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

**Date:** January 23, 2019

**Time:** 7:00 PM

**Place:** Duvall Visitor Center, 15619 Main Street NE, Duvall WA 98019

**Commissioners Present:** Jim Deal, Eric Preston, Michael Yelle, Mike Supple, Jason Brown  
Ronn Mercer arrived at 7:50 PM.

**Commissioners Absent:** n/a

**Staff Present:** Lara Thomas, Community Development Director; Diana Hart, Admin. Assistant

**Others Present:**

**Call to Order – Flag Salute**

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

**1. Announcements**

- A.** Community Development Director Lara Thomas announced that the new Public Works Director will be starting on 1/28/19.
- B.** Ms. Thomas announced that a Senior Retreat was held last week to review department work plans.

**2. Approval of Minutes**

It was moved and seconded (*Preston-Supple*) to approve the minutes from the January 9, 2019 Planning Commission meeting. The motion passed 5-0.

**3. Comments from Audience**

None.

**4. Public Hearing**

None.

**5. Old Business**

None.

**6. New Business**

It was moved and seconded (*Deal-Supple*) that the Election of Planning Commission Chair and Vice Chair be moved to the end of New Business. The motion passed 5-0.

#### **A. Draft Riverview School District Memorandum of Understanding**

Community Development Director Lara Thomas introduced the Riverview School District (RSD) Memorandum of Understanding (MOU) and gave an overview of the MOU process.

Ruby Perez and Denise Stiffarm with RSD provided an overview of the history of the proposal and explained the need for the property and MOU.

Questions from Commissioners were answered both during and after the presentations.

#### **B. 2019-2020 Planning Department Work Plan and Daily Operations**

Community Development Director Lara Thomas provided an update on the new joint Community Development Department and the work plans for the Building and Planning Departments.

Questions from Commissioners were answered during the presentation.

#### **C. Election of Planning Commissioner Chair and Vice Chair for 2019**

Community Development Director Lara Thomas and Commissioners Deal and Mercer explained the roles of the Chair and Vice Chair.

Commissioner Deal was nominated for Planning Commission Chair. There were no other nominations. It was moved and seconded (*Deal-Mercer*) to elect Commissioner Deal to be Chair of the Planning Commission. The motion passed 6-0.

Commissioner Yelle was nominated for Planning Commissioner Vice Chair. There were no other nominations. It was moved and seconded (*Mercer-Deal*) to elect Commissioner Yelle to the Vice Chair of the Planning Commission. The motion passed 6-0.

#### **7. Presentation**

None.

#### **8. Good of the Order**

Community Development Director Lara Thomas explained that the Development Review Committee is organizing a development tour and that once there is more evening daylight that Planning Commission could go on a similar tour if there was interest.

#### **9. Adjournment**

The meeting was adjourned at 8:22 PM.