



Small Town. Real Life.

Meeting Minutes
City of Duvall Planning Commission Meeting

Date: March 14, 2018

Time: 7:00 PM

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

Commissioners Present: Jason Brown, Jim Deal, Ronn Mercer, Eric Preston, Michael Remington, Robert Walker, Michael Yelle

Commissioners Absent: None

Staff Present: Lara Thomas, Planning Director and Deloa Dalby, Administrative Assistant.

Others Present: None

Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Mercer at 7:01 PM.

1. Announcements

- A. Planning Director Thomas announced the moratorium has ended and that Staff has received several pre-applications in the R-4, R-12, and R-20 zones. The City is in the early implementation of the new Sensitive Areas Tree Protection Policy, and Staff has had discussions with the applicants. The Council approved a budget amendment for the City's Consultant to produce new brochures and communications for new and existing lots under these policies.
- B. Planning Director Thomas announced that City Council Member Nixon is resigning her position at the end of March, and the announcement and application process is on the City's website. The process of applying for the position was discussed with the Commissioners.
- C. Planning Director Thomas announced that the Economic Development Advisory Council is soliciting for two planning commissioners as members.
- D. Planning Director Thomas announced that the Stormwater Planning Process is currently underway with SEPA completed and Public Hearings to occur within the next 6-8 weeks.
- E. Planning Director Thomas announced the City will be starting a bi-annual budget process, and commissioners are encouraged to attend the kick start workshop.
- F. Planning Director Thomas announced that she will be attending several conferences as a guest speaker for watershed and tree protection policies, and attendance at the historic preservation conference with the City Administrator and Chamber of Commerce.
- G. Planning Commission Tablets will be available by the end of May.

2. Approval of Minutes

It was moved and seconded (*Remington-Yelle*) to approve the minutes from the February 28, 2018 Planning Commission meeting. The motion carried.

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

There was one citizen in the audience. There were no comments from the audience.

4. Public Hearings

None

5. Old Business

A. Follow-up on Video: Short Course on Planning. All Commissioners replied to the affirmative that they had seen the video. Director Thomas requested that all Commissioners send confirmation of their viewing to Deloa Dalby.

6. New Business

A. 2018 Comprehensive Plan Docket Introduction to Applications

Planning Director Thomas started by outlining the Comprehensive Plan process which is updated once per year, the Capital Facilities Plan twice per year, and all other City plans once per year. The City processes the docket items as one, and they go through an analysis, public hearings, and is usually adopted by the end of each year. There are a total of 8 applications this year, all of which are city or school district initiated. Director Thomas outlined the docket applications utilizing a slide show that was entered into the record.

There were questions and clarifications regarding zoning changes, UGAR alternatives, water service capacity, PSRC forecast impacts, surplus properties and the need for a consolidated governmental facility.

The remaining timeline is as follows: the proposed docket will be introduced to City Council on March 20, then returned back to the Planning Commission for a recommendation. City Council will approve the final docket in April and those items will then be processed by Staff. A community meeting hosted by the Planning Commission will be held, along with public hearings near the end of the year. PC will hold a public hearing and make their recommendation to City Council. The Council will also hold a public hearing and then the docketed items will be adopted.

B.

7. Presentation

None.

8. Good of the Order

None

9. Adjournment

It was moved and seconded (*Preston-Waker*) to adjourn the Planning Commission Meeting at 8:03 p.m.