



Small Town. Real Life.

Meeting Minutes
City of Duvall Planning Commission Meeting

Date: March 10, 2021

Time: 7:00 PM

Place: Via Zoom <https://zoom.us/j/92179432324>

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 7:02 PM.

1. Approval of the Agenda

It was moved and seconded (*Supple/Chappell*) to approve the agenda for the March 10, 2021 Planning Commission meeting. The motion passed 6-0. Commissioner Preston experienced technical difficulties.

2. Announcements

Community Development Director Lara Thomas made the following announcements:

- A.** The Community Development Department issued 97 permits in January and February and completed 495 inspections; currently 39 permits are under review.
- B.** The City will be interviewing firms as part of the Request for Proposals for the Government Facilities Pan issued earlier this year. The contract is expected to go to City Council this month.
- C.** The City interviewed candidates for the interim city administrator position, and a contract for service is expected within the next month.
- D.** Last week, City Council passed the temporary use duration ordinance, allowing temporary uses in local businesses for the next 6 months with a condition added for regular inspections.

3. Adoption of Minutes

It was moved and seconded (*Chappell/Isaacson*) to approve the minutes from the February 24, 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 reported that the next step in the Growth Targets process is a meeting by the King County Growth Management Planning Council to review and authorize the information provided by cities and a period for public comment. Ms. Thomas noted that the growth management survey opens Friday 12th and will be advertised in the City's webpage and social media. Ms. Thomas will provide Planning Commission the link to public comment on growth targets when it opens.

B. Planning Commission Meeting Training. Senior Planner Troy Davis gave an overview of the role and tasks that Planning Commissioners are expected to take in the upcoming weeks including dynamic of the Commission, expectations for public interaction, and responsibilities of commissioners. The Commissioners asked questions of staff and discussion ensued. The following points were made during the discussion:

- i. Commission will be more consistent in following rules of order for regular meetings.
- ii. Commissioners will mention their name before speaking.
- iii. Commissioners will abstain from speaking twice in a row.
- iv. Chair will call to members before they speak.

6. Public Hearing

None.

7. Unfinished Business

None.

8. New Business

A. Westcott Commercial Application Deferral Request. Community Development Director Lara Thomas shared a presentation on the history of the Westcott project and a brief overview on the proposed extension request. Discussion between Thomas and commissioners ensued.

9. Good of the Order

None.

10. Adjournment

The meeting was adjourned at 8:05 PM.