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## **Meeting Minutes**

### **City of Duvall Planning Commission**

**Date:** September 28, 2016

**Time:** 7:00 PM

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

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

**Commissioners Absent:** Eric Preston; Position 7 is vacant.

**Others Present:** Lara Thomas, Planning Director; Troy Davis, Senior Planner; Anne Wright-Cunniff, Administrative Assistant; Charles Hare, Toll Brothers Development; and Nancy Rogers, Attorney at Cairncross & Hempelmann, representing Toll Brothers

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

The Planning Commission meeting was called to order by Commissioner Mercer at 7:03 PM.

#### **2. Announcements**

A. Planning Director Thomas reminded the commissioners of the joint workshop on October 19 and asked the commissioners if they will attend:

- Commissioner Deal – yes, but may be late
- Commissioner Winn – yes
- Commissioner Coy – yes
- Commissioner Weiss – yes
- Commissioner Mercer – yes

B. Ms. Thomas asked the commissioners if anyone was continuing to have issues accessing their email. None of the commissioners indicated they were having problems that they were aware of.

C. Ms. Thomas brought up the subject of making planning commission packets available online instead of hard copy. She advised the commissioners a digital option isn't mandatory and to think about it before the next meeting.

D. Ms. Thomas added that the Planning Commission Position 7 vacancy is still open and that we're still taking applications. Ms. Wright-Cunniff added that we've only received one application so far. The deadline is October 21.

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

It was moved and seconded (*Winn – Deal*) to approve the minutes from the September 14 Planning Commission meeting. The motion carried unanimously.

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

There were no citizens' comments.

#### **5. Change to the Agenda**

A request was made by staff to move New Business (Agenda Item 8: Windermere Sign Design Review and Recommendation) to the first item of business before the public hearing. It was moved and seconded (*Coy – Deal*) to approve the change to the agenda. The motion carried unanimously.

#### **6. New Business**

##### Windermere Sign: Design Review and Recommendation

Senior Planner Davis presented updates to the existing sign for the Windermere and Metcalf Chiropractic property. The applicant, Dr. Jeffrey Metcalf, was present.

It was moved and seconded (*Deal – Winn*) to approve the design of the new sign. The motion carried with four ayes and one abstained.

#### **7. Public Hearing**

##### Toll WA LP Development Agreement: Amendment I

Commissioner Mercer opened the public hearing at 7:12 pm.

Planning Director Lara Thomas entered exhibits 1 through 8 (plus the staff report) into the record. Ms. Thomas gave staff testimony via a PowerPoint presentation outlining the history of the project and the intent of the amendment to the development agreement.

Representing Toll Brothers, Nancy Rogers, land use attorney with Cairncross & Hempelmann, gave a presentation explaining the amendment to the development agreement. Charles Hare, Senior Land Entitlement Manager with Toll Brothers, was also present.

Commissioner Mercer opened the floor to public comment.

Duvall resident, Maurie Combs, wanted to know the timeframe of the project. Mr. Hare responded that the developer wanted to break ground after the rainy season. He projected it would take six to eight years for the development to be built out.

As there were no further questions from the public, staff, Mr. Hare, and Ms. Rogers took questions from the commissioners.

Following no further questions, Commissioner Mercer closed the public testimony portion of the hearing and concluded the public hearing at 7:39 pm.

#### **8. Old Business**

##### Toll WA LP Development Agreement: Amendment I - Recommendation

Following commissioner discussion, it was moved and seconded (*Winn – Deal*) to approve recommendation of approval of Amendment I to the Toll WA LP Development Agreement to Duvall City Council. The motion carried unanimously.

## **9. Presentation**

### High Point, West Seattle – Virtual Tour

Mr. Davis gave a PowerPoint presentation on the Planning Department's offsite visit to the High Point mixed income housing development in West Seattle, including the history of the development, its use of sustainable design, protection of existing trees, the mix of single- and multifamily units, and its integration of open and park spaces.

## **10. Adjournment**

It was moved and seconded (*Winn – Deal*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:49 pm.