



**CITY OF DUPONT**  
**Special Planning Commission**  
1700 Civic Drive, DuPont, WA 98327  
Telephone: (253) 964-8121  
[www.dupontwa.gov](http://www.dupontwa.gov)

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Chair, Jeff Foe  
Vice-Chair, John Colvin

**November 25, 2024**

**6:00 PM**

**AGENDA**

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|---|-------|
| 1. <b>CALL TO ORDER</b>   |       |
| 2. <b>ROLL CALL</b>   |       |
| 3. <b>PUBLIC COMMENTS (SEE INSTRUCTIONS BELOW)</b>  |       |
| 4. <b>APPROVAL OF AGENDA</b>  |       |
| 5. <b>APPROVAL OF MINUTES</b>   |       |
| 5.1. Minutes of November 13, 2024   | 3 - 5 |
| <a href="#">Minutes of November 13, 2024</a>  |       |
| 6. <b>UNFINISHED BUSINESS</b>   |       |
| 6.1. Old Fort Lake Subarea Plan Update  |       |
| <ul style="list-style-type: none"><li>• Discussion of public hearing comments</li><li>• Presentation on density, unit counts and new legislation</li><li>• Decisions about potential plan revisions</li></ul> |       |
| 7. <b>ADMINISTRATIVE REPORT</b>   |       |
| 7.1. Report from Director   |       |
| 8. <b>PUBLIC COMMENTS (SEE INSTRUCTIONS BELOW)</b>  |       |
| 9. <b>PLANNING COMMISSIONERS' COMMENTS</b>  |       |
| 10. <b>ADJOURNMENT</b>  |       |

To attend the meeting remotely, call into the Zoom meeting, dial **1-253-215-8782**, and enter Webinar ID: **830 7730 5305** and Passcode: **053517** or use the following link:

<https://us02web.zoom.us/j/83077305305?pwd=JKYlJXmKTuflJnWOcOgqbtwRjei1gi.1>

and Passcode: **053517**

To provide public comment, detailed instructions are located at the following link:

<https://www.dupontwa.gov/DocumentCenter/View/6137/Public-Comment-Instructions---Agencies---Rev-10172022-PDF>.

*The public may watch the meeting live on "YouTube" at the following link:*

*[https://www.youtube.com/channel/UCI-nrLK1wNfpq3\\_CeNJw40A](https://www.youtube.com/channel/UCI-nrLK1wNfpq3_CeNJw40A). A recording of the meeting can be found on the same site following the meeting.*



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**SPECIAL MEETING and PUBLIC HEARING MINUTES**  
**Wednesday, November 13, 2024**

**Call to Order:** Chair Foe called the meeting to order at 6:00pm.

**Roll Call:** Chair Foe, Vice-Chair Colvin, Commissioners Chase, Thakor, Burlison, Lynch, and Schou.  
Commissioner Colvin made a motion to excuse Commissioner Henry and Commissioner Chase seconded the motion. Motion carried 7/0.

**Staff Present:** Public Services Director, Kincaid, and Administrative Specialist, Howald

**Public Comments:**

There were no comments

**Approval of the Agenda**

Commissioner Thakor made a motion to approve the agenda and Commissioner Lynch seconded the motion. Motion carried 7-0.

**Approval of the Minutes:**

Commissioner Chase made a motion to approve the October 14, 2024, Minutes, and Commissioner Schou seconded the motion. Motion carried 7-0.

**Unfinished Business:**

Chair Foe directed attention to Director Kincaid as she explained the purpose of the meeting is to provide an update and an overview of the Old Fort Lake Subarea Staff Report in the planning commission packet followed by a public hearing.

Ms. Kincaid introduced Lisa Klein, AHBL, consultant to the city, who had been involved in the planning effort.

Director Kincaid and Ms. Klein presented and discussed a powerpoint presentation of the Old Fort Lake Subarea Plan overview and Draft Staff Report.

A question and answer period followed the presentation.

**Public Hearing:****Old Fort Lake Subarea Plan**

Chair Foe opened the public hearing at 7:05 pm after the providing the public hearing guidelines and process.

Director Kincaid offered that the Staff would respectfully ask to incorporate all the previous presentation on the Staff Report and Staff Report document to be entered into the record of which Chair Foe accepted the information from prior briefing be entered into the record.

Chair Foe opened comment to those in attendance:

- Mariah May, whose family owns the property of discussion, conveyed this is an opportunity to build and create a community with the values, history, sense of community and friendly environment as currently present.
- Richard Ducharme, CFO for the May family holdings, Albatross Estates, provided a brief history of the property ownership and the benefits of the forthcoming project. He also informed much has already been put into site remediation.
- Jeff Schramm, TENW, professional transportation engineer and Albatross consultant, has been following the Old Fort Lake Subarea Plan Update. Mr. Schramm conveyed the traffic study is thorough and commented that adopting the subarea update plan is an opportunity to meet objectives, achieve state mandated residential targets, and utilize developer funding to assist in paying transportation infrastructure needs.
- Heather Burgess, Steilacoom resident and land use attorney with Dickson, Frohlich, Phillips, Burgess Law, and member of the Albatross estates team, emphasized the subarea plan serves to set up the long-term vision of the City and also stated the importance to maintain the ranges of residential densities and housing mixes reflected to provide affordable housing for future local and military families to work and live in DuPont.
- Jon Potter, NWP, expressed initial impressions of the unique area and with thoughtful planning can achieve common goals, values, and concerns of stakeholders that fit and the community can embrace and appreciates staff's considerations.
- Kim Tiem Le, 2181 Hammond, DuPont WA, spoke on housing expansion and how it may affect her family.
- Carol Estep, 2470 Arnold St., DuPont WA, and with the DuPont Historical Society and Museum, expressed the need to make Fort 1833 and the Wilkes Observatory a Dupont tourist destination and is requesting public access and infrastructure be included in the formal plan.
- Karen Konrad, DuPont, WA, expressed concerns on affordable housing and impacts on infrastructure and potential impacts on current downtown area and to consider other areas to develop.
- Patrick Connolly, 1212 Huggins St, DuPont, WA, expressed gratitude to those who have put in the effort in this project but has concern on multifamily section with 200 units as too dense, 4 stories being too big and would like to see it reduced.
- Troy Andrew, CEO, The Home Course, commended Planning Commission on the work done and believes the plan will be a compliment to the Home Course but has concerns of the potential school placement and proposed trails close to the golf course. Mr. Andrew expressed appreciation the opportunity and of being a good partner in plan process.

Chair Foe closed the public hearing at 7:43 pm.

### Public Comments:

There were no comments.

**Planning Commissioners Comments:**

Commissioner Schou expressed thanks to fellow Commissioners on the good discussions representing the different voices and people in the City and expressed they all live in the City and their goal is to do right and their best for the City. She thanked everyone who has listened and offered comments.

Chair Foe expressed thanks to the Commissioners for attending this meeting as it was held on a Wednesday instead of Monday, which was Veteran's Day and looks forward to seeing everyone at the next meeting, on November 25<sup>th</sup>.

**Adjournment:**

Chair Foe adjourned the meeting at 7:46 p.m.

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Chair, Jeff Foe

Date \_\_\_\_\_

*Please note that the minutes from Advisory Commission Meetings are not verbatim.*