



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission

Date: January 13, 2016

Time: 7:00 pm

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

Commissioners Present: Ronn Mercer (Chair), Margie Coy, Jim Deal, and Dick Winn

Commissioners Absent: Ryan Deason, Eric Preston, and Veronika Williams,

Others Present: Lara Thomas, Planning Director, and Anne Wright-Cunniff, Administrative Assistant

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Mercer at 7:12 pm.

2. Announcements

- A. Ms. Thomas requested some adjustments to the agenda. Due to the low commissioner turnout, she requested to strike the election of the chair and vice chair from the agenda and hold it during the next meeting. She also requested to move Item C (MOU – WPM Property) to Item A; Item D (Comprehensive Plan – Housing Element) to Item B; Item B (Shoreline Master Program: Staff Memorandum) to Item C; and Item E (Gross Density vs. Net Density Discussion) to Item D. It was moved and seconded (*Winn – Deal*) to make the requested changes to the agenda. The motion carried unanimously.
- B. Ms. Thomas announced that Senior Planner Davis is attending King County GIS Training and will not be attending tonight's meeting.

3. Approval of Minutes

It was moved and seconded (*Winn – Deal*) to approve the planning commission meeting minutes from December 16, 2015. The motion carried unanimously.

4. Citizens' Comments and Requests – Items not on the Agenda

None.

5. Public Hearing

None

6. Unfinished Business

None

7. New Business

A. Memorandum of Understanding (MOU): WPM Property

The owner of the property located southeast of the Big Rock Ballfields is proposing to enter into an MOU with the City of Duvall that will entail the dedication of approximately three acres of land to the City for park purposes, contingent on practicability. Ms. Thomas reviewed the MOU staff memo and changes to the draft MOU with the commissioners. Nate Veranth, legal representative for the property owner, was present to take questions from the commissioners. The commissioners made a soft recommendation in favor of the MOU in its current form, but will hold voting until the next meeting when more commissioners are expected to be present.

B. 2015 Comprehensive Plan Update: Housing Element

Ms. Thomas shared a presentation on the Housing Element that she had given to City Council on January 5, 2016. The presentation covered the element's Goals and Policies and an analysis of Duvall's housing demographics and trends. The commissioners and Ms. Thomas also had a discussion regarding gross density versus net density in relation to the Housing Element, effectively covering Item D on the agenda. Density calculations will be further clarified and reviewed during the next scheduled meeting.

C. Department of Ecology (DOE) Shoreline Master Program (SMP) Meeting Recap

Ms. Thomas shared a brief overview of her meeting with the DOE prior to public hearing for the SMP and a timeline for Comprehensive Plan Update adoption.

D. Gross Density Versus Net Density

This topic was covered during Agenda Item B, Housing Element.

8. Presentation

None

9. Adjournment

It was moved and seconded (*Winn – Deal*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:22 p.m.