TOWN OF YARROW POINT
PLANNING COMMISSION SPECIAL MEETING MINUTES
February 26, 2018

The following is a condensation of the proceedings and is not a verbatim transcript.

CALL TO ORDER:
Amy Pellegrini, Planning Commission Chair called the meeting to order at 7:05 p.m.

PRESENT:

Chairperson:	Amy Pellegrini
Commissioners:	Trevor Dash Chuck Hirsch Carl Hellings Jennifer Whittier
Staff:	Town Engineer Stacia Schroeder Town Planner Mona Green Town Deputy Clerk Austen Wilcox
Guests:	Terri Gordon – Sunnybrae Properties LLC Manager Tim Graham – Sunnybrae Properties LLC Attorney Greg Juneau – Triad Associates Haleh Clapp – Resident

APPEARANCES:

MINUTES:
January 8, 2018 Special Meeting Minutes
January 24, 2018 Special Meeting Minutes

MOTION: Commissioner Hirsch moved to approve the minutes of the January 8, 2018 Special Meeting. Commissioner Dash seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

MOTION: Commissioner Hirsch moved to approve the minutes of the January 24, 2018 Special Meeting. Commissioner Dash seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

STAFF REPORTS:
Town Planner Green and Deputy Clerk Wilcox both gave a recap of February Council retreat. The Mayor, Council, and staff worked together to discuss future management roles, community outreach, and the development of a new Town website.

REGULAR BUSINESS:

PCAB 18-03 Boundary Line Adjustment No. 72, 4415 91st Pl NE. Public Hearing seeking recommendation

Town Engineer Schroeder gave an introduction of the proposed Boundary Line Adjustment. In 2013 Triad Associates, a professional land surveyor working on the Foster property at 4421 91st Ave NE, determined the deed language for several surrounding lots reflected in the original 1907 Yarrow Point Plat, not the most recent 1913 Re-plat of Yarrow Point. The purpose of this Boundary Line Adjustment is to correct the legal descriptions of the parcels identified below so that those legal descriptions conform to the acknowledged boundaries of those parcels. In late 2017, the Town's Engineer and Planner met with agents from the Sunnybrae Properties, LLC, estate and their professional surveyor. BLA No. 72 will serve to confirm to the 1913 plate documents and rectify the outdated deed language. All existing structures will be maintained, and no new lots will be created upon approval of this BLA.

Greg Triad, from Triad Associates, gave a recap of the proposal.

Tim Graham, Attorney representing Sunnybrae Properties, LLC, stated that both related property owners effected to the BLA have agreed to the proposal. Mr. Graham discussed the process of review with the Planning Commission.

MOTION: Commissioner Hellings moved to recommend for approval to the Council Boundary Line Adjustment No. 72. Commissioner Dash seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

The Commission discussed training instructional videos for Planning Commissioners offered by the Department of Commerce and will plan to review them at upcoming scheduled meetings.

ADJOURNMENT:

MOTION: Commissioner Dash moved to adjourn the meeting at 7:27pm. Commissioner Hirsch seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

APPROVED:

Amy Pellegrini

Amy Pellegrini, Chair

ATTEST:

Anastasiya Warhol

Anastasiya Warhol, Clerk-Treasurer