



**Approved**  
February 27, 2023

**DEVELOPMENT REVIEW BOARD PANEL B  
MEETING MINUTES**

**January 23, 2023 at 6:30 PM**

**City Hall Council Chambers & Remote Video Conferencing**

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**CALL TO ORDER**

A regular meeting of the Development Review Board Panel B was held at City Hall beginning at 6:30 p.m. on Monday, January 23, 2023. Acting Chair Rachelle Barrett called the meeting to order at 6:30 p.m., followed by roll call.

**CHAIR'S REMARKS**

**ROLL CALL**

Present for roll call were: John Andrews, Rachelle Barrett, Justin Brown, and Megan Chuinard.

Staff present: Daniel Pauly, Ryan Adams, Kimberly Rybold, and Shelley White

**CITIZENS' INPUT**

This is an opportunity for visitors to address the Development Review Board (DRB) on items not on the agenda. There were no comments.

**ELECTION OF 2023 CHAIR AND VICE-CHAIR**

**Daniel Pauly, Planning Manager**, highlighted the process for nominating and electing the Chair and Vice-Chair.

1. Chair

**Justin Brown nominated Rachelle Barrett for 2023 Development Review Board Chair.**

**Following a roll call vote, Rachelle Barrett was unanimously elected as Development Review Board Chair for 2023.**

2. Vice-Chair

**Rachelle Barrett nominated John Andrews as 2023 Development Review Board Vice-Chair.**

**Following a roll call vote, John Andrews was unanimously elected as 2023 Development Review Board Vice-Chair.**

**CONSENT AGENDA**

3. Approval of minutes of August 22, 2022 DRB Panel B meeting

Chair Barrett made a motion to accept the August 22, 2022 DRB Panel B meeting minutes as presented. Megan Chuinard seconded the motion, which passed unanimously.

## **PUBLIC HEARINGS**

*This scheduled and noticed hearing below has been cancelled and will be rescheduled and re-noticed for a new hearing date. No action by the board required.*

4. **Resolution No. 411. Delta Logistics Site Expansion.** The applicant is requesting approval of a Stage 1 Preliminary Plan, Stage 2 Final Plan Modification, Site Design Review, Waivers, Class 3 Sign Permit, Type C Tree Removal Plan, Standard SROZ Map Verification, Standard SRIR Review and Variance for Development of a 58,116 square foot warehouse / manufacturing building with accessory office space at 9710 SW Day Road, and minor site modifications at 9835 SW Commerce Circle.

Case Files:

DB22-0007 Delta Logistics Site Expansion

- Stage 1 Preliminary Plan (STG122-0005)
- Stage 2 Final Plan (STG222-0006)
- Site Design Review (SDR22-0006)
- Waivers (WAIV22-0001)
- Class 3 Sign Permit (SIGN22-0004)
- Type C Tree Removal Plan (TPLN22-0005)
- Standard SROZ Map Verification (SROZ22-0006)
- Standard SRIR Review (SRIR22-0004)
- Variance (VAR22-0001)

**Daniel Pauly, Planning Manager**, confirmed no action was needed by the Board. The public hearing would be re-noticed when a new public hearing date was determined.

## **BOARD MEMBER COMMUNICATIONS**

5. Results of the September 12, 2022 DRB Panel A Meeting
6. Results of the October 10, 2022 DRB Panel A Meeting
7. Results of the November 14, 2022 DRB Panel A Meeting
8. Results of the January 9, 2023 DRB Panel A Meeting
9. Recent City Council Action Minutes

There were no comments.

## **STAFF COMMUNICATIONS**

Staff noted the remaining vacant position on the Board was anticipated to be filled sometime in February.

The meeting was adjourned before Staff proceeded with DRB Member Training.

#### 10. DRB Member Training

**Daniel Pauly, Planning Manager** and **Ryan Adams, Assistant City Attorney**, presented Board member training via PowerPoint, reviewing the definitions, processes, and functions of Public Meetings, Public Records, and Ethics related to the role of the Development Review Board. Staff also addressed clarifying questions from Board members.

#### **ADJOURN**

The meeting adjourned at 6:42 p.m. and the Board returned to Staff Communications DRB Member Training.