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

**Date:** January 27, 2016

**Time:** 7:00 pm

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

**Commissioners Present:** Ronn Mercer (Chair), Margie Coy, Eric Preston, Veronika Williams, and Dick Winn

**Commissioners Absent:** Jim Deal and Ryan Deason

**Others Present:** Lara Thomas, Planning Director; Troy Davis, Senior Planner; and Anne Wright-Cunniff, Administrative Assistant

### **1. Call to Order – Flag Salute**

The Planning Commission meeting was called to order by Commissioner Mercer at 7:08 pm.

### **2. Announcements**

- A. Ms. Thomas announced that City Council will hold its annual retreat this Saturday at Haus Big Rock. The public is welcome to attend.
- B. Ms. Thomas requested an adjustment to the agenda. She asked to move New Business items before Unfinished Business, add the Riverview School District Annexation 10% Petition to New Business as Item A, and move the election of the commission chair and vice chair to Item C under New Business. It was moved and seconded (*Williams – Preston*) to update the agenda as requested. The motion passed unanimously.

### **3. Approval of Minutes**

It was moved and seconded (*Winn – Williams*) to approve the planning commission meeting minutes from January 13, 2016. The motion carried unanimously.

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

Nate Veranth, Cherry Valley Law, was present on behalf of his client to answer questions regarding the Memorandum of Understanding between WPM and the City of Duvall for park dedication.

### **5. Public Hearing**

None

### **6. New Business**

- A. Riverview School District Annexation

Mr. Davis introduced the Notice of Intent to Annex 10% Petition submitted by the Riverview School District. The district is proposing to have annexed into the City of Duvall a 4.9-acre parcel adjacent to Cedarcrest High School. No pre-designation exists for this property; however, it is proposed that the parcel be pre-designated as Public Facilities (PF). Public Hearings will be held at the next Planning Commission meeting on February 10 and City Council on February 16.

**B. Introduction to Food Truck Ordinances**

Due to the growing popularity of food trucks, staff is considering adoption of code that would allow and regulate food trucks within the city. Mr. Davis shared an article on food truck zoning with the commissioners. He will share a draft version of the proposed code in an upcoming meeting as it becomes available.

**C. Election of 2016 Planning Commission Chair and Vice Chair**

It was moved and seconded (*Mercer – Coy*) to elect Commissioner Williams as the Planning Commission Chair for 2016. The motion passed unanimously.

The commission decided to elect two co-chairs for 2016. It was moved and seconded (*Coy – Preston*) to elect Ronn Mercer as Co-chair, and it was moved and seconded (*Mercer – Williams*) to elect Dick Winn as Co-chair. The motion passed unanimously.

At 7:42, Commissioner Mercer handed off chair duties to Commissioner Williams. Commissioner Williams ran the remainder of the meeting.

**7. Unfinished Business**

**A. Memorandum of Understanding (MOU) Between City of Duvall and WPM for Park Dedication**

Ms. Thomas gave a brief recap of changes made to the MOU after the last city council meeting. The commissioners reviewed the changes and made their recommendation. It was moved and seconded (*Winn – Mercer*) to recommend approval of the MOU as revised to City Council. The motion passed unanimously.

**B. 2015 Comprehensive Plan Update – Land Use Element**

Ms. Thomas reviewed updates the goals and policies in the Land Use Element of the Comprehensive Plan.

**8. Presentation**

None

**9. Adjournment**

It was moved and seconded (*Preston – Winn*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned by Commissioner Williams at 8:45 p.m.