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Meeting Minutes
City of Duvall Planning Commission Meeting

Date: January 27, 2021

Time: 7:00 PM

Place: Via Zoom <https://zoom.us/j/95573143683>

Commissioners Present: William Chappell, Ronn Mercer, Mike Supple, Elaine Sawyer, Eric Preston

Staff Present: Lara Thomas, Community Development Director, Troy Davis, Senior Planner; Stephanie Goodwin, Accounting Associate, 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 (*Chappell/Mercer*) to approve the agenda for the January 27, 2021 Planning Commission meeting. The motion passed 5-0.

2. Announcements

Community Development Director Lara Thomas announced that she had attended the HOA meeting association with the Mayor and responded questions about the North Urban Growth Area (NUGA). Ms. Thomas announced that there will be an update to the Shoreline Master Program this year.

Ms. Thomas announced that the City has started work on a community banner policy. Senior Planner Troy Davis, introduced the new hire, Asela Chavez, filling the position of Assistant Planner/Permit Specialist in the Community Development department.

3. Adoption of Minutes

It was moved and seconded (*Supple/Preston*) to approve the minutes from the January 13, 2021 Planning Commission meeting. The motion passed 5-0.

4. Comments from Audience

None.

5. Workshop

A. Housing & Job Targets Update.

Community Development Director Lara Thomas gave an overview of Duvall's growth targets. King County expects a growth target projection for Duvall for the period 2019-2044 by February. The Commissioners asked questions of staff and

discussion ensued. Ms. Thomas encouraged Planning Commissioners to read the “Buildable Lands Report” by King County. Ms. Thomas announced that staff would next convey Duvall’s growth targets to King County.

B. General Update (temporary uses, signs; building/energy code, survey).

Senior Planner Troy Davis discussed that the City is drafting a Community Banner Policy for the City. Mr. Davis explained that community banners are temporary signs that go over the road, fences and lightning polls. Mr. Davis mentioned that the current fee for community banners does not cover the costs of installation. Mr. Davis explained there are different types of temporary signage and there is a need to create a definition for these different types to be included in the policy. The Commissioners asked questions of staff and discussion ensued. Ms. Thomas noted that during 2020, temporary sign fees were waived, and the initiative expired starting 2021. Ms. Thomas announced that the decision to continue this resolution will be taken to City Council. Ms. Thomas noted the temporary uses policy will be updated to include language that indicate the policy is valid until the Washington State emergency order in response to Covid-19 is rescinded.

Ms. Thomas announced that the Washington State building energy code will be effective February 1st and that the City will adopt and publish the update some days later.

Ms. Thomas announced that staff has been working on a community survey on growth targets that will be presented to Council for review and consideration. Ms. Thomas noted the survey will be available to the public through a digital format. Mr. Davis would send copy of the survey through email to the Planning Commissioners for review.

C. Development Map Update.

Senior Planner Troy Davis stated that the development map is still being updated. Mr. Davis explained some changes to make the development map more user friendly. Mr. Davis presented an updated spreadsheet on preliminary subdivisions, final subdivisions and site plan reviews currently under development. Mr. Davis announced that the public hearing for Redemption Church is currently on hold.

6. Public Hearing

None.

7. Unfinished Business

None.

8. New Business

None.

9. Good of the Order

None.

10. Adjournment

Chairperson Sawyer left the meeting due to technical difficulties. Vice Chairperson Chappell called for adjournment. The meeting was adjourned at 8:51 PM.