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Meeting Minutes
City of Duvall Planning Commission Meeting

Date: August 25, 2021

Time: 7:00 PM

Place: Via Zoom

<https://zoom.us/j/91584702708?pwd=cZ2Yl5SnBJVmdYbWRMTnFUNmszQT09>

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

Staff Present: Lara Thomas, Community Development Director; 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 (*Mercer/Chappell*) to approve the agenda for the August 25, 2021 Planning Commission meeting. The motion passed 6-0.

2. Announcements

Lara Thomas, Community Development Director, gave the following announcements:

- a. The City has a new staff member who started work today. She will be working at the front desk.
- b. The City is in the hiring process for a City Administrator and received 51 applications. City staff will inform Planning Commission about the dates when the final candidate will be attending City Council.
- c. City Council is having a retreat in September, it is still unknown if it will be held in person or remotely.
- d. The City is currently on phase I, open by appointment only; meetings will remain virtual for the following weeks.
- e. City staff is busy with current development, constantly receiving pre-applications and preparing for projects that will come for final plat in the upcoming months. The public hearing for the comprehensive plan amendments will be announced soon.

Ms. Thomas responded to questions from Commissioners.

3. Adoption of Minutes

It was moved and seconded (*Bradley/Mercer*) to approve the July 21, 2021 Joint Planning Commission/City Council workshop minutes. The motion passed 6-0.

It was moved and seconded (*Chappell/Isaacson*) to approve the July 28, 2021 Planning Commission meeting minutes. The motion passed 6-0.

4. Comments from Audience

None.

5. Unfinished Business

A. Willow Ridge Lot 21 Site Plan Review Decision (File #SPR20-005)

Brianna Miles, Medici Architects, gave a presentation on the departures and variances requests for the project, discussing impervious surface, building coverage, open space, setbacks, roof projections, guest parking, porch size and garage size.

Public Comments:

None

Ms. Thomas responded to questions from Commissioners. The following points were made:

- i. The drainage system for the project was approved with preliminary plat and is already in place. The storm policies have changed but when the system was put in, it met all requirements at that time.
- ii. Planning Commission can include a condition of approval that makes the HOA require that at least one car will be parked in the garage. This requirement could be placed in the amended CCRs. The City has the ability to request it as a condition of approval but not to enforce it.
- iii. The role of the Planning Commission is to review the general design and make a recommendation to the Hearing Examiner to approve the Design Review. The departures are administrative, and the Hearing Examiner approves variances.
- iv. Commissioners appreciate the time invested by the applicant and City staff to present this project to Planning Commission.
- v. Approving variances do not set a precedent for other projects, every project is different and is proposed in different circumstances.
- vi. It is common in cities to allow roofs and signs to overhang into setbacks and right of way, especially in high-density zones. Setback projections could be an issue in residential areas when there are encroachments, projections over narrow alleys, or sight distance impacts.

Clarifying questions from audience: None.

After discussion, it was moved and seconded (*Chappell/Supple*) to amend the recommendation of approval to the Hearing Examiner to include a condition that the HOA documents require residents to park at least one vehicle in their garage. The motion passed 6-0.

It was moved and seconded (*Mercer/Sawyer*) to recommend approval of the proposed Willow Ridge Lot 21 Site Plan to the Hearing Examiner as conditioned and amended in the August 25, 2021 staff report. The motion passed 6-0.

6. Workshop

None.

7. Public Hearing

None.

8. Unfinished Business

A. Mobile Workshop (Duvall Village, Toll Brothers, and Rio Vista) – September.

Planning Commission does a field trip every year within City limits and out of town to see how current policies are being implemented in current development.

This year's field trip could be conducted outdoors if participants are willing to drive individually to the site; participants will be required to follow health and safety guidelines. City staff will make arrangements to hold a site visit at the end of September.

9. New Business

None.

10. Good of the Order

None.

11. Adjournment

The meeting was adjourned at 8:08 PM.