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Meeting Minutes
City of Duvall Planning Commission Meeting

Date: June 23, 2021

Time: 7:00 PM

Place: Via Zoom

<https://zoom.us/j/95291049214?pwd=U2ltNXFaNmgrQm56U1F5U3cwdHdzZz09>

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

Staff Present: Lara Thomas, Community Development Director; Lee Ann Ryan, Planner at The Blueline Group; Asela Chavez, Assistant Planner/Permit Specialist.

Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Sawyer at 7:01 PM.

1. Approval of the Agenda

It was moved and seconded (*Chappell/Supple*) to approve the agenda for the June 23, 2021, Planning Commission meeting. The motion passed 6-0.

2. Announcements

Community Development Director Lara Thomas reported she would give staff announcements at the end of the meeting.

3. Adoption of Minutes

It was moved and seconded (*Supple/Sawyer*) to approve the May 12, 2021, Planning Commission meeting minutes. The motion passed 6-0.

4. Comments from Audience

None.

5. Design Review

A. Willow Ridge Lot 21 Design Review (File #SPR20-005)

Chairperson Sawyer opened the design review for Willow Ridge Lot 21 at 7:06 PM.

Lee Ann Ryan, Planner at The Blueline Group, gave a power-point presentation introducing the project, its details and development timeline.

Emily Buchwalter, Medici Architects, introduced the design team. Brianna Miles, Medici Architects, gave a presentation on the architecture of the buildings within the project, the departures and variances requests.

Public Comments:

Tim Harrington, an area resident, expressed concern about the developer not proposing additional parking spaces for this project. Mr. Harrington asked the city to require additional parking be created in Willow Ridge Lot 22 to serve the neighborhood better.

Applicant Comments:

The expectation is that residents park in their own garage. There is also a provision that Lot 22 will offer some shared parking.

Staff Comments:

Staff concurred with the applicant's comments regarding parking, adding that Lot 22 is currently under review and that it will offer some additional spaces.

Planning Commissioners made the following questions and comments:

- There is concern about the project for having a significant number of variances and departure requests.
- Does the number of variances and requests relate to the project elapsing the building requirements of the time it was originally approved?
- What percentage of the requested deviations correspond to a change of code and what percentage to construction mistakes?

Staff response: Lot 21 belongs to phase two of a development that started in the 1990s. At that time some variances and departures were approved, which complied with the standards of that time. There are more variances and departures today because there are different policies (a new Comprehensive Plan, Design Guidelines and Zoning Code) from the time of the original application.

Applicant response: During the as-built process, it was found that there were some deficiencies. The applicant is working to bring the buildings into as much compliance as possible and engineer a solution.

- Planning Commission will pay more attention to future variances and departure requests.
- What are the ramifications of denying the recommendation of the project?
Applicant response: The applicant will work with city staff and the developer to identify areas of the project that could be brought into compliance. There is an interest in getting the development finished as soon as possible.
- Does the applicant intend to protect the current parking spaces for this development only, or are those for public use?
Staff response: The parking spots are in the right of way and are available for public use.
- There is an issue with parking in the neighborhood, is there a plan for additional parking in Lot 22?
Staff response: Lot 22 could offer some additional parking for Lot 21, but it would not be enough to accommodate the demand. Lot 22 already has vested rights and building permit application attached so it cannot be further conditioned. Lots 21 and 22 are separate legal lots.
Applicant response: Is there an option to include language in the CCRs to require homeowners to use their garages and prevent right-of-way overcrowding?

Staff response: The City would support that type of language to be included in the CCRs but it would require some type of enforcement.

- Is the developer compliant with parking?

Staff response: The development is no longer compliant because we are under a different Municipal Code, so they had to apply for a variance. Departures are administrative and can be approved by staff, Hearing Examiner approves variances.

- Is there no additional physical space for more parking?

Staff response: There is no more space for parking; otherwise the city could be requiring more.

- Is there a fixed minimum size of the existing parking spaces? Could they be reduced in size?

Staff response: The City does not stripe the spaces in town; we follow the standards from the entitlement process.

- Is the Commission required to make a decision today?

Staff response: The Commission is not required to do make a decision on the same day as the discussion.

Applicant response: Would it be helpful if the design team puts together a list of what was in the original design under the previous code and under the new code?

Clarifying questions from audience: None.

Chairperson Sawyer closed the Public Comment portion of the Design Review at 8:01 PM.

Planning Commission will make a recommendation at the next meeting. The Commission would also like to see other design options that could meet the current code.

6. Workshop

A. Sign Code Update – Temporary Signs

Assistant Planner/Permit Specialist Asela Chavez gave a brief presentation on the proposed revisions to the Temporary Signs section of the Duvall Municipal Code. Ms. Thomas noted that the City is considering making additional revisions to the signs chapter of the Municipal Code regarding residential monument signs and new sign technology. City staff will bring more information at future meetings.

7. Public Hearing

None.

8. Unfinished Business

Community Development Director Lara Thomas made the following announcements:

- Sunset Court's design review expired and will be back to Planning Commission for review and approval. The Commission will also hold reviews for Duvall Veterinary Hospital, Adventure Community Church, and Duvall 145th Street at future meetings.
- The City is constantly receiving land use pre-application requests; recent proposals include a mosque near 145th Street.

- City staff will draft a fence permit in the upcoming weeks in response to increased code enforcement requests regarding fence encroachments and parking.
- The Community Development department is working on the new permitting software previously approved by City Council.
- There has been an increased number of permit applications, inspections, and projects under site plan review.
- The City will be moving forward with Duvall Village's commercial deferment.
- City staff is involved in many local committees and boards related to planning

9. New Business

None.

10. Good of the Order

Commissioners made the following comments and questions of staff:

- It would be helpful to take a closer look at how City Code defines signs.
- What is the charger of the Land Use Committee?
Staff response: The Land Use Committee is formed by Councilmembers Hogg, Knaplund, and Lengyel and their role is to provide early feedback on land use policies and proposals.
- What are the City's inspection procedures that could prevent potential issues with current development?
Staff response: The City has a robust inspection record that occurs at different phases of development which includes intermediate inspections. Stop-work orders are issued when the City identifies any issues in the field. City staff is also constantly monitoring current development throughout the city.

10. Adjournment

The meeting was adjourned at 8:44 PM.