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Meeting Minutes City of Duvall Planning Commission Meeting

Date: February 24, 2021

Time: 7:00 PM

Place: Via Zoom <https://zoom.us/j/93452466549>

Commissioners Present: William Chappell, Mike Supple, Eric Preston, Laura Bradley, Ronn Mercer, John Isaacson, Elaine Sawyer.

Staff Present: Lara Thomas, Community Development Director; Troy Davis, Senior Planner; Asela Chavez, Assistant Planner/Permit Specialist.

Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Sawyer at 7:00 PM.

1. Approval of the Agenda

It was moved and seconded (*Chappell/Preston*) to approve the agenda for the February 24, 2021 Planning Commission meeting. The motion passed 7-0.

2. Announcements

Senior Planner Troy Davis welcomed the two new Planning Commissioners, Commissioner Laura Bradley and Commissioner John Isaacson.

Community Development Director Lara Thomas announced that the City has budgeted a full government facilities plan. Ms. Thomas explained that the City published a Request for Proposals and 7 responses were received. An internal committee will evaluate the proposals and the City might have a contract for City Council review in around 8 weeks. Ms. Thomas also noted that the City is also looking for a city administrator on a contract position, so far 10 responses have been received.

Ms. Thomas announced that the Planning Commission will look at a request for public hearing from Westcott homes, the developer of Duvall Village, within the next month.

Commissioners will receive guidance on the review process in the following meetings.

Ms. Thomas showed the finished community survey and briefly explained the changes since the last meeting. Ms. Thomas requested commissioners to take the survey and provide feedback. Commissioner Bradley asked about plans for the barn currently at the Duvall Village development.

3. Adoption of Minutes

It was moved and seconded (*Mercer/Supple*) to approve the minutes from the February 10, 2021 Planning Commission meeting. The motion passed 7-0.

4. Comments from Audience

None.

5. Workshop

A. Growth Targets Update. Community Development Director Lara Thomas announced that the growth targets resolution was approved by City Council and thus the update process is finished. Ms. Thomas noted that only 5 of the 19 cities in the caucus will be providing a growth target number to King County. Ms. Thomas briefly explained the planning process to calculate growth allocation. Ms. Thomas noted that through this resolution the City made a policy statement of not annexing any land during this planning period (2019-2044). The Commissioners asked questions of staff and discussion ensued. Ms. Thomas mentioned that Commissioners Bradley and Isaacson will take planning training in the upcoming days.

B. Conditional Use Permit Process. Senior Planner Troy Davis gave an overview of the types of permits in the City and the permitting process. Mr. Davis said that City Council directed the Planning Department to review the conditional use permit process, compare it to other cities and identify opportunities to make improvements. Mr. Davis reviewed the conditional use permit process memorandum. Community Development Director Lara Thomas provided additional information on conditional uses. The Commissioners asked questions of staff and discussion ensued. Ms. Thomas and Mr. Davis provided examples of potential improvements to the conditional use permit process. Commissioner Sawyer asked whether all types of permits can have a conditional use and who sets the conditions for conditional use permits. Commissioner Mercer brought a point of order, asked whether a meeting extension vote was necessary before proceeding to the next item in the agenda. Mr. Davis said that the following item would be brief.

C. Site Plan Review Orientation. Senior Planner Troy Davis gave a presentation on the site plan review process for public hearings and the role of Planning Commissioners. Mr. Davis explained that Commissioners review proposals for conformance with design review guidelines and then make a recommendation to the City's Hearing Examiner. Commissioner Mercer asked about the scope of questions the Commission can make to project applicants.

6. Public Hearing

None.

7. Unfinished Business

None.

8. New Business

None.

9. Good of the Order

Commissioner Mercer inquired about getting more information on new commissioners Laura Bradley and John Isaacson. Commissioner Sawyer proposed having a 5-minute break in the middle of Planning Commission meetings for future sessions.

10. Adjournment

The meeting was adjourned at 8:58 PM.