

TOWN OF WOODWAY
COUNCIL MEETING AGENDA

MONDAY, MARCH 6, 2023
6:00 P.M.

Woodway Town Hall | 23920 113th Place W. | Woodway, WA

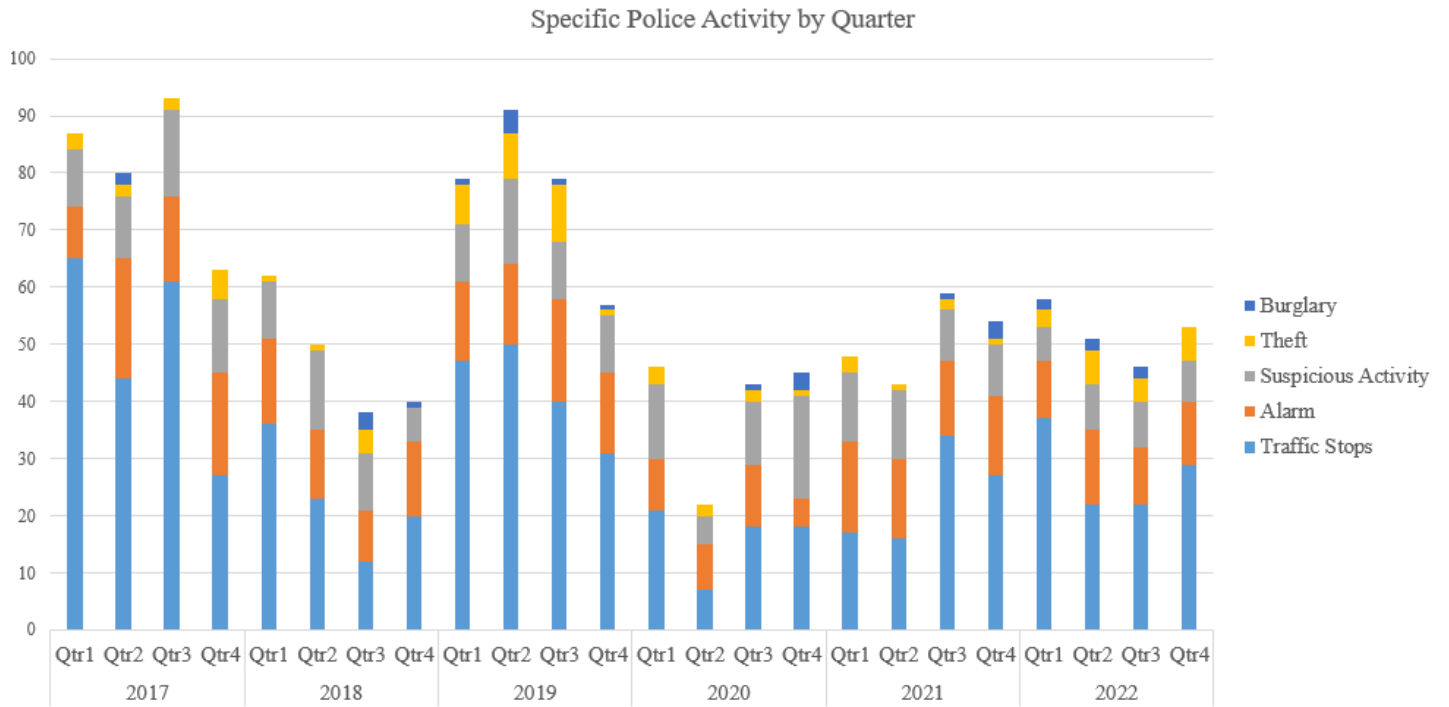
- 6:00 P.M. Call to Order, Flag Salute, & Roll Call
- 6:00 P.M. Public Comments*
- 6:05 P.M. I Police Department Update – Police Chief Jason Valentine
- 6:15 P.M. II Point Wells Public Discussion
- 6:30 P.M. III Approval of Payments – *March 6, 2023 Claims; February 2023 Payroll*
- 6:35 P.M. IV Approval of Minutes – *February 21, 2023*
- 6:40 P.M. V Council Reports
- 6:45 P.M. VI Mayor’s Report
- 6:50 P.M. VII Town Administrator’s Report
- 6:55 P.M. VIII Twin Maples Traffic Calming
- 7:05 P.M. Public Comments*
- 7:10 P.M. General Council Discussion – Choice of Subjects
- 7:15 P.M. Executive Session – Potential Litigation – 10 min
- 7:25 P.M. Adjournment

Council agendas are subject to change before or during the council meetings upon motion. All times are approximate.

**Anyone with a disability requiring special accommodations or anyone wishing to make a public comment for this meeting via video or audio connection should contact the Town Clerk's Office at Town Hall or call (206)542-4443 before 1:00 p.m. the Thursday preceding the Council Meeting. For TDD relay service, call (206)587-5500, or outside the Seattle area #1-800-833-6388.*

2017 THROUGH Q. 4 2022

POLICE ACTIVITY BY QUARTER





TOWN OF WOODWAY
CLAIMS APPROVAL

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

Clerk Treasurer

The following transactions are approved for 2023 payment:

Claims checks #14126 through 14141 and EFTs #353 through 355\$37,239.21

This 6th day of March 2023.

Mayor

Councilmember

Councilmember

Councilmember

*The three largest charges on the credit card bill are:

1. Replacement batteries for server battery backups: \$261.92
2. Catch basin: \$214.40
3. Fuel: \$717.76 (PD - \$93.08, PW - \$624.68)

*Note: two large items are being paid

- \$18,563.83 for the second of two payments for the Twin Maples bioswale construction
- \$7,702.50 – Bill Trimm: \$5,52.50 is for the Comp Plan Update



TOWN OF WOODWAY
PAYROLL APPROVAL

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

Clerk-Treasurer

The following February 2023 Payroll transactions, for 6.75 FTE, are approved for 2023 payment:

EFT transactions #302 through 319.....\$68,062.50

This 28th day of February 2023

Mayor

Councilmember

Councilmember

Councilmember

* There were 1.75 comp time hours accrued in February 2023

TOWN OF WOODWAY
COUNCIL MEETING MINUTES

TUESDAY, FEBRUARY 21, 2023
6:00 P.M.

Woodway Town Hall | 23920 113th Place W. | Woodway, WA

- | | | |
|-----------------------------------|--|--|
| Members Present | <input checked="" type="checkbox"/> Mayor Mike Quinn | <input type="checkbox"/> Councilmember Andrew DeDonker |
| | <input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell | <input checked="" type="checkbox"/> Councilmember John Brock |
| | <input checked="" type="checkbox"/> Councilmember Brian Bogen | <input checked="" type="checkbox"/> Councilmember Rajeev Thakur |
| Staff & Guests Present | <input checked="" type="checkbox"/> Town Administrator Eric Faison* | <input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano |
| | <input type="checkbox"/> Public Works Director Terry Bryant | <input checked="" type="checkbox"/> Town Engineer John Forba* |
| | <input type="checkbox"/> Police Chief Jason Valentine | <input type="checkbox"/> Fire Chief Matt Cowan |
| | <input type="checkbox"/> Town Planner Bill Trimm | <input type="checkbox"/> Town Attorney Greg Rubstello |

*Attended virtually

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Quinn called the meeting to order at 6:02 p.m. Councilmember DeDonker had an excused absence.

PUBLIC COMMENTS

Resident Jim Willett commented on traffic patterns in Twin Maples

Resident Linda Tripp presented an alternative proposal for the Twin Maples traffic calming options.

Resident Bill Krepick commented on his recent emails to the Council regarding police services and Point Wells.

I - TWIN MAPLES STORMWATER OVERFLOW PROJECT – JOHN FORBA, PACE ENGINEERS

Mr. Forba presented the stormwater overflow area in Twin Maples and the proposed solution. A brief discussion followed. The consensus of the Council was to have Mr. Forba create a formal proposal for their review/approval.

II - POINT WELLS PUBLIC DISCUSSION

Mayor Quinn gave a brief introduction and asked Mr. Faison to review the Point Wells Q&A on the Town's website. Mr. Faison's review included the changes to the Q&A, a review of the proposed timeline, and next steps.

The following people commented:

- Jim Willett
- Linda Tripp
- Diane Cashman

The following topics were discussed:

- Whether residents would vote on annexation.
- The possibility of affordable housing at Point Wells.
- The Town's limited financial resources.
- The potential cost of development & litigation.

III - APPROVAL OF PAYMENTS – FEBRUARY 21, 2023 CLAIMS

Councilmember Mitchell moved to approve the February 21, 2023 claims checks #14113 through 14125 and EFT #229 totaling \$29,784.27. *Councilmember Brock* seconded the motion. The motion passed unanimously.

IV - APPROVAL OF MINUTES – FEBRUARY 6, 2023 MINUTES

Councilmember Brock moved to approve the February 6, 2023 council meeting minutes. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

V - COUNCIL REPORTS

Councilmember Brock

- Reported on a meeting with Chris Collier, of the Alliance for Housing Affordability, about housing options.
- Shared that he attended the Twin Maples traffic meeting on Saturday.

VI - MAYOR'S REPORT

- Gave a thorough report on the Twin Maples traffic meeting on Saturday.
 - Resident Meier Lowenthal commented.
 - The Council decided to wait until Councilmember DeDonker was present to make a final decision on initial traffic calming methods.
- Commented on several of the housing bills that were under review by the state legislature. Discussion followed.
- Shared that he had discussed the parking lot at Deer Creek Park with the Public Works Director and some improvements would be made.

VII - TOWN ADMINISTRATOR'S REPORT

- None.

VIII - 4TH QUARTER 2022 FINANCE REPORT

Mayor Quinn presented the 4th Quarter 2022 Finance Report. A brief discussion followed.

PUBLIC COMMENTS

Resident Diane Cashman commented on the Twin Maples stormwater system and the Town’s engineer.

Resident Steve Gunn thanked staff for their responsiveness to the stormwater overflow issue in Twin Maples.

Resident Bill Krepick shared concerns over the Town’s engineer and development.

Resident Meier Lowenthal commented on Point Wells and shared concerns about the noise produced by yard services/equipment.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

The census of the Council was to discuss the issue of noisy yard care equipment at the next coffee with the mayor.

EXECUTIVE SESSION – POTENTIAL LITIGATION

Postponed.

ADJOURNMENT

Councilmember Bogen moved to adjourn the meeting. *Councilmember Thakur* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:51 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitano, Clerk-Treasurer

Michael S. Quinn, Mayor

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

**AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE TOWN OF WOODWAY AND
BERK CONSULTING, A STRATEGIC PLANNING CONSULTANT**

THIS AGREEMENT, is made this 3rd day of March 2023, by and between the Town of Woodway (hereinafter referred to as “Town”), a Washington Municipal Corporation, and Berk Consulting, an independent contractor (hereinafter referred to as “Berk”).

WHEREAS, Berk is in the business of providing the strategic analysis specified herein; and

WHEREAS, the Town desires to contract with Berk for the provision of strategic analysis regarding the potential annexation of Point Wells by the Town, and Berk agrees to contract with the Town for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

T E R M S

1. **Description of Work.** Berk shall perform work as described in Attachment A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Berk shall not perform any additional services without the expressed permission of the Town. Berk warrants that it has the requisite training, skill, and experience necessary to provide the Services.
2. **Payment.**
 - A. The Town shall pay Berk for the work in amounts as shown in Fee Schedule attached hereto as Attachment B. Berk shall submit monthly payment invoices to the Town after such services have been performed, and the Town shall make payment within thirty (30) days after the submittal of each approved invoice. Such invoice shall detail the hours worked, and a description of the tasks performed.
 - B. If the Town objects to all or any portion of any invoice, it shall so notify Berk of the same within ten (10) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion utilizing the dispute resolution process described in this agreement.
3. **Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. As Berk is customarily engaged in an independently established trade which encompasses the specific service provided to the Town hereunder, no agent, employee, representative or subcontractor of Berk shall be or shall be deemed to be the employee, agent, representative or subcontractor of the Town.

None of the benefits provided by the Town to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the Town to Berk or its employees, agents, representatives or subcontractors. Berk will be solely and entirely responsible for its acts and for the acts of Berk's agents, employees, representatives and subcontractors during the performance of this Agreement. The Town may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Berk performs hereunder. Berk may perform planning services for other clients during the term of this agreement so long as the performance of services for others does not interfere with the service requirements of this agreement.

4. **Duration of Work / Contract Term.** Upon full execution of this Agreement, Berk shall perform the services described in Attachment A as closely as reasonably possible to the schedule of tasks set out in Attachment B. The term of this Agreement shall end with the Berk's completion of Task 4, unless earlier terminated under the provisions of this Agreement.
5. **Termination.**
 - A. Termination Upon the Town's Option. The Town shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to Berk.
 - B. Termination for Cause. If Berk refuses or fails to complete the tasks described in Attachment A, or to complete such work in a manner unsatisfactory to the Town, then the Town may, by written notice to Berk, give notice of its intention to terminate this Agreement. After such notice, Berk shall have ten (10) days to cure, to the satisfaction of the Town or its representative. If Berk fails to cure to the satisfaction of the Town, the Town shall send Berk a written termination letter which shall be effective upon deposit in the United States mail to Berk's address as stated below.
 - C. Rights upon Termination. In the event of termination, the Town shall only be responsible to pay for all services satisfactorily performed by Berk to the effective date of termination, as described in the final invoice to the Town. The Town Administrator shall make the final determination about what services have been satisfactorily performed.
6. **Assignment and Subcontracting.** Berk shall not assign any portion of this Agreement without the written consent of the Town. The parties agree that the services provided for herein are personal to Berk who was accepted by the Town for this contract based upon its skills and experience. It is further agreed that consent for an assignment must be sought by Berk not less than thirty (30) days prior to the date of any proposed assignment.
7. **Taxes.** The Town will not withhold federal or state taxes. All compensation received by Berk will be reported to the Internal Revenue Service at the end of the calendar year in accordance with applicable IRS regulations.

8. **Indemnification / Hold Harmless.** Berk shall defend, indemnify and hold the Town, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of Berk in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Town. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of Berk and the Town, its officers, officials, employees, and volunteers, Berk's liability hereunder shall be only to the extent of Berk's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes Berk's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
9. **Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the Town, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
10. **Town's Right of Supervision, Limitation of Work Performed by Berk.** Even though Berk works as an independent contractor in the performance of its duties under this Agreement, the work must meet the approval of the Town and be subject to the Town's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Berk shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Berk's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
11. **Work Performed at Berk's Risk.** Berk shall be responsible for the safety of its employees, agents, representatives, and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Berk's own risk, and Berk shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
12. **Ownership of Products and Premises Security.**
 - A. All reports, plans, specifications, data maps, and documents produced by Berk in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the Town.
 - B. While working on the Town's premises, Berk agrees to observe and support the Town's rules and policies relating to maintaining physical security of the Town's premises.

13. **Modification.** No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the Town and Berk.
14. **Assignment.** Any assignment of this Agreement by Berk without the written consent of the Town shall be void.
15. **Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
16. **Non-Waiver of Breach.** The failure of the Town to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
17. **Dispute Resolution.** The Parties shall use their best efforts to resolve disputes and issues arising out of or related to this Agreement. Disagreements will be resolved promptly and at the lowest level of authority. Each Party shall notify the other in writing of any problem or dispute. This written notice shall include:
 - A. A description of the issue to be resolved;
 - B. A description of the difference between the Parties on the issue; and
 - C. A summary of steps taken by the Parties to resolve the issue.

The Parties shall meet within ten (10) business days of receiving the written notice and attempt to resolve the dispute. In the event the Parties cannot resolve the dispute (and that dispute is not subject to some other formal appeal process), the Town and Berk mutually agree to use a formal dispute process such as mediation, through an agreed-upon mediator and process. All costs for mediation services would be divided equally between the Town and Berk. Each party would be responsible for the costs of their own legal representation. The parties shall use the mediation process in good faith. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year above written.

TOWN OF WOODWAY

By: Michael S. Quinn
Michael S. Quinn, Mayor

BERK

By: Brian Murphy
Brian Murphy, Principal

TOWN CONTACT

Eric A. Faison, Town Administrator
Town of Woodway
23920 113th Place W.
Woodway, WA 98020
Phone: (206) 542-4443

BERK CONTACT

Berk Consulting
2200 Sixth Avenue, Suite 1000
(206) 324-8760
Brian@berkconsulting.com

ATTEST/AUTHENTICATED

By: Heidi K. Napolitano
Heidi K. S. Napolitano, Clerk-Treasurer

APPROVED AS TO FORM

By: Greg Rubstello
Greg Rubstello, Town Attorney

Attachment A

Scope of Work

Town of Woodway Point Wells Annexation Financial Analysis

Project Understanding

The Town of Woodway is seeking a consultant to analyze the financial impact to the Town of annexing the Point Wells area into the Town. The analysis will consider the impact of annexing Point Wells on major revenue and expenditure categories for the Town under four different potential development scenarios for the area.

Project Approach & Methodology

Task 1: Project Kick-off and Ongoing Project Management

Subtask 1.1: Project kick-off

The BERK team will organize a brief kick-off call with the Town's project team to discuss project parameters, the structure of analytic products, data sources, and communication preferences.

Subtask 1.2: Ongoing project management

BERK's project manager will remain in regular contact with the Town's designated lead for the project. In addition to sharing progress updates, we will identify and collaborate on solving any project risks that emerge.

Task 2: Annexation and Development Scenario Descriptions

Subtask 2.1: Briefly describe four development scenarios

Working with Town staff, BERK will establish reasonable assumptions for each of the four potential development scenarios for an annexed Point Wells. This includes:

- Number and type of residential units (single-family or multi-family), if any.
- Square footage of retail/commercial development, if any.
- High-level estimates for the use of Point Wells as an industrial fuel terminal, potentially including estimated net income, property value, and/or retail sales.

- Estimated year of construction start and end.
- High-level construction costs to the developer.
- High-level construction costs for any necessary new or improved Town infrastructure.

Task 3: Key Revenue and Expenditure Category Projections

Subtask 3.1: Compile historical revenue and expenditure data

BERK staff will compile and review historical Town budget and accounting data to determine the historical relationship between Town size (in terms of population, retail/commercial square footage, street miles, and/or other metrics) and revenues and expenditures.

Subtask 3.2: Project incremental changes to key Town revenues

Drawing on historical data and qualitative input from Town staff, BERK staff will project incremental changes to revenues from key Town revenue sources that are likely to be impacted by annexation of Point Wells. These incremental changes will be projected under each of the four potential development scenarios for Point Wells. The revenue categories with incremental impacts are anticipated to be:

- Property tax.
- Retail sales and use tax, including one-time sales tax revenues from construction.
- Utility tax.
- Real estate excise tax.
- Population-based State shared revenues, including motor vehicle fuel tax, Liquor Control Board profits, liquor excise tax, multimodal transportation, marijuana excise tax, and criminal justice.

Subtask 3.3: Project incremental changes to key Town expenditures

Using historical data and qualitative input from Town staff, BERK staff will project incremental changes to key expenditure categories that are likely to be impacted by annexation of Point Wells. These incremental changes will be projected under each of the four potential development scenarios for Point Wells. The expenditure categories with incremental impacts are anticipated to be:

- General government services.
- Public safety services, including contracted police and fire protection costs.
- Transportation services, namely street services.
- Natural and economic environment services, including conservation services.
- Social services.

- Parks, culture, and recreation services.

In discussion with Town staff, BERK staff will determine whether there is any anticipated net impact to the Town's finances from changes in the volume of permit and license applications, plan reviews, and fines and penalties; or whether revenues and expenditures can be assumed to balance for any or all of these items. In addition, BERK staff will work with Town staff to determine whether impacts to stormwater utility revenues and expenditures need to be projected, or can be assumed to have no net impact.

Task 4: Summary Memo and Presentations

Subtask 3.1: Memo

BERK staff will write up a memo describing the projected net financial impact to the Town under each of the four development scenarios. The memo will describe the methodology used to arrive at these estimates and include relevant qualitative details from Town staff.

Subtask 3.2: Council presentation and public meeting

BERK staff will attend one Town Council meeting to present findings from this work and one public meeting to answer questions about the analysis. This task includes preparation time, travel time, and presentation time.

Attachment B

Fee Schedule

	Andrew Bjorn Project Director	Chloe Kinsey Project Manager / Lead Analyst	Katherine Goetz Analyst	Total Hours and Estimated Cost by Task
2023 Hourly Rate	\$205	\$160	\$160	
Task 1: Project Kick-off and Ongoing Project Management				
Subtotal	2	8	2	12 \$2,010
Task 2: Annexation and Development Scenario Descriptions				
Subtotal	5	5	0	10 \$1,825
Task 3: Key Revenue and Expenditure Category Projections				
Subtotal	20	22	12	54 \$9,540
Task 4: Summary Memo and Presentations				
Subtotal	14	17	6	37 \$6,550
Total Estimated Hours	41	52	20	113
Cost (Hours*Rate)	\$8,405	\$8,320	\$3,200	\$19,925
Subtotal Consultant Cost	\$19,925			
Allowance for Project Expenses (printing and mileage)	\$75			
Estimated Project Total	\$20,000			

We propose a contract period of March 3, 2023 – May 31, 2023, with the following approximate dates for project milestones:

Week of March 6: Project kickoff

Week of April 3: Completion of draft scenario analysis

Week of April 17: Completion of draft memo and presentation materials

Week of May 1: Town Council presentation



21325 66th Ave W, Lynnwood, WA 98036

February 24, 2023

Mike Quinn, Mayor
City of Woodway
Woodway Municipal Building
23920 - 113th Pl W
Woodway, WA 98020

Via email: mquinn@townofwoodway.com

RE: Rabanco Ltd. / Lynnwood Disposal Tariff filing

Dear Mayor Quinn,

Enclosed please find a copy of the transmittal letter notifying the Washington Utilities & Transportation Commission (WUTC) of a proposed rate increase to WUTC Tariff No. 4 for Rabanco Ltd, Certificate G-12, (dba Lynnwood Disposal). The service area of this company includes the City of Woodway.

If you have any questions please do not hesitate to contact me.

Sincerely,

Rick Waldren
Business Unit Finance Manager
Republic Services
rwaldren@republicservices.com
p. (425) 646-2423

MEMORANDUM

To: Mayor Quinn, Council Members, and Planning Commissioners
From: Bill Trimm, FAICP Town Planner
Subject: 2022 Planning Commission Annual Report
Date: February 1, 2023

Background: Woodway Municipal Code 2.20.070 requires the Planning Commission to prepare a report to the Town Council each year about the activities undertaken by the Commission in the previous year. Thus, pursuant to the code, the activities of the Planning Commission for 2022 are presented below.

2022 Planning Commission Activities:

Planning Commission Meetings

The Planning Commission had a busy 2022 with eight meetings that were all conducted virtually. The following is a brief summary of the various meetings.

At the February 2nd meeting Commissioner Per Odegaard was re-elected chairperson and Commissioner Marquart elected vice chairperson. The major work product of the Commission in late 2021 and early 2022 was updating the geological hazard section of the Town's Critical Areas Ordinance. The Town engaged Mr. Tim Peter, engineering geologist of Associated Earth Sciences Inc. to work with staff and the Commission on the update.

At the March 9th regular meeting the Commission conducted a public hearing on the updated geological hazard area section of the Critical Area Ordinance. The Commission received testimony and passed Resolution 2022-01 recommending approval of the code amendments to the Town Council.

The Commission reviewed and accepted the 2021 annual Planning Commission report at its April meeting and forwarded it on to the Council for information purposes. The Commission also discussed a resolution from the Town Council directing the Commission to discuss short term rentals, conduct a public hearing on an amendment to the zoning ordinance prohibiting short term rentals in the zoning ordinance.

The Commission continued discussions of short-term rentals at its May 4th meeting and conducted a public hearing at its July 6th meeting. Following the public hearing and testimony, the Commission passed a resolution recommending that the Town's zoning ordinance be amended to prohibit short term rentals in all zoning districts.

The September 7th, October 5th and November 2nd meetings were devoted to the required update of the Town's comprehensive plan and development regulations. Staff presented the updated checklist from the Dept. of Commerce at the September meeting to guide in the update process and presented a work program for reviewing and updating both the plan and development regulations. The Commission discussed revisions to the Plan's vision statement and reviewed preliminary revisions to the Land Use element at the October and November meetings.

Development Activity

J and S Boundary Line Adjustment

The only development application the Commission considered in 2022 was a boundary line adjustment for J and S Development. The Commission approved the request to adjust a common lot line for two existing lots located between 114th and 116th streets.

end