing.

PRESENTATION: Update on Snohomish County Comprehensive Plan Amendment for Pt. Wells Urban Center

Mr. Trimm explained Paramount submitted a proposal to amend the Snohomish County Comprehensive Plan designation of the Pt. Wells property from Industrial to Urban Center. The current Snohomish County Comprehensive Plan designation, Urban Center, allows mixed use residential, commercial, office and transit facilities. The Snohomish County Planning Commission forwarded a recommendation for approval to the Snohomish County Council.

Mayor Nichols testified at a recent Snohomish County Council public hearing, recommending two policies be added to the Snohomish County Comprehensive Plan to address Urban Centers within unincorporated areas of a city's Municipal Urban Growth Area (MUGA); Pt. Wells is designated a MUGA for Woodway. The proposed amendments would:

- Encourage Snohomish County to enter into an Interlocal Agreement with cities with Urban Centers in their MUGA to establish design guidelines for development of the Urban Center.
- Amend the Urban Center Zone District to allow Woodway to enter into an Interlocal Agreement with Snohomish County for Pt. Wells and adopt design standards that specify building height, number of units, etc. and establish a design review process that allows input from the Town.

Discussion followed regarding anticipation an Environmental Impact Statement (EIS) would be required upon submission of a development application, impacts of development of Pt. Wells on Shoreline and Woodway, timing of cleanup and development of Pt. Wells, and ownership of the waterfront and lower bluff properties.

AUDIENCE COMMENTS: None

CANCELLATION OF AUGUST MEETING

ACTION: Commissioner Allen moved to cancel the August meeting. Commissioner Frank seconded the motion. The motion carried unanimously.

The next meeting was scheduled for September 9, 2009.

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ADJOURNMENT: Commissioner Ange moved to adjourn the meeting. Commissioner Frank seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:20 p.m.

APPROVED BY THE PLANNING COMMISSION

Heidi K. S. Napolitano
Secretary to the Planning Commission

Jim Wilmer, Chairman

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