



## **TOWN OF HUNTS POINT**

### **PLANNING COMMISSION MEETING MINUTES**

**Monday  
October 27, 2014  
6:00 P.M.**

#### **CALL TO ORDER**

Planning Commission Chair John Torode called the meeting to order at 6:00 p.m.

Commission Members Present:

Bruce Swenson  
Rod Olson  
John Torode  
Henrik Nielsen

Commission Members Absent:

Annie Ottesen  
Elaine Coles  
Vilma McComsey

Staff Present:

Joe Sabey, Mayor  
Sue Ann Spens, Clerk Treasurer  
Linda Kroner, Deputy Clerk Treasurer  
Mona Green, Town Planner  
Stacia Schroeder, Town Engineer

Public Attendees: None

## **APPROVAL OF MINUTES**

**MOTION:** Approve the minutes of the Planning Commission Meeting of August 25, 2014. Moved by Olson, seconded by Swenson.

Passed 4-0

**MOTION CARRIED**

## **PAGODA DESIGN**

The Commission reviewed the mail pagoda design submitted by Town Engineer Stacia Schroeder. They agreed that the design was appropriate. Town Engineer Schroeder noted that none of the existing pagodas need to be replaced at this time. The Commission asked Town Engineer Schroeder to ensure that there was sufficient room between mailboxes and/or the end of the pagoda to reach the flag.

**MOTION:** Approve the mail pagoda design and submit to the Town Council for final approval. Moved by Olson, seconded by Swenson.

Passed 4-0

**MOTION CARRIED**

## **PLANNING COMMISSION GUIDELINES AND BYLAWS**

The Commission is required by the Municipal Code to have guidelines and bylaws. They reviewed drafts of member guidelines, bylaws, and commission guidelines. They added that the Mayor may assign duties to the Commission and state that meetings are public meetings.

**MOTION:** Adopt the member guidelines, bylaws and commission guidelines as amended. Moved by Swenson, seconded by Nielson.

Passed 4-0

**MOTION CARRIED**

## **MISCELLANEOUS**

Town Planner Mona Green informed the Commission on the progress of the Shoreline Master Program update. The next step in the process is for the Council to adopt the plan after it is agreed to by the State Department of Ecology.

Town Engineer Schroeder informed the Commission regarding the Hunts Point water main replacement project. It was determined the Commission would review the pedestrian access, corner sightlines and any other safety issue at their November meeting.

Commission Swenson reported on an emergency management meeting in Medina that he attended. He noted that those with radios need to participate in the weekly radio checks. He also noted that the Block Watch program needs to become more active. There will be an emergency exercise sponsored by Medina, date to be determined.

**ADJOURNMENT**

**MOTION:** Move to adjourn the meeting at 6:36 pm. Moved by Nielsen, seconded by Swenson.

Passed 4-0

**MOTION CARRIED**

Respectfully submitted,

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Linda Kroner, Deputy Clerk/Treasurer