



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission

Date: February 24, 2016

Time: 7:00 pm

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

Commissioners Present: Veronika Williams (Chair), Jim Deal, Ronn Mercer, Eric Preston, and Dick Winn

Commissioners Absent: Margie Coy 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 Williams at 7:05 pm.

2. Announcements

- A. Ms. Thomas notified the commission that Commissioner Coy is out for this meeting due to personal reasons and will return the next meeting.
- B. Ms. Thomas addressed the topic of Commissioner Deason's attendance. Staff has drafted a letter of intent and asked the commission's opinion on moving forward with the letter. Several commissioners expressed a desire to move forward with the letter. Ms. Wright-Cunniff reviewed the attendance bylaws with the commissioners, and Ms. Thomas reminded the commissioners to please let staff know in advance, if possible, if they will be absent.
- C. Ms. Thomas gave a brief overview of the first administrative staff retreat held earlier that day. Additionally, Ms. Thomas talked about the City Council retreat held in January, in which the Planning Department presented a next three-year summary.
- D. Ms. Thomas brought up the Toll Brothers presentation held at the last City Council meeting. She asked Commissioner Winn, who was in attendance, to provide brief feedback on the presentation. Ms. Thomas also provided some history on the project and the development agreement.

3. Approval of Minutes

It was moved and seconded (*Mercer – Deal*) to approve the planning commission meeting minutes from January 27, 2016. The motion carried unanimously.

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

None.

5. Public Hearing

None

6. New Business

A. Cottage Housing

Mr. Davis introduced the commission to a proposed cottage housing project on Stephens Street. Under current regulations, lot sizes smaller than 4,000 square feet are not permitted for lots zoned Residential 8 Units per Acre (R8). Staff is drafting a demonstration ordinance that would include a density bonus as incentive for developing smaller units. (The 2015 Comprehensive Plan Update supports cottage housing.) Cottages in this project are slated to be around 1,000 to 1,300 square feet and are planned to be built under low impact design (LID) guidelines.

B. February 8 Monroe Planning Commission Training Session

Commissioner Winn attended the Monroe Planning Commission's training session, Roles and Responsibilities in the Planning Process, and gave a brief recap of the session. Ms. Wright-Cunniff reminded the commissioners that the Washington State Department of Commerce offers free planning short courses and asked the commissioners to let her know if they would like to attend a session.

7. Unfinished Business

A. 2015 Comprehensive Plan Update – Land Use Element (Continued) and Park Element

In follow-up to the last planning commission meeting, Ms. Thomas reviewed the remaining updates to the Land Use Element of the Comprehensive Plan. Because the Park Element was still in process, Ms. Thomas tabled the discussion for the next meeting.

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 8:23 p.m.