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**Meeting Minutes**  
**City of Duvall Planning Commission Meeting**

**Date:** January 12, 2022

**Time:** 7:00 PM

**Place:** Via Zoom <https://us06web.zoom.us/j/5472848932>

**Commissioners Present:** William Chappell, Eric Preston, Elaine Sawyer, Mike Supple (Absent: Laura Bradley).

**Staff Present:** Troy Davis, Senior Planner; Asela Chavez, Assistant Planner/Permit Specialist; Eric Jensen, Director of Planning at The Blueline Group.

**Call to Order – Flag Salute**

The Planning Commission meeting was called to order by Commissioner Sawyer at 7:03 PM.

**1. Approval of the Agenda**

It was moved and seconded (*Chappell/Supple*) to approve the agenda for the January 12, 2022 Planning Commission meeting. The motion passed 4-0.

**2. City Staff Announcements**

Troy Davis, Senior Planner, gave a brief overview of current projects under review and construction. The current development map for the first quarter of 2022 is now available online. Mr. Davis also gave the following announcements:

- a. The new City Administrator, Kevin Opple, will be attending a Planning Commission meeting in February.
- b. The Planning Department will resume work updating the temporary signs section of the Municipal code.
- c. Planning staff is also updating the Comprehensive Plan Amendments section and the Permit Processing chapter and bring to Commission for review this year.

**3. Approval of Minutes**

It was moved and seconded (*Supple/Chappell*) to approve the December 8, 2021 Planning Commission meeting minutes. The motion passed 4-0.

**4. Comments from Audience**

None.

**5. New Business**

- a) Nomination of a new Chair and Vice-Chair for 2022.  
Commissioner Chappell was nominated and seconded (Sawyer/Preston) for Planning Commission Chairperson. Commissioner Bradley was nominated for Planning Commission Vice Chairperson. The motion passed 4-0.
  
- b) Housing Needs Assessment  
Troy Davis, Senior Planner, announced this item will be covered at the next Commission meeting by Community Development Director Lara Thomas, who could not attend tonight's meeting.
  
- c) Riverview School District Annexations.  
Troy Davis, Senior Planner, gave an overview of the two parcels currently under the annexation process which includes annexation petitions, public hearings and a City Council decision. Eric Jensen, Planning Director at The Blueline Group, provided more detail on the intended use of both properties under annexation.

**6. Unfinished Business**

None.

**7. Good of the Order**

None.

**8. Adjournment**

The meeting was adjourned at 7:47 PM.