



Small Town. Real Life.

Meeting Minutes
City of Duvall Planning Commission/City Council Joint Workshop

Date: July 21, 2021

Time: 6:00 PM

Place: Via Zoom:

<https://zoom.us/j/93514194755?pwd=U1QvaWhOU0ZlajF3SVg2RTBMZkxNdz09>

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

Councilmembers Present: Dianne Brudnicki, Michelle Hogg, Amy McHenry, Rick Shaffer, Jennifer Knaplund, Mike Remington (Absent: Dorothy Lengyel, Amy Ockerlander)

Staff Present: Lara Thomas, Community Development Director; Asela Chavez, Assistant Planner/Permit Specialist.

Call to Order – Flag Salute

The Planning Commission/City Council workshop was called to order by Commissioner Sawyer at 7:06 PM.

1. City Staff Announcements

Lara Thomas, Community Development Director, made the following announcements:

- A.** City facilities re-opened last week in a modified schedule, including City Hall, the Police Department and the Depot Building. Phase 1 of the re-opening will last until August. City Staff will reassess opening hours at the end of phase 1 and anticipates having hybrid meetings (in-person and online) at phase 2.
- B.** City Staff will schedule another Planning Commission/City Council joint workshop in September. The workshop will be a field trip to Duvall Village and Ridge at Big Rock.

2. Comments from Audience

None.

3. New Business

A. Code Update - Temporary Signs (DMC Section 14.50.150)

Assistant Planner/Permit Specialist Asela Chavez gave a power-point presentation on the City's proposed amendments to the Temporary Signs chapter of the Municipal Code, discussing the update's intent, the review process, and the proposed timeline. Ms. Chavez introduced digital signs and monument signs as potential future updates. Community Development Director Lara Thomas briefly discussed additional design considerations for monument signs.

Planning Commissioners and Councilmembers made the following questions and comments:

- What lessons have the City learn from past design reviews of monument signs?
- Monument signs located in roundabouts should not block the view for incoming bikes and cars.
- Electric Vehicle (EV) charging stations have economic development potential.
- There is support for charging stations attracting visitors and supporting economic development but opposition to the idea of charging stations functioning as advertising signs that could alter Duvall's character.
- There is interest in knowing what other alternatives exist for signs at charging stations; size and placement are significant considerations.
- There is discomfort with the idea of subsidizing advertising unrelated to the charging station.
- Small screens similar to those existing in gas stations are more acceptable than tall cabinets with large screens.
- The Safeway parking might not be the best location for a charging station, as it is far from other businesses located downtown.
- Consider excluding all electronic signage from Old Town to keep its character.
- Given that Main Street is a state highway, can we regulate signage there?
- Will the City regulate signage that could be used for advertising, like flags and holiday decorations?
- How does the City regulate signage that is changeable (like window signs)? In which category are those types of signs included?
- Users of charging stations mostly use their phone applications to find nearby stations.
- Is the City including a category for people holding signs?
- For what types of signs are attachments prohibited?
- What is the penalty for people that don't get a permit for signage?
- The current code has little room for prudence or leeway in terms of signage.
- There is a suggestion for the City to consider sidewalk signage to restrict alcohol allowed areas.
- Do we anticipate these changes taking more staff time to enforce, or is this a simplification and would then take less time?

City Staff made the following responses:

- The City is pushing for good signage design on current monument signs proposals. Future policy updates need to include a compatibility test with our municipal code and design standards.
- The signage proposed for the EV charging station is large and focuses on advertisement. It is different from other signage approved before, so City staff wants to establish design parameters.
- Charging stations are allowed in the City, but this particular proposal includes an electronic signage component, which is not currently allowed.
- City staff will do additional research regarding types of electronic signs, available grants and partnership opportunities.
- The Washington State Department of Transportation prohibits all signage in the right of way, but it is typically only enforced on main roads.

- Holiday decorations are not considered signage and thus not regulated as such.
- City staff is working on a separate policy that will regulate banners located on City posts.
- Currently, attachments to A-boards are prohibited but this provision is not often enforced.
- The proposed changes to the municipal code regarding temporary signs focus on non-commercial speech; there are little to no changes to how we regulate commercial speech.
- The City approach has been to contact the owner and try to bring the sign into compliance; it is rare that the City fines, but it does it if necessary.
- The Public Works Committee will consider the proposal for sidewalk signs; these types of signs would be exempt and not regulated by our code. The City does not regulate alcohol and signage requirements, the state does.
- City staff anticipates these changes are a simplification and would take less time to enforce.

B. Other Code Updates – Permit Processing (DMC Chapter 14.08) Comprehensive Plan Amendment Procedure (DMC Chapter 14.72) and Zoning Code Map and Text Amendments (DMC Chapter 14.80).

Community Development Director Lara Thomas shared a presentation from Senior Planner Troy Davis regarding minor code amendments that City staff is proposing to update. They include changes to permit processing, vesting rights and the docketing process to reflect current practice. Planning Commission and City Council support these proposed updates.

4. Good of the Order

None.

5. Adjournment

The meeting was adjourned at 7:18 PM.