



Small Town. Real Life.

Meeting Minutes

City of Duvall Planning Commission

Date: September 14, 2016

Time: 7:00 PM

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

Commissioners Present: Ronn Mercer (acting chair), Margie Coy, James Deal, Mark Weiss, and Dick Winn

Commissioners Absent: Eric Preston. Position 7 is vacant.

Others Present: 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 7:02 PM.

2. Announcements

- A. Mr. Davis announced that Planning Director Thomas is in Chelan for a planning directors conference.
- B. Mr. Davis announced that Veronika Williams has been appointed to the City Council and is no longer on the Planning Commission. He added that we currently have a vacancy on the planning commission and will be taking new applicants as well as reviewing applicants from the previous vacancy.
- C. Ms. Wright-Cunniff announced that there will be a special workshop for the Planning Commission and City Council on October 19, 2016.

3. Approval of Minutes

It was moved and seconded (*Winn – Deal*) to approve the planning commission meeting minutes from August 24, 2016. The motion carried unanimously.

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

There were no citizens' comments.

5. Public Hearings

None

6. Old Business

None

7. Presentation

None

8. New Business

A. Election of Planning Commission Chair

Commissioner Deal was nominated to the chair position by Commissioner Winn; however, Commissioner Deal declined. Commissioner Deal nominated Commissioner Mercer to the position of chair, and he accepted. It was moved and seconded (*Deal – Coy*) to elect Commissioner Mercer as chair of the Planning Commission. The motion carried unanimously.

B. Sign Code Publications (Draft Trifolds)

Mr. Davis informed the commission that the city is implementing an educational campaign on sign regulations. He shared two examples of draft brochures that will be provided to the public and took recommendations from the commissioners.

B. Permit Application Updates

Mr. Davis shared staff updates to the land use permit applications. The permit application process is being streamlined and reduced from several forms to one inclusive form.

9. Adjournment

It was moved and seconded (*Winn – Deal*) to adjourn the planning commission meeting. The motion carried unanimously. The meeting was adjourned by Commissioner Mercer at 7:34 PM.