

December 9, 2014

VIA HAND DELIVERY

The Hon. Ron Logan
The Hon. Ronn Mercer
The Hon. Eric Preston
The Hon. Ryan Deason
The Hon. Margie Coy
The Hon. Dick Winn
The Hon. Veronika Williams
The City of Duvall Planning Commission
15535 Main St. NE
Duvall, WA 98019

Re: Request for Comprehensive Plan Amendment to Facilitate Annexation of Properties Adjacent to, and Enhancement of, Big Rock Ball Fields

Dear Commissioners:

We are the owners of King County Parcel Nos. 2129700245 and 2129700240 (together, the “Dazey Property”) and 2129700260 (the “WPM Property” and, together with the Dazey Property, the “Properties”), which are outlined in bold on the map attached as Exhibit A hereto, and which Properties are adjacent to the Big Rock Ball Fields (the “Ball Fields”) to the northwest and southeast, respectively. We write to request that the City of Duvall (the “City”) amend its Comprehensive Plan (the “Comp Plan”) to change the planning designation of the Properties from Urban Growth Area Reserve to Residential R4-4.5 (the “Proposed Amendment”).

The Proposed Amendment is in the City’s best interest for several reasons. First, such an amendment is an initial step necessary to complete a modest annexation of the Properties, which would make stable revenue streams available to the City at very low risk. Second, and perhaps most importantly, annexation would facilitate expansion and enhancement of the Ball Fields, improving the City’s level of service for community parks at low cost, if any, to the City. Finally, annexation would improve the City’s current southeastern boundary line from a planning perspective by eliminating the “spot” annexation of, and facilitating delivery of municipal services to, the Ball Fields.

The Proposed Amendment Facilitates Annexation of the Properties Making Stable Revenue Streams Available to the City with Very Little Risk

The Properties are currently within the City's Southeast Urban Growth Area Reserve adjacent to City limits. While the Proposed Amendment would assign a low-density residential planning designation to the Properties, characteristic of adjacent neighborhoods, it would not bind the City to any particular timeline for annexation. Therefore, the City would reserve the right to carefully study any proposal for annexation and ensure that it makes economic sense to the City.

From an economic perspective, annexation presents very little risk to the City. In fact, the City already delivers significant services, such as road maintenance, police, fire and emergency services right to the boundary lines of the Properties and gets very little, if anything, in return. Annexation would provide the City revenue streams in the form of traffic mitigation fees, sewer facility charges, and water facility charges, among other sources, with minimal incremental increase in the City's costs given the location of the Properties.

Moreover, as noted in the City's Parks, Trails and Open Space Plan (the "Park Plan"), parks contribute to property values on adjacent property, thereby increasing property tax revenues. *Park Plan*, at p. 9. Therefore, in terms of potential tax revenue to the City, annexation of the Properties presents a unique opportunity as a result of the Properties being adjacent to the Ball Fields.

Annexation Promotes Significant Expansion and Enhancement of the Ball Fields Envisioned under the Comprehensive Plan

The City has wisely recognized that parks, trails and open spaces are fundamental components of what makes a community a great place to live and work. *Comp Plan, Parks and Recreation Element*, Table P-6, at IV-1; *Park Plan*, at p. 8. Accordingly, the City has committed to enhancing existing parks, including the Ball Fields, through its vision set forth in the Comp Plan. *Id.* Annexation of the Properties provides the City an opportunity to implement this vision by expanding the Ball Fields at little cost to the City.

As you know, the City of Duvall is one of the fastest growing communities in the State of Washington. The City has done a great job acquiring, developing, and maintaining parks for its citizens. That said, with the high, and ever-increasing, cost of land, along with the City's projected population growth, it may be difficult for the City to maintain its level of service with respect to community parks within the projected budgetary environment.

Based on the National Recreation and Park Association level of service standards adopted by the City, the City expects to need more than 20 additional acres of community parks over the course of the City's 20 year park plan. *Park Plan*, at p. 58. In order to meet this requirement, the City has budgeted \$2,800,000 for acquisition of 8 acres of land for the expansion of the Ball Fields. *Park Plan*, at p. 70. Annexation of the Properties could allow the City to take a meaningful step toward meeting that 8 acre target at no cost to the City through private dedications secured through one or more pre-annexation agreements.

Annexation of the Properties Provides The City Valuable Planning Benefits

The Ball Fields are an isolated island of the City within unincorporated King County. This type of spot annexation is disfavored for a variety of reasons. Perhaps the most glaring disadvantage here is the current discontinuity of City services to the Ball Fields. In other words, the City's current boundary makes it more difficult and/or costly to deliver municipal services to one of the City's more significant park assets. For example, the Ball Fields are currently connected to the neighborhoods they serve by only a narrow asphalt trail. Annexation and development of the Properties would enhance park connectivity and public safety by providing pedestrians a full City sidewalk connection to the Ball Fields. Such improvements would likely be constructed and paid for by developers of the Properties and would promote the City's goal of reducing motor vehicle trips to the City's community parks. *See Park Plan*, at p. 18.

In addition, annexation would allow the City to connect the Ball Fields to City sewer service and replace portable restrooms with fully-functioning restrooms, as outlined in in Phase 1 of the Park Plan. *Park Plan*, at p. 69. In sum, annexation would allow the City to provide at least the same level of service to the Ball Fields that it provides to its other parks.

Conclusion

We respectfully submit to the City Council that the Proposed Amendment presents a tremendous opportunity for the City. It allows the City to solve the problems associated with the spot annexation of the Ball Fields while paving the way for park enhancements needed to serve the City's future. While it is true that the City could mend its broken boundary line through annexation of the Dazey Property, our proposal offers the City the opportunity to double the benefits to the Ball Fields at no additional cost.

Again, what we are proposing is just an initial step and would not commit the City to annexation of the Properties. Still, it would provide an important signal as to the City's

intent to expand and enhance the Ball Fields in accordance with the Comp Plan and Park Plan. As noted in the Park Plan, there is “[e]xtremely limited land available for expansion” of the Ball Fields. *Park Plan*, at p. 27. Adoption of the Proposed Amendment would likely discourage development of the Properties in ways that may impede, or increase the cost of, future expansion of the Ball Fields. This is just another way in which the Proposed Amendment serves the City’s interest at low risk and cost to the City.

We understand that more information is needed in order to determine whether annexation of the Properties is feasible for the City. Following adoption of the Proposed Amendment, we look forward to providing the City all of the information it needs to confirm that annexation makes economic sense to the City, including entering one or more pre-annexation agreements with the City.

Thank you for your consideration.

Respectfully,



Jaydene Dazey

WPM-ONE, LLC, a
Washington limited liability company



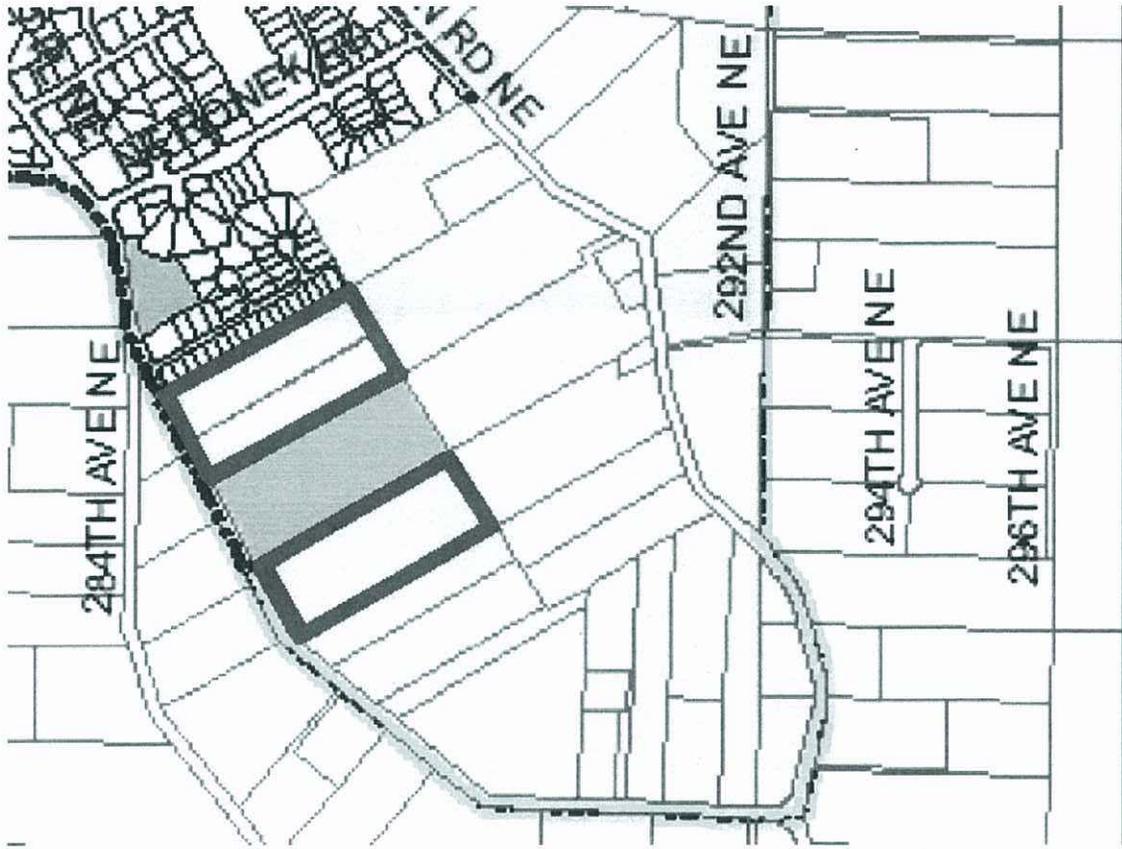
Jaydene Dazey, POA for Gary Campbell

By: 

Mark Quehrn, Manager

cc: The Hon. Dianne Brudnicki
The Hon. Leroy Collinwood,
The Hon. Scott Thomas
The Hon. Becky Nixon,
The Hon. Gary Gill
The Hon. Amy Ockerlander
The Hon. Jason Walker
Lara Thomas
Steve Leniszewski

Exhibit A
Map of the Properties



Lara Thomas

From: Nate R. Veranth <nate@cherryvalleylaw.com>
Sent: Tuesday, November 25, 2014 1:14 PM
To: Lara Thomas
Subject: SOUTHEAST COMP PLAN AMENDMENT - Draft Letter
Attachments: WPM-ONE LLC - Letter to Duvall City Council.docx

Lara,

Here's a proposed draft of our letter. I would appreciate any comments you have.

Thank you,

Nate

Nate R. Veranth | Cherry Valley Law PLLC
Attorney at Law
15934 Main Street NE, Suite 102
P.O. Box 772
Duvall, WA 98019
Phone: 425.788.2222
Email: nate@cherryvalleylaw.com

IRS CIRCULAR 230 DISCLOSURE: To ensure compliance with Treasury Department and IRS regulations, we inform you that, unless expressly indicated otherwise, any federal tax advice contained in this communication (including any attachments) is not intended or written by Cherry Valley Law PLLC to be used, and cannot be used by the taxpayer, for the purpose of (i) avoiding penalties that may be imposed on the taxpayer under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein (or any attachments).

* * * * *

NOTICE: This communication may contain privileged or other confidential information. If you have received it in error, please advise the sender by reply email and immediately delete the message and any attachments without copying or disclosing the contents. Thank you.

November __, 2014

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The Hon. Leroy Collinwood,
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Thank you for your consideration.

Respectfully,

Jaydene Dazey

WPM-ONE, LLC, a
Washington limited liability company

Jaydene Dazey, POA for Gary Campbell

By: _____
Mark Quehrn, Manager

Exhibit A
Map of the Properties



Lara Thomas

From: Jennifer K <jenkna@frontier.com>
Sent: Monday, September 21, 2015 5:56 PM
To: Lara Thomas
Subject: 2015 Comprehensive Plan Comments
Attachments: 2015 Comprehensive Plan Comments.docx

Hello Lara,

Thanks again for all your time this afternoon. It was very helpful. Please see the attached document. This is just a quick draft off the top of my head. Please let me know if you have any suggestions.

Thanks! Jennifer

Please accept this letter as my official public comments related to the Draft Environmental Impact Statement and the encompassing City of Duvall Comprehensive Plan.

My husband and I have been residents of Duvall for 15 years. We purchased our home in the Cedars of Duvall neighborhood in September 2000 with the intention to raise our family here. What drew us to Duvall was the rural atmosphere, large lot sizes and proximity to Redmond. What we have found is that the rural atmosphere is diminishing (population has almost doubled), new development are built on tiny lot sizes and although the distance to Redmond is unchanged, the commute time has drastically increased. When we moved here there was one traffic light between here and Redmond...I have lost count of the number there are now. An entire mini-city was built between Duvall and Redmond in the form of Trilogy and Redmond Ridge. Obviously Duvall cannot be blamed for the growth that occurred along our transportation routes, but Duvall has significant responsibility for the growth allowed within city limits.

I am certain I am not alone in my unease. If you look at the results of the community survey in 2014, you will notice a trend. Three of the top 4 concerns our community feels we face relate to growth. They are concerned about the decline of rural character (#1), residential development (#2) and the roads that service our growing population (#4).

Below are some specific observations and suggestions:

- New R20 designation: This new designation would allow for significantly higher density than what Duvall has allowed in the past. I do not think this falls in line with what our community desires or what is best for the city long term. An argument can be made that we need more affordable housing for local retail job holders. I would respond that it is naive to believe that most of the new apartment or condominium spaces will be filled with local workers. This very high density housing does not fit the rural character of Duvall and realistically will be filled with additional commuters to neighboring employment hubs. The additional housing needed for local workers should be fulfilled by smaller developments within the current R12 and Mixed use designation. Removing the R20 housing designation would still allow Duvall to meet its growth targets (all alternatives far exceed the required increase in housing units required)
- Multi-Family housing increase. All alternatives drastically increase the number of multi-family housing units. Currently Duvall has 389 units (which is quite misleading since it includes manufactured homes). The capacity, if Alternative 1 is implemented, is nearly 800 units. This would double the number of multi-family homes in Duvall (much more than double if you exclude manufactured homes). This will have a huge negative impact on the rural atmosphere of Duvall.

- Alternative 1 - Conversion of Mixed Use 12 and some current R12 designations to R8 – I applaud this change and would even go a step further to assign it R6. The area surrounding 143rd is clearly comprised of residential single family neighborhoods and should remain that way.
- Net/Gross - Current density zoning rules: I am very concerned with the current interpretation of zoning density. The intent of zoning is to ensure density that is appropriate to both the location of the land and the surrounding neighborhoods. I believe the application of zoning rules have been manipulated to allow for much denser housing than was intended and expected by our community. For example, the area north of Legacy Ridge is zoned R4, yet the new development is building homes with extreme density. The density calculation has been abused in this case. The density calculation should be based on the usable land. For example, assume you have a 10 acre plat, but only 5 acres are buildable due to topography and/or environmental restrictions. Currently an R4 designation is giving builders 4 homes per the entire 10 acres = 40 homes. Those 40 homes get squished into the 5 acres of usable land. Certainly that was not the intention of R4 zoning – in effect you are getting R8. What should happen is if there are 5 buildable acres, you should get 5 x 4 homes = 20 homes with the R4 designation. It is absolutely critical that this practice of gross density calculations be abolished because currently, all density restrictions are completely ineffective.
- Impact Fees for new development MUST cover the actual impact: I am not sure what document/regulation/regulatory body assigns impact fees to new housing developments but we must ensure the cost associated with the increased population is paid at the time the home is built. Our parks are not sufficient for the size and demographics of our population. Throwing a “tot-lot” in the corner of a new development is just not going to cut it. Our schools are crowded and need to accommodate the high number of children these new developments will bring. Traffic through town is already at a complete standstill many hours of the day. If we increase our population by over 50% how are we going to pay to fix these problems?
- We do not want to become another Mill Creek... 😊

Thank you for taking the time to read this letter. In addition, thank you for your service to our community.

Sincerely,

Jennifer Knaplund
 28320 NE 147th Court
 Duvall, WA 98019
 206-854-4606

Lara Thomas

From: Charlene McFarland <chamcf@yahoo.com>
Sent: Thursday, September 17, 2015 11:59 AM
To: Lara Thomas
Subject: Adoption of Comprehensive Plan Amendments - Comments

Hi Lara,

I received the email with documents and link for the Comprehensive Plan Amendments. I unfortunately did not get to the Open House on September 2nd which would have been informative in making a better comment to you. Can you explain what Alternative 3 would do to the UGA areas? In our comments to you do you want us to pick one of the options offered? Also going forward, will the Comp meetings now be focused on how the UGA areas will be developed?

I would choose the alternative that has the least amount of impact on wildlife and their corridors and the natural surroundings which includes the waterways, ponds and lakes that these animals rely on for their water supply as well as the native trees, scrubs, etc. for cover.

Charlene J. McFarland

Lara Thomas

From: Jennifer K <jenkna@frontier.com>
Sent: Wednesday, September 23, 2015 5:56 PM
To: Lara Thomas
Cc: Anne Wright-Cunniff; Reema Shakra
Subject: Re: 2015 Comprehensive Plan Comments
Attachments: 2015 Comprehensive Plan Comments.docx

Please see attached final version of my comments. Thank you, Jennifer Knaplund

On 9/21/2015 6:16 PM, Lara Thomas wrote:

> Jennifer,
> It is a great letter and very articulate. The City will respond to all public comments once the comment period ends this week. On September 29th the Council and Planning Commission will go through a map exercise to choose a final land use map. The new future land use map will likely be a hybrid of the four alternatives identified. This will be a great opportunity to see you mayor, Council, and Planning Commission in action. The meeting will be at the Visitor Center from 6-830.
>
> Sincerely,
> Lara Thomas
>
>
> Lara Thomas, Planning Director
> City of Duvall, PO Box 1300, Duvall WA 98019 Lara.thomas@duvallwa.gov
> (425) 788-2779 ext 2
>
> -----Original Message-----
> From: Jennifer K [mailto:jenkna@frontier.com]
> Sent: Monday, September 21, 2015 5:56 PM
> To: Lara Thomas <lara.thomas@duvallwa.gov>
> Subject: 2015 Comprehensive Plan Comments
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> Hello Lara,
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- Design Guidelines concerns: Current guidelines (and it appears the proposed guidelines) are allowing developments that are incongruous with their surroundings. Specifically the 65% building coverage and the large square footage allowed per lot size. For example, the development bordered by Main and 2nd and Anderson and Bird Street. This neighborhood has destroyed the beautiful views of our town as you enter Duvall (crossing the Woodinville-Duvall Bridge). The homes are 3 stories high, cover almost the entire lot (once you include the driveway, patio and walkway the lot is nearly impervious). The neighborhood is jarring to its picturesque setting. If we are going to allow small lot sizes, home square footage should decrease as well. In addition, these dense neighborhoods should be planted with substantial street trees and be shielded by green space to blend with their surroundings. This would also increase availability of affordable homes since it would result in smaller homes being built on these smaller lot sizes. When builders are allowed to build 3 story high 2,500 square feet homes on 2,900 square feet lots – you end up with homes that are neither affordable nor attractive nor environmentally conscious. Wouldn't it also be more pleasant to offer lower income families a small home rather than relegate them to a multifamily living situation?
- We do not want to become another Mill Creek.... 😊

Thank you for taking the time to read this letter. In addition, thank you for your service to our community.

Sincerely,

Jennifer Knaplund
28320 NE 147th Court
Duvall, WA 98019
206-854-4606

Lara Thomas

From: Nate R. Veranth <nate@cherryvalleylaw.com>
Sent: Wednesday, September 23, 2015 7:30 PM
To: Lara Thomas; Anne Wright-Cunniff
Subject: WPM-ONE - 9-23-15 Letter to City Council re DEIS
Attachments: WPM-ONE - 9-23-15 Letter to Council re DEIS.pdf; ATT00001.htm

Lara & Anne,

Attached are public comments on behalf of WPM-ONE, LLC regarding the DEIS. Will you please confirm timely receipt when you get a chance?

Thank you,

Nate

VIA ELECTRONIC MAIL [lara.thomas@duvallwa.gov;
anne.wright-cunniff@duvallwa.gov]

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The Hon. Amy Ockerlander
The Hon. Jason Walker
The Duvall City Council
15535 Main St. NE
Duvall, WA 98019

**Re: Comments Regarding Draft Environmental Impact Statement (the "DEIS") for
the 2015 City of Duvall Comprehensive Plan Update**

Dear Councilmembers:

This firm represents WPM-ONE, LLC, a small family company ("WPM"), which owns the ten-acre parcel (the "WPM Property") located within the City of Duvall's (the "City") Urban Growth Area Reserve (the "UGAR") southeast of, and adjacent to, the Big Rock Ball Fields (the "Ball Fields"). A map identifying the WPM Property is attached hereto as Exhibit A for your reference.

We write to follow up on WPM's letter to you, dated December 3, 2014, and to commend the City for its efforts in preparing the DEIS, which outlines diverse alternatives for the Council to consider in charting the City's future course with the Comprehensive Plan Update. We understand that the Council must balance a number of factors in this effort, including the City's future economic growth, impacts on the environment, and providing for services, such as parks, all while maintaining the City's unique character.

In our view, while Alternatives 1, 2, and 3, as set forth in the DEIS, each include some desirable elements, none of the alternatives, standing on its own, achieves the best outcome for the City. Therefore, we recommend that the Council consider a hybrid vision combining the best elements of Alternatives 1, 2, and 3.

Further, we respectfully suggest that the chosen alternative should, at a minimum, pre-designate the WPM Property, along with the two parcels (the "Dazey Property") directly northwest of the Ball Fields, as low-density residential R4-4.5. Pre-designation of the

WPM Property will provide tangible benefits to the City for several reasons. First, the WPM Property is uniquely situated such that, if developed, it could significantly contribute to the expansion of the Ball Fields at no cost to the City. Second, as noted in the City's Watershed Plan, adopted September 15, 2015 (the "Watershed Plan"), the WPM Property is delineated primarily within the Upper Weiss Creek subbasin and is less environmentally sensitive than much of the UGAR. Finally, it bears emphasizing that while pre-designation of the WPM Property does not commit the City to any annexation plan, it will provide an important signal that the City is interested in working with WPM to expand the Ball Fields and will allow WPM to invest the resources necessary to evaluate the merits of the endeavor.

1. The WPM Property Offers a Unique Opportunity to Enhance the Ball Fields at No Cost to the City

The City has wisely recognized that parks, trails and open spaces are fundamental components of what makes a community a great place to live and work. While the City has done well acquiring, developing, and maintaining parks for its citizens to date, due to a variety of factors, including rising land costs, it may be a challenge for the City to maintain its level of service for community parks going forward. Based on the National Recreation and Park Association level of service standards adopted by the City, the City expects to need more than 20 additional acres of community parks over the course of the City's 20 year park plan. To help achieve this goal, the City has budgeted \$2,800,000 for acquisition of 8 acres of land for the expansion of the Ball Fields. Annexation and development of the WPM Property would allow the City to accomplish at least a part of that goal at no cost.

Further, the Ball Fields are a municipal island within the UGAR due to the fact that they are surrounded on all sides by unincorporated areas. As you know, such an island is inefficient for a number of reasons relative to the delivery of services and placement of infrastructure. Technically, the City can eliminate the "island" by annexing the Dazey Property. However, if the City is inclined to take that step, then it would be more efficient and beneficial to include the WPM Property in that effort as well. First, development of both the Dazey Property and the WPM Property would allow the Ball Fields to be expanded on two sides rather than on just one side or not at all. We cannot speak for the owners of the Dazey Property at this time, but assuming a reasonable development of the WPM Property was possible, WPM would endeavor to offer a park dedication even beyond the ten percent required under current City code.

Second, in the event that the development potential of the Dazey Property was limited by critical areas or other issues, the WPM Property would provide additional capacity to ensure that the annexation was a net gain, and not a loss, for the City. Of course, all of these issues would be understood and agreed to following detailed analysis of the WPM Property, and negotiation of a development agreement, before annexation was undertaken.

2. Development of the WPM Property Makes Sense from an Environmental Perspective

Adoption of the Watershed Plan is an important accomplishment that the City should be proud of because it will help the City grow while still conserving the high quality natural

resources that, in part, define the greater Duvall area. As depicted in Figure 3-2 of the DEIS, the Watershed Plan provides that, from a conservation perspective, the WPM Property is less sensitive than much of the UGAR North. This makes with WPM Property an excellent prospect for future development.

Further, with urban land prices rising so quickly, the City will likely need to look beyond the urban growth area to meet parks levels of service. That being the case, it makes sense to locate parks in areas appropriate for development rather than in the more sensitive areas that characterize much of the UGAR. In addition, enhancing the Ball Fields through development of the WPM Property not only provides the unique benefits of a large park, but it allows the City to expand an existing footprint rather than making an entirely new footprint within the more sensitive natural areas around the City.

3. Pre-Designation Does Not Commit the City to Annexation

WPM understands and respects the fact that the City is very careful and deliberate in pursuing annexations. Further, as noted above, while we believe that annexation of the WPM Property would be of great benefit to the City, we understand that pre-designation of the WPM Property does not commit the City with respect to any potential annexation. That said, preparing an annexation proposal is not an insignificant or inexpensive undertaking and pre-designation of the WPM Property as low-density residential would give WPM some comfort in investing the resources necessary to make potential expansion of the Ball Fields a reality.

Conclusion

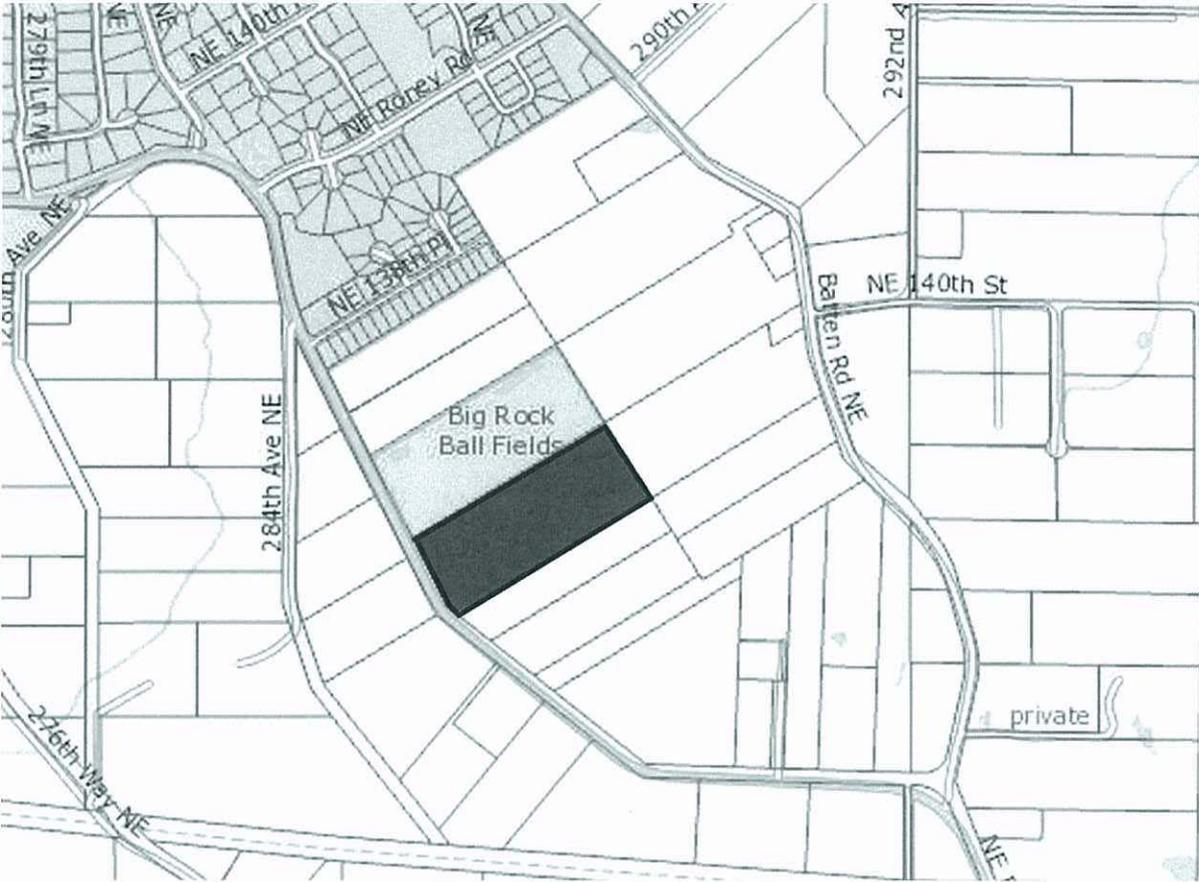
We appreciate the opportunity to participate in the Comprehensive Plan Update process. The family that owns WPM originally acquired the property in 1990 with the hopes of eventually retiring there. Unfortunately, those plans did not come to fruition due to health reasons. However, the family now sees the potential to do something good with their property that will benefit the City for generations to come. We look forward to working with the City to put together a mutually beneficial plan for the WPM Property.

Sincerely,



Nate R. Veranth

Exhibit A
Depiction of the WPM Property



December 9, 2014

VIA HAND DELIVERY

The Hon. Ron Logan
The Hon. Ronn Mercer
The Hon. Eric Preston
The Hon. Ryan Deason
The Hon. Margie Coy
The Hon. Dick Winn
The Hon. Veronika Williams
The City of Duvall Planning Commission
15535 Main St. NE
Duvall, WA 98019

Re: Request for Comprehensive Plan Amendment to Facilitate Annexation of Properties Adjacent to, and Enhancement of, Big Rock Ball Fields

Dear Commissioners:

We are the owners of King County Parcel Nos. 2129700245 and 2129700240 (together, the “Dazey Property”) and 2129700260 (the “WPM Property” and, together with the Dazey Property, the “Properties”), which are outlined in bold on the map attached as Exhibit A hereto, and which Properties are adjacent to the Big Rock Ball Fields (the “Ball Fields”) to the northwest and southeast, respectively. We write to request that the City of Duvall (the “City”) amend its Comprehensive Plan (the “Comp Plan”) to change the planning designation of the Properties from Urban Growth Area Reserve to Residential R4-4.5 (the “Proposed Amendment”).

The Proposed Amendment is in the City’s best interest for several reasons. First, such an amendment is an initial step necessary to complete a modest annexation of the Properties, which would make stable revenue streams available to the City at very low risk. Second, and perhaps most importantly, annexation would facilitate expansion and enhancement of the Ball Fields, improving the City’s level of service for community parks at low cost, if any, to the City. Finally, annexation would improve the City’s current southeastern boundary line from a planning perspective by eliminating the “spot” annexation of, and facilitating delivery of municipal services to, the Ball Fields.

The Proposed Amendment Facilitates Annexation of the Properties Making Stable Revenue Streams Available to the City with Very Little Risk

The Properties are currently within the City's Southeast Urban Growth Area Reserve adjacent to City limits. While the Proposed Amendment would assign a low-density residential planning designation to the Properties, characteristic of adjacent neighborhoods, it would not bind the City to any particular timeline for annexation. Therefore, the City would reserve the right to carefully study any proposal for annexation and ensure that it makes economic sense to the City.

From an economic perspective, annexation presents very little risk to the City. In fact, the City already delivers significant services, such as road maintenance, police, fire and emergency services right to the boundary lines of the Properties and gets very little, if anything, in return. Annexation would provide the City revenue streams in the form of traffic mitigation fees, sewer facility charges, and water facility charges, among other sources, with minimal incremental increase in the City's costs given the location of the Properties.

Moreover, as noted in the City's Parks, Trails and Open Space Plan (the "Park Plan"), parks contribute to property values on adjacent property, thereby increasing property tax revenues. *Park Plan*, at p. 9. Therefore, in terms of potential tax revenue to the City, annexation of the Properties presents a unique opportunity as a result of the Properties being adjacent to the Ball Fields.

Annexation Promotes Significant Expansion and Enhancement of the Ball Fields Envisioned under the Comprehensive Plan

The City has wisely recognized that parks, trails and open spaces are fundamental components of what makes a community a great place to live and work. *Comp Plan, Parks and Recreation Element*, Table P-6, at IV-1; *Park Plan*, at p. 8. Accordingly, the City has committed to enhancing existing parks, including the Ball Fields, through its vision set forth in the Comp Plan. *Id.* Annexation of the Properties provides the City an opportunity to implement this vision by expanding the Ball Fields at little cost to the City.

As you know, the City of Duvall is one of the fastest growing communities in the State of Washington. The City has done a great job acquiring, developing, and maintaining parks for its citizens. That said, with the high, and ever-increasing, cost of land, along with the City's projected population growth, it may be difficult for the City to maintain its level of service with respect to community parks within the projected budgetary environment.

Based on the National Recreation and Park Association level of service standards adopted by the City, the City expects to need more than 20 additional acres of community parks over the course of the City's 20 year park plan. *Park Plan*, at p. 58. In order to meet this requirement, the City has budgeted \$2,800,000 for acquisition of 8 acres of land for the expansion of the Ball Fields. *Park Plan*, at p. 70. Annexation of the Properties could allow the City to take a meaningful step toward meeting that 8 acre target at no cost to the City through private dedications secured through one or more pre-annexation agreements.

Annexation of the Properties Provides The City Valuable Planning Benefits

The Ball Fields are an isolated island of the City within unincorporated King County. This type of spot annexation is disfavored for a variety of reasons. Perhaps the most glaring disadvantage here is the current discontinuity of City services to the Ball Fields. In other words, the City's current boundary makes it more difficult and/or costly to deliver municipal services to one of the City's more significant park assets. For example, the Ball Fields are currently connected to the neighborhoods they serve by only a narrow asphalt trail. Annexation and development of the Properties would enhance park connectivity and public safety by providing pedestrians a full City sidewalk connection to the Ball Fields. Such improvements would likely be constructed and paid for by developers of the Properties and would promote the City's goal of reducing motor vehicle trips to the City's community parks. *See Park Plan*, at p. 18.

In addition, annexation would allow the City to connect the Ball Fields to City sewer service and replace portable restrooms with fully-functioning restrooms, as outlined in in Phase 1 of the Park Plan. *Park Plan*, at p. 69. In sum, annexation would allow the City to provide at least the same level of service to the Ball Fields that it provides to its other parks.

Conclusion

We respectfully submit to the City Council that the Proposed Amendment presents a tremendous opportunity for the City. It allows the City to solve the problems associated with the spot annexation of the Ball Fields while paving the way for park enhancements needed to serve the City's future. While it is true that the City could mend its broken boundary line through annexation of the Dazey Property, our proposal offers the City the opportunity to double the benefits to the Ball Fields at no additional cost.

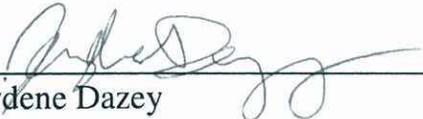
Again, what we are proposing is just an initial step and would not commit the City to annexation of the Properties. Still, it would provide an important signal as to the City's

intent to expand and enhance the Ball Fields in accordance with the Comp Plan and Park Plan. As noted in the Park Plan, there is “[e]xtremely limited land available for expansion” of the Ball Fields. *Park Plan*, at p. 27. Adoption of the Proposed Amendment would likely discourage development of the Properties in ways that may impede, or increase the cost of, future expansion of the Ball Fields. This is just another way in which the Proposed Amendment serves the City’s interest at low risk and cost to the City.

We understand that more information is needed in order to determine whether annexation of the Properties is feasible for the City. Following adoption of the Proposed Amendment, we look forward to providing the City all of the information it needs to confirm that annexation makes economic sense to the City, including entering one or more pre-annexation agreements with the City.

Thank you for your consideration.

Respectfully,



Jaydene Dazey

WPM-ONE, LLC, a
Washington limited liability company



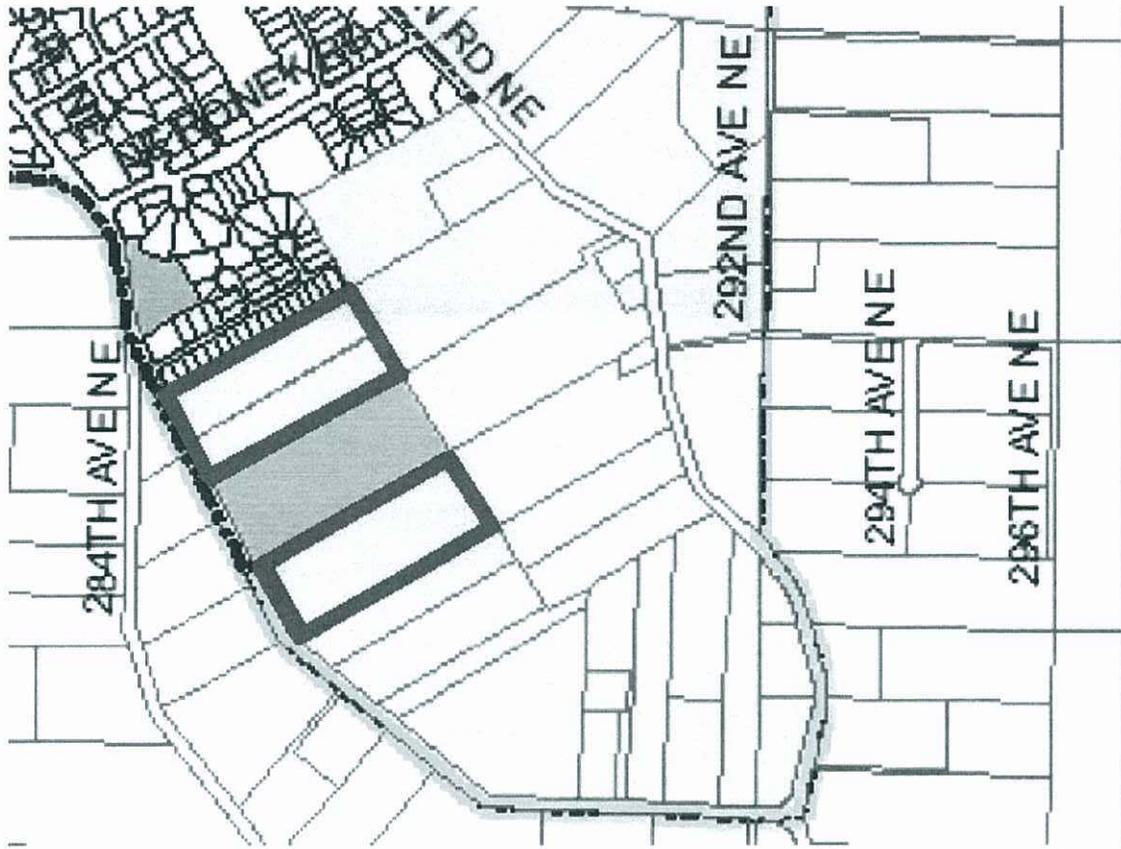
Jaydene Dazey, POA for Gary Campbell

By: 

Mark Quehrn, Manager

cc: The Hon. Dianne Brudnicki
The Hon. Leroy Collinwood,
The Hon. Scott Thomas
The Hon. Becky Nixon,
The Hon. Gary Gill
The Hon. Amy Ockerlander
The Hon. Jason Walker
Lara Thomas
Steve Leniszewski

Exhibit A
Map of the Properties



Lara Thomas

From: Tom Loutsis <toml@coldwellbanker.com>
Sent: Thursday, September 24, 2015 1:12 PM
To: Lara Thomas
Subject: City of Duvall Comp plan ammendment

Hi Lara, I would like to make public comment on the City of Duvall Comprehensive Plan options. For the long term growth of the City and to help slow down sprawl and to meet the needs of people in and around Duvall I am in favor of the Comp plan amendment of adding the South UGA.

The South UGA area is already adjacent to the 2nd most traveled road in Duvall and closest to State Route 203 than current UGA reserve North and South. This will help to cut down on sprawl and keep growth near the main road networks for business and commuters.

From a utility stand point there is already a water line that can service both sides of the street. The sewer line will be installed when Toll Brothers develops their property with in the next 2 to 3 years.

The South UGA will also have less of an environmental impact on the surrounding area that both the UGA reserve North and South.

So in a nut shell the South UGA offers the City of Duvall more of an upside for Future growth over the next 10 to 20 years than the current plan of UGA reserve North or South. The utilities either there or will be in the near future, closest to the main thoroughfare and less of an environmental impact.

Please let me know if you have any questions and if I can comment on this in the future.

Thank you,

Tom

Tom Loutsis

Associate Broker

Coldwell Banker Bain Associates

(206) 999-1595 Cellular

(800) 768-7875 Office

(425) 788-9298 Fax

TomL@ColdwellBanker.com Email

www.TheLoutsisGroup.com Website

Lara Thomas

From: Nate R. Veranth <nate@cherryvalleylaw.com>
Sent: Monday, October 19, 2015 7:33 AM
To: Lara Thomas
Cc: Steven Leniszewski; Matthew Morton; Quehrn, Mark (Perkins Coie)
Subject: Re: south east property adjacent to BR Ballfields
Attachments: WPM-ONE - 9-23-15 Letter to Council re DEIS.pdf; ATT00001.htm; WPM-ONE - Fully-executed Letter to Planning Commission12092014.pdf; ATT00002.htm

Hi Lara,

Hope you had a good weekend. I am just confirming our meeting tomorrow morning at City Hall with you, Matt, and Steve. For your convenience, I have attached copies of the two sets of written comments we have submitted to the City requesting predesignation of the property as R4-4.5.

See you tomorrow.

Nate

VIA ELECTRONIC MAIL [lara.thomas@duvallwa.gov;
anne.wright-cunniff@duvallwa.gov]

The Hon. Dianne Brudnicki
The Hon. Leroy Collinwood,
The Hon. Scott Thomas
The Hon. Becky Nixon,
The Hon. Gary Gill
The Hon. Amy Ockerlander
The Hon. Jason Walker
The Duvall City Council
15535 Main St. NE
Duvall, WA 98019

**Re: Comments Regarding Draft Environmental Impact Statement (the "DEIS") for
the 2015 City of Duvall Comprehensive Plan Update**

Dear Councilmembers:

This firm represents WPM-ONE, LLC, a small family company ("WPM"), which owns the ten-acre parcel (the "WPM Property") located within the City of Duvall's (the "City") Urban Growth Area Reserve (the "UGAR") southeast of, and adjacent to, the Big Rock Ball Fields (the "Ball Fields"). A map identifying the WPM Property is attached hereto as Exhibit A for your reference.

We write to follow up on WPM's letter to you, dated December 3, 2014, and to commend the City for its efforts in preparing the DEIS, which outlines diverse alternatives for the Council to consider in charting the City's future course with the Comprehensive Plan Update. We understand that the Council must balance a number of factors in this effort, including the City's future economic growth, impacts on the environment, and providing for services, such as parks, all while maintaining the City's unique character.

In our view, while Alternatives 1, 2, and 3, as set forth in the DEIS, each include some desirable elements, none of the alternatives, standing on its own, achieves the best outcome for the City. Therefore, we recommend that the Council consider a hybrid vision combining the best elements of Alternatives 1, 2, and 3.

Further, we respectfully suggest that the chosen alternative should, at a minimum, pre-designate the WPM Property, along with the two parcels (the "Dazey Property") directly northwest of the Ball Fields, as low-density residential R4-4.5. Pre-designation of the

WPM Property will provide tangible benefits to the City for several reasons. First, the WPM Property is uniquely situated such that, if developed, it could significantly contribute to the expansion of the Ball Fields at no cost to the City. Second, as noted in the City's Watershed Plan, adopted September 15, 2015 (the "Watershed Plan"), the WPM Property is delineated primarily within the Upper Weiss Creek subbasin and is less environmentally sensitive than much of the UGAR. Finally, it bears emphasizing that while pre-designation of the WPM Property does not commit the City to any annexation plan, it will provide an important signal that the City is interested in working with WPM to expand the Ball Fields and will allow WPM to invest the resources necessary to evaluate the merits of the endeavor.

1. The WPM Property Offers a Unique Opportunity to Enhance the Ball Fields at No Cost to the City

The City has wisely recognized that parks, trails and open spaces are fundamental components of what makes a community a great place to live and work. While the City has done well acquiring, developing, and maintaining parks for its citizens to date, due to a variety of factors, including rising land costs, it may be a challenge for the City to maintain its level of service for community parks going forward. Based on the National Recreation and Park Association level of service standards adopted by the City, the City expects to need more than 20 additional acres of community parks over the course of the City's 20 year park plan. To help achieve this goal, the City has budgeted \$2,800,000 for acquisition of 8 acres of land for the expansion of the Ball Fields. Annexation and development of the WPM Property would allow the City to accomplish at least a part of that goal at no cost.

Further, the Ball Fields are a municipal island within the UGAR due to the fact that they are surrounded on all sides by unincorporated areas. As you know, such an island is inefficient for a number of reasons relative to the delivery of services and placement of infrastructure. Technically, the City can eliminate the "island" by annexing the Dazey Property. However, if the City is inclined to take that step, then it would be more efficient and beneficial to include the WPM Property in that effort as well. First, development of both the Dazey Property and the WPM Property would allow the Ball Fields to be expanded on two sides rather than on just one side or not at all. We cannot speak for the owners of the Dazey Property at this time, but assuming a reasonable development of the WPM Property was possible, WPM would endeavor to offer a park dedication even beyond the ten percent required under current City code.

Second, in the event that the development potential of the Dazey Property was limited by critical areas or other issues, the WPM Property would provide additional capacity to ensure that the annexation was a net gain, and not a loss, for the City. Of course, all of these issues would be understood and agreed to following detailed analysis of the WPM Property, and negotiation of a development agreement, before annexation was undertaken.

2. Development of the WPM Property Makes Sense from an Environmental Perspective

Adoption of the Watershed Plan is an important accomplishment that the City should be proud of because it will help the City grow while still conserving the high quality natural

resources that, in part, define the greater Duvall area. As depicted in Figure 3-2 of the DEIS, the Watershed Plan provides that, from a conservation perspective, the WPM Property is less sensitive than much of the UGAR North. This makes with WPM Property an excellent prospect for future development.

Further, with urban land prices rising so quickly, the City will likely need to look beyond the urban growth area to meet parks levels of service. That being the case, it makes sense to locate parks in areas appropriate for development rather than in the more sensitive areas that characterize much of the UGAR. In addition, enhancing the Ball Fields through development of the WPM Property not only provides the unique benefits of a large park, but it allows the City to expand an existing footprint rather than making an entirely new footprint within the more sensitive natural areas around the City.

3. Pre-Designation Does Not Commit the City to Annexation

WPM understands and respects the fact that the City is very careful and deliberate in pursuing annexations. Further, as noted above, while we believe that annexation of the WPM Property would be of great benefit to the City, we understand that pre-designation of the WPM Property does not commit the City with respect to any potential annexation. That said, preparing an annexation proposal is not an insignificant or inexpensive undertaking and pre-designation of the WPM Property as low-density residential would give WPM some comfort in investing the resources necessary to make potential expansion of the Ball Fields a reality.

Conclusion

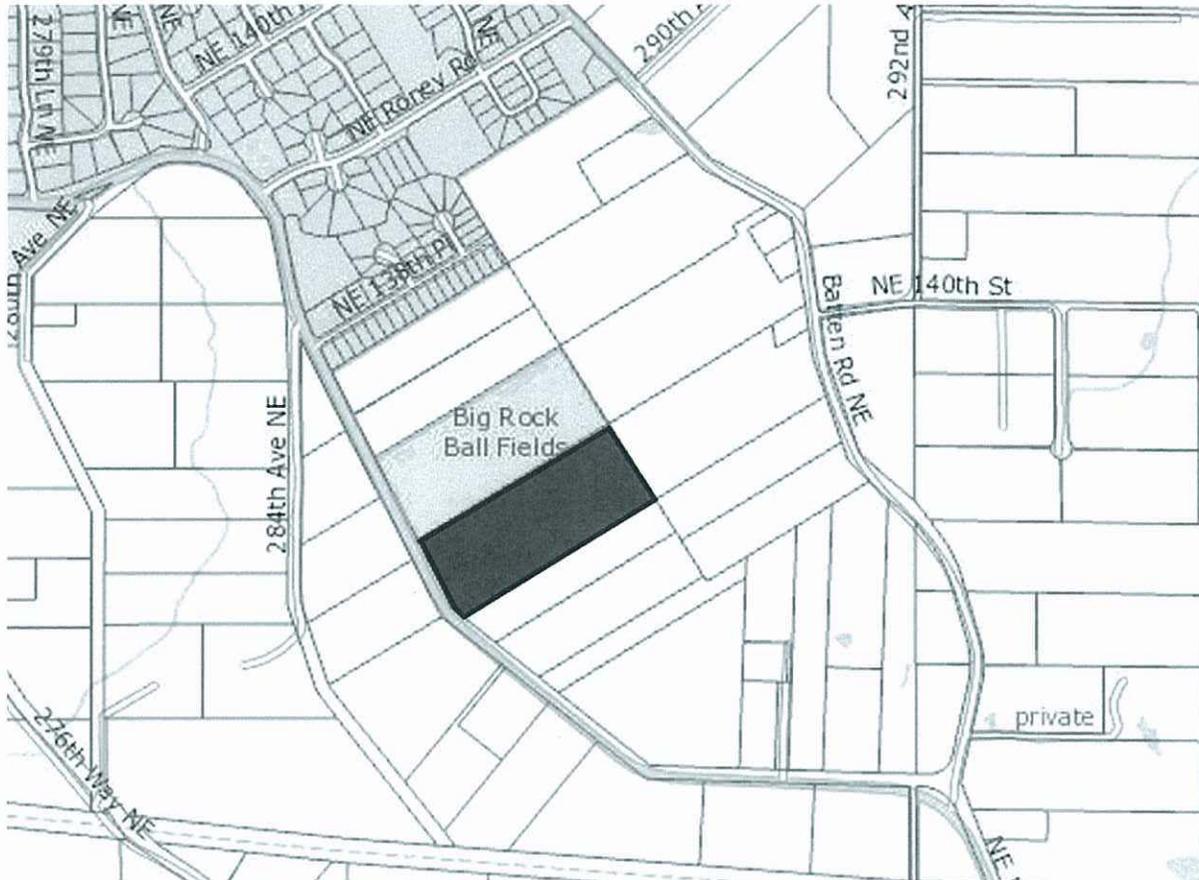
We appreciate the opportunity to participate in the Comprehensive Plan Update process. The family that owns WPM originally acquired the property in 1990 with the hopes of eventually retiring there. Unfortunately, those plans did not come to fruition due to health reasons. However, the family now sees the potential to do something good with their property that will benefit the City for generations to come. We look forward to working with the City to put together a mutually beneficial plan for the WPM Property.

Sincerely,



Nate R. Veranth

Exhibit A
Depiction of the WPM Property



Lara Thomas

From: Nate R. Veranth <nate@cherryvalleylaw.com>
Sent: Monday, November 30, 2015 12:23 PM
To: Anne Wright-Cunniff
Cc: Lara Thomas
Subject: SOUTHEAST UGA Park Dedication
Attachments: image001.png; ATT00001.htm; WPM-ONE - MOU.doc; ATT00002.htm

Dear Planning Commissioners:

As you may recall, my client owns the 10 acre parcel southeast of the Big Rock Ball Fields marked in red on the drawing below. The property is currently located in unincorporated King County and designated as Urban Reserve (“UR”) in the City of Duvall’s Comprehensive Plan. The property owner is requesting that the Planning Commission recommend the property be predesignated R4-4.5 in the upcoming Comp Plan amendment with the following in mind:

- The property owner’s desire is to make a dedication for park purposes to the City, at no cost to the City, while preserving a reasonable development potential of the property for single family residences. The property owner’s intent is that the dedicated property will be usable and adjacent to the Ball Fields.
- Once the property has been predesignated R4-4.5, the property owner will take the steps necessary to prepare a draft development plan sufficient to determine the specific portion of the property to be dedicated, and those portions to be developed. The property owner wishes to undertake this task as a collaborative effort with the City.
- The stated goals of this collaborative effort would be up to a three-acre dedication for park, and a planned residential density of not less than 28 units. Infrastructure will also need to be considered as well as any development constraints bearing on the overall development plan. To the extent these issues impact these goals, the property owner’s expectation is that both parties would work together to share and minimize these consequences at the planning stage.
- If the City and the property owner cannot agree on a development plan and dedication by December 31, 2017, then the property would be returned to the UR and the property owner will be free to develop the property under King County’s jurisdiction without any obligation to the City.
- The property owner will sign a memorandum of understanding outlining the foregoing prior to predesignation substantially consistent with the attached.

As a bit of background, the property has been in the property owner’s family since the 1970s. The property owner has very little invested in the property and, therefore, is in a very good position to make a dedication to the City. The property owner has waited, and put off development of the property, for this planning cycle. If the property is not predesignated R4-4.5 in the 2015 Comp Plan amendment, the property will be sold to one of the many rural developers interested in the property. In that case, the property will be developed under King County jurisdiction, which will likely preclude a future park dedication.

Predesignating the property R4-4.5 is NOT a commitment on the part of the City. It simply **preserves a valuable opportunity** for the City in the future. In addition, if successful, this collaborative effort could serve as exceptional precedent for future annexations with respect to the expected level of public benefit associated therewith.

Thank you for your consideration of this request.



NE 140th St

Batten Rd NE

private

Big Rock
Ball Fields

NE 138th Pl

284th Ave NE

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into as of this ___ day of _____, 2015, by and between the City of Duvall, a municipal corporation of the State of Washington, ("**Duvall** ") and WPM-ONE LLC, a State of Washington limited liability company ("**WPM** "). Duvall and WPM are sometimes referred to hereinafter individually as a "Party" and collectively as the "Parties."

I. RECITALS

WHEREAS, WPM owns certain real property, comprised of approximately 9.8 acres of vacant land, which such property is more particularly described on Exhibit A, attached hereto ("**WPM Property**");

WHEREAS, Duvall owns certain real property whereupon it maintains a park, commonly known as the Big Rock Ball Fields, which such property is more particularly described on Exhibit B, attached hereto (the "**Park Property**");

WHEREAS, the WPM Property abuts and is immediately adjacent to the Park Property;

WHEREAS, Duvall has adopted a Parks, Trails and Open Space Plan ("**Plan**") and, in order to meet the level of service standards adopted by Duvall in the Plan, Duvall must acquire more than 20 additional acres of community parks over the course of the next 20 years, a portion of which acres are expected to provide for the expansion of the Park Property;

WHEREAS, WPM desires to make arrangements with Duvall for the dedication of a portion of the WPM Property for park purposes while preserving the development potential of the remainder of the WPM Property for single family residences;

WHEREAS, in order to effect such a dedication and in order to preserve the development potential of the remainder of the WPM Property, WPM seeks to have the WPM Property designated in the City's Comprehensive Plan as a as low-density residential R4-4.5 land use, and so designated, seeks the annexation of the WPM Property into the city of Duvall on or before [date.]

WHEREAS, Duvall has undertaken a comprehensive review of future land uses and proposed amendments to the Duvall Comprehensive Plan that would influence the manner and distribution of growth in Duvall through 2035;

WHEREAS, on [date], Duvall issued a Final Environmental Impact Statement, pursuant to the State Environmental Policy Act (Chapter RCW 43.21C), assessing the potential impacts of different growth strategies and the potential annexation of portions of the City's UGA (including, but not limited to, annexation of the WPM Property);

WHEREAS, in order to achieve its desire to dedicate a portion of the WPM Property for park purposes while preserving the development potential of the remainder of the WPM Property for single family residences, WPM desires to enter into this MOU; and

WHEREAS, consistent with the range of alternatives available to the City to accommodate planned growth and in furtherance of the objective of meeting the level of service standards adopted by Duvall in the Plan, and providing for the ultimate expansion of the Park Property, Duvall desires to enter into this MOU.

NOW, THEREFORE, in consideration of the foregoing and the mutual benefits to be derived therefrom, the Parties agree as follows:

II Agreement

A. Term. The term of this MOU shall commence as of the date first written above and shall continue through and until [date] ("**Term**"). Upon expiration of the Term, this MOU shall terminate and thereafter be null, void and of no further force and effect.

B. Pre-Annexation Agreement Goals. During the Term, the Parties shall diligently and in good faith exercise their best reasonable effort to negotiate and consummate a [Development Agreement/Pre-Annexation Agreement] ("**Agreement**") as a means to achieve the following goals:

1. The annexation of the WPM Property into the City of Duvall, with a zoning designation of R4-4.5, providing for a minimum density of not less than 4 units per acre. Such annexation shall occur on or before [date].

2. The dedication to Duvall of up to three (3) acres of real property, abutting and immediately adjacent to the Park Property, at no cost to Duvall,

for park purposes. Such dedication shall occur on or before the date that is the first of the following dates to occur: (a) Duvall's final approval of any and all permits, licenses, certificates, inspections, reviews, impact statements, determinations, authorizations, exemptions or any other form of review or approval required to develop not less than twenty-eight (28) residential units on the WPM Property, or (b) such other date to effect such dedications as the Parties may establish in the Agreement.

C. Pre-Annexation Agreement Terms and Conditions. The Parties acknowledge that this MOU summarizes some of the key terms of an Agreement to be negotiated by the Parties. The Parties acknowledge and agree that: (a) the terms and conditions for the Agreement as outlined herein do not necessarily include all of the material terms and conditions which will be set forth in the Agreement; and (b) the Agreement will contain additional terms and conditions to be agreed upon by the Parties. This MOU serves only bind the Parties to diligently and in good faith exercise their best reasonable effort to negotiate and consummate such an Agreement during the Term of the MOU, but this MOU does not otherwise create a binding or enforceable obligation by or on behalf of any Party.

D. Condition Precedent to WPM's Obligations. WPM shall have no obligations arising under this MOU unless Duvall shall, on or before [date], amend its Comprehensive Plan to change the planning designation of the WPM Property from Urban Growth Area Reserve to Residential R4-4.5.

E. Representatives. The Parties shall designate representatives ("Representative") for purposes of implementing this MOU. The Representatives for such purpose are:

Duvall:	[Name/title] [address] [phone/fax/email]
WPM:	Markham A. Quehrn Manager, Q-MCIN LLC 10885 NE 4th Street Suite 700 Bellevue, WA 98004 Phone: (425) 635-1402 Email: MQuehrn@perkinscoie.com

Any notice, request or other communication given under this MOU shall be in writing and shall be deemed sufficiently given to a Representative (a) upon the delivery date received by the intended recipient if delivered by hand; (b) five (5) business days after it is sent by registered mail or air courier, postage prepaid; or (c) when sent email or other similar electronic transmission device, upon the date of electronic confirmation of receipt of such transmission by the intended recipient. Either Party may change the address to which such communications are to be delivered under this MOU by giving notice of such change to the other Party in accordance with the requirements of this Paragraph E.

C Miscellaneous

1. This MOU shall not be interpreted or construed to create an association, joint venture, partnership or agency relationship between the Parties, nor to impose any partnership obligations or liabilities on either Party. No change, amendment or modification of any provision of this MOU shall be valid unless set forth in a written amendment to this MOU signed by the Parties.

2. This MOU sets forth the entire agreement and supersedes any and all prior agreements of the Parties with respect to the subject matters hereof. The invalidity or unenforceability of any provision of this MOU shall not affect the other provisions hereof, and this MOU shall be construed in all respects as if such invalid or unenforceable provisions were omitted. This MOU shall be governed by and construed in accordance with the laws of the State of Washington (regardless of the laws that might otherwise govern under applicable principles of conflicts of law of such state).

3. The rights and obligations of the Parties arising under this MOU shall be binding upon their respective representatives, successors and assigns

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed by their duly authorized representatives all as of the day and year first above written.

CITY OF DUVALL

WPM-ONE LLC

By: Hon. Will Ibershof
Mayor, City of Duvall

By: Markham A Quehrn
Manager Q-MCIN LLC

DRAFT--NOT REVIEWED OR APPROVED BY OR
ON BEHALF OF ANY PARTY 11/30/15 12:19 PM

EXHIBIT A

WPM PROPERTY

Tax Parcel No. 212970-0260

Tract 26, Duvall Berry Farms, King County, Washington, according to plat recorded in Volume 25 of plats, page 5, in King County, Washington.

EXHIBIT B

Park Property

Tax Parcel No. 212970-0250

Tract 25, Duvall Berry Farms, King County, Washington, according to plat recorded
in Volume 25 of plats, page 5, in King County, Washington

Lara Thomas

From: Nate R. Veranth <nate@cherryvalleylaw.com>
Sent: Monday, December 14, 2015 2:12 PM
To: Anne Wright-Cunniff
Cc: Lara Thomas
Subject: SOUTHEAST UGA - Letter to Councilmembers

Dear Councilmembers:

As you may recall, my client owns the 10 acre parcel southeast of the Big Rock Ball Fields marked in red on the drawing below. The property is currently located in unincorporated King County and designated as Urban Reserve (“UR”) in the City of Duvall’s Comprehensive Plan. The property owner is requesting that the Council adopt the Planning Commission’s **unanimous** recommendation that the property be predesignated R4-4.5 in the upcoming Comp Plan amendment with the following in mind:

- The property owner’s desire is to make a dedication for park purposes to the City, at no cost to the City, while preserving a reasonable development potential of the property for single family residences. The property owner’s intent is that the dedicated property will be usable and adjacent to the Ball Fields.
- Once the property has been predesignated R4-4.5, the property owner will take the steps necessary to prepare a draft development plan sufficient to determine the specific portion of the property to be dedicated and those portions to be developed. The property owner wishes to undertake this task as a collaborative effort with the City.
- The stated goals of this collaborative effort would be up to a three-acre dedication for park, and a planned residential density of not less than 28 units. Infrastructure will also need to be considered as well as any development constraints bearing on the overall development plan. To the extent these issues impact these goals, the property owner’s expectation is that both parties would work together to share and minimize these consequences at the planning stage.
- If the City and the property owner cannot agree on a development plan and dedication by December 31, 2017, then the property would be returned to the UR and the property owner will be free to develop the property under King County’s jurisdiction without any obligation to the City.
- The property owner will sign a memorandum of understanding outlining the foregoing prior to predesignation substantially consistent with the attached.

As a bit of background, the property has been in the property owner’s family since the 1970s. The property owner has very little invested in the property and, therefore, is in a very good position to make a dedication to the City. The property owner has waited, and put off development of the property, for this planning cycle. If the property is not predesignated R4-4.5 in the 2015 Comp Plan amendment, the property will be sold to one of the many rural developers interested in the property. In that case, the property will be developed under King County jurisdiction, which will likely preclude a future park dedication.

Predesignating the property R4-4.5 is NOT a commitment on the part of the City. It simply **preserves a valuable opportunity** for the City in the future.

In addition, if successful, this collaborative effort could serve as exceptional precedent setting a high standard for the expected level of public benefit associated with future annexations and development in the City of Duvall.

Thank you for your consideration of this request.



Nate R. Veranth | Cherry Valley Law PLLC
Attorney at Law
15934 Main Street NE, Suite 102
P.O. Box 772
Duvall, WA 98019
Phone: 425.788.2222
Email: nate@cherryvalleylaw.com

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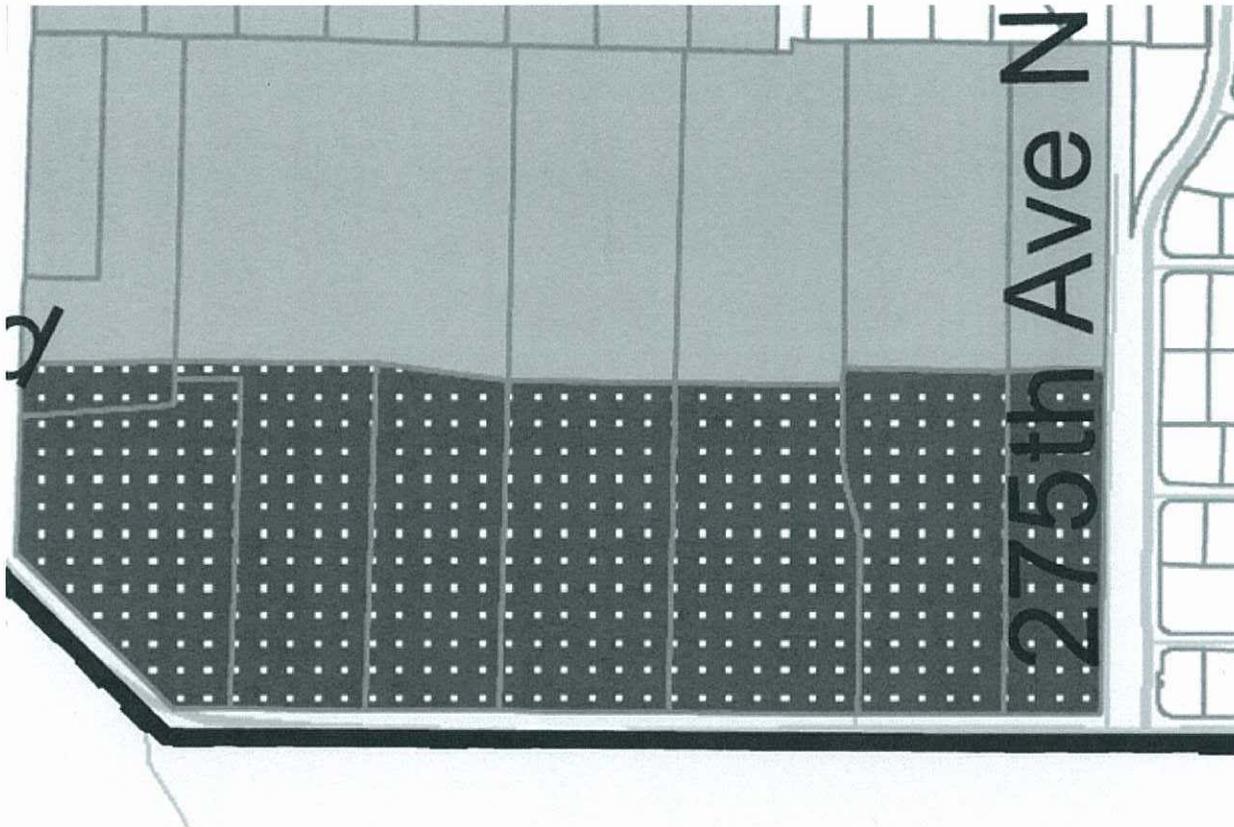
Lara Thomas

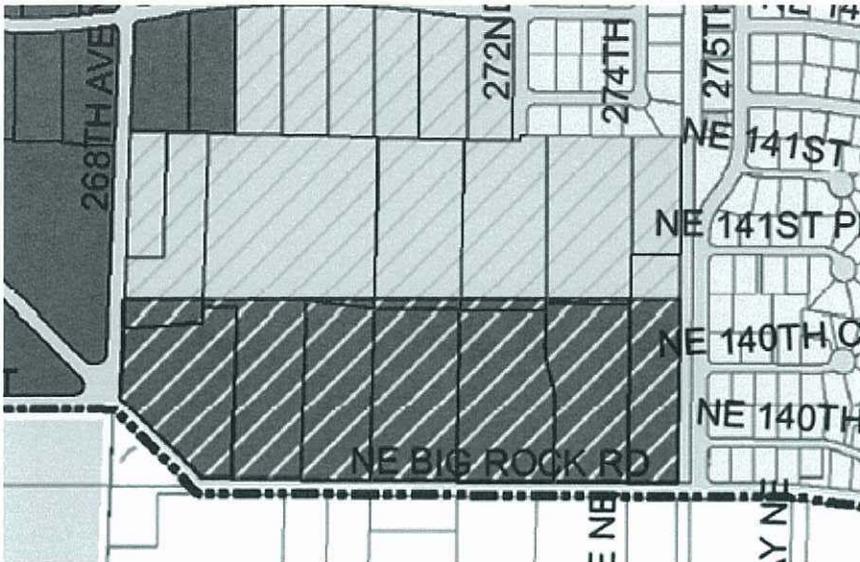
From: Marsha Martin <mmartin@tollbrothersinc.com>
Sent: Tuesday, December 15, 2015 3:56 PM
To: Lara Thomas
Cc: Charles Hare
Subject: RE: FLUM

Hi Lara,

The FLUM lines look okay. However, the zoning lines (at least on the current zoning map set out below under the proposed FLUM map) are inconsistent with the FLUM. The zoning line for the MU-I runs too far north in the middle section of the Jones Wald property. It should dip down consistent with the (proposed and current) FLUM to follow parcel boundaries as set out below. Charles can discuss this with you tomorrow or we can set up a phone conference – whatever works for you.

Marsha





Marsha Martin
Assistant Vice President & Counsel
Toll Brothers
9720 NE 120th Place, Suite 100
Kirkland WA, 98034
mmartin@tollbrothersinc.com

425-825-5328 (Direct)

From: Lara Thomas [<mailto:lara.thomas@duvallwa.gov>]
Sent: Tuesday, December 15, 2015 12:16 PM
To: Marsha Martin; Charles Hare
Subject: RE: FLUM

Marsha,

I have a deadline for the map revisions this week. Please confirm the FLUM and zoning designations and lines. Washington Holdings has confirmed the designations.

Thanks Lara



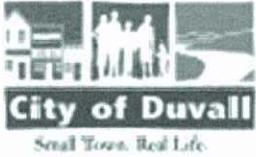
Lara Thomas, Planning Director
City of Duvall, PO Box 1300, Duvall WA 98019
Lara.thomas@duvallwa.gov (425) 788-2779 ext 2

From: Lara Thomas
Sent: Friday, December 11, 2015 5:37 PM
To: Marsha Martin <mmartin@camwest.com>; 'chare@tollbrothersinc.com' <chare@tollbrothersinc.com>
Subject: FLUM

Marsha,

Please take a look at the attached documents for FLUM and zoning designations. Please remember that in Duvall the CO FLUM designation is the MU12 zoning designation.

Thanks Lara



Lara Thomas, Planning Director
City of Duvall, PO Box 1300, Duvall WA 98019
Lara.thomas@duvallwa.gov (425) 788-2779 ext 2

Lara Thomas

From: John Lambert <johnslambert55@gmail.com>
Sent: Wednesday, March 9, 2016 11:08 AM
To: Jason Walker; Jason Walker; Lara Thomas
Subject: Housing Element in the 2015 Comp Plan

Jason and Lara,
Thanks again for the opportunity to speak before the City Council. Hopefully, it was helpful.

I just found and reviewed the Housing Element document from the 2015 Comp Plan. It is full of great ideas to make affordable housing more feasible in Duvall (as well as other places). It appeared that much of it was presented as possible ideas. Can you give me an idea of where in the process the suggestions are? Obviously, incentives that will save on costs are appealing but also the innovative housing types (cottages, small lot houses, duplexes and triplexes, infill) are exactly the type of thing my group is wanting to explore. Would the City be open to a demonstration project of one of these approaches to see how they would play out in reality?

I am open to any suggestions on next steps.

Thanks.

John
www.snovalleyhousing.org

Lara Thomas

From: Diana Clay <Diana@clayenterpriseswa.com>
Sent: Wednesday, May 4, 2016 12:36 PM
To: Lara Thomas
Subject: FW: Attached Image
Attachments: 1955_001.pdf

Hello Lara,

We received this notice in the mail today, and I am unable to attend either of the public hearings this month, BUT I have a couple of questions on the attached map.

It shows our vacant lot on NE 143rd Pl. as pink with white stripes, BUT on the zoning districts guide, R 12 shows as pink with blue stripes, and there is no "pink with white" stripes shown.

So is the proposed zoning on our vacant site, R 12? And if it is, can you do small individual lots?, or do you have to do "attached multi-family" units??

Thanks,
Diana

Diana@ClayEnterpriseswa.com

2002 – 196th St. SW
Lynnwood, WA 98036
Office: 425 776-1234
Fax: 425 775-9736
Cell: 425 772-3650

From: copier@rapropertiesllc.com [mailto:copier@rapropertiesllc.com]
Sent: Wednesday, May 04, 2016 1:27 PM
To: Diana Clay <Diana@clayenterpriseswa.com>
Subject: Attached Image

Duvall City Council Retreat
January 26, 2013
10:00 am – 4:30 pm
KCLS Duvall Library
15508 Main Street NE
Duvall, WA 98019

Council Present: Gérard Cattin, Leroy Collinwood, Scott Thomas, Becky Nixon
Gary Gill, Amy Ockerlander, Jason Walker, Mayor Will Ibershof.

Staff Present: Chief Glenn Merryman, Jodee Schwinn, Steve Leniszewski, Lara Thomas,
Jason Ladwig. Mike Bailey, Retreat Facilitator.

I. Welcome and Introductions

Jason Walker, Mayor Pro tem, welcomed everyone to the retreat. He introduced Mike Bailey, the Retreat Facilitator. Each of the Retreat attendees introduced themselves and gave a brief summary of their relationship to the City of Duvall and amount of time with the City.

2013 Duvall City Council Retreat - Report

- 8:30 a.m. Council/Mayor Community Breakfast at (Duvall Grill)
- 10:00 a.m. 2013 Goals Workshop Begins at Duvall Library Meeting Room (Mike Bailey, MC)
- Welcome and Introductions
 - Overview of Purpose
- 10:30 a.m. Comprehensive Plan Framework and Work Plan
- Overview of Comp Plan update items to be addressed in 2013/14/15
 - Lara provided a review of the upcoming comprehensive plan update along with the goals and challenges that it will represent. Along with a presentation on the Comp-plan update – Lara also made a handout reviewing the Growth Management Act and the way that relates to the Comp-plan available to council members.
 - Committee structure and appointees for 2013
 - The group did not get to this discussion at this time.

11:30 p.m. Initial Discussion on the Framework to Review our Capital Facilities

- Discuss and determine the parameters and information needed for future review of our City properties
 - Steve and Chief Merryman reviewed the work that they are preparing with regard to a complete inventory of all facilities on city owned property. The mayor asked them to have this work completed by April 1st.
 - Council inquired as to multiple aspects of the work that was being done and seemed convinced that the work will meet their needs once complete.
 - The goal is to be able to make decisions about what each of the facilities costs the city (both short-term and long-term) and to make strategic decisions about which properties to improve, which to maintain and which to surplus.
 - The additional goal is to “synch-up” the facilities research with the comprehensive plan efforts as a part of the capital facilities element. The timing is not yet aligned – but many short-term decisions and improvements can be made based on the facilities study while waiting for that element of the Comp-plan.

12:00 p.m. Lunch Break (provided at library meeting room)

- Duvall Centennial Trivia

12:30 p.m. Best Practices for Technology and Public Records Administration (Toby Nixon, Ramsey Ramerman)

- Toby and Ramsey co-presented on the subject using a very engaging powerpoint presentation. The council quickly took the conversation into the areas of question and concern that were most relevant to them.
 - Council’s concerns were primarily the risks associated with issues regarding public records such as co-mingling with personal or political records.
 - Mayor confirmed that methods exist to set up the servers and software to help the council keep their personal records separate from city records on both city and personal computers.

2:15 p.m. General Priorities Discussion

- Committee Structure for 2013 (45 minutes)
 - Council discussed the challenges with the change made to a committee of the whole (COW) structure.

Insufficient time for COW	“podium” structure of meeting
Lack of relationship building	Ability to consume the info
Staff gets ahead of council	Too much city business gets missed
Needs of comp-plan update	Facilities review
Project review needs	Strain on staff resources
Right content for council	

- Discussion resulted in the following suggestions for improvement:

- Shifting the meeting time to provide 30 more minutes
- Change the structure for COW (more informal / more of a conversation)
- Manage the COW discussions to stay on point
 - Council gave each other permission to advise they were off topic and suggest a separate discussion on the stray topic.
 - Other suggestions that were not agreed to as yet included: use of ad-hoc committees, council department liaisons, change meeting content, council comes to the COW meetings better prepared to engage in the discussion, limit time for council reports in regular meeting to make more time for COW

- Project Goals, Policy Goals, Legislative Goals, Training Goals

- Council brainstormed on needed policy developments, short-term and long-term goals. The results of the brainstorming were:

Needed Policies	Short-term Goals	Long-term Goals
Public Records	Public comfort station	City administrator
Social Media	City administrator	Legislative advocacy
RFP	City web site	Economic growth
City Owned Properties	Media access to meetings	Stronger sense of community
Fleet Management	Council mission statement (re: comp-plan)	Increase in statewide committee
	Economic growth	McCormick Park stream bank
	Parking	Sidewalk connections
	Host economic summit	
	Legislative advocacy	
	North UGA annexation	
	Comp-plan update	
	Training – council	
	Temporary dog-park	
	Sidewalk connections	
	PWTF Loan applications	

4:15 p.m. Consensus and ranking of goals for 2013

- Prioritized Projects

Short Term	Long Term
Legislative advocacy (11 votes)	City administrator
Economic Growth (11 votes)	Legislative advocacy
City web site (7 votes)	Economic growth
Host economic summit (7 votes)	
Sidewalk connections (5 votes)	

- Policies – all policies were agreed as equal priorities

The City Council Retreat concluded at 4:20 p.m.

Signed _____
Mayor Will Ibershof

Attest: _____
Jodee Schwinn



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MINUTES DUVALL PLANNING COMMISSION MEETING

Community Center, 26512 NE Stella Street, Duvall
Wednesday, February 6, 2013, at 7:00 PM

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Questad at 7:07 P.M.

2. Roll Call

Commissioners Mat Questad (chaired), Eric Preston, Dr. Gary Rutledge, Ryan Deason, Margie Coy, and Ron Logan were in attendance. City Staff member Ben Swanson, Associate Planner was in attendance.

3. Announcements

Planner Swanson announced Commissioner Thomas was appointed to City Council and the City is advertising for a new Planning Commissioner. He also discussed potential training opportunities for the Commissions. Finally, the City is posting the request for proposal regarding the 2015 Comprehensive Plan update.

4. Approval of Minutes

A. It was moved and seconded (*Logan -Rutledge*) to approve the Joint City Council and Planning Commission Meeting Minutes of January 16, 2013. The motion carried (all ayes).

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

None

6. Old Business

None

7. New Business

A. CA13-005 Fireworks DMC 14.52.060 – Repeal Outdated References to Firework Stands in DMC 14.52.060.

Planner Swanson explained this is an outdated code section that is now covered under Chapter 5.10. Commissioner Coy asked if Chapter 5.10 will be amended. Planner Swanson stated it is not proposed in this group of code amendments.

B. Review of the Development Agreement and Preliminary Plat Alteration for Stone Ridge/Willows Ridge

Planner Swanson stated staff is proposing to extend the DA for two additional years. In 2006, the City approved the final plat and DA for Stone Ridge/Willows

Ridge. Both were approved concurrently because the individual documents cannot stand on their own. At this time, the Revised Code of Washington (RCW) allowed final plat to maintain their vesting rights for five years from the date of final plat. This would have allowed the DA and the final plat to expire concurrently in December of 2011. During the recession the state legislator extended the vesting timeline for final plats. In this case of the Stone Ridge/Willows Ridge final plat, it is now vested for seven years or until December of 2013. To address the discrepancy staff proposes to extend the DA to December of 2013.

C. Comprehensive Plan/GMA Review of Comp Plan Executive Summary, Comp Plan Chapter 1, RCW 36.70A.020 and RCW 36.70A.070

In preparation of the 2015 Comprehensive Plan update, staff distributed copies of the Executive Summary and Chapter 1 of the Comprehensive Plan for review by Planning Commission. Planner Swanson reviewed both items, along with RCW 36.70A.020 and RCW 36.70A.070, with the Planning Commission.

D. Homework - Chapter 2 of the City of Duvall Comprehensive Plan

Chapter 2 and the Visioning document were distributed to Planning Commission for review at the following meeting.

8. Adjournment

It was moved and seconded (*Rutledge - Preston*) to adjourn the meeting. Motion carries with all ayes. The meeting was adjourned at 8:13 p.m.

**CITY OF DUVALL
COUNCIL MEETING
February 14, 2013
7:30 P.M. - Duvall Fire Station**

Committee of the Whole: 6:00 p.m.

The City Council Meeting was called to order by Mayor Ibershof at 7:32 P.M.

Council Present: Leroy Collinwood, Scott Thomas, Becky Nixon, Amy Ockerlander, Jason Walker, Gary Gill (Absent: Gérard Cattin)

Staff Present: Jill Long, Steve Leniszewski, City Attorney Bruce Disend, Lara Thomas, Jodi Lee Wycoff, Police Chief Glenn Merryman, Fire Chief David Burke

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll Checks #16794-16815, in the amount of \$230,384.31; Claims Checks #16821-16925,16816-16820 & 16793 plus an electronic ACH in the amount of \$198,492.35; Under Presentation remove: Special Care Agency/Bridge of Promise – Sally Coomer; Under Council add: Councilmembers Amy Ockerlander, Scott Thomas, Leroy Collinwood, and Becky Nixon; and Under New Business add: Discussion item regarding the North Island Annexation, and Discussion item regarding Economic Development.

II. Adoption of Council Agenda:

It was moved and seconded (Nixon-Ockerlander) to adopt the 02/14/13 Council Agenda. The motion carried. (6 ayes)

III. Comments from the Audience:

There were no public comments.

IV. Approval of Consent Agenda:

It was moved and seconded (Nixon-Collinwood) to approve the consent agenda which included approval of Payroll Checks #16794-16815, in the amount of \$230,384.31; Claims Checks #16821-16925,16816-16820 & 16793 plus an electronic ACH in the amount of \$198,492.35; Excuse the absence of Councilmember Cattin; and approval of the following contracts, resolutions, and ordinances: (AB13-08) Approve and authorize the Mayor to sign contract with SDA for the Big Rock sewer design. 275th to 3rd, lift station removal. The motion carried. (6 ayes)

V. **Presentation:** ~~Special Care Agency/Bridge of Promise—Sally Coomer – cancelled (will be on the February 28, 2013 Council agenda)~~

VI. **Scheduled Items:**

Mayor: Mayor Ibershof said that Councilmembers spoke with our legislators and gave them the brochures regarding the Coe Clemons Creek Culvert project at the Association of Washington Cities (AWC) conference. He said that legislators are already inquiring about the project and he encouraged Councilmembers to continue to talk to them.

Council:

a. Councilmember Ockerlander said that she attended the Snoqualmie Valley Government's Association meeting where they discussed regional issues including transportation such as the Metro Alternative Services Delivery options. Metro hosted a meeting at Cherry Valley Elementary to discuss their proposal for service changes in our area. There were some good and bad points to the proposal. Bad points were their plan to cut the 311 route and change the 224 route which would leave no direct routes to Seattle. Good points were there would be frequent routes between Duvall and Carnation and the 224 would run more often.

b. Councilmember Thomas thanked Council for appointing him as Councilmember. He said he attended AWC conference classes on keeping business taxes local. There are two bills addressing this issue. This does not affect Duvall until 2019 as we do not have a B&O tax. Association of Washington Businesses is working to create a portal system that would meet the requirements of the bill that would not be run by Department of Revenue.

c. Councilmember Collinwood said that he spoke with Representative Roger Goodman at the AWC conference and he supports keeping the Public Works Trust Fund going. He thanked Sara Ruhland, Executive Assistant to the Public Works Director, for putting the brochures together – they were well received. He said he attended a cost savings class at the conference. One item of discussion was the requirement to convert government fleets to alternate fuels by 2018.

d. Councilmember Nixon said that she spoke with Paula Hammon, head of Transportation, regarding the Coe Clemmons Creek Culvert project at the AWC conference. She asked her to talk to the engineers about widening the road in the project area. She said she attended a class about legalizing marijuana and how it will be taxed. The State is trying to find ways to fund the McCleary Act which they currently have a \$900 million deficit. Councilmember Nixon encouraged citizens to also talk to our legislators about these issues.

VII. **Public Hearing:** *None*

VIII. New Business:

Discussion item regarding North Island Annexation.

Mayor Ibershof asked Council for clarification on two items from the discussion at the COW meeting tonight. The first is if Council is interested in seeing the North Island Annexation be annexed all at the same time or half and half. There was general Council consensus to have it all come in at the same time. The second item is if Council would like to have a placeholder on the Comprehensive Plan Amendment Docket regarding the Annexation. There was general Council consensus that they would like to see a placeholder.

1. Discussion item regarding Economic Development.

Mayor Ibershof led the discussion. A survey was distributed to Council regarding their thoughts on Economic Development. Mayor Ibershof had each Councilmember give their answers to the first five questions of the survey.

2. (AB13-09) Confirm Mayor Ibershof's appointment of Denny Redman to the Duvall Cultural Commission Position #7, a 3-year term ending 12/31/15. *It was moved and seconded (Ockerlander-Walker) to confirm Mayor Ibershof's appointment of Denny Redman to the Duvall Cultural Commission Position #7, a 3-year term ending 12/31/15. The motion carried. (6 ayes)*

3. (AB13-10) Confirm Mayor Ibershof's appointment of Katherine (Kat) Walker to the Duvall Cultural Commission Position #8, a 3-year term ending 12/31/15. *It was moved and seconded (Nixon-Walker) to confirm Mayor Ibershof's appointment of Katherine (Kat) Walker to the Duvall Cultural Commission Position #8, a 3-year term ending 12/31/15. The motion carried. (6 ayes)*

4. (AB13-11) Approve and Award the Grant Funding recipients for the 2013 City of Duvall Human Services Grant Funding proposals. *It was moved and seconded (Nixon-Ockerlander) to approve and award the Grant Funding for the City of Duvall 2013 Human Services Grant Funding proposals and authorize the Mayor to enter into agreements with the applicants. The motion carried. (6 ayes)*

The following recipients were awarded funding totaling \$12,000:

<i>Society of St. Vincent de Paul Holy Innocents:</i>	<i>\$6,000</i>
<i>Sno-Valley Senior Center:</i>	<i>\$6,000</i>

IX. Scheduled Items:

Staff Reports:

a. Public Works: Steve Leniszewski reported that the Centennial Project is underway. He said that the Duvall Visitor & Centennial Center had about 350 people at their Grand Opening. Steve said there are three options for the dog park fencing that range from \$2,250 to \$13,000. Steve said that he has been selected to be on the Seattle Public Utilities metering subcommittee. He reported that Washington Department of

Transportation has a draft design for Coe Clemens creek culvert that may accommodate Duvall and we could contribute an estimated \$200,000 to \$300,000 for it. Lastly, Steve reported that they are getting bids for a conveyor and travelling band screen for the Waste Water Treatment Plant.

b. Finance: Jill Long said that the two year audit is complete. There were no findings and the final report will be coming soon and will be posted on the web when available. She said the first budget amendment will be presented to Council at the second meeting in February.

c. Planning: Lara Thomas said that the Request For Proposals for the Comprehensive Plan Update was officially issued – no inquiries yet. She said she is working with Councilmember Walker and Mayor Ibershof to create a committee for the Update. Economic Development is a supplemental piece to the Comprehensive Plan. Lara said the deadline for the 2013 Comprehensive Plan docket is tomorrow. City initiated changes will include changes to the Capital Facilities Plan and bookmarking the Park Plan. She said they did receive citizen initiated Comprehensive Plan amendment in the UGAR for the two properties adjacent to Big Rock Ball Field. Lara said the six month checkup for the Sign Code is coming up soon. She also said that development is picking up. Lara reported that they should have an update on the EPA grant by the next meeting. She said she will attend the American Planning Association conference where they will focus on growth management. She would like at least one Councilmember to go. Lastly Lara said that Gary Gill is the new liaison with Riverview School District.

d. Police: Chief Glenn Merryman reported that they have been pretty short staffed recently due to illness and paternity leaves. He attended the Coalition of Small Police Agencies meeting and the newly elected Sherriff in attendance. They discussed budget issues. One concern they have is about prison transports and the coalition is looking at those issues and options for a resolution. Chief said that CSPA funds have been managed by Lake Forest Park up until now. He said the different cities are supposed to share the responsibility and it is Duvall's turn to administer the fund. He will bring this to a future meeting for further discussion.

e. Fire District 45: Chief David Burke congratulated Councilmember Thomas for his appointment. He said that Duvall ranked number three of the top 100 Washington cities to live on the website Area Vibes. Chief said their Annual Banquet was on January 19th where they gave out their various awards. He said the calls are off to a slow start this year. Chief reported that they are a charter member of Safe Kids Eastside and he is a nominee to be a board member. He also said that volunteer recruiting is still going and they currently have seven potential candidates so far. Chief said that they are talking with the City of Snoqualmie and the Fall City Fire Department about creating an Interlocal Agreement to share staff between their departments. He said he will not be at the first meeting in March. He has been selected to participate in a pilot program sponsored by the International Association of Fire Chiefs for executive fire chief development. He is one of 20 participants in the nation to be selected to participate. Lastly, Chief gave his safety message which focused on children safety around dogs.

X. **Executive Session:** *None*

XI. **Adjournment:**

*It was moved and seconded (Collinwood-Ockerlander) to adjourn the meeting.
The meeting adjourned at 8:59 p.m.*

Signed _____
Mayor Will Ibershof

Attest _____
Jodi Lee Wycoff, Deputy City Clerk



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MINUTES DUVALL PLANNING COMMISSION MEETING

Community Center, 26512 NE Stella Street, Duvall
Wednesday, February 20, 2013, at 7:00 PM

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Questad at 7:10 P.M.

2. Roll Call

Commissioners Mat Questad (chaired), Eric Preston, Dr. Gary Rutledge, and Ron Logan were in attendance. Commissioners Ryan Deason and Margie Coy City were not in attendance. Staff member Ben Swanson, Associate Planner was in attendance.

3. Announcements

Planner Swanson announced that Council discussed the annexation of the north UGA and explained the difference between UGA and UGAR. Also, staff is preparing for the comprehensive plan update.

4. Approval of Minutes

Approval of the February 6, 2013, minutes was postponed due to lack of a quorum.

5. Citizen's Comments and Requests – Items not on the Agenda

None

6. Old Business

None

7. New Business

A. Appoint new Planning Commission Co-Chair

Appointment postponed due to lack of a quorum.

B. Review and discuss the City Visioning Document

Staff described the purpose of the visioning document and how it's essential to the comprehensive plan process.

Staff reviewed the document highlighting areas that were complete or may carry over to the next visioning document. Commission discusses existing and potential land use changes in the City.

C. Review and discuss the Downtown Sub-Area Plan

Staff discussed the purpose of a sub-area plan. Staff and the Commission reviewed the plan and it's progress.

8. Adjournment

It was moved and seconded (*Rutledge - Logan*) to adjourn the meeting. Motion carries with all ayes. The meeting was adjourned at 9:00 p.m.

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
March 14, 2013 – 6:00 – 7:30 p.m.
Duvall Fire Station – 15600 – 1st Avenue NE**

Mayor Pro Tem Jason Walker called the meeting to order at 6:04 p.m.

Council present: Leroy Collinwood, Scott Thomas, Becky Nixon, Gary Gill,
Amy Ockerlander, Jason Walker, Mayor Ibershof (Absent: Gérard Cattin)

Staff present: Boyd Benson, Glenn Merryman, Jill Long, Lara Thomas,
Jodee Schwinn

Economic Development Discussion – Mayor Ibershof & Council.

The Mayor and Council discussed economic development and economic opportunities and what that means for the City of Duvall. They discussed questions #8 - #10 of the Mayor's survey questionnaire that he handed out in February. The Council agreed that the City should look at additional ways to reach out and engage the businesses community and the citizens of Duvall. It was also agreed that the City needs to be ready for growth and have the staff and resources to handle that when it happens. The Council would like to see a strategic action plan for economic development. It is also important to identify what the City's operations and future populations can support. There was emphasis that Council needs to know what that strategy is going to cost and what would be needed to actually implement a plan. Council understands that in order to be serious about economic development it must be funded. Council also discussed their ideas on forming an economic development committee. Lara Thomas, Planning Manager, stressed that the Comprehensive Plan is the City's goal and policy document. The economic development element will not be an action plan. It encompasses the bigger picture with goals and policies.

Tanspo Contract in the amount of \$17,100 – Boyd Benson, City Engineer. Boyd gave an overview of the Transpo Contract and Scope of Work. He answered questions from the City Council and explained the value in having Transpo complete this work, as they have worked with the City of Duvall in the past, and are already familiar with much of Duvall's transportation and traffic patterns and configuration.

Staff Reports:

a. Finance – Jill Long: Jill gave an update on the Finance Department. She said Council will receive the first quarter financial statements next month. She also reported that they are working to get the word out and encouraging utility customers to pay their utility bills online or through direct debit. They are also working to be sure everyone is aware of the low-income utility rate reduction program that is available.

b. Planning – Lara Thomas:

Lara gave an update on the RFP's that the City received for the Comprehensive Plan Update. They will be narrowing the proposals down to three finalists. The range in dollars was between \$185,000 - \$230,000. She said some of the consultants included an economic development element in their proposal, and some provided it as an extra, in addition to the cost of Comprehensive Plan Update. The economic development element was not scoped out so the responses were really all over the board. Lara also reported that there will be two public hearings at the regular City Council Meeting that will take place a little later in the evening. One is on Code Amendments to Chapter 14, and one is for a developer agreement extension for a project that dates back to the 90's . She also reported that the Planning Department did receive a letter of non-compliance from the Federal Government pertaining to the floodplain and City issued programmatic permits for events and activities that are held in McCormick Park. The City is also required to send a letter within 90 days addressing how it will update its floodplain regulations. Lara reported that she will be bringing the 2013 Comprehensive Plan Docket forward at the first meeting in April, along with a recommendation from the Planning Commission. She also reported that the Planning Department is still working on finalizing its Shoreline Management Program. Lastly, Lara reported that current development has picked up in Duvall and currently she has 3 - 4 pre-application meetings in the next week.

c. Police – Chief Glenn Merryman: Chief Merryman shared a snap-shot of activities that the Police Department responded to over the last week. He announced that this year's D.A.R.E. Graduation is coming up at the grade schools. He strongly encouraged the Mayor and Council to attend. He also announced that the RAD Program (Rape Aggression Defense) is beginning a new session. He reported that Blitz, the Police Department's K-9, is recovering well and back to work. He also gave an update on Lexipol, the policy program that the Police Department is adopting. They should be ready to move forward on that in the next 30 days and he is very excited to incorporate it into the Department. Lexipol will be a phenomenal resource and will keep the Department and its officers up-to-date and current. Chief Merryman also reported that the Civil Service held their oral boards two Saturdays ago. There was a 60% failure rate among the applicants. Lastly, Chief Merryman reported that he hopes to have the annual reports completed and ready to present at either the next Council Meeting or the first Council Meeting in April.

Adjournment

The Committee of the Whole adjourned at 7:30 p.m.

ATTEST:

Jason Walker, Mayor Pro Tem

Jodee Schwinn, City Clerk



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MINUTES DUVALL PLANNING COMMISSION MEETING

Community Center, 26512 NE Stella Street, Duvall
Wednesday, April 3, 2013, at 7:00 PM

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Questad at 7:10 P.M.

2. Roll Call

Commissioners Mat Questad (chaired), Eric Preston and Ryan Deason, and were in attendance. Commissioners Ron Logan, Dr. Gary Rutledge and Margie Coy were not in attendance. Staff member ben Swanson, Associate Planner was in attendance.

3. Announcements

Planner Swanson announced Planning Commission interviews will be postponed until after Planning staff returns from the PAW Conference. Planner Swanson also updated the Commission on current development activities.

4. Approval of Minutes

Approval of minutes held until the following meeting.

5. Citizen's Comments and Requests – Items not on the Agenda

None

6. Old Business

None

7. New Business

A. Workshop – Review proposed amendments to Chapter 14.84 and Chapter 14.18

Planner Swanson explained the amendment to Chapter 14.84 – Floodplain Regulations is a requirement from FEMA. The proposed amendments reflect findings by FEMA during a recent Community Assistance Visit (CAV). Duvall is part of the National Flood Insurance Program (NFIP); as a result, the City is subject to periodic CAV's. During a 2005 CAV and again 2013, FEMA noted these deficiencies in 14.84 DMC and requires the City make the corrections.

B. Review Housing and Park Element in the Duvall Comprehensive Plan

Planner Swanson reviewed the Housing and Park Element with Planning Commissions in preparation for the 2015 Comprehensive Plan Update.

C. Debrief – Consultant interview for the 2015 Comprehensive Plan Request for Proposal (RFP)

Planner Swanson stated the staff interviewed three candidates for the RFP. All three were qualified for the job but decision can down to two. Staff will contact consultant references and make a final decision in the next week.

8. Adjournment

It was moved and seconded (*Deason – Preston*) to adjourn the meeting. Motion carries with all ayes. The meeting was adjourned at 8:15 p.m.

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
May 23, 2013 – 6:00 – 7:30 p.m.
Duvall Fire Station – 15600 – 1st Avenue NE**

Mayor Pro Tem Jason Walker called the meeting to order at 6:00 p.m.

Council present: Leroy Collinwood, Scott Thomas, Becky Nixon, Jason Walker (absent: Amy Ockerlander, Gérard Cattin, Gary Gill)

Staff present: Steve Leniszewski, Glenn Merryman, Jill Long, Lara Thomas, Jodee Schwinn

Donation Ordinance – Jill Long, Finance Director.

Jill Long, Finance Director, reviewed the final changes on the proposed Ordinance establishing the procedures for the receipt and the accounting for Donations to the City. This Ordinance will be on the regular City Council Agenda for approval.

Sponsorship Agreement Policy – Jill Long, Finance Director.

Jill Long, Finance Director, reviewed the final changes on the proposed Ordinance establishing the policies and procedures for City Sponsorship Agreements. This Ordinance will be on the regular City Council Agenda for approval.

Dept. of Commerce Interagency Agreement – Lara Thomas, Planning Manager.

Lara Thomas, Planning Manager, updated the Council on the Interagency Agreement with the Department of Commerce for watershed planning. The actual grant materials are in the regular City Council Packet and the item is on the regular Council Agenda for approval.

Contract with BHC for the Comprehensive Plan Update – Lara Thomas, Planning Manager. Lara reviewed the RFP and the framework of the scope of work, timeline, and resource allocation for the Contract with BHC to update the City's Comprehensive Plan.

Main Street Sidewalk Design (Valley to Big Rock) – Steve Leniszewski, Public Works Director. Steve gave an overview of the proposed Main Street Sidewalk Design & Project. Steve explained that they are entering into the negotiation phase with KPG. This is just the concept phase. This will provide something for the city to submit to various granting agencies to apply for grant funding.

Six-Year Transportation Improvement Plan – Steve Leniszewski, Public Works Director. Steve explained that this is an annual requirement by the State. The adopted Plan is due to the State by July. He briefly reviewed the Six-Year Transportation Improvement Plan (T.I.P.). He said there haven't been any significant changes from the T.I.P. that was adopted last year. No new projects have been added and none have been deleted.

City of Duvall Capital Facilities – Mayor Ibershof. Mayor Ibershof distributed copies of the City of Duvall Capital Facilities Inventory Report. He said this report is not complete. The City Council will need to review different facilities and decide what their priorities are before the Capital Facilities Plan can be completed. There are many things to take into consideration before completing this plan including planning for future needs of the City.

Adjournment

The Committee of the Whole adjourned at 7:30 p.m.

ATTEST:

Jason Walker, Mayor Pro Tem

Jodee Schwinn, City Clerk

**CITY OF DUVALL
COUNCIL MEETING
May 23, 2013
7:30 P.M. - Duvall Fire Station**

Committee of the Whole: 6:00 p.m.

The City Council Meeting was called to order by Mayor Ibershof at 7:30 P.M.

Council Present: Leroy Collinwood, Scott Thomas, Becky Nixon, Jason Walker,
(absent: Amy Ockerlander, Gérard Cattin, Gary Gill)

Staff Present: Steve Leniszewski, Glenn Merryman, Lara Thomas, Jill Long,
City Attorney Bruce Disend, Jodee Schwinn

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll Checks #17473-17480, in the amount of \$170,612.04; Claims Checks #17481-17558, in the amount of \$154,855.03; and excusing the absence of Councilmember Gary Gill. Under Presentations remove: Police Department Presentation. Under New Business remove: #7 Update on Riverview Capital Facilities Plan. Under New Business add: #7. (AB13-41) Approving a CDBG Grant Application for NE 142nd Place Sidewalk, and (AB13-42) Resolution requesting a written intent from the City of Carnation for Police Services. Under Council add: Councilmember Nixon and Councilmember Walker.

II. Adoption of Council Agenda:

It was moved and seconded (Walker- Nixon) to adopt the 5/23/13 Council Agenda. The motion carried. (4 ayes).

III. Comments from the Audience:

Reagan Halifax, Duvall resident, said she would like to know if there are any plans to install a four-way stop at 275th Avenue NE & NE 150th Street. There seems to be a lot of traffic congestion at that intersection. She also said she was wondering if there is anyone responsible for maintaining the large round-about in King County at NE 124th Street and SR203 She would like to find out how to volunteer her services to keep it maintained and cleaned up.

Mayor Ibershof asked Public Works Director Steve Leniszewski to contact Reagan and talk with her about those two items.

IV. Approval of Consent Agenda:

It was moved and seconded (Nixon-Walker) to approve the consent agenda which included approval of Payroll Checks #17473-17480, in the amount of \$170,612.04; Claims Checks #17481-17558, in the amount of \$154,855.03; approving the Council Meeting and COW Minutes of 5/9/13; and excusing the absence of Councilmembers Ockerlander, Cattin, and Gill. The motion carried. (4 ayes).

V. Presentation: Eagle Scout Acknowledgment – George Howlett

George Howlett gave a Powerpoint Presentation on the Community Fire Pit Project that he constructed at the Depot Park for an Eagle Scout project. George thanked everyone that supported him and the project.

Mayor Ibershof presented George with a Certificate of Appreciation and thanked him for constructing the Community Fire Pit at Depot Park.

VI. Scheduled Items:

1. Mayor: Mayor Ibershof updated the City Council on regional meetings, including the Association of Washington Cities Mayor's Exchange Meeting that took place at the City of Seattle City Hall. The Washington State Director of Transportation and the Director of Ecology were both in attendance and shared some innovative ideas that both of those agencies are working on for the future. Mayor Ibershof reported that he is still actively involved with the Puget Sound Regional Council and hopes to be able to secure some transportation funding for Duvall and local projects. Mayor Ibershof reported that the Public Works Trust Fund (PWTF) Loans are definitely still at risk, and the City is postponing moving forward with its sewer bid project on Big Rock until we know what will be the final outcome of the PWTF funding. Mayor Ibershof reminded everyone of some upcoming Special Council Workshop Meetings and Committee Meetings that are scheduled. Mayor Ibershof said he will be meeting with King County Parks to discuss some abandoned property North of town, and the City's potential options on the Duvall Park south of town.

Mayor Ibershof presented City Attorney Bruce Disend with a plaque in appreciation of his service as City Attorney for over 10 years. The Mayor thanked Mr. Disend for all of his dedication and service to the City of Duvall. Bruce Disend wished the City and everyone well.

2. Council:

a. Councilmember Becky Nixon reported on the DOG Park Meeting that was held the night before. The Off-leash Dog Park site has been decided. It will be located on 30+ acres in the valley behind the Duvall Tech Center. She encouraged everyone to go the DOG website (Dog Off-leash Group) or Facebook Page. She said this is a very dedicated group of people heading up this Dog Park Project.

b. Councilmember Jason Walker reported on the Snoqualmie Valley Community Network Youth Awareness Forum that he attended. The Forum shared the results of a drug and alcohol survey that was conducted at Tolt Middle School. The good news is that most of the trends in using have declined. They would like to see some of the revenues that will be coming from the legalized marijuana initiative put back into the schools for education and prevention.

VII. New Business:

1. (AB13-35) Confirmation of Mayor Ibershof's appointment of Ronn Mercer to the Duvall Planning Commission Position #2, a term ending 12/31/13. *It was moved and seconded (Walker-Collinwood) to confirm Mayor Ibershof's appointment of Ronn Mercer to the Duvall Planning Commission Position #2, a term ending 12/31/13. The motion carried. (4 ayes).*

2. (AB13-36) Approve and authorize the City to enter into an Interagency Grant with the Washington State Department of Commerce NEP Watershed-based Land Use Planning. *It was moved and seconded (Thoams-Nixon) to approve and authorize the City to enter into an Interagency Grant with the Washington State Department of Commerce NEP Watershed-based Land Use Planning. The motion carried. (4 ayes).*

3. (AB13-37) Ordinance #1150 establishing procedures for the receipt and accounting for donations to the city. *It was moved and seconded (Walker-Collinwood) to adopt Ordinance #1150 establishing procedures for the receipt and accounting for donations to the city. The motion carried. (4 ayes).*

4. (AB13-38) Ordinance #1151 establishing policies and procedures for Sponsorship Agreements. *It was moved and seconded (Walker-Nixon) to adopt Ordinance #1151 establishing policies and procedures for Sponsorship Agreements. The motion carried. (4 ayes).*

5. (AB13-39) Resolution #13-07 accepting the Notice of Intent to Annex the North Annexation Area.

Planning Manager, Lara Thomas, explained the background on the Annexation and that the City Council's direction in Resolution #13-06 passed at the April 25, 2013 Duvall City Council Meeting, was to annex the whole area in as one piece. Council also gave staff direction to draft a Resolution approving the Annexation in a parallel tract as the 2015 Comprehensive Plan Update and no earlier than the adoption of the 2015 City of Duvall Comprehensive Plan Update.

The City Council discussed the options of the annexation as far as the development, timeline, and zoning. The Council was in favor of option 3, which would make the annexation concurrent with the 2015 City of Duvall Comprehensive Plan Update.

Absent Councilmembers Amy Ockerlander and Gérard Cattin also submitted written statements in support of option 3.

It was moved and seconded (Nixon-Collinwood) to approve Resolution #13-07 accepting the Notice of Intent to Annex the North Annexation Area. The Motion carried. (4 ayes).

6. (AB13-40) Approve and authorize the Mayor to sign the Memorandum of Understanding with Ray and Tove Burhen for a Comfort Station. *It was moved and seconded (Walker-Collinwood) to approve and authorize the mayor to sign a Memorandum of Understanding with Ray and Tove Burhen for a Comfort Station. The Motion carried. (4 ayes).*

7. (AB13-41) 2014 King County Community Development Block Grant (CDBG) Application for NE 142nd Place Sidewalk Improvements. *It was moved and seconded (Walker-Thomas) to approve and authorize the Mayor to sign and submit the 2014 King County CDBG application for the NE 142nd Place Sidewalk Improvements. The Motion carried. (4 ayes).*

8. (AB13-42) Resolution #13-08 requesting Mayor Ibershof obtain a written letter from the City of Carnation pertaining to the Carnation Police Services Contract and Funding. *It was moved and seconded (Walker-Nixon) to approve Resolution #13-08 requesting Mayor Ibershof obtain a written letter from the City of Carnation pertaining to the Carnation Police Services Contract and Funding. The Motion carried. (4 ayes).*

VIII. Scheduled Items:

Staff Reports:

a. Police: Police Chief Merryman announced that the Duvall Police Department recently graduated another R.A.D. class. The classes are taught by Shelley Rowe, the Duvall Police Clerk. Her goal is to train every female in the Valley. He reported that he and Commander Hert attended the Cedars Homeowners Association Meeting. He felt the meeting went well. He reported that the annual crime statistics will be delayed this year due to a conversion to a new system for collecting and compiling the data. Lastly, he gave a brief update on Duvall Days. He said that Margie is doing Duvall Days, and she is doing it well. Also, the fireworks will be a go.

b. Finance: Finance Director Jill Long gave an update on the Sales Tax Report. To date, the City is up 2% over last year for sales tax revenues. She reminded everyone that the City Council Budget Workshop will be held on Thursday, June 6th, at the old Duvall Community W.R.E.C.K. Center from 6:00 pm – 8:00 pm.

c. Planning: Planning Manager Lara Thomas announced some upcoming meetings that are scheduled and wanted to remind everyone of them. They are a Land Use Committee Meeting at Public Works on June 20th at 4:00 pm. There is also a Joint Planning Commission/City Council Meeting on Economic Development scheduled for July 18th, the location to be determined.

IX. Adjournment:

*It was moved and seconded (Nixon-Walker) to adjourn.
The meeting adjourned at 9:08 p.m.*

Signed _____
Mayor Will Ibershof

Attest _____
Jodee Schwinn, City Clerk

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
June 13, 2013 – 6:00 – 7:00 p.m.
Duvall Fire Station – 15600 – 1st Avenue NE**

Mayor Pro Tem Jason Walker called the meeting to order at 6:00 p.m.

Council present: Gérard Cattin, Leroy Collinwood, Scott Thomas, Becky Nixon, Gary Gill, Amy Ockerlander, Jason Walker.

Staff present: Jill Long, Lara Thomas, Boyd Benson, Jodee Schwinn

Planning/Public Works Current Development – Lara Thomas, Planning Manager, & Boyd Benson, City Engineer.

Lara Thomas, Planning Manager, and Boyd Benson, City Engineer, gave an update and an overview of the projects and activity that is occurring in the City, and also what the Planning and Engineering Departments have been working on.

Public projects include the Depot Park Comfort Station, the Cherry Valley Road Sidewalk/Bike Extension, and the Public Works Yard Frontage Improvements. They are hoping to move forward and continue to work on the Big Rock Road Sewer Improvements and the WSDOT/Coe Clemmons Creek project. A priority is still the construction and completion of the missing sidewalks from Valley Street south to Big Rock Road.

Current private projects that are already under construction include Hawthorne (30 lots), River Ridge (11 lots), Skyline Heights (29 lots). Preliminary private projects include TNR North Hill (113 lots), Hanover (26 lots), Willow Ridge (14 lots), Willow Ridge 22 (12 lots & 4K SF Commercial), 143 LLC (25 lots & 10K SF Commercial), 145th Street Village (59 lots & 9-22K SF Commercial), Allen & Cherry Valley Villages (23 lots), and Wonderland Holdings (183 lots & 92K SF Commercial). Also, Hillside School has applied for a Conditional Use Permit to move their school from the old Duvall Church to the existing commercial building on Allen Street.

Long range planning for the Engineering Department includes the 2040 Transportation Update, the Storm Plan Update, and the City's Emergency Management Plan Update.

Long range planning for the Planning Department includes the Comprehensive Plan Amendment and Update 2013 and 2015, Watershed Planning, the Shoreline Master Plan completion, Code Amendments, and Transportation planning. Lara reviewed the 2013 Comprehensive Plan Amendment Docket. The Planning Department is requesting the Council Docket CPA13-002-

Capital Facility Element Comprehensive Plan Amendments to include the Riverview School District 2014 Capital Facilities Plan. The Planning Department does not recommend moving forward with CPA13-001 Citizen Requested Comprehensive Plan Amendment for purposes of annexation, and CPA13-003 the Park Element.

Adjournment

The Committee of the Whole adjourned at 7:00 p.m.

ATTEST:

Jason Walker, Mayor Pro Tem

Jodee Schwinn, City Clerk

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
July 25, 2013 – 6:00 – 7:00 p.m.
Duvall Fire Station – 15600 – 1st Avenue NE**

The Workshop was called to order at 6:00 p.m.

Council present: Gérard Cattin, Leroy Collinwood, Scott Thomas, Becky Nixon, Gary Gill, Amy Ockerlander, Jason Walker.

Staff present: City Attorney Rachel Turpin, City Engineer Boyd Benson, City Clerk Jodee Schwinn.

Social Media Policy – Mayor Ibershof.

Mayor Ibershof distributed a draft policy addressing Social Media. He explained that there is an urgency to create a City of Duvall Facebook page in conjunction with the upcoming City Comprehensive Plan Update. Planning Manager Lara Thomas is going to be using the Facebook page as an additional way to reach out to the public.

The draft of this plan was taken from the City of Kenmore. It contains many of the same elements as other cities currently using Facebook. This policy will allow City of Duvall to at least get started implementing Facebook. Revisions and amendments can be looked at and updated as it evolves.

Council agreed that the administrative policy was fine for now. They would like the City Clerk to work with the City Attorney to make some minor revisions to the policy, and to bring it back to Council at a later date for review.

City Project – Boyd Benson, City Engineer.

City Engineer, Boyd Benson, gave an overview of current City projects. He reviewed current Capital Projects and where they were all at in the process. Boyd also gave an update on what the Public Works Crew has been working on this summer. They have been very busy. Lastly, Boyd reviewed the list of Long Range projects, including the Emergency Management Plan, and construction development activity in the City.

Adjournment

The Committee of the Whole adjourned at 7:00 p.m.

ATTEST:

Jason Walker, Mayor Pro Tem

Jodee Schwinn, City Clerk



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MINUTES DUVALL PLANNING COMMISSION MEETING

Special Meeting

**Community Center, 26512 NE Stella Street, Duvall
Wednesday, August 7, 2013, at 7:00 PM**

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Questad at 7:05 P.M.

2. Roll Call

Commissioners Mat Questad (chaired), Ron Logan, Commissioner Rutledge, Margie Coy, Eric Preston and Ronn Mercer were in attendance. Ryan Deason was not in attendance. Staff members Lara Thomas, Planning Manager and Ben Swanson, Associate Planner were in attendance.

3. Announcements

Planner Thomas informed the Commission of the current code updates, progress of hiring a part-time admin employee for the Planning Department and current projects.

4. Approval of Minutes

- A. The Planning Commission Meeting Minutes from June 19, 2013, are held over to the next meeting.

5. Citizen's Comments and Requests – Items not on the Agenda

None

6. Old Business

None

7. New Business

A. Introduction to Design Review – Roles and Responsibilities

Due to the length of time from the last design review and new Commission members, Planner Tomas reviewed the roles and responsibilities of the Planning Commission regarding design review. Planner Thomas covered Chapter 14.34-Design Guidelines of the Duvall Municipal Code (DMC) and Chapter 14.62-Site Plan Criteria.

B. SU13-001 – Willow Ridge Lot 21 Design Review

Planner Thomas introduced Emily Buchwalter of Medici Architects who is the project manager for Lot 21. Mrs. Buchwalter introduced the project as an attached, single-family

14 unit development. She explained approximately half of the homes will use the traditional architecture used by the adjacent properties and the other half will be a modern look using shed style roofs. Planner Thomas explained the Development Agreement required a change in housing style due to comments received from the public in early 2000. All units will have private back yards. Additionally, she described the staircase throughout the project, including the pedestrian path through Lot 21. Planner Thomas noted the site plan did not reflect the 15 foot wide courtyard associated with the staircase. The Commission asked questions regarding a potential homeowners association that will maintain Lot 21, the elevations of the proposed homes, landscaping, on-street parking and lighting. It was noted the staircase needs to lighting along with the associated courtyard.

Planner Thomas stated a departure is required for the break in the façade; however staff would support the departure due to the proposed modulations to the façade. Next, Planner Thomas reviewed the landscaping requirements that will be reviewed at time of construction drawing approval. Planner Thomas summarized with the proposed plan is consistent with the requirements of the Development Agreement.

It was moved and seconded (*Logan – Rutledge*) to make recommendation of approve for the design/site plan review of Willow Ridge Lot 21. The motioned carried. (all ayes).

C. 2015 Comprehensive Plan Update and Committees

Planner Thomas explained the City is working with the consultants on the update, specifically an introduction to economic development for the Planning Commission and City Council. Also, staff solicited for advisory committee member during the 2015 update. There will also be a smaller technical advisory committee that includes Planning Commissioners if anyone wants to volunteer.

8. Adjournment

It was moved and seconded (*Rutledge – Preston*) to adjourn the meeting. Motion carries with all ayes. The meeting was adjourned at 9:13 p.m.

**CITY OF DUVALL CITY COUNCIL & PLANNING COMMISSION
SPECIAL WORKSHOP MINUTES
ECONOMIC DEVELOPMENT AS IT RELATES TO
THE CITY OF DUVALL COMPREHENSIVE PLAN UPDATE
August 15, 2013 - 6:00 P.M.
Duvall Visitor Center (old Duvall Library)
15619 Main Street NE, Duvall, WA 98019**

The Special Workshop Meeting was called to order at 6:00 P.M.

Council Present: Leroy Collinwood, Scott Thomas, Becky Nixon, Gary Gill,
Amy Ockerlander, Jason Walker, Mayor Ibershof. (absent- Gérard Cattin)

Planning Commission Present: Gary Rutledge, Ronn Mercer, Margie Coy

Staff Present: Lara Thomas, Steve Leniszewski, Jodee Schwinn, Kass Holdeman

I. Duvall Comprehensive Plan Update – The Economic Development Element

City Planning Manager, Lara Thomas, introduced two of the consultants from BHC, Inc. the consulting firm that has been selected to assist the City of Duvall with its Comprehensive Plan Update.

Greg Easton of BHC introduced himself. He said he will be specifically responsible for updating the Economic Development Element of the Comprehensive Plan. He said tonight he hopes to kick off this process by talking generally about Economic Development and what will be included in the Economic Development Element of the City's Comprehensive Plan. He explained that the Economic Development Element will focus more on the over-arching goals and policies of the City's Comprehensive Plan.

He presented a PowerPoint presentation that included what some of the benefits of Economic Development to a community are. The presentation touched on various market requirements and economic realities. It also asked the question of what are Duvall's competitive characteristics, and what competitive position does it give the City.

The PowerPoint also gave some general statistics such as Duvall's population base and natural trade area, Duvall's demographic comparisons within a 1 to 3 mile radius, the City population and growth, the City's employment base, employment comparisons with other cities, Duvall's sales tax base, Duvall's retail space inventory, and the City's Competitive Position including opportunities and hindrances. The presentation identified some of Duvall's strengths and weaknesses, and touched on market requirements for retail, as well as manufacturing and industrial businesses, and lodging.

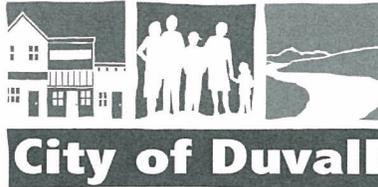
A number of different ideas and suggestions from Commissioners, Councilmembers, and the public were shared and discussed. The next steps will include completing a technical analysis of future conditions and economic opportunities, and discussing potential updated goals and policies.

II. Adjournment:

The meeting was adjourned at 8:30 p.m.

Signed _____
Mayor Will Ibershof

Attest _____
Jodee Schwinn, City Clerk



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MINUTES DUVALL PLANNING COMMISSION MEETING

Special Meeting

**Community Center, 26512 NE Stella Street, Duvall
Wednesday, October 16, 2013, at 7:00 PM**

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Questad at 7:10 P.M.

2. Roll Call

Commissioners Mat Questad (chair), Ron Logan, Ronn Mercer, Ryan Deason, Margie Coy, and Gary Rutledge were in attendance. Staff members Lara Thomas, Planning Manager, and Anne Wright-Cunniff, Administrative Assistant II, were in attendance. Comprehensive Plan Advisory Committee members in attendance were: Kim Piira, Richard Winn, Helen Hoenig, Jon Beck, Damien Foletto, Jason Hershey, Jeff Wolf, Veronika Williams, Angie Sulzer, Scott Lennon, Ryan Wimber, Maria Richter, Ray Burhen, Dave Weinstein, Charleene McFarland, Scott Thomas, Michelle Britt, and Roger Lange. Roger Wagner, Gregg Waddell, and Abby Weber from BHC Consultants were in attendance. Commissioner Eric Preston and Committee members Jeff Wolf, Greg Garat, Jason Walker, Gerard Cattin, and Kerry Minietta were not in attendance.

3. Announcements

None

4. Approval of Minutes

A. Approval of the meeting minutes from September 4, 2013, September 18, 2013, and October 2, 2013 will be held over to the next available meeting.

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

None

6. Old Business

None

7. New Business

2015 Comprehensive Plan Amendment – Advisory Committee Kickoff

BHC Consultants' Roger Wagner facilitated the kickoff meeting for the 2015 Comprehensive Plan Amendment Advisory Committee. Committee members introduced themselves, watched a PowerPoint presentation on area demographics and projected growth, and participated in an interactive activity. Committee members were assigned a

Goals and Policies handout to complete before the next meeting. Staff will send the Committee a soft copy of the slide presentation and will provide the following handouts at the next meeting: Acronym Index, Project Map, and Land Use Map.

8. Adjournment

It was moved and seconded (*Rutledge - Coy*) to adjourn the meeting. Motion carried with all ayes. The meeting was adjourned at 8:32 p.m.

**CITY OF DUVALL
COUNCIL MEETING
December 12, 2013
7:00 P.M. - Duvall Fire Station**

Committee of the Whole: 6:00 P.M. – Volunteer Appreciation Reception

The City Council Meeting was called to order by Mayor Ibershof at 7:05 PM.

Council Present: Gérard Cattin, Leroy Collinwood, Scott Thomas, Becky Nixon,
Gary Gill, Amy Ockerlander, Jason Walker

Staff Present: Steve Leniszewski, Carey Hert, Jill Long, Lara Thomas,
Attorney Rachel Turpin, Jodee Schwinn

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll Checks #18761-18780 in the amount of \$242,873.48; Claims Checks #18753-18760 & #18781-18888 in the amount of \$399,350.52. Under Council add: Councilmembers Ockerlander, Collinwood, and Nixon. Under New Business add: Item #5; Discussion of the appointment of Mayor Pro Tem; and Item #6; (AB13-90) approving the extension of the lease agreements for the Duvall Visitor Center. Under Executive Session remove the Executive Session.

II. Adoption of Council Agenda:

It was moved and seconded (Cattin-Ockerlander) to adopt the 12/12/13 Council Agenda. The motion carried. (7 ayes).

III. Comments from the Audience:

Kristin Connors, Lake Marcel resident, said she has sent numerous emails and hasn't received any response back. She would like to know what the City Council's official position on the barn is, and what their role is moving forward. She would like to have a timeline for answers to these questions. She has created an organization named the Thayer Barn Project – Saving an American Icon. She has also started a Facebook page that currently has over 95 followers. She also distributed a Powerpoint handout to the City Council. They are requesting consideration as a group tasked with trying to save the barn.

Bill Connors, Lake Marcel resident, said that he wanted to focus on what some of the needs and questions are that their organization has right now. They would also like the Council to understand that they are not asking the City for money or for resources. They are trying to find out what the developer does and does not want to do with the barn. They would also like to know what the City wants, or does not want, regarding the barn.

They would like to know what the City's position is? They don't know what the City's position is nor what the City's role is, if any. They would also like to know if outside funding can save the barn, does the City and the developer have any objections. He also asked what the communication path is for the City beyond attending COW and update meetings.

Mayor Ibershof explained that the conversations with the developer have just started, and the City does not know much more about the developer's intentions than anyone else does.

Elisa Rose Piira, a young student and Duvall resident, is playing the part of Tiny Tim in the Cascade Community Theatre's holiday production of "A Christmas Carol." She invited everyone to attend the play that will take place over the next two weekends at the Cedarcrest Performing Arts Center. She then sang a few bars from one of the songs that she sings in the play.

IV. Approval of Consent Agenda:

It was moved and seconded (Collinwood-Ockerlander) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole Workshop minutes of 11/26/13, and Committee of the Whole Workshop Minutes of 11/14/13; approval of Payroll Checks #18761-18780 in the amount of \$242,873.48; Claims Checks #18753-18760 & #18781-18888 in the amount of \$399,350.52; Confirming the 3-year re-appointments to the Duvall Cultural Commission of Brian Pattinson to Position #4, Margie Coy to Position #5, and Maria Roth to Position #6, all terms ending 12/31/16; and approving the job description and salary scale for the position of City Administrator. The motion to approve the Consent Agenda carried. (7 ayes).

V. Scheduled Items:

1. Mayor: 2013 Year End Presentation

Mayor Ibershof announced that the RFP for the Visitor Center is now out. He also reported that he and Councilmember Ockerlander will be meeting with Senator Hill to encourage him to support granting funds for the Coe Clemmons Creek Culvert Replacement Project. Mayor Ibershof reported the Tree Lighting Event was very cold but was a great event. He said the Centennial Movie had a great turnout and the movie will be for sale on DVD for \$15. Mayor Ibershof then presented a Powerpoint Presentation recapping 2013. He highlighted many of the City's projects, accomplishments, and community events during its Centennial Year. He thanked the Council, the staff, and all of the many volunteers that have worked so hard to make the City what it is.

Mayor Ibershof presented outgoing Councilmember Gérard Cattin with a plaque of appreciation. Councilmember Cattin has served as a City Councilmember since 2005. He thanked him for his service and dedication to the City of Duvall.

2. Council:

Councilmember Amy Ockerlander gave an update on the Sound Cities Association Public Issues Committee meeting she attended the night before. Bernie Thomas, the Mayor of Woodinville, was elected as Chair of the Committee. They discussed the Guiding Principles from the King County Metro cuts. The City's Ad Hoc I.T. Committee met and was given a demonstration by Civic Plus for consideration as a possible vendor to host the City's website. The Committee will be looking at options for implementing a new website for the City. She also reported that new guidelines have been released for Adult Family Homes to help them prepare their facilities for emergencies. Snoqualmie Valley Governments Association (SVGA) Meeting will be held next week. Representatives Goodman and Springer will be in attendance. A representative from King County Metro will also be attending the SVGA meeting.

Councilmember Leroy Collinwood said he wanted to address the Thayer Barn. He currently does not have a position on the Thayer Barn as it is too early and there isn't enough information to make an informed decision on moving forward. He said there also needs to be a determination first if the barn is even savable and if so, at what cost. Councilmember Collinwood commented that the website presentation given to the I.T. Committee was very informative and had really good examples of City websites that have a lot of features the City needs to be successful and more communicative to the citizens. He reported that he attended the AWC elected officials training workshop recently. It was great training and a good refresher course on running a city government. He was also able to have some conversations with elected officials from Mill Creek at that workshop about their Town Center and commercial development in their City. Mill Creek is finding with the high rents they are attracting more service providers than the retail that they were hoping for. He said what Mill Creek is experiencing is a real world example and something Duvall should think about when discussing economic development.

Councilmember Becky Nixon reported that it was a great weekend for activities and Valley events. She said the Sno-Valley Senior Center held their annual Holiday Bazaar. The Duvall Civic Club also held their annual Christmas Bazaar, the City of Duvall held its Tree Lighting Event, and the Duvall Centennial Movie was premiered. She said there was a good turnout and it was an excellent film.

VI. Public Hearing: Duvall 143 LLC – Development Agreement

Lara Thomas, Planning Manager, explained the history and the proposed development and agreement.

7:58 PM: The Public Hearing was opened.

There were no public comments.

Scott Olson, Civil Engineer for PacLand Development, who is the development consulting firm for the project, said they have been working with MJ Holdings on this project for a year now and are working with city staff to come up with a plan that will meet the City's MU-12 Zoning Requirements and the City's goals for the project. He handed out preliminary plans for the proposed development scheme, as well as a detailed engineering plan, and the proposed phasing of the project as part of the development agreement.

Michael Crowson, Mundy Jo (MJ) Holdings, said he is the applicant and gave a little bit of background on himself and his company. He explained that the current demand is really residential development and they have been really working hard to come up with a way to fulfill the commercial aspect and requirements of the City and how best to accommodate what the City is looking for. He believes their current plan and the proposed development agreement addresses everything. He also wanted to emphasize that the phasing of this project is critical.

8:08 PM: The Public Hearing was closed.

VII. New Business:

1. (AB13-88) Approve Contract Amendment #8 with John Galt for Hearing Examiner Services for 2014. *It was moved and seconded (Walker-Ockerlander) to approve Contract Amendment #8 with John Galt for Hearing Examiner Services for 2014. The motion carried. (7 ayes).*

2. (AB13-89) Resolution #13-18 approving the Duvall 143 LLC Development Agreement. *It was moved and seconded (Nixon-Walker) to adopt Resolution #13-18 approving the Duvall 143 LLC Development Agreement. The motion carried. (7 ayes).*

3. (AB13-77) Decision to cancel the December 26, 2013 Regular City Council Meeting. *It was moved and seconded (Nixon-Ockerlander) to cancel the regularly scheduled second City Council Meeting of the month scheduled for December 26, 2013. The motion carried. (7 ayes).*

4. (AB13-78) Duvall Village Thayer Barn – Update.

Lara Thomas, Planning Manager, gave an update on the Duvall Village property and the Thayer Barn. She explained that the owner of the property is under no obligation to keep or save the Thayer Barn. The City has been discussing possibly allowing the developer to donate the barn parcel of property in lieu of paying Park Impact Fees for the property development. The City would need to take into consideration the amount of impact fee revenue that would be, and also the legal requirements of the City to expend park impact fees on that project. The Comprehensive Plan and the Parks Plan would both need to be updated to have that project officially identified in the City's adopted plans. Lara explained that the developer has not come in with any official application yet, so the City also has very little limited information on what the final proposed project will include when it is submitted to the City. The Council and the City will need to decide the path

that they want to take on this project as far as the barn and the parcel, before the developer gets going too far on this development project.

5. Discussion of the Mayor Pro Tem Appointment for 2014.

Mayor Pro Tem Jason Walker explained that the adopted Duvall City Council Procedures directs the City Council to elect the Mayor Pro Tem at the first City Council Meeting in December for the upcoming year. He felt that it may be best to wait and elect the Mayor Pro Tem at the first meeting in January.

The Council discussed electing the Mayor Pro Tem and decided to make the selection at the first City Council Meeting in January.

6. (AB13-90) Duvall Visitor Center Building Lease Agreement Amendments.

Councilmember Scott Thomas recused himself from the Council Meeting.

It was moved and seconded (Ockerlander-Walker) to approve and authorize the Mayor to sign the two Building Lease Amendments between the City of Duvall and the Duvall Chamber of Commerce and the Duvall Foundation for the Arts (DFA) for the Duvall Visitor Center. The motion carried. (6 ayes).

Councilmember Thomas returned to take his place at the City Council Meeting.

VIII. Staff Reports:

a. Public Works: Steve Leniszewski gave an update on public works projects. He reported that the Big Rock Road sewer line extension is almost complete. The Comfort Station that was purchased with donated funds from Ray and Tove Burhen has been ordered and the crew is starting prep work on the site for installation very soon. He also gave a heads up that there may be some time sensitive contracts coming forward in early January for Council approval. He will keep Council updated on the status of these projects and contracts as best he can. He said there may be some items that come before Council for approval on the same evening that they are introduced to Council at the Committee of the Whole Workshop.

b. Finance: Jill Long introduced the Donation Report and the Sales Tax Report that were distributed in the City Council agenda packets. She encouraged Council to call her with any questions that they may have.

c. Planning: Lara Thomas announced that as part of the Comprehensive Plan Update the Planning Department will be hosting an Open House on January 28, 2014 to share with the community Future Development Projects in Duvall. It will be held from 7:00 – 9:00 p.m. at the Duvall Visitor Center. She said she is still working on setting the date for the next Land Use Committee meeting for early January. She also announced that the community survey is almost ready to go out.

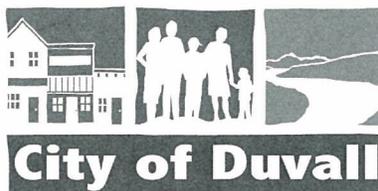
d. Police: Acting Police Chief Carey Hert thanked everyone for all of their support that they have given the Police Department over the last couple of months. He said they still have two officers out from injuries and they are hopeful to have those officers back on duty by mid-January. He also thanked Steve Leniszewski for stepping up and taking on the union negotiations for him. He said that other agencies from the Coalition of Small Police Agencies assisted recently in a burglary shooting incident in Duvall and reported they really couldn't have done it without them. Lastly, he reported the Carnation transition is coming together. Duvall will finish up their coverage in Carnation at 12:30 AM on January 1st. Looking to the future of the Department they are looking to be more engaging with the community, better communicate with the community, and increase overall transparency altogether.

IX. Adjournment:

The meeting adjourned at 9:30 p.m.

Signed _____
Mayor Will Ibershof

Attest _____
Jodee Schwinn, City Clerk



Small Town. Real Life.

MINUTES DUVALL PLANNING COMMISSION MEETING

**Community Center, 26512 NE Stella Street, Duvall
Wednesday, January 15, 2014, at 7:00 PM**

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Logan at 7:04 p.m.

2. Roll Call

Commissioners Ron Logan (chaired), Ronn Mercer, Ryan Deason, and Margie Coy were in attendance. Commissioners Eric Preston, Mat Questad, and Dr. Gary Rutledge were not in attendance. Staff members Ben Swanson, Associate Planner, Shaun Tozer, Project Manager, and Anne Wright-Cunniff, Administrative Assistant II, were in attendance.

3. Announcements

- A. Volunteer Appreciation certificates were distributed to the Commissioners.
- B. Following up on the Preliminary Plat Hearing, a Notice of Decision was issued for Duvall 143, LLC. The Preliminary Plat application was approved; however, the rockery/fence height variance was partially denied by the Hearing Examiner.

4. Approval of Minutes

- A. It was moved and seconded (*Mercer – Deason*) to approve the Planning Commission Meeting Minutes of December 4, 2013. The motion carried unanimously.
- B. Some of the minutes from prior Planning Commission meetings had never been approved by the Commission. These older minutes were also reviewed during this meeting. It was moved and seconded (*Deason – Mercer*) to approve the Planning Commission Meeting Minutes of February 6, 2013. The motion carried unanimously.
- C. It was moved and seconded (*Deason – Coy*) to approve the Planning Commission Meeting Minutes of July 11, 2012. The motion carried unanimously.
- D. It was moved and seconded (*Mercer – Deason*) to approve the Planning Commission Meeting Minutes of April 4, 2012.

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

None

6. Old Business

None

7. New Business

A. Community Open House Presentation – Trial Run

Associate Planner Swanson and Project Manager Tozer gave a PowerPoint presentation on current City private and public projects, including the following:

- Land Use and Development Update (current estimates of population, residential units, business licenses, and number of commercial structures per the State Office of Financial Management);
- Maps (Future Land Use, Zoning, and Current Development);
- Glossary of Terms and Development Workflow;
- Examples of Public, Residential, and Mixed Use projects;
- And Public Works Projects (including a City project map and list of smaller projects).

B. 2015 Comprehensive Plan Vision Statement

Associate Planner Swanson shared the current draft of the Comprehensive Plan Vision Statement and received suggestions from the Commissioners. The consensus was that a few small changes could be made:

- The descriptions “agricultural” and “rural” may seem redundant to the average citizen.
- Remove the words “active” and “passive” from “parks,” as they could be confusing to the reader.

C. Recreational Marijuana Policy Discussion and Presentation

Associate Planner Swanson went over some of the details concerning the passage of Initiative 502 and how it may affect Duvall. The City is currently under a moratorium while it decides whether to allow the production, processing, and sale of recreational marijuana or to prohibit it. The State does not allow a marijuana business to locate in a residential zone. Additionally, the state requires a 1,000 foot buffer around certain areas (such as parks and schools) that would limit marijuana business in the City to one small corner.

Planner Swanson discussed vesting in relation to marijuana business and the 1,000 foot buffer. An example being, if a school opened next to an established marijuana business, the marijuana business is an established or vested use and would not be required to be relocated.

Other considerations:

- The State will conduct final inspections of marijuana businesses.
- The City’s role will include odor issues.
- Space has to be accessible by law enforcement without a warrant, which rules out the possibility of residential marijuana businesses.

8. Adjournment

It was moved and seconded (*Deason – McCoy*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:46 p.m.

**CITY OF DUVALL
COUNCIL MEETING
January 23, 2014
7:00 P.M. - Duvall Fire Station**

Committee of the Whole: 5:30 p.m.

The City Council Meeting was called to order by Mayor Pro Tem Walker at 7:03 P.M.

Council Present: Gary Gill, Becky Nixon, Amy Ockerlander, Dianne Brudnicki, Jason Walker, Scott Thomas, Leroy Collinwood

Staff Present: Jill Long, Steve Leniszewski, Boyd Benson, Interim Police Chief Carey Hert, City Attorney Rachel Turpin, Lara Thomas, Jodi Lee Wycoff

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll Checks #19027-19043, 19044-10948, and 19050-19052 in the amount of \$166,546.95; Claims Checks #19053-19117, 19024-10926, 19049 and an EFT in the amount of \$129,516.94; Under Council add: Councilmember Amy Ockerlander; and Under Executive Session remove: 5 minute Executive Session on Union Negotiations.

II. Adoption of Council Agenda:

It was moved and seconded (Nixon-Ockerlander) to adopt the 1/24/14 Council Agenda. The motion carried. (7 ayes)

III. Comments from the Audience:

There were no comments from the audience.

IV. Approval of Consent Agenda:

It was moved and seconded (Nixon-Gill) to approve the consent agenda which included approving the City Council and Committee of the Whole minutes of 1/9/14; and approval of Payroll Checks #19027-19043, 19044-10948, and 19050-19052 in the amount of \$166,546.95; Claims Checks #19053-19117, 19024-10926, 19049 and an EFT in the amount of \$129,516.94; and approval of the following contracts, resolutions, and ordinances: (AB14-01) Approval of 2014 Consulting Contracts. The motion carried. (7 ayes)

V. Presentation: Mountain to Sound Greenway – Jennifer McKeown

Jennifer McKeown, Snoqualmie Program Manager for Mountain to Sound Greenway, gave a PowerPoint presentation that gave a brief history of the Greenway and what it has

accomplished over the last 20 years, showed its boundaries, and described some of the programs that the Greenway is involved in. Jennifer said that they have requested that the Greenway be designated as a Heritage Area by the Federal Government. This would help them secure more funding for programs and give them better ability to collaborate among the various jurisdictions within the Greenway. She said that one of the major things they completed recently was a multi-year study of the entire Greenway. One of the results of that study was they split the Greenway in to the three watersheds within their boundaries. Snoqualmie is one of those watersheds, and Duvall is in that watershed. Jennifer went on to explain the focuses of the Snoqualmie region which include forests; farms; fish, wildlife and waterways; outdoor recreation; and outdoor education and public engagement. Jennifer said that the Snoqualmie Valley is a unique area in that it is still very rural and yet has many cities within it. She said that almost 80% of the Valley is permanently conserved forest. She is very excited to be working in the Valley. Jennifer asked that Council formally support the Greenway's bid to become a Heritage Area by either signing the online petition or sending a letter of support.

VI. Scheduled Items:

Council:

Councilmember Ockerlander announced that at the recent Emergency Management meeting, they had a presentation about cyber terrorism. She said it was a very interesting presentation and that there is a lot of work to be done to secure our systems.

Councilmember Ockerlander asked Council who plans to attend the AWC conference next week. She said she has meetings scheduled with legislators and that the more representation they have the better. Councilmembers Brudnicki and Thomas said they will join her for the meetings and conference at least one of the days.

VII. Unfinished Business: *NONE*

VIII. New Business:

1. (AB14-06) Draft Comprehensive Plan Vision - introduction

Lara Thomas, Planning Manager, reviewed the draft Vision Statement for the Comprehensive Plan. She said that the committee has been working on the Vision and that it is an evolving document and that over the course of the Comprehensive Plan process, the Vision will change some. She said that the Vision is one of the most critical components of the Comprehensive Plan. Lara said that the committee needs to finish the first draft of the Vision soon so they can move on to other elements of the Comprehensive Plan.

2. (AB14-07) Preliminary Comprehensive Plan Survey Results - introduction

Lara Thomas, Planning Manager, said that they have received almost 300 surveys and that they are hoping for at least 500 by the time it closes at the end of February. She handed out and reviewed a snapshot of one survey and a summary of all surveys. So far, they are seeing some consistencies in the responses regarding Economic Development and Public Safety being very important to this community.

3. (AB14-08) Watershed Plan Contract - introduction

Lara Thomas, Planning Manager, said that they received two RFPs and will be doing interviews next Monday. They hope to have a decision by next Wednesday and bring the recommendation to Council at the next meeting for approval.

4. Association of Washington Cities Legislative Agenda – decision

Councilmember Ockerlander reviewed a handout listing Association of Washington Cities’ (AWC) priorities for the Legislative Agenda. She said it is important that Council get involved in talking to our representatives at the State level about these issues. Council discussed the various items and whether or not they wanted to support the Agenda with a formal resolution or not. They chose to support the Agenda through a motion and not a resolution.

(Councilmember Nixon excused herself from the meeting at 8:15 p.m.)

It was moved and seconded (Ockerlander-Brudnicki) for the City of Duvall to support the Association of Washington Cities Take Action Legislative Agenda. The motion carried. (6 ayes)

IX. Scheduled Items:

Council Regional Committee Reports:

There were no reports.

X. Executive Session: ~~5 minutes~~ ~~Union Negotiations~~ *cancelled*
RCW 42.30.140(4)(a)

XI. Adjournment:

It was moved and seconded (Thomas-Ockerlander) to adjourn the meeting. The meeting adjourned at 8:21 p.m.

Signed _____
Mayor Pro Tem Jason Walker

Attest _____
Jodi Lee Wycoff, Deputy City Clerk

Duvall City Council Retreat
February 1, 2014
8:45 am – 4:35 pm
Duvall Visitor Center
15619 Main Street NE
Duvall, WA 98019

Council Present: Dianne Brudnicki, Leroy Collinwood, Scott Thomas, Becky Nixon
Gary Gill, Amy Ockerlander, Jason Walker, Mayor Will Ibershof.

Staff Present: Steve Leniszewski, Jill Long, Lara Thomas, Jodee Schwinn

I. Welcome and Introductions

Mayor Pro Tem Jason Walker welcomed everyone. He gave a brief overview of the Council Retreat Agenda and introduced Mike Bailey, the facilitator for the City Council Retreat.

II. Duvall 2015 Comprehensive Plan Update and Community Survey Results

City Planning Manager, Lara Thomas, reviewed some of the results to date of the Community Survey. Most respondents felt the City was on track with its Vision Statement. The highest concerns that were selected on the survey were the decline in rural character, residential development, and economic development needs.

The City's Comprehensive Plan Update Consultant, Roger Wagner with BHC Consultants, led a PowerPoint Presentation and discussion what they are doing as they update the Plan and where they are at. He explained that the City is working under the Growth Management Act (GMA) and the City's plan must also comply with all of the State regulations, as well as what the community wants to see over the next 20 years. He explained that on a regional level requirements must also be considered when adopting the City's Comprehensive Plan.

Council discussed considering a parks district to fund parks and recreation programs. Lara said that she and Steve are also meeting with King County Councilmember Kathy Lambert soon and will also discuss partnering with other entities such as King County.

Lara emphasized that she will need Council to make a decision on the City's future Government Facilities Plan so it can be incorporated into the Comprehensive Plan update. Council will also need to decide what they are going to do about amending and possibly scaling back the Parks, Trails, and Open Space Plan.

III. Municipal Finance Overview

Jim Nelson, the City's Financial Advisor with D.A. Davidson & Co., gave a PowerPoint Presentation explaining the various types of financing options that the City has to fund future

projects. He explained the different types of bonds and what the restrictions are on each type of financing option.

He said there are four steps to Capital Improvement Planning. They are 1) List out all the capital improvements to consider, 2) Rank and prioritize the list, 3) Discuss sources of paying for the improvements, and 4) Discuss options for funding the improvements. Funding options include a) Cash b) Interfund loan c) Grants d) Public Works Trust Fund loans (when they are available) e) USDA Loan f) Federal or State loans, and g) Bonds (Tax-exempt or Taxable).

He reported that the City of Duvall currently has available to them \$19 Million in voter approved debt capacity, or \$11.9 million in non-voter approved debt capacity. The City of Duvall has a bond rating of AA, which is a very good rating.

Jill Long, City Finance Director, explained that the City currently has no General Obligation debt. The only debt the City of Duvall has presently is the revenue debt for the utilities.

Jim Nelson briefly covered Transportation Benefit Districts (TBD). He said it is very unusual for cities the size of Duvall to go out and get voter approval for a downtown street project, but the City of College Place was able to do it for their Main Street Project. A voter approved TBD is an option for the City of Duvall to fund transportation and street improvements.

Jim also explained that to form a Metropolitan Park District (MPD) only a 50% simple majority voter approval is required. It was asked if there is a minimum population requirement of 10,000 in order to form a Municipal Park District. Jim said he was not sure about the population requirement, but he will look into it. Another possible Benefit District that Council was interested in looking at further would be for bringing a city owned and operated internet/fiber optic service to the City.

Jim Nelson concluded by saying that he will look into and follow up on the internet/fiber optic question and he will also look into the question on if there are any population requirements for forming a Municipal Park District.

IV. Duvall Chamber of Commerce President, NJ Shelsby

NJ Shelsby introduced herself. She was nominated Chamber President at the beginning of this year and will be in that position for the next two years. The Chamber is still working on finalizing their goals for the coming year, but she did share some of what the Chamber of Commerce has been working on, and what they will be focusing on during the coming year. This includes creating and maintaining a strong connection with the City of Duvall, helping to make their members Better Business People, the “Shop Local” campaign, and creating a Duvall Guide. She also said the Chamber puts out a monthly newsletter and they would love to have something that the City could contribute each month in that newsletter each month. She looks forward to working with the City in the coming year.

V. Committee Structure Discussion and Direction

Mayor Ibershof said he is looking for feedback and discussion on how Council felt the Committee of the Whole meeting structure worked last year, did Council find they had time to address the various topics, and were there any topics that Council would like to see addressed that there wasn't time for. A discussion followed on how Council would like the committees and meetings to be structured this year.

Most Councilmembers liked having the extra meetings such as the 3rd Thursday Special Workshop Meetings for budget workshops and other items that came up over the past year that needed additional review. The majority spoke in favor that they do like having all City Councilmembers present and around the table during Committee of the Whole workshops. They also liked the large open public meeting format. Council felt that the content and timing of the agendas of both Committee of the Whole and Council Agendas were not managed well. Some agendas were too full, and then some agendas had almost nothing or not enough on them.

Most Councilmembers voiced concern that the current structure does not provide enough time for Council to conduct a thorough review of items or get enough information.

Mayor Ibershof shared what some of the staff's challenges are with the Committee of the Whole structure. Staff feels there isn't enough time for informal discussion and participation with Council. At the Committee of the Whole level of structure items and business sometimes become more of a presentational opportunity, rather than an actual deep discussion on the item.

Mayor Ibershof proposed 3 possible solutions:

- 1) Move the meetings to the Duvall Visitor Center. Still meet twice a month, but have a 2 ½ hour COW from 4:00 – 6:30 prior to the regular City Council Meeting. A dinner break would be from 6:30 – 7:00 pm, then the regular City Council Meeting would begin at 7:00 pm.
- 2) Meet once a week from 6:00 – 9:30. The 1st and 3rd Meetings would be general Committee of the Whole meetings and they would be topic specific. Staff and Council would not need to attend the 1st and 3rd meeting if the topic did not pertain to their department or was of no interest to them. These meetings would need to be held at the Duvall Visitor Center.
- 3) Reinstate individual Council Committees. The Standing Council Committees would have a standing day and time, and would begin most likely at 4:00 PM on that specific day. The meetings would be more informal but they would have agendas, minutes, audio recordings, and be open to the public. This could help provide for more dialogue rather than just a formal presentational structure. Council felt that this would actually create more staff time and a fourth "touch" or review because the item would still need to come before the entire Council per the three "touch" rule.
- 4) Mayor Pro Tem Walker offered a fourth option for committee structure that the Council has been using to some extent over the past year, and is still currently being implemented, which is creating focused special committees when needed such as the Land Use Committee, the

Comprehensive Plan Committee, the Technical Committee, etc., and also keeping the Committee of the Whole Committee structure. Individual Committees would form and disband as needed.

It was decided that discussion on this item will continue later on the retreat agenda during the Council Procedures Discussion.

VI. Public Officials Liability Training

Bruce Reimer from the City's Insurance Carrier, Cities Insurance Association of Washington, led a PowerPoint Presentation regarding Public Official Liability. His presentation overview included the Open Public Meetings Act, Executive Sessions, and the roles and relationships between the Mayor, Council, and Staff.

VII. Committee Discussion - continued

For the Council Committee structure it was decided that Council will hold the Committee of the Whole Workshops from 5:30 pm – 7:00 pm, followed by the regular Council Meeting at 7:00 pm on the second and fourth Thursdays of the month. Special Ad Hoc Committee Meetings will be utilized for things that need additional or special review such as the Land Use Committee, and the I.T. Committee. At a later date Council will review the Committee of the Whole content and time management of the items on the COW, to determine if further revisions need to be made. The current individual Council Committees will be:

The Land Use Committee, which will be chaired by Councilmember Collinwood and include Councilmembers Thomas and Gill. This Committee will have standing days and times.

The I.T. Committee, which will be chaired by Councilmember Ockerlander, and include Councilmembers Collinwood and Thomas. This Committee will meet as needed.

A decision on creating a special Capital Facilities Committee was deferred until a later date.

Council discussed moving the regular meeting location of the City Council for workshops, committee meetings, and the regular Council Meetings. The meetings may need to be moved from the Fire Station if it is decided that additional meetings or longer meetings are needed.

Mayor Ibershof said that staff will look into what the cost and logistics will be to move the Council Meetings and Committee of the Whole Workshops to the Duvall Visitor Center. This information should be available by the February 27th City Council Meeting.

VIII. Council Procedures

Councilmember Amy Ockerlander reported that she is currently working on drafting new Council Procedures and Policies. She said it would be beneficial to have another Councilmember

to work with her and Councilmember Walker to meet a couple of times to review some draft language and take care of some housekeeping items.

She said she is working on redrafting Duvall's Council Procedures and using a lot of Bothell's language, but changing it based on the needs of Duvall and items that have come up over the last few months. She said that some of the revisions so far include changing and formalizing the appointments of the Mayor Pro Tem, council rules as they relate to advisory boards and the City Council's role on advisory boards and regional committees. She is also looking at formalizing Council Meeting notices and updating how items are placed on the Council Agenda. She said she wants to make sure there is an avenue for others to have items placed on the agenda and she wants more clarification on how the agendas are formed. The updated procedures will also address how items will be followed up on by staff and reported back to Council, and the three-touch rule for all formal city business will be included. She said she is basing these changes on what she has heard from others as well as by what other cities are currently doing. Councilmembers Walker and Nixon will work with Amy on updating the City Council Procedures.

IX. Short & Long Term Priorities

Mike Bailey, the retreat facilitator, asked every Councilmember to each write down two ideas that need to be on their work plan for the coming year. The City Council each submitted their top two city priorities. The list of priorities are below.

Priorities in order of most votes:

1. City/Government Facilities
(including parks) (6 votes)
2. A City Administrator (4 votes)
3. Comprehensive Plan (2 votes)
4. Transportation (possible TBD) (1 vote)
5. Economic Growth (1 vote)
6. Council Procedures (1 vote)
7. Main Street Funding (1 vote)

Most of these items will be addressed in special council committees and some will be addressed in the updated City Council Procedures. Retreat Facilitator, Mike Bailey, wrapped up the retreat by asking what the next steps should be.

It was agreed that Council would hold another ½ day retreat in approximately 6 months to conduct a "Report Out" and review where the City is at on the list of priority items. Each item will be rated on a scale of 1 – 5 with each number representing an element on where that item is such as, is it in the planning stage, implemented, completed, in process, etc. This ½ day workshop would be completely separate from any budget workshops.

The City Council Retreat concluded at 4:35 p.m.

Signed _____
Mayor Pro Tem Jason Walker

Attest: _____
Jodee Schwinn



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MINUTES DUVALL PLANNING COMMISSION MEETING

**Community Center, 26512 NE Stella Street, Duvall
Wednesday, February 5, 2014, at 7:00 PM**

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Questad at 7:05 p.m.

2. Roll Call

Commissioners Mat Questad (chaired), Ronn Mercer, Ryan Deason, Margie Coy, Eric Preston, Ron Logan, and Dr. Gary Rutledge were in attendance. Staff members Lara Thomas, Planning Manager, and Anne Wright-Cunniff, Administrative Assistant II, were in attendance.

3. Announcements

A. In March, the Planning Commission meetings will move to the Rose Room in the Duvall Visitor Center. Planning Commission will have some of its meeting at the Visitor Center as dates become available. The Visitor Center will permanently house the Planning Commission in June. The City Council meetings will move to the Visitor Center, upstairs.

4. Approval of Minutes

Approval of the January 15, 2014, minutes will be held over until the next available meeting.

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

None

6. Old Business

None

7. New Business

A. Marijuana Policy – Initiative 502 Update

The State Attorney General has issued his opinion regarding local policy on the production, processing, and sale of recreational marijuana; Local governments are not preempted by state law from prohibiting the location of marijuana related businesses within their jurisdiction. According to Planning Manager Thomas, the City has three options:

- Extend the current moratorium for another 6 months while we observe other cities and counties for policy adoption/prohibition and any subsequent legal response;
- Adopt I-502 legislation and set licensing parameters in accordance with the State law;
- Or amend businesses license policies to be consistent with policy direction.

B. Permit Process – Review Proposed Code Section

Because a Development Agreement is a contract, not a permit, Staff is removing Development Agreements from DMC 14.08.010.C under the advisement of City Attorney Rachel Turpin. Staff is also amending the section to remove Short subdivision from a Type III permit to a Type II permit consistent with Subdivision regulations.

C. Comprehensive Plan Preview

Planning Manager Thomas briefly went over some of the early results from the City's Visioning Survey.

- The top two concerns for residents were the City's decline of rural character and residential development.
- The top spending priorities were youth programs, economic development, recreational programs, a community center, and sidewalks.

8. Adjournment

It was moved and seconded (*Rutledge – Logan*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:36 p.m.

**CITY OF DUVALL
COUNCIL MEETING
February 13, 2014
7:00 P.M. - Duvall Fire Station**

Committee of the Whole: 5:30 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:00 PM.

Council Present: Dianne Brudnicki, Leroy Collinwood, Scott Thomas, Becky Nixon, Gary Gill, Amy Ockerlander, Jason Walker

Staff Present: Steve Leniszewski, Carey Hert, Jill Long, Lara Thomas, Boyd Benson, Jason Ladwig, Attorney Rachel Turpin, Jodee Schwinn

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll Checks #19118-19143 in the amount of \$226,324.55; Claims Checks #19144-19258 of \$418,687.98; Under Council add: Councilmember Dianne Brudnicki and Councilmember Amy Ockerlander. Under New Business add: item #9 a discussion regarding potential property acquisition regarding parks, and item #10 a discussion item regarding the Sound Cities Association support for a King County Transportation Benefit District. Under Executive Session remove: the Executive Session related to Potential Land Acquisition.

II. Adoption of Council Agenda:

It was moved and seconded (Nixon-Thomas) to adopt the 2/13/14 Council Agenda. The motion carried. (7 ayes).

III. Comments from the Audience:

Frank Shields, Seattle, formerly a Duvall resident, said he is interested in the restoration of the Thayer Barn. He would like to know how he can get in touch with the group leading the project and participate in the restoration of the barn.

Amara Oden, Director Sno-Valley Senior Center, said that she has heard that City of Duvall funding for the Center has been cut significantly. She understands that funding overall was cut and she doesn't want to take funding from other entities, but she asked Council to please take another look at the total budget line item for Human Services. The funding Duvall has provided to the Senior Center over the years has been a huge support to them and their service to the seniors of Duvall. The funding cut is a significant impact to the Senior Center.

Denise, Duvall resident, is a shuttle driver for the Senior Center. She said she sees first-hand the demand growing and that these services and the funding are really needed there. She thanked the City for all of their support over the past years.

Sandy Olson, serves on the Board of the Sno-Valley Senior Center and Duvall resident, said she really appreciates the funding that the City of Duvall has provided in the past. She asked the Council to please reconsider the amount that they are designating to the Senior Center for 2014. She said the senior population is going up and the need for the services the Senior Center provides is getting greater. She also said with the recent cut in transportation by King County it is getting harder for seniors to get around. The number of issues facing the Senior Center keeps growing.

Lin McBride, Redmond, gave an update on the Thayer Barn, said she is speaking on behalf of the Duvall Foundation for the Arts (DFA). She said one of the primary objectives when the DFA was formed was to save the Thayer Barn. She has an update on what the DFA has been doing since meeting with the Mayor a month ago regarding the Thayer Barn. They've held several meetings. They've received preliminary numbers on the cost of moving the barn, and they are awaiting more detail. They are also in the process of building a task force to assist with this and they have allocated \$4,000 for any needs the task force may have. She expects to have a very good complete report ready within 90 days.

IV. Approval of Consent Agenda:

It was moved and seconded (Ockerlander-Nixon) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 1/23/13 and Council Retreat minutes of 2/1/14; and approving payroll checks #19118-19143 in the amount of \$226,324.55; Claims Checks #19144-19258 of \$418,687.98; The motion to approve the Consent Agenda carried. (7 ayes).

V. Scheduled Items:

Mayor: The Mayor provided a copy of a letter that he is sending in support of national recognition of the Mountain to Sound Greenway as a National Heritage Area designation. He also passed out flyers he was given earlier in the week when he took a tour of the City of Redmond's 911 call center. He reported on the Snoqualmie Valley Governments Association monthly Mayor's Meeting that he attended. He also announced the Duvall Chamber of Commerce is producing a new Duvall Visitors Guide. Mayor Ibershof gave a presentation on his trip to Washington DC to attend the US Conference of Mayors. He also announced that a liaison from the Duvall Chamber of Commerce will be attending every City Council Meeting. He reported that the Comfort Station at the Depot Park is scheduled for delivery next week. Mayor Ibershof also said he has some concerns about introducing most business items at the Committee of the Whole meeting because any public that may be attending just the City Council Meeting only, will not have heard any of the background information or discussion on the agenda item that took place in more detail at the Committee of the Whole Meeting (COW). His suggestion is to not bring Committee Items to the COW for the first reads and reserve the COW for the key projects

that Council has. Agenda Items would come forward on an initial Council Agenda, and then be placed on the agenda at the following Council Meeting to be voted on. He asked Council to give some thought to that. Lastly, he said that he has had some complaints about the Council's city-issued cell phones. He said he has spoken to the City Attorney about the phones that were issued and they will remain the phones that Council must use. This will help the Council to protect their personal devices and to adhere to Public Disclosure laws.

1. Council:

a. Councilmember Leroy Collinwood gave a report on the Land Use Committee Meeting. They reviewed the State Attorney General's opinion on marijuana, updating the Impact Fee Ordinance, the Capital Facilities Plan, Permit Processing, Development Agreements and the 2015 Comprehensive Plan Update. Some of these items will be discussed in more detail on the regular City Council Meeting Agenda.

b. Councilmember Dianne Brudnicki gave a report on the Ad Hoc Human Services Grant Funding Committee. The Committee met and reviewed the roles and responsibilities of the Committee, the grant guidelines and timelines. Due to limited funds, the Committee prioritized what would be the best services for Duvall's citizens locally. The Human Services Grant Funding recommendations will be discussed under New Business on the City Council Meeting Agenda.

c. Councilmember Amy Ockerlander reported that she, Councilmember Thomas, and Councilmember Brudnicki attended the AWC Legislative Conference in Olympia to find out what was happening at the State level. They were able to meet with State Representatives regarding the City's funding request for Coe Clemmons Creek. It is doubtful there will be any money this year. One thing that was clear is that Duvall will need to look at developing a City Strategy for comprehensive advocacy from the Governor's level all the way down to the State Legislative level for the next 2-4 years to help get as much funding as possible. She also reported that she participated in a Washington State Emergency Management Mutual Aid Conference Call. She will be attending the Eastside Transportation Partnership meeting tomorrow, and Lynn Peterson from the Washington State Department of Transportation will be presenting at that meeting. The I.T. Committee met and discussed the City's website options. The Committee is leaning toward CivicPlus which would provide the most cost-effective and compliant website for the City. The I.T. Committee will be bringing a formal recommendation forward soon.

VI. Public Hearing: 2013-2018 Regional Water Use Reduction Program

Boyd Benson, City Engineer, explained the requirements of the Regional Water Use Reduction Program.

7:51 PM: The Public Hearing was opened.

There were no public comments.

7:51 PM: The Public Hearing was closed.

VII. New Business:

1. (AB14-09) 2014 Human Services Grant Awards.

Jill Long, Finance Director, introduced the 2014 Human Services Grant Funding program. The Ad Hoc Committee reviewed all of the applications and are recommending the following grant allocations: Friends of Youth \$1,000, St. Vincent de Paul \$4,500, Snoqualmie Valley Community Network \$1,500, Sno-Valley Senior Center \$3,000.

Council discussed the grant applications and the recommendations. Members of the Committee explained that the recommendations were strongly influenced based on the organizations that could show a direct benefit to City of Duvall residents. The Human Services Grant Funding approval will be brought forward on the February 27, 2014 City Council Agenda for adoption.

2. (AB14-10) Resolution adopting the 2013-2018 Regional Water Use Efficiency Goal. *It was moved and seconded (Collinwood-Thomas) to approve the Resolution adopting the 2013-2018 Regional Water Use Efficiency Goal. The motion carried. (6 ayes) (1 nay – Nixon).*

3. (AB14-11) Contract with Kovach Architects for the Police Sally Port Design.

Steve Leniszewski, Public Works Director, introduced the contract with Kovach Architects for the Police Sally Port Design. The contract will be placed on the Consent Agenda for approval at the February 27, 2014 City Council Meeting.

4. (AB14-12) Ordinance amending Ordinance #1160, the 2014 City of Duvall Budget. Jill Long, Finance Director, introduced the Ordinance amending Ordinance #1160, the 2014 City of Duvall Budget. She answered questions of Council regarding the budget amendment. The Ordinance will be brought forward for adoption at the February 27, 2014 City Council Meeting.

5. (AB14-13) Ordinance establishing the position and pay scale for a Community Police Services Supervisor. Interim Police Chief Carey Hert introduced the Ordinance. He explained the background and decision to create the Community Police Services Supervisor position. He answered questions of Council. The City Council felt that this would be very positive for the community and thanked Interim Chief Hert. This Ordinance will be placed on the Consent Agenda for approval at the February 27, 2014 City Council Meeting.

6. (AB14-14) Ordinance establishing the position and pay scale for an I.T. Computer Support Specialist. Steve Leniszewski introduced the Ordinance. This item will be brought forward on the Council Agenda at the February 27, 2014 City Council Meeting.

7. (AB14-15) Resolution declaring certain City property as surplus.

Steve Leniszewski, Public Works Director, introduced the Surplus Resolution. He explained that a Public Hearing must be held before approving the Resolution because one of the items on the surplus list is a piece of equipment that belongs to the utility fund. The Public Hearing will be held on March 13, 2014, and the Resolution will be brought forward for approval at that time.

8. Marijuana Update & Attorney General Opinion.

Lara Thomas, Planning Manager, reviewed the recent Attorney General Opinion regarding Initiative 502 pertaining to marijuana, and explained how it relates to municipalities. She said right now Duvall has three possible options. Those options are to extend the current moratorium while the city writes policy to regulate it, outright ban recreational marijuana businesses in the city, or extend the moratorium while continuing to write draft regulations and see what happens with other cities and potential litigation.

9. Potential Property Acquisition.

Public Works Director Steve Leniszewski explained that the developer that owns the property along NE 143rd has offered to sell a portion of his property to the City for a park. He needs direction from the Council on whether not they are interested in purchasing land in this area and from this applicant for a park. Either way, the developer is getting ready to move forward and would like to know what the City Council's interest is, if any.

10. Sound Cities Association support of the King County Transportation Benefit

District. Councilmember Amy Ockerlander said she is seeking the Duvall City Council's position on supporting the Sound Cities Association's (SCA) support of the formation of a countywide King County Transportation Benefit District in King County and a public vote. The majority of the Duvall Council did agree with the SCA's support of sending the issue out to voters for a public vote.

VIII. Unfinished Business:

1. (AB14-16) Approve a Resolution approving an agreement with the Washington State Department of Transportation (WSDOT) for Coe-Clemmons Creek. *It was moved and seconded (Walker-Collinwood) to approve the Resolution approving an agreement with the Washington State Department of Transportation for Coe-Clemmons Creek. The motion carried (7 ayes).*

2. (AB14-08) Approve and authorize the Mayor to sign a contract with ESA for Watershed Planning. *It was moved and seconded (Nixon-Thomas) to approve and authorize the Mayor to sign the contract with ESA for Watershed Planning. The motion carried (7 ayes).*

3. (AB14-17) Approve and authorize the Mayor to sign lease agreements for the Duvall Visitor Center for 2014. *It was moved and seconded (Walker-Ockerlander) to sign lease agreements for operations of the Duvall Visitor Center with the Duvall*

Foundation for the Arts (DFA), the Duvall Chamber of Commerce, the Duvall Civic Club, the Duvall Historical Society, and Cascade Community Theatre (CCT).

IX. Staff Reports:

a. Public Works: Public Works Director Steve Leniszewski reported that 3 employees responded to the snow event on Saturday evening for a total of 16+ hours in the field. They applied 190 gallons of deicer and 20 tons of sand and salt mixture. He gave an update on city projects. The Big Rock Road Sewer project is complete. The Centennial project is complete. The Burhen Comfort Station will be delivered on February 19th. They have filled 3 of the 4 vacant spaces that the Tech Center lost in the last quarter of 2013. The Police Sally Port should be ready to go out for bid around April/May. A Lacrosse group is interested in renting Big Rock Ball Field. He also touched on contracts that may be forthcoming this 2nd quarter. Lastly, he reported that a retaining wall project will be constructed to address sloughing at Taylor Park.

b. Finance: Finance Director Jill Long reported on the 2013 Annual Impact Fee Report and the January 2014 Sales Tax Report that were distributed in the Council's agenda packets. She also reported that the update to the City's Springbrook Financial Software is scheduled for the last week of October.

c. Planning: Lara Thomas, Planning Manager, provided a written report. She also provided a written updated schedule for the Comprehensive Plan Update. She reminded everyone that there is a Joint Workshop scheduled for March 5th. This Workshop will be hosted by the Planning Commission, but she really needs Councilmembers to attend that workshop. The Puget Sound Regional Council will be giving a presentation at that workshop.

d. Police: Interim Chief Carey Hert reported that a speed measuring trailer will be delivered next week. He explained that with Snohomish County no longer accepting inmates from outside their own county, it was necessary for him to sign a 90-day emergency jail contract with SCORE. This will allow them some time to look at all the options that are available for jail needs long term. He asked Council to form an Ad Hoc Committee to meet and assist him by reviewing the City's options. Councilmembers Ockerlander, Nixon, and Gill agreed to serve on that Ad Hoc Committee.

X. Executive Session: 5 minutes – Union Negotiations

RCW 42.30.140(4)(a)

8:22 p.m. The Council Chambers were cleared for a 5-minute Executive Session regarding Union Negotiations.

The Executive Session was extended 5 additional minutes.

8:32 p.m. The Regular Council Meeting Resumed.

XI. Adjournment:

*It was moved and seconded (Nixon-Brudnicki) to adjourn the meeting.
The meeting adjourned at 9:34 p.m.*

Signed _____
Mayor Will Ibershof

Attest _____
Jodee Schwinn, City Clerk



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MINUTES DUVALL PLANNING COMMISSION MEETING

Community Center, 26512 NE Stella Street, Duvall
Wednesday, February 19, 2014, at 7:00 PM

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Logan at 7:07 p.m.

2. Roll Call

Commissioners Ron Logan (chaired), Ronn Mercer, Eric Preston, and Margie Coy were in attendance. Commissioners Ryan Deason, Mat Questad, and Dr. Gary Rutledge were not in attendance. Staff members Ben Swanson, Associate Planner, and Anne Wright-Cunniff, Administrative Assistant II, were in attendance.

3. Announcements

- A. Commissioner Coy announced that Duvall Days will be held on May 31st this year.
- B. Planner Swanson announced that the City is working with the Riverview School District to update the impact fee policy.
- C. Planner Swanson announced that the Government Facilities Plan is under review. This will include current projects, such as a new sally port for the Police Station, and any potential changes down the road, such as combining permitting services into one building and moving the Public Works heavy equipment facility away from the downtown area. The City is also reviewing its inventory of buildings.
- D. Planner Swanson announced the Coe-Clemmons Creek bridge agreement has been signed.
- E. ESA has been awarded the Watershed Plan contract. ESA has worked with Duvall on Comp Plan related projects and has done our critical areas review in previous years, so they are very familiar with our area.
- F. Commissioner Mercer requested an update on the Thayer Barn preservation campaign and how it will impact the development of the Duvall Village property. Commissioner Swanson replied that any decisions regarding the barn are driven by private parties and that the property owners have to sign off on barn-related decisions.
- G. The crane that is set to deliver the new Depot Park restroom was delayed due to snow on the pass.

4. Approval of Minutes

- A. It was moved and seconded (*Preston – Mercer*) to approve the Planning Commission Meeting Minutes of January 15, 2014. The motion carried unanimously.

- B. It was moved and seconded (*Coy – Preston*) to approve the Planning Commission Meeting Minutes of February 5, 2014. The motion carried unanimously.

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

None

6. Old Business

None

7. New Business

A. Election of 2014 Planning Commission Chair and Vice Chair

Due to the absence of Planning Commissioners, it was moved and seconded (*Preston - Mercer*) to carry the election of the 2014 Planning Commission Chair and Vice Chair over to the next regular meeting. The motion carried unanimously.

B. Capital Facilities Element Workshop

Because it affects the six-year Capital Facilities plan, the Capital Facilities element is updated annually under the Growth Management Act (GMA). It is also based on our 20 year Capital Improvement plan. Items need to be identified on 20 year plan even if they seem improbable, in order to get grant money. It also helps with estimation of budget. If impact fees aren't used within a certain amount of time, they have to revert back to the developer.

Planner Swanson added Exhibits 7-9 to the Planning Commission packet. Exhibit 9 includes some trimmed-down verbiage, per City Council's request.

Planner Swanson reviewed requested changes to the Capital Facilities plan, as identified in Exhibits 1-9.

Because there are still open items in the Capital Facilities updates, the Public Hearing will be left open until next regular Planning Commission meeting.

C. Capital Facilities Element – Public Hearing

Commissioner Logan opened the Public Hearing at 7:30 p.m.

Planner Swanson presented the staff testimony. Exhibit 1 contains the current proposed plan; 2, 8, and 9 show previous versions of the Capital Facilities Plan; Exhibit 7 shows questions and comments between Councilmember Scott Thomas and City Engineer Boyd Benson regarding impact fees.

Commissioner Logan called on the public to speak; however, no public was present, and Planner Swanson therefore had no responses to comments. Commissioner Logan opened the floor to the Commissioners for questions. The Commissioners had no questions. Commissioner Logan announced that the Public Hearing will be held open to the March 19, 2014, Planning Commission meeting as the March 5, 2014, meeting is a joint Planning Commission and City Council workshop.

D. 2015 Comprehensive Plan Amendments Update

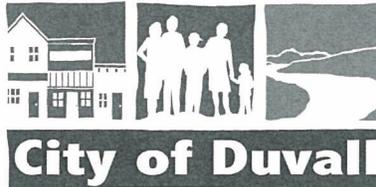
Planner Swanson shared updates from the 2015 Comprehensive Plan. A Technical Advisory Committee was formed to clarify items before presenting them to the Comprehensive Plan Advisory Committee. Planner Swanson shared demographic and growth information from Greg Easton, Economic Development Consultant, with Property Counselors. The committee will continue to review Land Use and Housing elements of the current Comprehensive Plan.

E. Amend DMC.14.64.180 - Fences

City staff is proposing amendment to Duvall Municipal Code (DMC) 14.64.180. The amendment will add regulations for arbors and modify existing language for fence height in conjunction with rockeries. It will also give the City Planner latitude to grant variances when appropriate.

8. Adjournment

It was moved and seconded (*Preston – Mercer*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:01 p.m.



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MINUTES DUVALL JOINT PLANNING COMMISSION AND CITY COUNCIL WORKSHOP

Riverview School District Building, 15510 1st Avenue NE, Duvall
Wednesday, March 5, 2014, at 6:30 PM

1. Call to Order – Flag Salute

The workshop was opened by Planning Manager Lara Thomas at 6:40 p.m.

2. Roll Call

Commissioners Ronn Mercer, Mat Questad, Eric Preston, Ryan Deason, and Margie Coy were in attendance. Councilmembers Gary Gill, Scott Thomas, Amy Ockerlander, Jason Walker, Leroy Collinwood, Dianne Brudnicki, and Mayor Will Ibershof were in attendance. Commissioners Ron Logan and Dr. Gary Rutledge and Councilmember Becky Nixon were not in attendance. Staff members Lara Thomas, Planning Manager, and Anne Wright-Cunniff, Administrative Assistant II, were in attendance.

3. Announcements

No announcements were made.

4. Approval of Minutes

Approval of the February 19, 2014, minutes will be held over until the next available meeting.

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

None

6. Old Business

None

7. New Business

A. PSRC Presentation and Discussion Relating to the Comprehensive Plan Update
Yorik Stevens-Wajda, Associate Planner from the Puget Sound Regional Council (PSRC), gave a presentation on Vision 2040 and the PSRC's role in regional growth, economic, and transportation planning. Vision 2040 is the PSRC's long-range plan for accommodating the region's anticipated growth to a population of 5 million by the year 2040.

B. Community Survey Results

Councilmember Collinwood presented his preliminary analysis of the 2013/2014 Comprehensive Plan Visioning Survey.

8. Adjournment

It was moved and seconded (*Mercer – Preston*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:30 p.m.

**CITY OF DUVALL
COUNCIL MEETING
March 13, 2014
7:00 P.M. - Duvall Visitor Center, 15619 Main Street NE**

Committee of the Whole: 5:30 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:00 PM.

Council Present: Dianne Brudnicki, Leroy Collinwood, Scott Thomas, Becky Nixon, Gary Gill, Amy Ockerlander, Jason Walker

Staff Present: Carey Hert, Lara Thomas, Boyd Benson, Attorney Rachel Turpin, Jodi Lee Wycoff

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll Checks #19326-19331 & 19336-19346 in the amount of \$226,132.46; Claims Checks #19347-19429 & 19332-19335 in the amount of \$169,386.76; Under Council add: Councilmember Becky Nixon and Councilmember Amy Ockerlander; and Under New Business add: a discussion regarding direction for marijuana moratorium work plan.

II. Adoption of Council Agenda:

It was moved and seconded (Walker-Ockerlander) to adopt the 3/13/14 Council Agenda. The motion carried. (7 ayes).

III. Comments from the Audience:

Dianne Foletto, Duvall resident, said that she supports hiring a City Administrator as was discussed at the last Council meeting. She said that an Administrator would pay for themselves with the Economic Development work they would do. She said that Duvall has seen an average of a 5% population growth every year and we need an Administrator to help meet the needs of the growing population. She also said that she would like Council to look at becoming a Youth/Amateur Sports destination.

Ryan LaTurner, Duvall resident, said that as a teen he has it hard enough without having to deal with marijuana. He does not want to see marijuana being sold in Duvall. He said that Duvall has been rated one of the safest cities in the State and he'd like to keep it that way.

Bill Connors, Lake Marcel, said that the group, Saving an American Icon: The Thayer Barn Project has been working diligently with local, State, and Federal agencies to save and repurpose the barn as a Community Arts Center for Duvall. He said they are

disappointed at Council's apparent lack of interest to work with them yet at the same time working with Duvall Foundation of the Arts for the same purpose. He said this is in no way criticizing DFA and its efforts, he just wants his group afforded the same audience that DFA seems to be getting regarding the project. He handed out a copy of his comments for the record.

Kristin Connors, Lake Marcel, said she would like to meet with Council to review what the group, Saving an American Icon: The Thayer Barn Project, has been doing since their last report to Council in October. She said she is working with organizations that are trying to save barns across the country. She also said that she feels the funding that DFA rose years ago should go to whichever group gets the Thayer Barn to restoration. That is what the money was raised for and that is what it should be used for.

Christine Lemons, Duvall resident, said as a Riverview School District employee and mother, she is not okay with marijuana sales in Duvall. She said that it would make the availability of marijuana easier, which in turn, would lead to increased youth use. When use becomes the norm, the perception of potential harm will decrease. She is also concerned about the social costs marijuana sales would cause.

Kaarin Sharman, Duvall resident, said she agrees with what Christine said. She said she has heard people are concerned that the City would get sued if they don't allow marijuana sales. She mentioned the State Attorney General opinion that recently came out and that Duvall Municipal Code does not allow businesses that are in violation of a State or Federal law which marijuana still is.

Caleb Nelson, Duvall resident, said that the demographics of Duvall do not support marijuana sales and we don't need the taxes. A city Duvall's size could only support one or two shops. We need to focus on getting legitimate businesses like a butcher and hotel here that will attract a wide variety of people to town. He also said it is morally wrong. Why add easy access to marijuana?

Bob Hamilton, Duvall resident, said that Duvall is a great place to raise a family which is why he moved here. When he thinks of Duvall, he thinks of family values – marijuana is not one of them. Do not let threat of legal issues sway their vote on this issue.

Mathew Higgins, Duvall Chamber of Commerce, announced that the Duvall Visitor's Guide is now out. He said the Chamber is looking forward to an excellent business climate in Duvall moving forward.

Dallin Millard, Duvall resident and Eagle Scout, gave an update on his Eagle Scout project. He said he is raising money for flags and brackets for Main Street. He thanked Alana McCoy for her assistance with this project. He said he has raised \$1,100 of his original \$1,800 goal. He has received a generous donation of the flags and poles from Duvall Hardware and Garden and has a GoFundMe site set up for fundraising. Dallin said he plans to have the project complete by Memorial Day, the next flag raising day.

Rachel Freiheit, Duvall resident, said that Duvall was voted one of the safest communities and allowing marijuana sales would affect that. She said it is logical to assume that a facility in town would increase use. She said we should watch to see what larger cities do with this issue. She said that Duvall voters may have said yes, but they did not intend for a business to be in their backyard.

Drew Linerud, Duvall resident, said that he does not think Duvall should allow a marijuana dispensary in town. He likes feeling safe in Duvall and he is concerned about where a marijuana facility would be located. Duvall is such a small community that we are like one big neighborhood. He is also concerned about how it would affect property values. He said that homes within a half mile of liquor stores tend to have lower property values and higher crime rates.

Eric Karp, Duvall resident, said he is a police officer in another eastside city. He is also an HOA president, husband and father of four. He did a lot of research before deciding to move to Duvall to raise his family. He chose Duvall because it is one of the safest in the State, good schools, and the small-town feel. He said Duvall has a DARE program which would seem hypocritical to then allow a marijuana shop in town. He said the costs of having a marijuana shop in Duvall far outweigh any possible revenue.

Pam Martin, Duvall resident, said that if Duvall allowed marijuana sales in town, it would be giving our children mixed messages. Everyone who lives here has a choice on where they want to live and they chose Duvall. Allowing marijuana sales would affect people's decision to move here.

Jennifer Knaplund, Duvall resident, reviewed an article that said there is an increase in fatal accidents where marijuana is involved. She read some of the statistics cited in the article. She said the roads leading into Duvall are two-lane roads and this would be a bad location to put a marijuana shop.

Jim Martin, Duvall resident, said he has two concerns regarding allowing marijuana sales in Duvall. One is the increased crime potential and the other is lower property values. He said the outcomes from legal marijuana sales are uncertain since it is a new thing. He does not want Duvall to be one of the first to figure out what those outcomes are. He urged Council to use all available means to keep this type of business out of Duvall.

Kimberly McBride, Duvall resident, said she agrees with all of the previous comments regarding marijuana sales in Duvall. She wanted to point out that one ounce of marijuana is equivalent to a zip-loc bag which could get 140 people high who have never used marijuana before. She does not believe voters understood what they were voting for.

Heather Darrington, Duvall resident, said it seems like it is becoming unpopular to be against marijuana sales. Popularity is not more important than safety. She said that one in eleven adults that starts using marijuana gets addicted and it is even higher in teens who use it – one in six. The revenue gained is not worth the cost. She feels this would be giving mixed messages to our children.

IV. Approval of Consent Agenda:

It was moved and seconded (Ockerlander-Nixon) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 2/23/13; and approving Payroll Checks #19326-19331 & 19336-19346 in the amount of \$226,132.46; Claims Checks #19347-19429 & 19332-19335 in the amount of \$169,386.76; and approval of the following contracts, resolutions, and ordinances: (AB14-18) Resolution #14-03 authorizing investment of City monies in the Local Government Investment Pool; (AB14-20) Approval of the Collective Bargaining Agreement with the Duvall Police Officers Association (Union Contract).; The motion to approve the Consent Agenda carried. (7 ayes).

V. Scheduled Items:

Mayor: Mayor Ibershof said that Steve Leniszewski and Lara Thomas met with King County Park Department regarding possible grants for a project adjacent to Big Rock Park with King County with some other partners. He has a meeting scheduled Monday, March 17th with Prothman to discuss an interim City Administrator. He requested three Councilmembers to attend the meeting. Councilmembers Walker, Ockerlander, and Brudnicki volunteered. Lastly, Mayor Ibershof said they have submitted an \$8 million Transportation Investment Generating Economic Recovery (TIGER) grant for sidewalks along Main Street from Valley to Big Rock Road.

Council:

a. Councilmember Scott Thomas gave an update on the Government Facilities Committee. He said they are working on three main components right now. They are accessing all government facilities, finding a potential site for a future Community Center/City Hall, and what other properties may be surplus and future strategy for those. Councilmember Thomas said he would like to do a full presentation at the next Council meeting.

b. Councilmember Leroy Collinwood said that the Land Use Committee reviewed the preliminary results of the survey that the Planning Department issued for the Comprehensive Plan update. The summary of the results will be available soon.

c. Councilmember Jason Walker said that this is the first meeting in the Duvall Visitor Center and this is a trial period. He said one good thing about having the meetings at the DVC is that there would no longer have to be a set end time to the meetings. He would like to propose that they set a customary end time of 9:30 p.m. with a required majority vote to go beyond that time. He said that Councilmember Ockerlander has drafted new Council Procedures and he is reviewing them.

d. Councilmember Becky Nixon said that by law, Council has to discuss the marijuana sales issue because it is a part of the current moratorium. She said that during the last discussion at a Council meeting she did say they need to look at all revenue sources but she does not necessarily want marijuana sales in Duvall.

e. Councilmember Amy Ockerlander said that Council does have to have these discussions regarding marijuana sales in Duvall. The issue Council is dealing with is zoning. What she heard from the public tonight is their concern with hard drugs, not just marijuana. Council's challenge is to separate the zoning and potential legal issues from the community health problem. They are related issues but they have to separate them in their decisions. She said they need community input on this issue. She said at this time there is no policy proposed. Council needs to look at this issue from a zoning policy prospective.

f. Councilmember Dianne Brudnicki said that she agrees with what Councilmembers Nixon and Ockerlander said regarding marijuana sales in Duvall. She said that she does not support having marijuana sales in Duvall but she does want a robust and good discussion about the issue so they can decide how to move forward with a plan. She has questions about if Duvall does not allow marijuana sales, would we still qualify for revenue sharing to help with the repercussions such as public safety and community health services.

VI. Public Hearing: City Surplus Resolution

Boyd Benson, City Engineer, explained that the City has equipment that needs to be surplusd at this time, most of which came from the Police Department and Public Works.

8:05 PM: The Public Hearing was opened.

There were no public comments.

8:05 PM: The Public Hearing was closed.

Public Hearing: City of Duvall NPDES Stormwater Program – Public Outreach & Participation Hearing

City Engineer, Boyd Benson, said this is the Public Hearing to solicit public comment on the National Pollutant Discharge Elimination System (NPDES) Phase 2 permit for City of Duvall. They have presented their annual report for activities in 2013 and they are compliant with the permit requirements.

8:06 PM: The Public Hearing was opened.

There were no public comments.

8:07 PM: The Public Hearing was closed.

VII. New Business:

1. Discussion regarding marijuana moratorium work plan.

Lara Thomas, Planning Manager, said that the City is currently in a moratorium that will expire in April. Council needs to decide if they want to go back into moratorium for another six months or not. She reviewed the State Attorney General opinion that was recently published and said that it has not been litigated against at this time. She also said that at this time, the City business license code does not allow any businesses that are in violation of a federal law, which marijuana sales still are. Lara explained that with the zoning buffers in place by the State, there are only a handful of parcels that could support a marijuana business and those parcels would likely be quite cost prohibitive because they are not developed at all right now. Lara said that they need to have a Public Hearing if Council is planning to go back in to moratorium. She also said they need to have a work plan developed to be able to go back into moratorium.

Council said that they want to have a Public Hearing regarding this issue. Council gave direction to staff to draft an ordinance with the intention of not allowing marijuana sales in Duvall.

2. Discussion of the draft Pavement Management Plan.

Boyd Benson, City Engineer, gave a PowerPoint presentation outlining the Pavement Management Plan. He said that City of Duvall has over 22 miles of paved roads within the City limits. For the most part, those roads are in pretty good shape and only need annual maintenance. He showed maps of the various roads and how they rate on a scale of excellent (usually a new road) to poor (roads that will eventually need to be completely replaced). He said that most of the roads in the city fall in between the two extremes and can be maintained with crack sealing and/or overlays. Boyd then reviewed the costs of keeping the roads maintained versus letting them go and replacing them when they need it. The cost of maintenance versus replacement is much more cost effective for the City.

3. (AB14-23) SDA Contract for Design Services for the 2013-2015 DOE LID and Retrofit Grant.

Boyd Benson, City Engineer, said that they have a \$120,000 Department of Ecology grant. They have identified three projects – Parkwood Estates Stormwater facility, the bio-retention facility which is part of the Cherry Valley Road sidewalk improvement project, and the installation of bio-retention and sidewalk replacement between NE 138th Place to Big Rock Ball Fields. Goal is to have the design work done by August 1, 2014. SDA Consultants is most qualified for design services partly due to the fact that they've done work on two of the three projects.

4. (AB14-25) 2014 Comprehensive Plan Amendment Docket.

Lara Thomas, Planning Manager, said that this year they are docketing the 2015 Comprehensive Plan which is a multi-year project and they are also looking at the Capital Facilities Element. There will likely be proposed changes for the Government Facilities section of the Capital Facilities Element. Lara said they are also looking at a Land Use amendment for property known as Rio Vista off 143rd which could change it from R12 to R8. Lara said this item will come back to the April 10th meeting for approval.

5. (AB14-24) Letter of Intent with Frontier Communications Northwest.

Boyd Benson, City Engineer, said that this is part of the Cherry Valley sidewalk improvement project to underground communication lines. There are three utility poles along the project and this letter is regarding undergrounding their lines. Council asked if this is an additional cost or part of the costs for the project. Boyd said he will confirm and email them that information.

VIII. Unfinished Business:

1. (AB14-15) Resolution #14-04 declaring certain City property as Surplus. *It was moved and seconded (Ockerlander-Nixon) to approve the Resolution #14-04 declaring certain City property as Surplus. The motion carried (7 ayes).*

2. Update on Coe-Clemmons Creek Design Agreement (discussion item).

Boyd Benson reviewed the latest staff report on the agreement with Washington Department of Transportation (WSDOT) and the associated costs. He said that they are at the end of negotiations and he does not expect any changes. WSDOT has given them their standard agreement which the City Attorney is reviewing. WSDOT would like a commitment soon. Council decided to put the agreement on the next Council agenda for introduction and then approval at the April 10th meeting.

IX. Staff Reports:

a. Public Works: City Engineer Boyd Benson gave an update on TIB & Cherry Valley Road & Main Street Project. He said that the road will be fully closed for 30 calendar days while they build the wall and one-lane closures during the rest of the project which is scheduled for 90 days total. There may be more TIB funds available. Boyd said that the comfort station is scheduled to be installed March 19th with the ribbon cutting in April. He gave an update on other projects including the Police Department Sally Port, a retaining wall on the south side of Taylor Park, and a \$70,000 grant they've applied for from the Watershed Forum for Thayer Creek work. Lastly, Boyd announced that the City is partnering to have an Earth Day celebration at McCormick Park on Saturday, April 26th.

b. Finance: Finance Director Jill Long provided the February Sales Tax Report in the packet.

c. Planning: Lara Thomas, Planning Manager, said the Comprehensive Plan Advisory Committee met this week and discussed land use and density and went over the survey results which will be posted on Facebook and the City website. She said the next meeting for the committee will focus on Economic Development and she strongly encourages Council to attend that meeting. Lara said that Public Works and Planning are working jointly on a project to try to acquire an easement for signs for non-profits. They are looking at the area on the southwest corner of Woodinville-Duvall Road/SR 203 intersection. It would likely end up being an Eagle Scout project once the logistics are worked out.

d. Police: Interim Chief Carey Hert said that the recent flood event was a huge inconvenience for our citizens as always. He said that they did reach out to King County Roads and King County Sheriff Department to man the light at the intersection of Woodinville-Duvall Road and West Snoqualmie Valley Road. Both said that they were unable to assist due to staffing issues. He said that Community Police Officer Lori Batiot will be at the next Council meeting to do a presentation on what she has been working on and future plans. Interim Chief Hert announced that the Police Department now has a speed trailer which will be deployed throughout town once the officers are finished training on its operation. He also announced that the first 2014 DARE graduation is scheduled for March 27th and invited Council to attend. Lastly, he said that the Police Department will be joining King County's efforts and doing distracted driving campaigns in the next few months.

X. **Executive Session:** *None*

XI. **Adjournment:**

*It was moved and seconded (Ockerlander-Thomas) to adjourn the meeting.
The meeting adjourned at 9:22 p.m.*

Signed _____
Mayor Will Ibershof

Attest _____
Jodi Lee Wycoff, Deputy City Clerk



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MINUTES DUVALL PLANNING COMMISSION MEETING

**Visitor Center, 15619 Main Street, Duvall
Wednesday, March 19, 2014, at 7:00 PM**

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Questad at 7:27 p.m. Due to the absence of several Commissioners, no quorum was present, and no official business was conducted. The Capital Facilities Public Hearing that was to be closed will remain open until the next Planning Commission meeting on April 2, 2014.

2. Roll Call

Commissioners Mat Questad (chaired), Ron Logan, and Ryan Deason were in attendance. Commissioners Ronn Mercer, Margie Coy, Eric Preston, and Dr. Gary Rutledge were not in attendance. Staff members Ben Swanson, Associate Planner, and Anne Wright-Cunniff, Administrative Assistant II, were in attendance.

3. Announcements

- A. The next Planning Commission meeting will be held downstairs in the Rose Room of the Duvall Visitor Center.
- B. Planner Swanson announced that the new Depot Park restroom is in place but has not yet been hooked up.
- C. Planner Swanson announced that City Council is still reviewing the Marijuana Initiative with the City's attorney.

4. Approval of Minutes

Approval of February 19, 2014, and March 5, 2014, minutes will be held over until the next meeting.

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

None

6. Old Business

None

7. New Business

- A. Fence/Wall code Amendment and DMC 14.04 Review

Planner Swanson discussed a proposed amendment to add regulations for and language regarding arbors, and to modify existing language for fence height in conjunction with rockeries.

B. Impact Fees - Review

Planner Swanson provided an update on impact fee policy changes after meeting with the Riverview School District.

C. Development Agreement Code Amendment - Review

Planner Swanson provided the Planning Commission with the proposed new section of RCW pertaining to the Development Agreement Code.

D. Housing Element Review

Planner Swanson shared the Housing Element matrix that the Comprehensive Plan Advisory Committee is currently reviewing.

8. Adjournment

As there was no quorum, the meeting was unofficially adjourned at 8:30.

**CITY OF DUVALL
COUNCIL MEETING
March 27, 2014
7:00 P.M. - Duvall Visitor Center
15619 – Main St. NE, Duvall**

Committee of the Whole: 5:30 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:05 PM.

Council Present: Dianne Brudnicki, Leroy Collinwood, Scott Thomas, Becky Nixon, Gary Gill, Amy Ockerlander, Jason Walker

Staff Present: Steve Leniszewski, Interim Chief Carey Hert, Jill Long, Lara Thomas, Officer Joe Eaton, Sergeant Lori Batiot, Attorney Rachel Turpin, Jodee Schwinn

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll Checks #19430-19439 in the amount of \$164,344.58; Claims Checks #19440-19489 in the amount of \$112,835.53. Under Council add: Councilmember Amy Ockerlander and Councilmember Becky Nixon. Under New Business add: Item #3 - Continue the update and discussion on the Government Facilities Ad Hoc Committee update.

II. Adoption of Council Agenda:

It was moved and seconded (Nixon-Thomas) to adopt the 3/27/14 Council Agenda. The motion carried. (7 ayes).

III. Comments from the Audience:

Lin McBride, Founding Board Member and Chair of the Duvall Foundation for the Arts (DFA), said first she wanted to acknowledge and give kudos and praise to outgoing DFA President Kim Piira. Lin said she wanted to give credit to the group that just gave the presentation earlier at the COW Workshop by the “Thayer Barn Project, Saving an American Icon” group. She said credit should be given to that individual for all of her passion and research that was done for saving Thayer Barn. She emphasized that she and DFA also have that same passion and have had that passion for the past 16 years. She gave a brief review of the history of the Barn. She said a number of years ago promises were made regarding the Thayer Barn, and DFA really wants to do their part to fulfill those promises as they were contracted to a number of years ago. She also stated that DFA does have non-profit status and does have the funds to get the project started. She stated they are and will be working with the arts and other groups in the community collaboratively. She gave an update on what has been accomplished so far, and what they have been working on. She said she would like the opportunity to hear from each Duvall

City Councilmember individually, to find out their questions and get some guidance from them before the DFA makes their final presentation.

Elizabeth Hill, Carnation, said she wanted to address the Thayer Barn project and wants to make sure that everyone that is thinking about this project also consider it as a public/private partnership, as most agencies are doing now when looking for ways to stretch their dollars. She stressed the importance of the agreements between public/private partnerships. When the private group completes their part of the agreement, it is very important for the public agency to fulfill their part of that agreement to maintain the trust. She said at the time of this original agreement and project there was public process, legal testimony was taken, and there was action taken by the City Council to commit to having an arts center on that property. One of the original goals behind DFA's creation was to form the partnership with the City to complete the Thayer Barn project. She believes the original contract between DFA and the City was done in good faith and there was no amendment to it. She feels this matter is a broader issue that goes beyond just the Barn and the DFA. It goes to whether the City can do private/public partnerships and stand behind the commitments that the City made to and with the DFA and the Art Community.

Kerri Lafaurie, Duvall, said she wanted to make a physical appearance at the Council Meeting to represent some of the people that have been having many discussions on Facebook regarding I-502. She doesn't smoke marijuana, but does believe in people's right to do so. It is a legal substance, and she doesn't believe in prohibition. She understands people's worries and fears, and what can happen when things get out of hand. But she knows we have a bright community and we know how to talk to our children about these things and perhaps it's best to think more in terms of the good that this can do for the community rather than fearing something we don't know.

Eric Karp, Duvall, said he wanted to go over a few of the reasons he moved from Redmond to Duvall. He moved for safety. Duvall has one of the highest safety statistics in Washington State. He said there is research that shows medical marijuana dispensaries relate directly to an increase in crime and burglary rates. Would Duvall and its police department be equipped to handle these possible increases? He also stated that studies have shown since marijuana was legalized there has been an increase in DUI's. These investigations take a lot more resources than alcohol-related DUI's. He also moved out here for the great schools. He said the schools are now facing a growing number of drug use. 12% of students admit they already use drugs. There are many different pieces of the pie, including public policy, and these pieces must all come together if we want to make a public impact on this issue. He also supports having a full-time School Resource Officer. Lastly, he likes the small town feel of Duvall and that sense of community and trust. He feels the community has a lot to lose if it makes the wrong decision. He believes the only prudent action is for the City to wait and see the retail effects of marijuana on other communities before we invite it into our community.

IV. Approval of Consent Agenda:

It was moved and seconded (Nixon-Ockerlander) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 3/13/14; approving Payroll Checks #19430-19439 in the amount of \$164,344.58; Claims Checks #19440-19489 in the amount of \$112,835.53; and approving (AB14-24b) the Letter of Intent with Frontier Communications Northwest. The motion to approve the Consent Agenda carried. (7 ayes).

V. Scheduled Items:

Mayor: Mayor Ibershof introduced Duvall Police Officer Joe Eaton. Officer Eaton, speaking on behalf of the Guild, thanked the Duvall City Council for approving the bargaining agreement. He also thanked City Attorney Rachel Turpin, City Finance Director Jill Long, and Public Works Director Steve Leniszewski for all of their work helping to negotiate the agreement. He said he is looking forward to not having to negotiate another contract for three more years.

Mayor Ibershof gave an update on the new Comfort Station that was delivered last Tuesday. He reported that due to the size of the crane that was needed to deliver the structure, there will be an increase in the cost of the crane delivery to the City of an additional \$10,000. The City's REET 1 and REET 2 funds will be used to help cover the additional cost. Mayor Ibershof also reported that he has spent some time meeting with NJ from the Duvall Chamber of Commerce and with the help of Councilmember Scott Thomas they have been working on increasing economic development including creating a task force to come up with and bring forward some recommendations. Mayor Ibershof announced that he is planning on naming the acting Interim Police Chief Carey Hert to the position of Police Chief upon the official retirement of Chief Glenn Merryman at the end of April. He shared some background and history of Interim Police Chief Hert. He asked Chief Hert to share some of the things that were discussed at his meeting with the Riverview School District the day before. Chief Hert gave a brief report and said they discussed continuing education such as the DARE Program, and creating a School Resource Officer position and funding for that position.

1. Council:

a. Councilmember Amy Ockerlander gave an update on the recent Snoqualmie Valley Governments Association Meeting that was held, reported on the Eastside Transportation Partnership Meeting, and gave a Sound Cities Association update. She reported that the City of Carnation announced that they have 106 new homes in the pipeline.

b. Councilmember Becky Nixon announced that she and Councilmember Ockerlander attended the Cherry Valley Elementary School 5th Grade DARE Graduation Ceremony earlier in the day. She shared that the students at Cherry Valley are very fond of Officer Eaton. She also reported that she attended the Acres of Diamonds fundraiser, and she reported the garbage issue at the end of Cherry Street that was brought up in the past by Helen Hoenig has been addressed now with an enclosed garbage container.

c. Councilmember Leroy Collinwood reported that the report and notes from the Land Use Committee were provided in the City Council's Agenda Packets. He also said the Committee will continue working on and addressing the current Mixed Use requirements the City has in place that might be hindering some property owners from developing.

VI. Presentation: **Sergeant Lori Batiot – Community Police Services Supervisor report**

Sergeant Batiot gave a presentation on the role of the new Community Police Resource Supervisor's Role with the Duvall Police Department. She has begun to implement many new programs including a Duvall Police Department Facebook page (with over 531 likes, so far), a Duvall Block Watch initiative, a quarterly Block Watch Newsletter, and establishing the Public Information Officer position. She has met with many HOA's and 8 new Block Watch groups have been formed. She is also coordinating the City's first 2014 "National Night Out" which will take place on August 5, 2014. There has been tremendous support and a lot of positive response from the community since the implementation of the Community Police Services Supervisor position.

VII. Public Hearing: **Ordinance adopting the Capital Facilities Element.**

Lara Thomas, Planning Manager, reviewed the Ordinance and the update to the City's Capital Facilities Element. She explained that the Public Hearing will need to be held open to the next Regular City Council Meeting on April 10, 2014.

7:58 PM: The Public Hearing was opened.

Elizabeth Hill, Carnation, stated for the record that she thinks it is important that the Thayer Barn is mentioned in the Capital Facilities Element in case it may happen to be important in the future.

7:59 PM: The Public Hearing will be **held open** to the next regular Duvall City Council Meeting on April 10, 2014.

VIII. New Business:

1. (AB14-28) Construction Bid – NE Cherry Valley Sidewalk Improvements – Phase II. Steve Leniszewski gave an update on the project. There were 7 bids submitted for this project. The low bid came in at \$730,576.72. The engineer's estimate was \$780,000. Santana Trucking & Excavating was the low bidder. There is \$500,000 that has already been budgeted for this project. There is \$400,000 in TIB grant funding for the project. The additional budget request to complete this project will be \$260,000 which will come out of 307 REET Capital Fund. \$558,000 will come out of the Street Fund. This item will come before the City Council at the next regular City Council Meeting on April 10, 2014, for a final decision and action.

2. Continued discussion on I-502.

Mayor Pro Tem Jason Walker explained that based on review by the City Attorney, at this time it may be best to let the moratorium expire and maintain the status quo until a future date to allow the City to update its regulations to address the use through the City's Business License Code and the Zoning Regulations. He further explained that currently the City of Duvall has in place, in its Business License Code, regulations that do not allow any businesses to locate in the City of Duvall that violates State or Federal law. Also, the City's current Zoning Regulations would only allow for that type of business to locate in a undeveloped commercially zoned area in the southern area of the city limits. The costs associated with developing this land could also be very prohibitive to a prospective business owner. Almost all the potential property within the City Limits would not be legally allowed to locate a marijuana business due to the State's strict business location regulations that are already in place.

Councilmember Amy Ockerlander read directly from the text of Initiative I-502 giving the factual information of that Initiative. She felt very strongly that regardless of anyone's personal opinion on the matter, that the City provides the opportunity for a public process to take place, after which the City can update its regulations to address the subject. The Council agreed.

It was also noted by Councilmember Leroy Collinwood that there are currently no recreational marijuana permits being processed through the State to locate within the City of Duvall city limits.

3. Continued discussion from the COW: Government Facilities Ad Hoc Committee Update. Councilmember Scott Thomas continued the update of the Government Facilities Ad Hoc Committee recommendations that they have been working on.

Mayor Ibershof said he is looking for direction from the Government Facilities Ad Hoc Committee, and ultimately the City Council, on a recommendation for properties they would like the City to move forward on to sell. He asked if the Ad Hoc Committee and Council have a strong enough recommendation that he would feel comfortable in putting out an RFP request for a commercial real estate broker to come in and sell those properties.

It was agreed that the most unencumbered and stand-alone properties to liquidate would be the WRECK Center and the Valley Tech Center. It was suggested that the entire Tech Center property be listed for sale, and then based on the response and commercial viability, determine how to move forward to liquidate it.

Mayor Ibershof said he will work with Steve to put out an RFQ to prepare the properties for sale, and to work on what the timing for listing those properties would be.

Mayor Ibershof also proposed a Community Open House be held to get community feedback on a proposed future City Hall/Community Center to be located on undeveloped property off of Big Rock Road in the southern area of the Duvall City Limits.

Staff will provide some estimated associated costs for what each of those City Hall/Community Center facility options would be and have those available to present to the community at large and for the City Council.

IX. Unfinished Business:

1. (AB14-26) Approve and authorize the Mayor to sign the contract with CivicPlus and authorize the release of \$15,000 from the restricted IT budget for the first installment of the contract for web services. *It was moved and seconded (Ockerlander-Brudnicki) to approve and authorize the Mayor to sign the contract with CivicPlus and authorize the release of \$15,000 from the restricted IT budget for the first installment of the contract for web services. The motion carried. (6 ayes) (1 nay-Gill)*

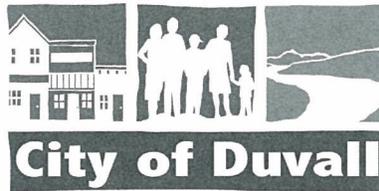
2. (AB14-23) Approve and authorize the Mayor to sign the contract for Design Services with SDA for the 2013-2015 DOE LID and Retrofit Grant. *It was moved and seconded (Walker-Ockerlander) to approve and authorize the Mayor to sign the contract with with SDA for the 2013-2015 DOE LID and Retrofit Grant. The motion carried. (7 ayes).*

X. Adjournment:

There was no further business. It was moved and seconded (Ockerlander-Thomas) to adjourn the meeting. The meeting adjourned at 9:06 p.m.

Signed _____
Mayor Will Ibershof

Attest _____
Jodee Schwinn, City Clerk



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MINUTES DUVALL PLANNING COMMISSION MEETING

Visitor Center – Rose Room, 15619 Main Street, Duvall
Wednesday, April 2, 2014, at 7:00 PM

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Questad at 7:10 p.m.

2. Roll Call

Commissioners Mat Questad (chaired), Ron Logan, Eric Preston, Ronn Mercer, and Margie Coy were in attendance. Commissioner Ryan Deason was not in attendance. Staff members Ben Swanson, Associate Planner, and Anne Wright-Cunniff, Administrative Assistant II, were in attendance.

3. Announcements

- A. Planner Swanson announced that Dr. Gary Rutledge has resigned from the Planning Commission. The City is putting out a call for applicants, and a new Commissioner will be appointed in his place.
- B. Planner Swanson announced that the Marijuana Moratorium is about to expire. The City Council is leaning toward keeping current prohibitions in effect; however, a final decision has not been made.
- C. Planner Swanson announced that, per the Open Government Trainings Act, Planning Commissioners will need to take mandatory training to cover two subjects: public records and records retention, and open public meetings.
- D. Commissioner Coy announced that the Duvall Days website is up and running.

4. Approval of Minutes

- A. It was moved and seconded (*Mercer – Logan*) to approve the Planning Commission Meeting Minutes of February 19, 2014. The motion carried unanimously.
- B. It was moved and seconded (*Preston – Mercer*) to approve the Planning Commission Meeting Minutes of March 5, 2014. The motion carried unanimously.

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

None

6. Old Business

2014 Capital Facilities Comprehensive Plan Amendment

Planner Swanson passed out a corrected SEPA Determination (Exhibit 6) to be placed in the Public Hearing packets.

It was moved and seconded (*Logan – Coy*) to close the Public Hearing for the 2014 Capital Facilities Comprehensive Plan Amendment. The motion carried unanimously, and the Public Hearing was closed on April 2, 2014, at 7:21 pm.

It was moved and seconded (*Mercer – Preston*) to approve recommendation for Amendment to the Capital Facilities Comprehensive Plan. The motion carried unanimously.

7. New Business

A. Election of 2014 Planning Commission Chair and Vice Chair

It was moved and seconded (*Logan – Mercer*) to re-appoint Commissioner Mat Questad as the Planning Commission Chair for 2014. The motion carried unanimously.

It was moved (*Mercer*) to re-appoint Commissioner Ron Logan as Vice Chair; however, Commissioner Logan declined the position. It was then moved and seconded (*Preston – Logan*) to appoint Commissioner Ronn Mercer as the Planning Commission Vice Chair for 2014. The motion carried unanimously.

B. Fence/Wall Code Amendment and DMC 14.04 Review

Planner Swanson discussed a proposed amendment to add regulations for and language regarding arbors, and to modify existing language for fence height in conjunction with rockeries.

C. Impact Fees - Review

Planner Swanson provided an update on impact fee policy changes after meeting with the Riverview School District.

D. Development Agreement Code Amendment - Review

Planner Swanson provided the Planning Commission with the proposed new section of RCW pertaining to the Development Agreement Code.

E. Housing Element Review

Planner Swanson shared the Housing Element matrix that the Comprehensive Plan Advisory Committee is currently reviewing.

F. 2014 CPA Docket – Review

Planner Swanson reviewed this year's Comprehensive Plan Amendment Docket items:

- Update to Impact Fee collection process – submitted by the Riverview School District
- 10-year 2015 Comprehensive Plan Update – submitted by the City of Duvall

- Updates to Capital Facilities Element – submitted by the City of Duvall
- Rezone of several parcels from R12 to R8 – submitted by the City of Duvall

G. Planning Commission Attendance Reminders

Planner Swanson reviewed the City of Duvall Planning Commission attendance guidelines with the group.

8. Adjournment

9. It was moved and seconded (*Logan – Preston*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:05 p.m.

**CITY OF DUVALL
COUNCIL MEETING**

June 12, 2014

7:00 P.M. - Duvall Visitor Center, 15619 Main Street NE

Committee of the Whole: 5:30 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:01 PM.

Council Present: Dianne Brudnicki, Leroy Collinwood, Scott Thomas, Gary Gill,
Amy Ockerlander, Jason Walker, Becky Nixon

Staff Present: Lara Thomas, Steve Leniszewski, Attorney Rachel Turpin, Jill Long, Boyd
Benson, Jodi Lee Wycoff

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll Checks #19874-19893 & 19898 in the amount of \$227,026.39; Claims Checks #19899-19989, 19872-19873 & 19894-19897 in the amount of \$492,455.60; Under Scheduled Items add: Councilmember Ockerlander and Councilmember Brudnicki; and Under New Business add: Item #4 (AB14-52) Adopt 4 Council Goals to be included in planning for the 2015 City of Duvall Budget and change Item #2 and Item #3 to Discussion/Decision.

II. Adoption of Council Agenda:

It was moved and seconded (Ockerlander-Nixon) to adopt the 6/12/14 Council Agenda. The motion carried. (7 ayes).

III. Comments from the Audience:

No Comments

IV. Approval of Consent Agenda:

It was moved and seconded (Ockerlander-Brudnicki) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 5/22/14; and approving Payroll Checks #19874-19893 & 19898 in the amount of \$227,026.39; Claims Checks #19899-19989, 19872-19873 & 19894-19897 in the amount of \$492,455.60. The motion to approve the Consent Agenda carried. (7 ayes).

V. Scheduled Items:

Mayor: Mayor Ibershof presented a Certificate of Appreciation for Dr. Gary Rutledge, outgoing Duvall Planning Commissioner. Lara Thomas, Planning Manager, said that Dr. Rutledge has been an asset to the Planning Commission and he will be missed. Mayor

Ibershof then presented Councilmember with a certificate of accomplishment for finishing the half marathon at Duvall Days. Lastly, Mayor Ibershof said he will give a follow up on IT at the June 26th meeting per Council's request.

Council:

Councilmember Ockerlander said that she was re-elected as president at the recent Snoqualmie Valley Governments Association meeting. She gave an update on a sub committee meeting for the Washington State Emergency Management Committee where they discussed what does and doesn't work regarding mutual aid agreements and how they can work to refine the process.

Councilmember Brudnicki said that representatives from Congresswoman Suzan DelBene's office picked up various pieces of art created by her students to possibly display in the Congresswoman's offices in Washington D.C. or Bothell. The pieces showed different scenes from Washington State.

VI. Public Hearing: Resolution adopting the 2015-2020 Six-Year Transportation Improvement Plan (TIP)

7:13 PM: The Public Hearing was opened.

City Engineer, Boyd Benson, presented a brief PowerPoint presentation explaining the changes to the TIP since the last plan was adopted.

There were no public comments.

7:15 PM: The Public Hearing was closed.

Public Hearing: North Hill Development Agreement – to allow for Phased Construction

7:16 PM: The Public Hearing was opened.

Planning Manager, Lara Thomas, gave a brief overview of the project and the Development Agreement.

Mike Behn, Pulte Homes, said that phasing this project has two advantages. The first is that they will have better control of stormwater runoff and the second is that they will be able to move to home construction earlier than if they built out the entire development at one time.

7:20 PM: The Public Hearing was closed.

**VII. New Business:
1. (AB14-46) Resolution adopting the 2015-2020 Six-Year Transportation Improvement Plan (TIP).**

City Engineer, Boyd Benson, answered questions from Council about the TIP in general and specific projects on the plan. Council agreed to put this item on the Consent Agenda at the June 26th Council meeting.

2. (AB14-47) Interlocal Agreement – King County Community Development Block Grant Program.

Public Works Director, Steve Leniszewski, said that Duvall has been a member of this program since the early 90s and by continuing we will continue to be eligible for grants. *It was moved and seconded (Ockerlander-Walker) to Approve and authorize the Mayor to sign the Interlocal Agreement with King County for the Community Development Block Grant Program. The motion carried (6 ayes; 1 nay-Thomas).*

3. (AB14-48) Interlocal Agreement – King County Regional Affordable Housing Program Interlocal Cooperation Agreement.

Public Works Director, Steve Leniszewski, said that this agreement allows for the collection of funds for low income housing related projects. The amount is collected by King County and is \$10 per real property transaction. *It was moved and seconded (Ockerlander-Collinwood) to Approve and authorize the Mayor to sign the Interlocal Agreement with King County for the Regional Affordable Housing Program. The motion carried (7 ayes).*

4. (AB14-52) Adopt 4 Council Goals to be included in planning for the 2015 City of Duvall Budget.

Council requested the following changes: Title be changed from “Council Goals” to “Council Priorities”; Add “Fund core government services” to the top of the list; The second bullet should read “Improving Government Performance and Efficiency within the City”; The third bullet should read “Fund a full time City Administrator”; and the fifth bullet should read “Produce a feasibility and alternatives evaluation plan for the funding of Capital Facilities and an updated Park Plan”. Council also requested a resolution for this item that will call out specifics for each priority. Mayor Ibershof will bring a resolution with Council’s changes to the June 26th meeting.

VIII. Unfinished Business:

1. (AB14-44) Approve and authorize the Mayor to sign and execute a usage agreement with the Snoqualmie Valley Youth Soccer Association for the years of 2014-2016. *It was moved and seconded (Ockerlander-Brudnicki) to Approve and authorize the Mayor to sign and execute a usage agreement with the Snoqualmie Valley Youth Soccer Association for the years of 2014-2016. The motion carried (7 ayes).*

2. (AB14-41) Resolution #14-07 Approving the North Hill Development Agreement. *It was moved and seconded (Nixon-Brudnicki) to approve Resolution #14-07 Approving the North Hill Development Agreement. The motion carried (7 ayes).*

3. (AB14-49) Resolution #14-08 Approving Coe Clemmons Creek agreement with WSDOT. *It was moved and seconded (Ockerlander-Collinwood) to approve Resolution #14-08 Approving Coe Clemmons Creek agreement with WSDOT. The motion carried (7 ayes).*

IX. Staff Reports:

a. Planning: Planning Manager, Lara Thomas, handed out and reviewed the presentation that she gave during the meeting with Legacy Ridge Homeowners Association regarding the stormwater pond retrofit that will be a part of the North Hill development project. She said the meeting went well and they were able to dispel some of the confusion about the project. Lara then gave an update on the Comprehensive Plan meeting. She said she will be attending the Watershed Plan meeting next week and will bring an update on that to the next Council meeting. Lara said she met with the Chamber of Commerce president today to discuss Economic Development and the Sign Code. She is going to give a presentation at their August meeting on signage.

b. Public Works: Public Works Director, Steve Leniszewski, gave an update on the Cherry Valley Sidewalk project and the Big Rock Road overlay project. He reported that the Public Works Trust Fund process is going fine and that the Coe Clemons Creek project is an eligible project. Steve gave an update on the Sally Port project and the design of the Main Street sidewalk project from Valley Street to Big Rock Road. Steve said that he received a letter of notice from WAVE Broadband stating that they are increasing their rates \$2.26/month on the cable side to offset increased costs. He also received a notice from Waste Management that they are increasing their yardwaste rates by 42 cents. He reported that Duvall did not receive any funds during this round from PSRC and they will try again next round. The Public Works Department just received their new one-ton utility truck and it will on the road in the next week. Lastly, Steve handed out and reviewed a map and chart of future development.

c. Finance: Finance Director, Jill Long, reviewed the May Sales Tax report that was in the packet. She said that she has been working with Interim Municipal Consultant, Steve Anderson, on changes to the budget process. Lastly, she said there were a few changes to the budget calendar and revised calendars were put in Council's boxes.

X. Executive Session: *None*

XI. Adjournment:

*It was moved and seconded (Ockerlander-Thomas) to adjourn the meeting.
The meeting adjourned at 8:46 p.m.*

Signed _____
Mayor Will Ibershof

Attest _____
Jodi Lee Wycoff, Deputy City Clerk



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission

Date: July 16, 2014

Time: 7:00 pm

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

Present: Margie Coy, Ron Logan, Eric Preston, and Mat Questad

Absent: Ryan Deason, Ronn Mercer, and Veronika Williams

Others Present: Ben Swanson, Senior Planner; Anne Wright-Cunniff, Administrative Assistant; and Mike Reid, Rio Vista Investments, LLC

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Questad at 7:09 p.m.

2. Announcements

- A. Planner Swanson introduced the commission to Mike Reid with Rio Vista Investments to discuss the development agreement for the Rio Vista project on NE 143rd Pl.
- B. Planner Swanson announced that Veronika Williams has been appointed to the Planning Commission.
- C. Sandblast is coming up this weekend.
- D. Planner Swanson provided some updates on current projects.
 - a. The Police Station Sally Port hearing occurred yesterday, and the project will move forward soon.
 - b. The City is proposing a new retaining wall at Taylor Park to mitigate the slow erosion that is taking place next to Coe and Clements Creek. This will involve removing some trees, which has sparked some local controversy. Alana McCoy, the Project Manager, has been talking with citizens regarding their concerns.
 - c. The North Hill development is in its clearing and grading phase.
 - d. Willowridge Lot 21 could proceed with construction this summer or early fall.
 - e. Duvall 143 LLC is in the process of completing the infrastructure improvements.
 - f. Construction drawings are in review for the Allen St and Cherry Valley plats, which have since been purchased by one owner. Clearing and grading may begin this year.

3. Approval of Minutes

- A. It was moved and seconded (*Logan – Preston*) to approve the Planning Commission Meeting Minutes for June 4, 2014. The motion carried unanimously.

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

None

5. Old Business

None

6. New Business

A. Introduction to the Rio Vista Development Agreement

Planner Swanson introduced the commission to the Rio Vista Development Agreement. Because the community is underserved by neighborhood parks, the City is entering a public/private partnership with Rio Vista to create a 3.4-3.9 acre neighborhood park in the general area of NE 143rd Place. The neighborhood park will also allow the developer to build at a lower density while remaining within the zoning code. Mike Reid from Rio Vista was present to answer any questions regarding the park.

B. Introduction to the Riverview School District Capital Facilities Plan

Planner Swanson shared the Riverview School District's Capital Facilities Plan for 2014. Over the 2014-2015 school year, the District is anticipating a 3% growth in student enrollment. Student enrollment from 2014 to 2020 is expected to grow from 3,224 to 3,628, a 12.5% total increase. As a result, the District is planning to add a K-5 elementary school and a 6-8 middle school in the Duvall area, with construction expected to be complete within 6 years of this planning period. Construction will be contingent on a projected 3% average annual growth rate and passage of a bond measure to be placed on a future ballot. The District is also looking to purchase more portables for all grade levels.

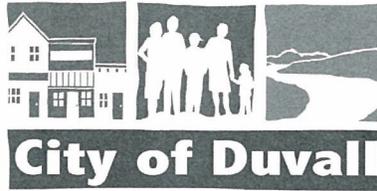
C. 2015 Comprehensive Plan Update

Planner Swanson shared updates from a recent meeting between planning department staff and the City's Comprehensive Plan consultants.

- a. One suggested change is the elimination of R12 and MU12 zoning. The result could be a new R20 or R30 zone resulting in high density attached housing. This would help provide more affordable housing for area residents.
- b. Due to the ownership change at Riverside Village Community, staff recommends removing Riverside Village zoning designation and rezoning to R6. Currently, the residential units in this area are considered legal nonconforming units as the existing zone only allows mixed-use/commercial development. The proposed R6 designation would bring the existing use into a conforming status.
- c. In an upcoming meeting, Planner Swanson will be sharing a map created by our consulting environmental firm showing our retail density.
- d. City staff and the consultants are also updating buildable lands report from 2008.

7. Adjournment

It was moved and seconded (*Preston – Coy*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:13 p.m.



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission

Date: October 1, 2014

Time: 7:00 pm

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

Commissioners Present: Ronn Mercer (Acting Chair), Margie Coy, Ryan Deason, Ron Logan, Eric Preston, and Dick Winn

Commissioners Absent: Veronika Williams

Others Present: Ben Swanson, Senior Planner; Anne Wright-Cunniff, Administrative Assistant; Matthew Waddington, Beekeeper

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Mercer at 7:05 p.m.

2. Announcements

Planner Swanson announced that the City is facing some serious budget cuts for this upcoming cycle. The City Council is holding a series of special budget meetings, and the Mayor will present his budget proposal at the next scheduled Council meeting. Stipends for planning commissioners could be impacted by the cuts.

3. Approval of Minutes

Minutes from September 3 and September 24, 2014, will be held over until the next meeting.

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

None

5. Old Business

None

6. New Business

A. Election of New Chair and Vice Chair

It was moved and seconded (*Logan – Coy*) to nominate Ronn Mercer as the Planning Commission Chair for the remainder of 2014. The motion carried unanimously.

It was moved and seconded (*Deason – Preston*) to nominate Dick Winn as the Planning Commission Vice Chair for the remainder of 2014. The motion carried unanimously.

B. Updates to the Animal Code (DMC 6.14)

Planner Swanson presented some proposed updates to DMC 6.14 – Animals. The changes included adding specific language addressing maximum number and types of animals allowed, parameters around animal dwellings, and removal of a requirement for neighbor approval.

As a local beekeeper, Matthew Waddington helped City Engineer Boyd Benson draft some of the language surrounding beekeeping. He provided public comment in support of beekeeping regulations and was available to take questions from the commissioners.

The commissioners provided some feedback regarding the code: Commissioner Winn supports the code as it is written and feels it puts the responsibility on the licensee to prove compliance; Commissioner Logan appreciates our agricultural community and feels that the code is too strict.

C. Website Redesign Update

Administrative Assistant Wright-Cunniff gave a brief update on the progress of the City's new website. As of now, the new rollout date is expected to be October 13, 2014.

D. FLUM and Zoning Maps Update – Review

Planner Swanson provided some conceptual versions of the proposed updates to the City's Future Land Use and Zoning Maps for discussion purposes only. Staff proposed following for Planning Commission input: Riverside Village (RIV) to Residential 6 units/acre (R6) for parcels with housing and change the remaining RIV parcels to Old Town zoning (OT); the parcel on Valley and First from Residential 8 units/acre (R8) to Uptown 1st Ave (UT1) to allow for retail and commercial use; and Mixed Use 12 units/acre (MU12) to a higher residential density to accommodate for attached housing and reduce the number of vacant commercial pads.

The maps were not final and are for discussion purposes only.

E. Comprehensive Plan and Watershed Updates

Planner Swanson gave a brief update on the Watershed Planning Advisory Committee's progress. He noted the watershed plan is intended as a guide to future build-out and added that several members of the planning committee would like to see zoning that promotes lower intensity use for critical areas.

7. **Adjournment**

It was moved and seconded (*Deason – Preston*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:39 p.m.

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
BUDGET WORKSHOP
October 9, 2014
5:00 p.m. – Duvall Visitor Center – 15619 Main St. NE, Duvall**

Council present: Dianne Brudnicki, Leroy Collinwood, Scott Thomas, Becky Nixon, Gary Gill, Jason Walker, Amy Ockerlander

Staff present: Steve Leniszewski, Carey Hert, Jill Long, Lara Thomas, Kass Holdeman, Jodee Schwinn, Steve Anderson – Municipal Consultant

Scheduled Items:

Police Department Budget Overview – Carey Hert, Police Chief

Chief Hert distributed a handout detailing the proposed police budget for 2015. He highlighted three top Police Department priorities that were identified for 2014, and explained how the department worked to meet those priorities this year. The three top priorities were to establish transparency, become more involved in the community, and work through efficiencies including a reduction in overtime. He also briefly discussed the Family Medical Leave Act and noted that it has been something to work around as the department has had at least two officers out every month since last year. Currently, the department has four officers out on leave. He noted that current city policies are not very clear on addressing medical leave and that adopting a clear policy would help to address that. He provided an example of a policy from another jurisdiction and strongly recommended the Council move forward to adopt the policy in the near future. He asked the City Council how they felt the Police Department did over this past year and if the department met their expectations. Council was very pleased and said they felt the department met, and even exceeded, their expectations. Chief Hert then explained his proposed 2015 Budget and detailed how he planned to reduce expenditures and staff the department. He emphasized that the Police Department is the largest department in the city and they staff and serve the city 24 hours a day, seven days a week. He also explained that with many of the costs that are associated with the Police Department they have no control over costs such as court and jail costs, dispatch, prosecutor services, and public defender services. He also explained how disbanding the K9 unit, and also changing the police officer schedules to 10-hour shifts instead of 12 hour shifts will reduce costs and save the city having to pay RTO pay. 10-hour shifts provides additional health and welfare for the officers. Going into 2015 the department will continue to work with the community and continue partnerships and growth with other agencies.

Duvall Cultural Commission – Kass Holdeman, Community Liaison

Kass Holdeman gave an overview of the Duvall Cultural Commission. She distributed a handout detailing a few of the budget highlights. She explained that at the next City Council meeting on October 23rd she will be presenting the Duvall Cultural Commission Annual Report and at that

time she will go into more detail on the Commission and its programs. She reviewed some of the numbers and highlighted a few things that were a little bit different from past years. She reported that the DCC put on 36 events in 2014. She also shared with Council how her time was spent, including working on drafting a Public Art Policy that she will be bringing forward. She reported that the City did get more sponsors this year, as Council had requested. Sponsorship was increased by 29% which reduced the City's out-of-pocket cash costs. She also worked with the Mayor to secure a sponsor for this year's Annual Tree Lighting Event. She noted that the City needs to be careful though not to pull and compete with sponsors of other local organizations such as the Chamber, and to continue to be a good neighbor and maintain good relationships with those groups. Kass also said that she is looking into the profitability and logistics of bringing in food trucks to city events and SummerStage and possibly adding a beer garden to the SummerStage Concerts.

Council suggested that the Heritage Festival be changed up some and that something different be done at that event from what has been done over the last 7 years such as a barn dance. They felt that modifying some of the events would keep them fresh and interesting, keep people coming back each year, and draw more people to the events.

Planning Department – Lara Thomas, Planning Manager

Lara Thomas reviewed the proposed Budget for the Planning Department and explained how the department approached their budget for 2015. They separated out the needs from the wants. She reviewed what Planning will be working on in 2015 such as completing the Comprehensive Plan Update, the 2015 Comp. Plan Amendments, completing the Watershed Plan which is all grant funded in the amount of \$207,000, and also completing the Master Shoreline Program as part of that. Planning will also begin work on writing a food truck ordinance for next year. She emphasized that current planning is always the priority as it has regulatory deadlines that must be met. Long-range planning will have to pull back. She explained that the Planning Department doesn't have the capacity to do everything, even if they had all the money budgeted to do them.

Mayor Ibershof – General Update

Mayor Ibershof asked Council what they would like to do about their cell phones. It was decided that the Council will keep their existing cell phones and see if they work any better by not being routed through the City's phone system. Mayor Ibershof said he will have the phones rerouted and then he will check back with Council in 60 days to see if they are working any better. Mayor Ibershof also reported that he would like to hold a recognition ceremony in honor of Officer Debock, and in order to organize that he needs a committee of Councilmembers. Councilmembers Brudnicki, Ockerlander, and Nixon volunteered to be on the committee. Mayor Ibershof reminded everyone the next Budget Workshop is scheduled for Thursday, October 16th. He said the budget topic will be I.T., but if Council has any other items they'd like addressed or discussed to let him or Finance Director Jill Long know ahead of time.

Written Reports – *The following reports were distributed in the COW packets.*

- Sales Tax Report for September 2014
- Regional Disaster Coordination Framework Agreement
- Skykomish ILA for Building Department Services – S. Leniszewski
- Duvall 143 Long Plan Approval

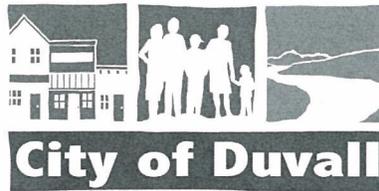
Adjournment

The Committee of the Whole adjourned at 6:55 p.m.

ATTEST:

Jason Walker, Mayor Pro Tem

Jodee Schwinn, City Clerk



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission

Date: December 17, 2014

Time: 7:00 pm

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

Commissioners Present: Dick Winn (Acting Chair), Margie Coy, Eric Preston, Ron Logan, and Veronika Williams

Commissioners Absent: Ryan Deason and Ronn Mercer

Others Present: Lara Thomas and Ben Swanson, Senior Planner

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Winn at 7:07 p.m.

2. Announcements

- A. Senior Planner Swanson announced this will be Commissioner Logan's last meeting as his term ends January 2015. Commissioner Logan's involvement with the Planning Commission was appreciated, and he will be missed.
- B. Planning Manager Thomas announced City Council meetings will be moving to Tuesdays starting in 2015.

3. Approval of Minutes

- A. It was moved and seconded (*Logan – Williams*) to approve the Planning Commission Meeting Minutes for November 19, 2014. The motion carried unanimously.

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

Elizabeth Hill of the Duvall Foundation of the Arts (DFA) announced they started the disassembly of the Thayer Barn. Ms. Hill distributed a fact sheet explaining why the barn is being taken apart and what will happen to the salvaged material.

5. Public Hearing

None

6. New Business

Economic Development Element Presentation

Planning Manager Thomas informed the Commission that city staff will begin bringing elements of the Comprehensive Plan amendments to the Commission in January with hearings in February.

Roger Wagoner of BHC opened the Economic Development presentation (see attached Power Point) with a general overview. Greg Easton of Property Counselors then took over presenting the draft Economic Development Element. Major points Mr. Easton noted were the elimination of outdated goals and policies; reworking pre-recession goals and policies to fit a post-recession climate; and updating economic forecasts and figures.

Planning Manager Thomas asked the Commission to review the draft element and think of anything not covered by the element.

Commissioner Winn noted lodging would be an important feature to Duvall economy. Additionally, he stated the city should have a destination restaurant.

Mr. Easton noted the importance of retaining existing business and encouraging new business to Duvall.

7. Old Business

Duvall Village Development Agreement – Update

Planning Manager Thomas gave a general overview of the project. She stated Planning Commission and City Council reviewed the first draft of the Development Agreement (DA), and the purpose of this meeting was to inform the Commission of the changes. Ms. Thomas stated the developer, Westcott Homes, requested the DA allow for the vesting of impact fees (park, sewer, water, and traffic). Consistent with state law, city staff reviewed the public benefit of allowing the developer to vest to impact fees. Staff found the public benefit (fees, barn/performing art center, taxes, infrastructure improvements, grants, etc.) supported the vesting of impact fees. City Council stated their support of allowing the developer to vest to 2015 impact fees. The residential portion of the development is allowed to vest for a period of 5-years and the commercial portion 10-years.

Commissioner Winn stated his support for the project.

Ms. Hill stated DFA depended on the approval of the Duvall Village project to complete the performing arts center. DFA has invested or will invest over \$5 million into this project, not including volunteer time.

Commissioner Logan also expressed his support for the project.

8. Presentation

Senior Planner Swanson introduced the Duvall Village site plan/design review materials, process, and project background. He identified the Commission role as a recommending body to the hearing examiner and the material to be presented at the review.

9. Adjournment

It was moved and seconded (*Williams - Logan*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:37 p.m.



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission

Date: December 17, 2014

Time: 7:00 pm

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

Commissioners Present: Dick Winn (Acting Chair), Margie Coy, Eric Preston, Ron Logan, and Veronika Williams

Commissioners Absent: Ryan Deason and Ronn Mercer

Others Present: Lara Thomas and Ben Swanson, Senior Planner

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2. Announcements

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- B. Planning Manager Thomas announced City Council meetings will be moving to Tuesdays starting in 2015.

3. Approval of Minutes

- A. It was moved and seconded (*Logan – Williams*) to approve the Planning Commission Meeting Minutes for November 19, 2014. The motion carried unanimously.

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9. Adjournment

It was moved and seconded (*Williams - Logan*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:37 p.m.



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Meeting Minutes City of Duvall Planning Commission

Date: January 21, 2015

Time: 7:00 pm

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

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

Commissioners Absent: None

Staff Present: Lara Thomas, Planning Director; Anne Wright-Cunniff, Administrative Assistant; Boyd Benson, City Engineer

Others Present: None

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Mercer at 7:04 p.m.

2. Announcements

- A. Planning Director Thomas announced that the planning department is in the process of interviewing candidates for the open planning commissioner position.
- B. Director Thomas announced that the city currently has an opening for the city clerk position. She also announced that Finance Director Jill Long retired as of yesterday. The city will be working with a recruitment agency to find a suitable replacement. Also, the current city administrator is under contract, and the city is looking to hire a permanent city administrator.
- C. Saturday is the City Council retreat. Director Thomas will share any relevant information with the Planning Commission at the next meeting.

3. Approval of Minutes

Minutes from January 7, 2015, will be held over until the next Planning Commission meeting.

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

None

5. Public Hearing

None

6. New Business

It was moved and seconded (*Williams – Deason*) to move the Environmental Impact Statement review to the top of the agenda. The motion carried unanimously.

A. EIS Alternatives 1 through 4

City Engineer Boyd Benson gave a presentation on the four Environment Impact Statement (EIS) alternatives that staff is recommending in support of the 2015 Comprehensive Plan Update, which are as follows: (1.) No action; (2.) Proposed zoning changes and the Burhen property predestination; (3.) Predestinating the Urban Growth Area Reserve (UGAR) be zoned at a density of Residential 4 units per acre; (4.) Relocating some or all of the existing UGAR area to a new location south of Big Rock Road.

Staff will ask for a recommendation from the Planning Commission at the next meeting.

B. Election of Chair and Vice Chair for 2015

It was moved and seconded (*Deason – Coy*) to reelect Ronn Mercer as Planning Commission Chair for 2015. The motion carried unanimously.

It was moved and seconded (*Deason – Coy*) to reelect Dick Winn as Planning Commission Vice Chair for 2015. The motion carried unanimously.

C. Duvall Village Update

Director Thomas gave an update on the Duvall Village project. Westcott Homes requested to postpone the Development Agreement (DA) hearing. Westcott would like to rework the details, particularly the parameters around vesting of fees, and will resubmit the DA. Director Thomas elaborated that the project is not being cancelled; however, the DA will change. She will provide updates to the commission as they are available.

D. Comprehensive Plan Amendment Request – UGAR to UGA and pre-zoned 4-4.5

Director Thomas presented a request from two property owners in the UGAR asking that their properties be removed from the UGAR, placed in the Urban Growth Area (UGA), and predestinated as Residential zone 4-4.5. (This request was also covered under the EIS alternatives presented earlier in the meeting.)

7. Old Business

None

8. Presentation

None.

9. Adjournment

It was moved and seconded (*Preston – Winn*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:27 p.m.

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
January 27, 2015 – 5:30 p.m.
Duvall Visitor Center – 15619 Main Street NE**

Mayor Pro Tem Brudnicki called the meeting order at 5:30 p.m.

Council present: Dianne Brudnicki, Scott Thomas, Jason Walker, Becky Nixon
Amy Ockerlander, Leroy Collinwood (Absent: Gary Gill)

Staff present: Lara Thomas, Ben Swanson, Jodi Wycoff, Municipal Consultant Steve
Anderson

a. Duvall Village Development Agreement Update

Lara Thomas, Planning Director, reported that she is continuing to work with the developer to see if they can get back to negotiating. She received an agenda for a meeting she requested and will set up a date and time for the meeting with the developer, the Land Use Committee, herself, Municipal Consultant Steve Anderson, and Public Works Director Steve Leniszewski. She is hopeful, but there is no guarantee. She plans to have a final update at the next Council meeting on where they are going from here.

b. 2015 Comprehensive Plan Amendments - Environmental Impact Statement Alternatives 1-4

Ben Swanson, Senior Planner, showed a PowerPoint presentation regarding the four alternatives for the Environmental Impact Statement (EIS) update that is a part of the 2015 Comprehensive Plan Amendment process. He said that the EIS has not been updated since 1992 and it is important to get this updated. We have to grow as a city; it is our responsibility to take in density. The EIS outlines how we do that with the least amount of environmental impact. The first alternative is to do nothing and stay with the 1992 EIS. Alternative two looks at re-zoning certain areas of Duvall and phases out the MU12 (mixed use 12 residential units per acre) zone. Alternative three would include predesignating the Urban Growth Area Reserve (UGAR) at a R4 (four residential units per acre) density. Alternative four has two options. Option 4A would remove the entire UGAR east of the city limits and relocate it south of the city limits. Option 4B would remove half of the UGAR east and relocate it south. Both options for alternative four would require negotiations with King County. Senior Planner Swanson then answered questions from Council about the various alternatives. He said this item will be at the next Council meeting for Council direction.

c. RioVista Development Agreement

Lara Thomas, Planning Director, said that at the September 9th Committee of the Whole meeting the park area, improvements, and estimated costs were reviewed. Council requested further information on two items: the west stormwater detention tract and the total park costs. These items have been reviewed by the Land Use Committee and the Planning Commission. Regarding the stormwater detention tract, both are recommending an active area over a closed vault. This option would help meet the park requirements and help the developer get to the minimum growth density. Planning Director Thomas said that the estimated cost for the park is between \$325,000 and \$350,000. She explained that they have to put an approximate dollar amount in the development agreement. There was general Council consensus that the range of \$325,000 to \$350,000 is acceptable.

d. Select acting Mayor Pro Tem for February 24th meeting

Mayor Pro Tem Brudnicki stated that she will not be at the meeting on February 24th due to a trip that was originally planned to coincide with a Thursday meeting date. She asked if anyone would like to volunteer to act as Mayor Pro Tem in her absence. Councilmember Nixon nominated and Councilmember Ockerlander seconded the nomination for Councilmember Collinwood to act as Mayor Pro Tem for the February 24th meeting. There was general Council consensus.

e. Good of the Order

Mayor Pro Tem Brudnicki reported a correction to the written report in the COW packet. She said the date on the memo from Finance should read “2014 4th Quarter Investment Report” not “2015”.

Written Reports – *The following reports were distributed in the COW packets.*

- Quarterly Investment Report – J. Anderson, Accountant

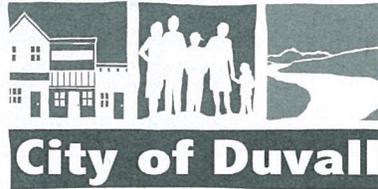
Adjournment

The Committee of the Whole adjourned at 6:57 p.m.

ATTEST:

Dianne Brudnicki, Mayor Pro Tem

Jodi Wycoff, Interim City Clerk



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Meeting Minutes City of Duvall Planning Commission

Date: February 4, 2015

Time: 7:00 pm

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

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

Commissioners Absent: None

Others Present: Ben Swanson, Senior Planner; Lara Thomas, Planning Director; Anne Wright-Cunniff, Administrative Assistant; Mike Reid, Rio Vista Investment LLC

1. Call to Order – Flag Salute

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

2. Announcements

- A. Senior Planner Swanson announced that interviews for the Planning Commission vacancy were completed, and applicant Jim Deal had been chosen as the newest commissioner. He will officially be appointed at the next City Council meeting.
- B. Senior Planner Swanson announced that the short plat on Kennedy will be going to Council on Tuesday, February 10.
- C. Senior Planner Swanson reminded the commissioners that the next Planning Commission meeting will include an update on the Watershed Plan. The community is invited to attend, and our consultant, ESA, will be present to discuss the project. Planning Director Thomas announced that the City of Duvall is nominated for a King County Green Globe Award for its work on the watershed planning project.
- D. Planner Swanson announced that the city just completed the first round of construction drawing reviews for the North Hill development. The developers are still working with King County to get stormwater approval; however, the project is moving forward.
- E. Planner Swanson noted that the City received a resubmittal for Duvall Village. Staff will review the application and schedule a public hearing with the hearing examiner. Planning Director Thomas added that staff, the mayor, and the Land Use Committee met with the applicant earlier that day to discuss credits and vesting of fees.

3. Approval of Minutes

Approval of the minutes from January 7 and January 21, 2015, will be held over until the next meeting.

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

None

5. Public Hearing

Rio Vista Development Agreement

Commissioner Mercer opened the Public Hearing at 7:10 pm.

Planning Director Thomas gave a presentation on the proposed development agreement (DA). She explained that the City of Duvall and Rio Vista LLC are jointly proposing to enter into a development agreement for the purpose of developing a neighborhood park as part of the property. Director Thomas added that the community is underserved by neighborhood parks, and the agreement would allow the city to provide a park to the community without assuming the full costs associated with the purchase and development of park property.

Director Thomas reminded the commission that they would make a recommendation to the city council, and Council would make the final decision.

Co-applicant, Mike Reid, of Rio Vista provided testimony to the commissioners and audience. He addressed concerns regarding the high density of the proposed development. In response to zoning codes and the city's minimum density requirement, the park was a solution proposed by city staff to help ease the density in the proposed development and provide a much-needed park area for the surrounding residences. Mr. Reid added that he would like to host an open house within the next couple months so he can share the plans with the community and answer questions for them.

Prior to the public comment period, Director Thomas clarified that the public hearing was for the DA for park development, and not for land use concerns. The city will be holding a separate public hearing for that later.

Resident Robert Westermann stated that he liked the design of the park; however, he was concerned by the location of the duplexes and triplexes so close to adjacent parcels. He wondered if they might be better located closer to Third Avenue.

Resident Michelle Marshall wanted to know if the park would have onsite parking and expressed that with the number of small children in the area there could be a safety concern. She also wanted to know if the park would be dog-friendly.

Resident Rich Kiral asked to see the aerial map again so he could see where the park was in relation to his property.

Mr. Reid returned to the podium to respond to comments. He explained that if the land use process goes as anticipated, they will be "pushing ground" sometime next year. One of the first things that will have to be done is the dedication of the land for the conveyance of the park. He estimated the park will be up and running in a two-year time span. He added that there will be no internal parking lot for the neighborhood park; however, there will be street

parking. He also added that there's no determination yet on whether the park will be dog-friendly; the developer will seek the advice of Council and staff on that.

Commissioner Mercer closed the Public Testimony portion of the Hearing at 7:52 pm.

It was moved and seconded (*Deason – Coy*) that the Planning Commission take a ten-minute recess so that the developer and city staff can address questions from the public that were not applicable to the public hearing. The motion carried unanimously.

7. New Business

Rio Vista Development Agreement – Planning Commission Review and Recommendation

Commissioner Mercer called the Planning Commission back to order at 8:05 pm.

It was moved and seconded (*Winn – Deason*) that the Rio Vista Development Agreement (DA14-002) be forwarded to City Council for approval. The motion carried unanimously.

Commissioner Mercer concluded the public hearing at 8:06 pm.

8. Unfinished Business

EIS Alternatives Follow-up

Senior Planner Swanson gave a presentation on the Environmental Impact Statement (EIS) alternatives. The EIS is in conjunction with the 2015 Comprehensive Plan Update and will include a scoping phase (with a community and property owners' meeting). Planner Swanson recommended bringing the five alternatives detailed in the EIS forward for review under the scoping process.

It was moved and seconded (*Williams – Winn*) that the Planning Commission recommend to City Council approval of the proposed alternatives to be reviewed. The motion carried unanimously.

6. Presentation

None

9. Adjournment

It was moved and seconded (*Preston – Williams*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 9:14 p.m.

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
March 10, 2015 – 5:30 p.m.
Duvall Visitor Center – 15619 Main Street NE**

Mayor Pro Tem Brudnicki called the meeting order at 5:30 p.m.

Council present: Gary Gill, Jason Walker, Becky Nixon, Amy Ockerlander, Leroy Collinwood, Scott Thomas, Dianne Brudnicki

Staff present: Steve Leniszewski, Boyd Benson, Lara Thomas, Jodi Wycoff

a. City Council Procedure Manual

Councilmember Walker said that the Council procedures were discussed during the January Council retreat and suggestions for edits as well as questions for the attorney were discussed. Councilmember Walker reviewed the edits that were made since the retreat. Council discussed the sections of the procedures relating to absences and vote-by-phone. Councilmember Walker said the next steps will include completing the edits, drafting a resolution to adopt the procedures, and bringing it back to Council for approval at a future meeting.

b. National Pollution Discharge Elimination System (NPDES) Update

Boyd Benson, City Engineer, provided a PowerPoint presentation which detailed the history of the NPDES program, the public education that the City provides, and the spill report process. Mr. Benson said that a new requirement for next year is that the City has to complete a field screening of 40% of the storm system by 2017. Mr. Benson reviewed the different types of systems used to control runoff from development including vaults and ponds. The City uses Department of Ecology grants to assist with the costs of keeping the storm system clean and maintained. The City will continue to use staff for operation and maintenance wherever they can. Mr. Benson reported that other items they are working on regarding the storm system are code revisions and the Stormwater Comprehensive Plan update.

c. Duvall Village Update

Lara Thomas, Planning Director, handed out and reviewed a brief memo with the most recent update on the Duvall Village project. The Developer has given the Duvall Foundation of the Arts (DFA) a counter-offer. Director Thomas explained that although the development agreement process has slowed down, it is better to be in agreement on the provisions than to rush the process. Lastly, Director Thomas explained that the DFA will likely become a party in the development agreement.

d. Community Outreach for Long Range Planning

Councilmember Walker said that this topic came up as a result of last week's Environment Impact Statement meeting. There were very few members of the public at the meeting and that is of concern. Councilmember Walker reviewed the various ways that staff is trying to engage the public in the process and notify them of upcoming events and meetings. Council discussed other ways to get information out to the public including going door-to-door to hand out an informational flyer, videotaping the meetings and posting them online, attending homeowner association meetings and other public meetings such as Chamber and Rotary, and having an information booth at events like Duvall Days and Earth Day.

e. Good of the Order

Councilmember Ockerlander handed out the draft Social Media Policy and the draft Council Social Media Ombudsman Policy and asked Council to review them. Councilmember Ockerlander would like to bring the policies back for discussion at a Committee of the Whole or Council meeting when the City attorney will be available to comment on them.

Councilmember Nixon discussed some issues that have been brought to her attention including when the water fountain by the Depot would be turned back on, the site distance issue along 3rd Avenue, and the location of the dog park. The current dog park location is isolated and does not seem to be used by many and she would like to discuss a possible new location this year. Lastly, Councilmember Nixon said that there is a big problem with people not picking up after their dogs and asked if there is a way the City could install more kiosks with garbage cans and pet waste bags throughout town.

Written Reports – *The following reports were distributed in the Committee of the Whole packets.*

- February 2015 Sales Tax Report – J. Anderson, Accountant
- Transportation Benefit District draft ordinance – S. Leniszewski, Public Works Director

Adjournment

The Committee of the Whole adjourned at 7:02 p.m.

ATTEST:

Dianne Brudnicki, Mayor Pro Tem

Jodi Wycoff, Interim City Clerk



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Meeting Minutes City of Duvall Planning Commission

Date: April 1, 2015

Time: 7:00 pm

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

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

Commissioners Absent: None

Others Present: Lara Thomas, Planning Director; Anne Wright-Cunniff, Administrative Assistant

A. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Mercer at 7:05 p.m.

B. Announcements

- A. Planning Director Thomas noted that the city's employment recruiter, Prothman, has 15 candidates for the city administrator position. The application period is about to close, and a new city administrator could be hired by mid-June. The City is also working with Prothman on a job description for the open Finance Director position.
- B. Ms. Thomas announced that city staff held a pre-application meeting with Toll Brothers for a parcel that was annexed in 2006. The City is asking for an amended development agreement (DA) due to the length of time since the last DA was submitted.
- C. Ms. Thomas announced that a local resident is proposing to build an indoor sports facility, about 15 to 18 thousand square feet in size. The City is working with the proposed developer to find an appropriate parcel.
- D. Ms. Thomas announced that Washington Holdings is surplusng some of its land in the Duvall area. The Riverview School District is looking into it for future development.

C. Approval of Minutes

It was moved and seconded (*Winn – Williams*) to approve the Planning Commission Meeting Minutes from February 18, 2015. The motion carried unanimously.

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

None

5. Public Hearing

None

7. New Business

A. Vision Statement – 2015 Comprehensive Plan

Ms. Thomas gave a background on the evolution of the 2015 Comprehensive Plan's vision statement and shared the various statements during its evolution. She requested the commissioners read the statements and return comments to her.

Commissioner Mercer commented that the vision statement could be briefer and less dense.

Commissioner Coy commented that there were redundancies in the statement that could be culled.

Commissioner Winn agreed with the comments but noted that he thought the Comprehensive Plan Advisory Committee had done a good job of refining the statement.

B. Duvall Village Development Agreement (DA) Update

Ms. Thomas updated the commission on the progress of the Duvall Village DA. She noted that issues were slowly getting resolved and believes that we're close to a completed DA.

C. Long-range Planning Update

Ms. Thomas updated the Planning Commission on long-range planning projects. The Shoreline Master Program (SMP) is in process with the 2015 Comprehensive Plan update and the Watershed Plan. She is planning a joint workshop on May 6 with the planning commission and City Council to present the SMP.

Ms. Thomas noted that city staff plans to have all comprehensive plan elements completed by June, with a public hearing in August or September, and adoption by the end of October.

Ms. Thomas reminded the commission of the joint workshop to present the Watershed Plan on April 14.

8. Unfinished Business

None

6. Presentation

None

9. Adjournment

It was moved and seconded (*Winn – Preston*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:23 p.m.

**CITY OF DUVALL
JOINT CITY COUNCIL / PLANNING COMMISSION
WORKSHOP MINUTES
April 14, 2015 – 5:00 p.m.
Duvall Visitor Center – 15619 Main St. NE**

Mayor Pro Tem Brudnicki called the meeting order at 5:03 p.m.

Council present: Gary Gill, Jason Walker, Becky Nixon, Amy Ockerlander, Leroy Collinwood, Scott Thomas, Dianne Brudnicki

Planning Commission present: Margie Coy, Jim Deal, Ryan Deason, Veronika Williams, Dick Winn

Staff present: Lara Thomas, Jodi Wycoff

a. Joint Council/Planning Commission Workshop – Watershed Plan and Environment & Sustainability Element

Lara Thomas, Planning Director, introduced Reema Shakra, AICP, Associate Planner and Aaron Booy, Natural Resources Specialist from ESA (Environmental Science Associates), the City's consultant for the Watershed Plan and Comprehensive Plan Update. Mr. Booy and Ms. Shakra took turns reviewing a PowerPoint presentation outlining the Watershed Plan. The presentation included the history of why a Watershed Plan is needed, the various types of watersheds, and how Duvall fits into the watershed system in our area. The presentation also reviewed the different sub-areas that were identified within Duvall city limits and urban growth areas including the urban growth area reserve and the types of policies that could be associated with each sub-area. Mr. Booy discussed the various public outreach efforts, the advisory group that has been involved, and survey results obtained from some of the outreach efforts. Ms. Shakra reviewed what the different packages of actions related to the Watershed Plan could be and what their respective benefits would be. Ms. Shakra also discussed the potential impacts the new Watershed Plan could have on future development. Council and Planning Commission then discussed their observations, questions, and concerns about the Watershed Plan.

Mr. Booy and Ms. Shakra then gave a PowerPoint presentation on the Environment & Sustainability Element that is part of the Comprehensive Plan Update. This is a new element and Ms. Shakra explained what it includes and what is driving the need for this new element. Ms. Shakra explained that with this element the City will be able to get ahead of regulations to reduce greenhouse gases. Mr. Booy reviewed the policies that could potentially be implemented based on this element. Council and Planning Commission discussed their observations, concerns and questions regarding the Environment & Sustainability Element.

b. Good of the Order

Mayor Pro Tem Brudnicki said that there was interest in discussing the updated Council Procedures and the proposed Social Media Policy during a meeting that the City Attorney would be available and that the attorney would be available at the April 28th meeting. Councilmember Ockerlander said that she will not be available for that meeting and asked to discuss Social Media Policy at a later meeting. Councilmember Walker said that he will be ready to discuss the Council Procedures at the April 28th meeting under New Business.

Adjournment

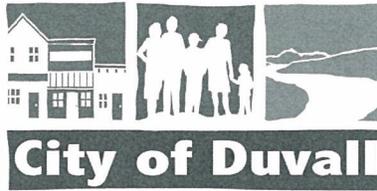
The Committee of the Whole adjourned at 6:55 p.m.

Written Reports – *There were no written reports in the Committee of the Whole packets.*

ATTEST:

Dianne Brudnicki, Mayor Pro Tem

Jodi Wycoff, Interim City Clerk



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Meeting Minutes City of Duvall Planning Commission

Date: April 29, 2015

Time: 7:00 pm

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

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

Commissioners Absent: None

Others Present: Ben Swanson, Senior Planner; Anne Wright-Cunniff, Administrative Assistant

A. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Mercer at 7:05 p.m.

B. Announcements

- A. Senior Planner Swanson announced that the City Administrator candidates have been narrowed down to four. He passed biographies out to the commission and announced that there will be a reception for the candidates on May 6.
- B. Mr. Swanson gave a brief status update on the Watershed Planning project. The commission discussed the impact of the plan to current developments. Mr. Swanson clarified that current projects would be vested to existing code.

C. Approval of Minutes

- A. It was moved and seconded (*Winn – Williams*) to approve the Planning Commission Meeting Minutes from March 18, 2015. The motion carried unanimously.
- B. It was moved and seconded (*Williams – Winn*) to approve the Planning Commission Meeting Minutes from April 1, 2015. The motion carried unanimously.

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

None

5. Public Hearing

None

7. New Business

Vision Statement – 2015 Comprehensive Plan

Mr. Swanson tasked the Planning Commission with creating a workable version of the city's vision statement, using the current statement and the Comprehensive Planning Advisory Committee's last draft as examples.

Commissioner Mercer suggested that the vision statement be brief and not very dense. Commissioner Coy commented that there were redundancies in the current statement that could be culled. Commissioner Winn agreed with the comments but noted that he thought the Comprehensive Plan Advisory Committee had done a good job of refining the statement.

After much discussion among the commissioners, a draft version of the vision statement was completed, which will be shared with the Land Use Committee for input and probably brought to vote at the next planning commission meeting.

8. Unfinished Business

None

6. Presentation

None

9. Adjournment

It was moved and seconded (*Deason – Coy*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:55 p.m.



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Meeting Minutes City of Duvall Planning Commission

Date: May 20, 2015

Time: 7:00 pm

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

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

Commissioners Absent: Ryan Deason. Veronika Williams recused herself due to potential conflict of interest.

Others Present: Ben Swanson, Senior Planner; Anne Wright-Cunniff, Administrative Assistant; Melanie Clark, Westcott Homes

A. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Mercer at 7:05 p.m.

B. Announcements

- A. Senior Planner Swanson announced that the City is considering moving the Planning Commission meeting days from the first and third Wednesday of the month to the second and fourth Wednesday of the month. He requested that the commissioners email him their input and let him know if there are potential scheduling conflicts.
- B. Mr. Swanson let the commissioners know that Wednesday, June 3, will be the public hearing for the Duvall Village development agreement (DA). It will be followed by a public hearing at Council on June 9 and the hearing examiner preliminary plat hearing on June 30.
- C. Mr. Swanson announced that the Rio Vista DA was approved and the City just had a pre-application meeting with them.
- D. Mr. Swanson announced that there is a potential new plat on 152nd and 275th. Hower Hill will contain 16 single family units.
- E. Mr. Swanson announced that the Allen Street and Cherry Valley Village project is expected to start construction this summer.
- F. Mr. Swanson announced that the Watershed Plan is moving forward with staff recommendations. A second draft will be available with staff comments.
- G. Mr. Swanson announced there will be an Environmental Impact Statement (EIS) hearing in June or July.
- H. Mr. Swanson noted that the 2015 Comprehensive Plan Vision Statement will be brought to Council on May 26.

C. Approval of Minutes

It was moved and seconded (*Preston – Winn*) to approve the Planning Commission Meeting Minutes from April 29, 2015. The motion carried unanimously.

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

None

5. Public Hearing

None

7. New Business

A. Duvall Village Development Agreement – Update and Review

Mr. Swanson conducted a final review of the most current version of the DA between the City of Duvall, the Duvall Foundation for the Arts (DFA), and the developer, Westcott Homes.

During a question and answer session, Melanie Clark with Westcott Homes was available to answer questions and provide clarification if needed.

B. Vision Statement Wrap-up

Mr. Swanson directed the commissioners to review and complete the 2015 Comprehensive Plan Vision Statement. A change to the paragraph structure was made based on a suggestion from the Land Use Committee.

It was moved and seconded (*Coy – Deal*) to recommend the City Council approve the finalized version of the vision statement. The motion carried unanimously.

C. Watershed Plan Review – Chapter 8

Mr. Swanson discussed Chapter 8 of the watershed plan, which explains how the proposed plan might impact existing Urban Growth Areas (UGAs).

8. Unfinished Business

None

6. Presentation

None

9. Adjournment

It was moved and seconded (*Deal – Preston*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:55 p.m.

**CITY OF DUVALL
COUNCIL MEETING
May 26, 2015
7:00 P.M. – Duvall Visitor Center
15619 Main Street NE**

Committee of the Whole: 5:30 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:03 P.M.

Council Present: Leroy Collinwood, Gary Gill, Becky Nixon, Jason Walker
Amy Ockerlander, Scott Thomas (absent: Dianne Brudnicki)

Staff Present: Steve Leniszewski, Boyd Benson, Jodi Wycoff, City Attorney Rachel
Turpin

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll in the amount of \$376,761.88; Claims in the amount of \$427,393.16 and excuse the absence of Councilmember Dianne Brudnicki; Under Scheduled Items add: Councilmember Ockerlander; and Under New Business add: Item #7 Discussion on Council Committees and Item#8 Discussion on unexcused absences.

II. Adoption of Council Agenda:

It was moved and seconded (Walker-Ockerlander) to adopt the 5/26/15 Council Agenda. The motion carried (5 ayes).

III. Approval of Consent Agenda:

It was moved and seconded (Nixon-Walker) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 5/12/15; Payroll Checks #21777-21789 in the amount of \$221,979.15 and #20805-21810 in the amount of \$154,782.73; Claims Checks #21823-21871, 21872-21926, 21774-21776, 21790-21802, 21803-21804 and 21811-21822 in the amount of \$427,393.16 including an EFT in the amount of \$10,643.27; and excusing the absence of Councilmember Dianne Brudnicki. The motion carried (5 ayes).

IV. Comments from the Audience:

Kirsten Lints, Washington State Department of Natural Resources, Washington Community Forestry Council, discussed the benefits of becoming a Tree City USA. She reviewed results from studies around the world that show physical and emotional health benefits. Ms. Lints also said that studies show that there are financial benefits to having a Tree City USA designation.

Councilmember Gary Gill took his seat during the comments from the audience.

V. Scheduled Items:

1. Mayor:

Mayor Ibershof asked Steve Leniszewski, Public Works Director to give an update on two upcoming projects. Mr. Leniszewski said that the Taylor Park Soldier Pile Wall project is out to bid and the bid opening is this Thursday. Mr. Leniszewski also reported that a call for bids for the Coe Clemmons Creek Sewer Bypass has gone out. Both items will be brought to Council for approval at the June 9th meeting.

Mayor Ibershof said that the interviews for the Finance Director are on Thursday and if any Councilmembers would like to participate to contact the Clerk. Mayor Ibershof asked the Councilmembers who received new City cell phones to let him know how they are working out.

2. Council:

Councilmember Ockerlander gave a report on the recent Sound Cities Association Public Issues Committee meeting. There was discussion about Best Start for Kids which is a King County initiative for a voter-approved property tax levy which is aimed at providing resources to invest early in a child's development. Ms. Ockerlander said she would like to see a formal presentation from King County regarding this possible levy.

Ms. Ockerlander reminded everyone that the Snoqualmie Valley Governments Association meeting is tomorrow, Wednesday, May 27th in North Bend and reviewed the items on the agenda.

- VI. Presentation: 2015 Comprehensive Plan Vision Statement – Ben Swanson**
Ben Swanson, Senior Planner, gave a brief history of how the Vision Statement was created. Mr. Swanson explained that it started with a brain storming session at Planning Commission where commissioners worked with a previous version of the statement. The statement that is in the packet is the final version. Mr. Swanson explained that Council will adopt the Vision Statement as a part of the entire 2015 Comprehensive Plan adoption. Mr. Swanson asked Council if they had any feedback regarding the Vision Statement. There was general consensus that Council approved of the latest Vision Statement.

- VII. New Business:**
1. (AB15-45) Approve Community Development Block Grant (CDBG) application for ADA ramp replacement.

It was moved and seconded (Ockerlander-Nixon) to approve the Community Development Block Grant (CDBG) application for ADA ramp replacement. The motion carried (6 ayes).

- 2. (AB15-46) Adopt Ordinance #1183 amending the 2015 budget.**

It was moved and seconded (Ockerlander-Nixon) to adopt Ordinance #1183 amending the 2015 budget. The motion carried (6 ayes).

- 3. (AB15-49) Approve and authorize the Mayor to sign employment contract with Matthew Morton for City Administrator.**

It was moved and seconded (Nixon-Ockerlander) to approve and authorize the Mayor to sign employment contract with Matthew Morton for City Administrator. The motion carried (6 ayes).

4. (AB15-36) Approve resolution setting the Day, Time and Place for Council Meetings.
5. (AB15-47) Adopt ordinance Amending DMC 2.15 – Planning Commission.
6. (AB15-48) Approve resolution setting the Day, Time and Place for Planning Commission meetings.

Mayor Ibershof said that New Business Items 4, 5 and 6 are all on the agenda to allow Council to discuss and ask questions. Mayor Ibershof explained that through discussions with Riverview School District (RVSD), they have offered use of their Boardroom for Council meetings; however, the Council meeting days would have to be moved because the RVSD Board meets on the same days as current Council meetings. The Interlocal Agreement (ILA) between the City and RVSD for use of the District's Boardroom for Council meetings is being reviewed by City and RVSD staff. The ILA will be brought to Council for their review at the June 9th meeting. Mayor Ibershof said that the goal is to have everything approved so that the first Council meeting in July will be on the new day and in the new location.

7. Discussion on Council Committees

Councilmember Walker said that Mayor Pro Tem Brudnicki requested that this item be discussed. Council reviewed and made edits to a list of the various Standing, Ad-Hoc, and Regional Committees that each Councilmember sits on. The Clerk will edit the master document and redistribute at the next Council meeting.

On behalf of Mayor Pro Tem Brudnicki, Councilmember Walker asked if anyone sitting on the Land Use Committee was willing to switch to the Capital Facilities Ad-Hoc Committee. Councilmember Gill volunteered to switch with Mayor Pro Tem Brudnicki. The Land Use Committee now consists of Councilmember Collinwood, Councilmember Thomas, and Mayor Pro Tem Brudnicki. The Capital Facilities Committee now consists of Councilmember Thomas, Councilmember Gill, and Councilmember Nixon.

8. Discussion on unexcused absences

Councilmember Nixon stated that any Councilmember who is not going to be at a meeting needs to call or email to notify someone ahead of time. Councilmember Nixon also asked when the Council Procedures were going to be back for adoption. Councilmember Walker said that the procedures will be back at the June 9th meeting for adoption.

VIII. Unfinished Business: None

IX. Adjournment:
It was moved and seconded (Walker-Ockerlander) to adjourn the meeting. The meeting adjourned at 8:14 P.M.

Signed _____
Mayor Ibershof

Attest _____
Jodi Wycoff, Interim City Clerk

**CITY OF DUVALL
COUNCIL MEETING
July 21, 2015
7:00 P.M. – Riverview Educational Service Center
15510 – 1st Ave NE**

Committee of the Whole: 5:30 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:02 P.M.

Roll Call: Gary Gill, Becky Nixon, Jason Walker, Amy Ockerlander,
Scott Thomas, Dianne Brudnicki (absent: Leroy Collinwood)

Staff Present: Matt Morton, Lara Thomas, Dean Rohla, Boyd Benson, Jodi Wycoff,
City Attorney Charlotte Archer

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll in the amount of \$165,421.12; Claims in the amount of \$282,930.59, and excuse the absence of Councilmember Collinwood; and Under Scheduled Items add: Councilmember Brudnicki and Councilmember Thomas.

II. Adoption of Council Agenda:

It was moved and seconded (Nixon-Ockerlander) to adopt the 7/21/15 Council Agenda. The motion carried (6 ayes).

III. Approval of Consent Agenda:

It was moved and seconded (Ockerlander-Brudnicki) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 7/7/15; Payroll Checks #22199-22204 in the amount of \$165,421.12; Claims Checks #22205-22290, and #22188-22198 in the amount of \$282,930.59 including two EFTs in the amount of \$19,343.15; and excusing the absence of Councilmember Collinwood. The motion carried (6 ayes).

IV. Comments from the Audience:

Mat Higgins, representing the Duvall Chamber of Commerce, said that the Chamber is excited about the work the City is doing and they look forward to continuing the partnership between the City and the Chamber.

V. Scheduled Items:

1. Mayor:

a. Update on Stephens Street paving project – B. Benson.

Boyd Benson, City Engineer handed out and reviewed a map of the project area for the Stephens Street overlay project, explained why the overlay is needed, and reviewed the proposed costs. The proposed costs are over the current budgeted amount. Mr. Benson explained that staff is looking for efficiencies and cost savings for the project. Mr.

Benson said that one option is to stay with the original budgeted amount and only do a portion of the project. The other option is to continue to look for cost savings and further efficiencies in order to get the entire project completed. Mr. Benson asked Council for direction on which option they would like staff to pursue. There was Council consensus to try to do the entire project and continue to look for efficiencies and cost savings to bring the project closer to budget.

Matt Morton, City Administrator, said that he is happy to be here and that staff is eager to embrace change. Mr. Morton said he plans to start reaching out to the community this week as well.

Mayor Ibershof said that the 2016 budget process is in full swing. The deadline for Department Heads to turn in their budgets to Finance is today. The budget this year will be similar to last year with a narrative approach. Mayor Ibershof said that there will be budget workshops coming up in the next few months.

2. Council:

Councilmember Dianne Brudnicki said that she attended Sandblast this weekend. It was a great event that has grown as a community event.

Councilmember Scott Thomas reported that the Government Facilities Committee has a meeting planned for next Wednesday and will be meeting with the groups that currently lease the Duvall Visitor Center.

3. Committee Reports

a. Public Safety Committee

Councilmember Ockerlander said that the Committee met on July 17th at the Police Department. Police Chief Hert and Fire Chief Burke were in attendance and the topic was fireworks and the possibility of banning them in Duvall either completely or under emergency situations. Councilmember Ockerlander reviewed the staff report that was discussed during their meeting which included five options regarding fireworks. The options were: 1. Leave the Ordinance as is; 2. Modify the Ordinance to provide for an emergency ban as necessary; 3. Ban the sale and discharge of fireworks all-together; 4. Follow suit with City of Snoqualmie, allowing trick and novelty devices only; and 5. Put the decision up to the voters. Councilmember Ockerlander said that the Committee prioritized their top three choices which were options 2, 4, and 5. Councilmember Ockerlander said that during the discussion at the Committee of the Whole meeting tonight, Council gave direction to the Committee to work on details for an emergency ban ordinance with the Fire Department as the implementation authority.

b. Land Use Committee

Councilmember Thomas said that the Committee would like Council consensus on the proposed language to allow staff to start preparing the Public Hearing documents for the Watershed Plan. The Committee reviewed three pieces of proposed language for the Watershed Plan which included sections of Chapter 5 and 6. Councilmember Thomas said that the Committee also discussed the Cottage Infill Development Demonstration Program.

4. Planning Department work plan update – L. Thomas

Lara Thomas, Planning Director, reviewed the work plan that was in the packet and said that the Planning Department is currently understaffed so there will need to some flexibility on the work plan. Ms. Thomas reviewed where the department is to date with the Shoreline Master Program update, the Watershed Plan, and the Comprehensive Plan update. Ms. Thomas also said they are working on their 2016 budget which includes some big mandates that must be completed next year.

VI. Public Hearing: 6 Year Transportation Improvement Program

7:43 PM: The Public Hearing was opened.

Boyd Benson, City Engineer, reviewed the 2016-2021 Transportation Improvement Program.

There were no public comments.

7:45 PM: The Public Hearing was closed.

Public Hearing: Surplus Resolution

7:45 PM: The Public Hearing was opened.

Mayor Ibershof reviewed the list of items for surplus.

There were no public comments.

7:46 PM: The Public Hearing was closed.

VII. New Business: None

VIII. Unfinished Business:

1. (AB15-44) Approve Resolution #15-12 approving the 2016-2021 Six-Year Transportation Improvement Program.

It was moved and seconded (Ockerlander-Nixon) to approve Resolution #15-12 approving the 2016-2021 Six-Year Transportation Improvement Program. The motion carried (5 ayes, 1 nay - Thomas).

2. (AB15-56) Approve Resolution #15-13 declaring certain City property surplus.

It was moved and seconded (Ockerlander-Walker) to approve Resolution #15-13 declaring certain City property surplus. The motion carried (6 ayes).

IX. Adjournment:

It was moved and seconded (Ockerlander-Thomas) to adjourn the meeting. The meeting adjourned at 7:53 P.M.

Signed _____
Mayor Ibershof

Attest _____
Jodi Wycoff, City Clerk

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
September 1, 2015 – 5:30 p.m.
Riverview Educational Service Center – 15510 – 1st Ave NE**

Mayor Pro Tem Brudnicki called the meeting order at 5:32 p.m.

Council present: Jason Walker, Leroy Collinwood, Amy Ockerlander, Gary Gill, Scott Thomas, Dianne Brudnicki, Becky Nixon

Staff present: Matthew Morton, Dean Rohla, Steve Leniszewski, Lara Thomas, Jodi Wycoff, Chief Carey Hert

a. Appreciation presentation to City of Snoqualmie

Mayor Ibershof presented City of Snoqualmie Mayor Matt Larson and City Administrator Bob Larson with a piece of custom artwork by a local artist depicting the Snoqualmie Valley and the partnership between Duvall and Snoqualmie. Mayor Ibershof thanked Snoqualmie for their partnership over the years and most recently with IT Services.

b. Highlights of the Draft Environmental Impact Statement for the 2015 Comprehensive Plan

Lara Thomas, Planning Director, introduced Reema Shakra, AICP, Associate Planner from Environmental Science Associates (ESA). Ms. Shakra reviewed a PowerPoint presentation about the Draft Environmental Impact Statement (DEIS). Ms. Shakra reviewed the history of developing the Environment Impact Statement (EIS) and the next steps that need to be taken, including a public hearing which will be on September 2, 2015. Ms. Shakra then went over the four alternatives with their respective maps and the environment impacts each alternative could have. Ms. Shakra discussed the DEIS findings which included minor, moderate, and significant findings. Lastly, Ms. Shakra reviewed the process of choosing a preferred alternate and answered questions from Council. Ms. Thomas requested that Council choose which option for choosing a preferred alternate they would like. Option one is to provide direction to staff to return with a recommendation. Option two is to have a consensus-based discussion at a study session and pick and choose what Council wants in a preferred alternative. There was Council consensus to go with Option 2. The study session will be on Tuesday, September 29th from 6:00 p.m. to 8:30 p.m. at the Duvall Visitor Center.

c. Insurance Carrier Proposals

Matthew Morton, City Administrator, reviewed the documents from the packet including a matrix comparing the City's options for insurance carriers which include Cities Insurance of Washington Cities (CIAW), Association of Washington Cities (AWC), and Washington Cities Insurance Authority (WCIA). Mr. Morton said that based on his research, he believes that Duvall's best option is WCIA. Mr. Morton then reviewed options for property loss deductibles. Mr. Morton said that our current code has a purchase policy that dictates any purchase over \$15,000 must go to the lowest bidder. The RCW allows for flexibility when looking at insurance coverage. Mr. Morton asked Council for direction on bringing a resolution forward to waive the low bid process for this purchase. Council was in agreement and the resolution will be on the September 15th agenda for review. Mr. Morton said that he would like to bring an Interlocal Agreement (ILA) with WCIA to the next meeting as well. The ILA is not

binding. There was Council consensus to go with WCIA and the ILA will be on the September 15th agenda.

d. Good of the Order

Mayor Pro Tem Brudnicki asked Council if they were interested in a presentation about place-making signage in Duvall. Council agreed they would like to see a presentation.

Councilmember Collinwood thanked Finance Director Dean Rohla for providing the written report about the upcoming budget amendment and asked when it would be before Council for approval. Mayor Ibershof said that there will be a discussion at tonight's meeting and the budget amendment will be on the September 15th agenda for approval.

Adjournment

The Committee of the Whole adjourned at 6:46 p.m.

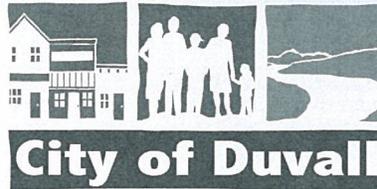
Written Reports – *the following reports were distributed in the Committee of the Whole packet:*

- 2015 Budget Amendment Ordinance & Worksheet
- Proclamation: Childhood Cancer Awareness Month
- Proclamation: National Recovery Month
- August Sales Tax Report

ATTEST:

Dianne Brudnicki, Mayor Pro Tem

Jodi Wycoff, City Clerk



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission

Date: September 2, 2015

Time: 7:30 pm

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

Commissioners Present: Ronn Mercer (Chair), Margie Coy, Jim Deal, Ryan Deason, Veronika Williams, and Dick Winn

Commissioners Absent: Eric Preston

Others Present: Lara Thomas, Planning Director; Anne Wright-Cunniff, Administrative Assistant; Reema Shakra, Associate Planner, ESA

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Mercer at 7:30 p.m. (The start time was delayed one-half hour due to the Draft Environmental Impact Statement [DEIS] public hearing.)

2. Announcements

- A. Planning Director Thomas announced that the DEIS was issued on August 24, 2015, and staff provided an overview to City Council yesterday.
- B. Ms. Thomas announced that interviews for the open planner position are scheduled for tomorrow (Thursday), Friday, and Tuesday. Currently, there are five applicants scheduled for interviews.
- C. Ms. Thomas briefly discussed the new city administrator's focus on getting manager/director up-to-date on training. As a result, Ms. Thomas will attend the Association of Washington Cities Planning Directors' conference in Chelan next week.
- D. Ms. Thomas announced that she has tasked the Land Use Committee with creating a PowerPoint presentation on the recent Low Impact Development driving tour. As a participant, Commissioner Winn was invited to assist in the presentation.
- E. Ms. Wright-Cunniff reminded the commission that, starting in January of 2015, meetings will move to the second and fourth Wednesdays of the month and to the fire department's training room.
- F. Commissioner Winn declared his satisfaction with the new Windows 365 email system. Ms. Thomas added that we have additional file-sharing capabilities now that we all have OneDrive accounts.

3. Approval of Minutes

- A. It was moved and seconded (*Winn – Williams*) to approve the Planning Commission Meeting Minutes from August 5, 2015. The motion carried unanimously.
- B. It was moved and seconded (*Williams – Coy*) to approve the Planning Commission Meeting Minutes from August 19, 2015. The motion carried unanimously.

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

None

5. Public Hearing

None

6. Unfinished Business

Watershed Plan Recommendation

It was moved and seconded (*Williams – Deal*) to recommend adoption of the City of Duvall Watershed Plan to City Council. The motion carried unanimously.

7. New Business

A. 2015 Comprehensive Plan Update Goals and Policies – Introduction and Land Use Element

Planning Director Thomas presented a draft of the 2015 Comprehensive Plan Goals and Policies, Introduction and Land Use Element. She added that the EIS will likely create new goals and policies in the Land Use Element, as well as a hybrid land use map.

B. Recap of City Council DEIS Briefing

Ms. Thomas requested an amendment to the meeting agenda to include a recap of the DEIS presentation she gave to City Council the previous evening. It was moved and seconded (*Williams – Winn*) to amend the agenda as requested. The motion carried unanimously.

Ms. Thomas and Ms. Shakra recapped the September 1, 2015, Council of the Whole presentation, including the DEIS findings, proposed alternative land use maps, and the options for selecting and adopting them.

8. Presentation

None

9. Adjournment

It was moved and seconded (*Winn – Williams*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 9:30 p.m.

**CITY OF DUVALL
COUNCIL MEETING
September 15, 2015
7:00 P.M. – Riverview Educational Service Center
15510 – 1st Ave NE**

Committee of the Whole: 5:00 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:03 P.M.

Roll Call: Gary Gill, Becky Nixon, Jason Walker, Amy Ockerlander,
Dianne Brudnicki, Leroy Collinwood, Scott Thomas

Staff Present: Matthew Morton, Dean Rohla, Steve Leniszewski, Lara Thomas, Jodi
Wycoff, Chief Carey Hert, Fire Chief David Burke

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll in the amount of \$240,737.18; and Claims in the amount of \$536,032.05; Under Scheduled Items add: Councilmember Ockerlander and Councilmember Nixon.

II. Adoption of Council Agenda:

It was moved and seconded (Nixon-Brudnicki) to adopt the 9/15/15 Council Agenda. The motion carried (7 ayes).

III. Approval of Consent Agenda:

It was moved and seconded (Nixon-Walker) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 9/1/15; Payroll Checks #22522-22526 and #22542-22551 in the amount of \$240,737.18 including an EFT in the amount of \$37,349.91; Claims Checks #22553-22642, #22527-22541, and #22552 in the amount of \$536,032.05 including an EFT in the amount of \$13,758.20. The motion carried (7 ayes).

IV. Comments from the Audience:

Ann Marie Gill, representing Duvall Chamber of Commerce, said that the Chamber is holding their “Best of Duvall” campaign right now. All are welcome and encouraged to vote online for their favorite business in three categories: “Favorite Non-Profit”, “Best Customer Service” and “Best Beauty, Health & Wellness”. Ms. Gill gave updates on upcoming Chamber events including the October 1st general meeting, the Rojo Mexican Fresh ribbon cutting on October 3rd, the “Get Involved in Duvall” event on October 10th, the retirement party for Dr. Grimm at Duvall Advanced Family Eyecare on October 22nd, and the Annual Trick or Treat Event on October 31st.

V. **Scheduled Items:**

1. Mayor:

Mayor Ibershof reported that he attended the Snoqualmie City Council meeting last night to officially present them with the artwork that was presented to their Mayor and City Administrator at Duvall's last meeting. Mayor Ibershof also said that he attended meetings with Sno Valley North Little League and Sno Valley Youth Soccer Association to discuss the Big Rock Ball Fields project. Both confirmed their interest and their commitment to helping make that project happen. Lastly, Mayor Ibershof said that he would like to schedule a ribbon cutting ceremony for the Coe Clemons Creek/SR203 project once it is complete and invite members from the various County and State entities that helped with the project.

2. Council:

Councilmember Amy Ockerlander reported that the Washington State Emergency Management Council cancelled their last meeting due to the wild fires. Councilmember Ockerlander gave an update on the Eastside Transportation Partnership meeting she attended and she will bring an update to the next Council meeting on the Roads and Bridges Taskforce meeting she will attend tomorrow. Lastly, Councilmember Ockerlander reminded Council and staff about the Advanced Transportation Technologies Conference on October 9th.

Councilmember Becky Nixon thanked everyone involved in organizing the Art & Wine Walk that happened this past weekend. It was a great event that was well attended. Councilmember Nixon also reminded everyone about the Senior Center's Valley of the Moon Auction on October 17th.

3. City Administrator:

Matthew Morton, City Administrator, said that he is looking forward to the first monthly all city staff meeting which is this Thursday morning. Mr. Morton handed out and reviewed a document showing Duvall's Core Values which will be discussed at the meeting.

4. King County Fire District 45:

David Burke, Fire Chief, reported that this past summer was among the busiest ever in their 55 year history and they are on track to reach or exceed their all-time annual call record. Chief Burke said that the District has sent four units to the Eastern Washington fires. Chief Burke reported that they will have a new employee starting mid-October and they will begin their volunteer campaign soon. The District is at an all-time low for volunteer staff right now. Chief Burke said the District is working on their 2016 budget. Lastly, Chief Burke said that they will be expanding their CPR program to include a card certified program as well.

5. 2015 Estimated Revenue Report:

Dean Rohla, Finance Director, handed out and reviewed a presentation showing estimated revenues for 2015. Based on current numbers, the total revenues in the general fund will be approximately \$13,500 below budget. Mr. Rohla then reviewed each fund and answered questions from Council.

6. Draft Environmental Impact Statement: Discussion on preferred land use alternative process:

Lara Thomas, Planning Director, gave a presentation which reviewed the draft agenda for the September 29, 2015 special meeting. The goal of that meeting will be to decide on a Future Land Use Map. Ms. Thomas asked Council to review the Draft Environmental Impact Statement that was given to them at a previous meeting in preparation for this meeting.

VI. Presentation: None

VII. Public Hearing: Transportation Benefit District

7:42 PM: The Public Hearing was opened.

There were no public comments.

7:43PM: The Public Hearing was closed.

VIII. New Business:

1. (AB15-63) Approve Resolution #15-15 supporting the formation of the Snoqualmie Valley Watershed Improvement District.

It was moved and seconded (Ockerlander-Nixon) to approve Resolution #15-15 supporting the formation of the Snoqualmie Valley Watershed Improvement District. The motion carried (7 ayes).

2. (AB15-64) Approve and Authorize the Mayor to sign an Interlocal Agreement with Washington Cities Insurance Authority (WCIA).

Matthew Morton, City Administrator, said that this Interlocal Agreement (ILA) is the first step in the process to switching insurance service to WCIA. It shows Duvall's commitment to sign with them. This ILA will be on the October 6th agenda for approval.

3. (AB15-66) Approve and Authorize the Mayor to sign Interlocal Agreement with City of Redmond for dispatch services.

Carey Hert, Police Chief, said that this is essentially the same Interlocal Agreement (ILA) that we have had with Redmond in the past. The only change is to contract amount – an increase of approximately \$1,700 for 2016 and \$3,300 for 2017 from our current 2015 contract amount. Chief Hert said that the draft ILA is being reviewed by City of Redmond right now and will be brought back to Council for approval once it is approved by Redmond.

4. (AB15-67) Approve job description and pay scale for a Public Support Officer.

Carey Hert, Police Chief, said this is the first review of this job description and reported on the history of why this position is being created. In the past the Police Department employed a Records Manager Position, primarily responsible for care and maintenance of all police records. The position was eliminated in 2012 due to budget shortfalls and since

then, the Records Clerk has been held accountable for not only her assigned duties and tasks, but has all had to assume tasks that were previously being performed by the records manager. Chief Hert said the Public Support Officer will be able to assist the Clerk as well as their fellow patrol officers which should have a high impact on the efficiencies of the whole department. This item will be brought back to the October 6th Council meeting for approval.

5. (AB15-68) Approve and authorize the Mayor to apply for a new Aquatic Lands Lease for a public boat ramp.

It was moved and seconded (Nixon-Thomas) to approve and authorize the Mayor to apply for a new Aquatic Lands Lease for a public boat ramp.

Matthew Morton, City Administrator, said that this lease is for continued use of the Taylor Landing boat ramp. Based on the information received to this point, it does not appear that there is any cost except for the \$150 application renewal fee.

The motion carried (7 ayes).

IX. Unfinished Business:

1. (AB15-61) Adopt Ordinance #1185 amending Ordinance #1178 adopting the budget for the fiscal year 2015 for the purpose of accounting for adjustments to revenues and expenditures. *It was moved and seconded (Collinwood-Brudnicki) to adopt Ordinance #1185 amending Ordinance #1178 adopting the budget for the fiscal year 2015 for the purpose of accounting for adjustments to revenues and expenditures. The motion carried (7 ayes).*

2. (AB15-65) Approve Resolution #15-16 adopting the Duvall Watershed Plan.

It was moved and seconded (Brudnicki-Nixon) to approve Resolution #15-16 adopting the Duvall Watershed Plan.

Councilmember Walker requested additional information regarding policy language for sidewalk improvements located in Chapter 6 of the Watershed Plan.

It was moved and seconded (Ockerlander-Nixon) to table this item to the end of Unfinished Business.

The motion to table carried (7 ayes).

3. (AB15-54) Adopt Ordinance #1186 amending the Duvall Municipal Code to enact a new Chapter 8.14 entitle Duvall Transportation Benefit District, establishing a Transportation Benefit District, specifying the boundaries for the Transportation Benefit District, and specifying that funds generated by the District must be used for the improvement, maintenance, preservation, protection, and operation of existing transportation improvements.

It was moved and seconded (Nixon-Ockerlander) to adopt Ordinance #1186 amending the Duvall Municipal Code to enact a new Chapter 8.14 entitle Duvall Transportation Benefit District, establishing a Transportation Benefit District, specifying the boundaries for the Transportation Benefit District, and specifying that funds generated by the District must be used for the improvement, maintenance, preservation, protection, and operation of existing transportation improvements. The motion carried (5 ayes, 2 nays-Thomas, Gill).

4. (AB15-60) Approve and authorize the Mayor to direct staff to accept the RCO grant of \$500,000 and proceed with a budget amendment allowing the use of funds and obtaining a consultant to design and provide construction documents for the Big Rock Ballfields Reconstruction Project.

It was moved and seconded (Nixon-Thomas) to approve and authorize the Mayor to direct staff to accept the RCO grant of \$500,000 and proceed with a budget amendment allowing the use of funds and obtaining a consultant to design and provide construction documents for the Big Rock Ballfields Reconstruction Project. The motion carried (7 ayes).

2. (AB15-65) Approve Resolution #15-16 adopting the Duvall Watershed Plan. (This item was previously tabled.)

Lara Thomas, Planning Director, reviewed the language in Chapter 6 of the Watershed Plan regarding sidewalk improvements.

The original motion to approve Resolution #15-16 adopting the Duvall Watershed Plan carried (5 ayes, 2 nays – Thomas, Nixon).

X. Adjournment:

It was moved and seconded (Ockerlander-Nixon) to adjourn the meeting. The meeting adjourned at 8:52 P.M.

Signed _____
Mayor Ibershof

Attest _____
Jodi Wycoff, City Clerk



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Meeting Minutes City of Duvall Planning Commission

Date: September 16, 2015

Time: 7:00 pm

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

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

Commissioners Absent: Ryan Deason

Others Present: Lara Thomas, Planning Director, 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 p.m.

2. Announcements

- A. Ms. Thomas announced that the 2015 City of Duvall Watershed Plan was approved by City Council last night, five-to-two.
- B. Ms. Thomas gave a brief recap of the Planning Directors Conference she attended in Chelan last week.
- C. Ms. Thomas also gave a brief recap of the Master Builders Association Housing Summit she attended on Tuesday.
- D. Ms. Thomas announced that the City's 2016 budget will be presented in the next few weeks.

3. Approval of Minutes

Approval of the minutes from September 2, 2015, will be held over until the next meeting.

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

None

5. Public Hearing

None

6. New Business

- A. 2015 Comprehensive Plan Update – Housing and Parks and Recreation Elements – Goals and Policies

Ms. Thomas reviewed demographic conditions for Duvall and discussed the goals and policies for both the Housing and Parks and Recreation elements. She tasked the planning commissioners with providing comments on the policies by the next meeting.

B. 2015 Draft Environmental Impact Statement (DEIS) – Draft Agenda and Process Memo

Ms. Thomas reviewed the approach to the September 29 DEIS City Council and Planning Commission workshop, including a sample exercise of the voting process and next steps in adopting the Future Land Use Map. She also took questions from the commissioners.

C. Land Use Committee Low-Impact Development (LID) Tour Presentation

Ms. Thomas, with assistance from Commissioner Winn, gave a brief PowerPoint presentation on the Land Use Committee's LID driving tour.

7. Unfinished Business

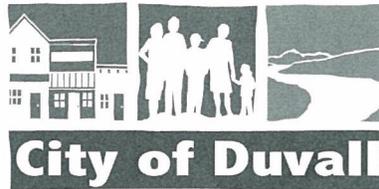
None

8. Presentation

None

9. Adjournment

It was moved and seconded (*Williams – Winn*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 9:11 p.m.



Small Town. Real Life.

Joint Workshop Minutes City of Duvall Planning Commission and City Council

Date: September 29, 2015

Time: 6:00 pm

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

Commissioners Present: Ronn Mercer (Chair), Margie Coy, Jim Deal, and Veronika Williams

Commissioners Absent: Ryan Deason, Eric Preston, and Dick Winn

Councilmembers Present: Will Ibershof (Mayor), Leroy Collinwood, Gary Gill, Becky Nixon, Amy Ockerlander, Scott Thomas, and Jason Walker

Councilmembers Absent: Dianne Brudnicki

Others Present: Lara Thomas, Planning Director; Boyd Benson, City Engineer; Matthew Morton, City Administrator; Reema Shakra, Planning Associate, ESA; and Anne Wright-Cunniff, Administrative Assistant

The workshop followed a half-hour budget presentation to City Council.

1. Call to Order – Flag Salute

The Planning Commission/City Council workshop was called to order by Commissioner Mercer at 6:09 p.m.

2. Announcements

Staff had no announcements to share.

3. Approval of Minutes

Approval of the minutes from September 2 and September 16, 2015, will be held over until the next meeting.

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

None

5. Public Hearing

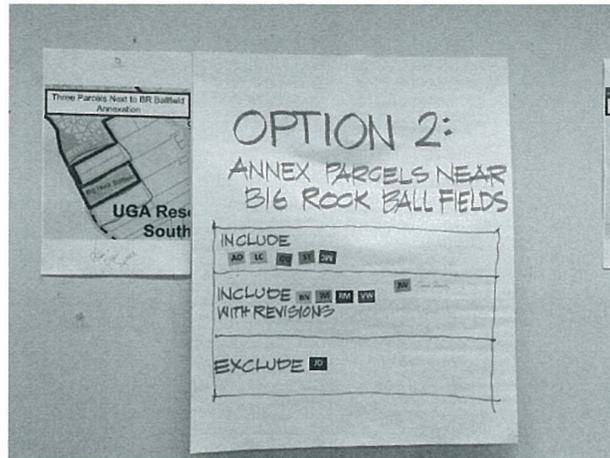
None

6. New Business

Discussion and Vote for New Comprehensive Plan Preferred Future Land Use Map (FLUM)

Ms. Thomas and Ms. Shakra gave a presentation of the Land Use Map Alternatives, briefly shared public feedback (all public comments were included in a packet to the participants), and asked the group to choose a consensus. (The commissioners and councilmembers agreed on a simple majority [six or more].)

Following the overview and discussion, the commissioners and councilmembers voted on eight different FLUM revisions. Voting was conducted by placing personalized stickers on one of three options under each revision: include, include with revisions, and exclude.



The results of the voting are as follows:

		Include	Include w/ Revisions	Exclude	Comments
1	Annexation of Riverview School District (RSD) property	10			
2	Annexation of three parcels next to ballfield	4	6	1	Revision: park zoning designation
3	Annexation of Southwest Urban Growth Area (SW UGA)	11			
4	Annexation of North Urban Growth Area (NUGA)	7	4		Revision: review net versus gross density
5	Annexation of Urban Growth Area Reserve (UGAR) - North		2	9	Revision: keep usable west portion
6	Annexation of UGAR - South	3		8	
7	Annexation of "South Urban Growth Area" (SUGA)	8	3		Revisions: possibly extend Commercial designation up Big Rock Road and balance total area with Option 5
8	Create new land use designations (Residential [R20] and Parks and Open Space [PO]) - update other designations within the city	6	5		Revision: flexible R20 zoning to include 14-20 units per acre

7. Unfinished Business

None

8. Presentation

None

9. Adjournment

Commissioner Mercer adjourned the workshop at 9:11 p.m.

**-CITY OF DUVALL
COUNCIL MEETING
October 6, 2015
7:00 P.M. – Riverview Educational Service Center
15510 – 1st Ave NE**

Committee of the Whole: 5:00 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:00 P.M.

Roll Call: Gary Gill, Becky Nixon, Amy Ockerlander, Dianne Brudnicki, Leroy Collinwood, Scott Thomas (absent: Jason Walker)

Staff Present: Matthew Morton, Dean Rohla, Steve Leniszewski, Lara Thomas, Jodi Wycoff

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll in the amount of \$362,966.23; and Claims in the amount of \$179,341.53; Under Scheduled Items add: Councilmember Ockerlander, Councilmember Thomas, and Councilmember Collinwood. *It was moved and seconded (Nixon-Brudnicki) to move Scheduled Items #4 and #5 to New Business #4 and #5. The motion carried (6 ayes).*

II. Adoption of Council Agenda:

It was moved and seconded (Ockerlander-Brudnicki) to adopt the 10/06/15 Council Agenda. The motion carried (6 ayes).

III. Approval of Consent Agenda:

It was moved and seconded (Ockerlander-Brudnicki) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 9/15/15; Payroll Checks #22643-22646, #22651-22653, 22655-22658 and #22659-22668 in the amount of \$362,966.23 including two EFTs in the amount of \$72,201.30; Claims Checks #22669-22765, #22647, #22557, #22654, and #22648-22650 in the amount of \$179,341.53. The motion carried (6 ayes).

IV. Comments from the Audience:

Bill Falcon, representing Duvall Chamber of Commerce, thanked Councilmember Gill and City Administrator, Matthew Morton, for attending the ribbon cutting for Rojo's and Mr. Morton and Kass Holdemen, Community Coordinator for attending the latest Chamber meeting. Mr. Falcon also announced three upcoming Chamber events. The Get Involved in Duvall event will be held on Saturday, October 10th from 10:00 a.m. to 3:00 p.m. at the Duvall Visitor Center. There will be an open house celebration to welcome Dr. Low and say farewell to the Dr.s' Grimm at their office on October 20th from 2:00

p.m. to 6:00 p.m. Lastly, the Annual Trick or Treat Event will be on Saturday, October 31st from 3:00 p.m. to 6:00 p.m.

V. Scheduled Items:

1. Mayor:

Mayor Ibershof reported that he has spoken with Riverview School District about their interest in the Lake Washington Technical College property that is for sale. The District is interested in purchasing the property for a future elementary or middle school.

2. Council:

Councilmember Amy Ockerlander reminded Council and staff about the Advanced Transportation Technologies Conference this Friday, October 9th. Councilmember Ockerlander also reported on the Roads and Bridges Taskforce and the Snoqualmie Valley Governments Association meetings she attended. Lastly, Councilmember Ockerlander said that she will be speaking at Leadership Eastside Transportation and Economy Forum this Thursday.

Councilmember Scott Thomas handed out and reviewed a proposal from the Duvall Visitor Center Coalition to keep the DVC open for 2016. The proposal also included a three to five year option. Councilmember Thomas said that Council will need to discuss the options and make a decision soon.

Councilmember Leroy Collinwood encouraged everyone to attend an Art Show at the Northwest Art Center on Saturday, October 17th from 5:00 p.m. to 9:00 p.m. The Art Show is being put on by Duvall Creative Arts Guild.

3. City Administrator:

Matthew Morton, City Administrator, said that he will put his reports in this week's bi-monthly report to Council.

VI. Presentation: *None*

VII. Public Hearing: *None*

VIII. New Business:

1. (AB15-69) Confirm Mayor Ibershof's appointment of Blake Parker to the Duvall Library Board, Position #1, a term ending 12/31/17.

It was moved and seconded (Nixon-Ockerlander) to confirm Mayor Ibershof's appointment of Blake Parker to the Duvall Library Board, Position #1, a term ending 12/31/17. The motion carried (6 ayes).

2. (AB15-70) Confirm Mayor Ibershof's appointment of Lisa Labossiere to the Duvall Library Board, Position #3, a term ending 12/31/17.

It was moved and seconded (Collinwood-Ockerlander) to confirm Mayor Ibershof's appointment of Lisa Labossiere to the Duvall Library Board, Position #3, a term ending 12/31/17. The motion carried (6 ayes).

3. (AB15-71) Confirm Mayor Ibershof's appointment of Vivienne McClendon to the Duvall Library Board, Position #5, a term ending 12/31/16.

It was moved and seconded (Nixon-Ockerlander) to confirm Mayor Ibershof's appointment of Vivienne McClendon to the Duvall Library Board, Position #5, a term ending 12/31/16. The motion carried (6 ayes).

4. Comprehensive Plan Goals & Policies – Chapter 1: Introduction and Chapter 3: Housing Element

Lara Thomas, Planning Director, gave a presentation reviewing Chapter 1: Introduction and Chapter 3: Housing Element of the 2015 Comprehensive Plan Update. Ms. Thomas said that additional chapters from the Comprehensive Plan will be presented at future Council meetings for review.

5. Land Use Committee – Report on Land Use Tour

Councilmember Leroy Collinwood gave a presentation showing pictures from the tour that the Land Use Committee took recently. The pictures were of the various types of land use options that other cities have implemented including unique storm water systems and different types of housing.

IX. Unfinished Business:

1. (AB15-72) Provide Staff Final Direction on Future Land Use Map.

Lara Thomas, Planning Director, gave a presentation reviewing the highlights of the Future Land Use Map that was created using the information gathered during the special meeting in September. Ms. Thomas said that staff and the consultant want to clarify Council's intent regarding the South Urban Growth Area Reserve. Council agreed that the intent was to approve the Future Land Use Map as drafted without pre-designating the South Urban Growth Area Reserve.

It was moved and seconded (Brudnicki-Ockerlander) to provide Staff Final Direction on Future Land Use Map as drafted. The motion carried (5 ayes, 1 nay-Thomas).

2. (AB15-64) Approve and Authorize the Mayor to sign an Interlocal Agreement with Washington Cities Insurance Authority (WCIA).

It was moved and seconded (Nixon-Brudnicki) to approve and authorize the Mayor to sign an Interlocal Agreement with Washington Cities Insurance Authority (WCIA). The motion to table carried (6 ayes).

X. **Adjournment:**

It was moved and seconded (Ockerlander-Thomas) to adjourn the meeting. The meeting adjourned at 8:16 P.M.

Signed _____
Mayor Ibershof

Attest _____
Jodi Wycoff, City Clerk



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Meeting Minutes City of Duvall Planning Commission

Date: October 7, 2015

Time: 7:00 pm

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

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

Commissioners Absent: Ryan Deason

Others Present: Anne Wright-Cunniff, Administrative Assistant, and Matthew Morton, City Administrator

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Mercer at 7:04 p.m.

2. Announcements

- A. Ms. Wright-Cunniff announced that there will be a special meeting to present the Transportation and Capital Facilities goals and policies for the 2015 Comprehensive Plan on October 14, outside of the regular Planning Commission schedule. She also asked which commissioners would be present. Four confirmed they could attend.
- B. Ms. Wright-Cunniff asked the commissioners if any of them were experiencing issues accessing their email. She advised them to contact our IT rep, Andy Latham, directly if they are.
- C. Mr. Morton explained the new commissioner reappointment process. When a commissioner's term expires, they are required to submit a new application for the position. The position will also be advertised to the public.

3. Approval of Minutes

Approval of the minutes from September 2, September 16, and September 29, 2015, will be held over until the next meeting.

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

None

5. Public Hearing

None

6. New Business

- A. Future Land Use Map (FLUM) – Final Recommendation

Ms. Wright-Cunniff and Mr. Morton presented the final FLUM based on the decisions made at the September 29 joint workshop. It was moved and seconded (*Winn – Williams*) to recommend approval of the proposed FLUM to City Council. The motion carried unanimously.

B. Conversation with the City Administrator

Mr. Morton introduced himself to the commissioners and talked briefly about economic development in Duvall and the 2016 budget and took questions from the commissioners. He also mentioned that the Big Rock Ballfields could see an upgrade to artificial turf (possibly made from recycled sneakers) as early as 2016.

7. Unfinished Business

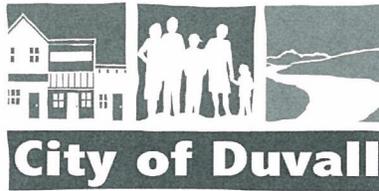
None

8. Presentation

None

9. Adjournment

It was moved and seconded (*Williams – Deal*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:00 p.m.



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission

Date: October 14, 2015

Time: 7:00 pm

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

Commissioners Present: Dick Winn (Acting Chair), Margie Coy, Jim Deal, Ryan Deason, Eric Preston (arrived late), and Veronika Williams

Commissioners Absent: Ronn Mercer

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

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Winn at 7:05 pm.

2. Announcements

- A. Ms. Thomas introduced the commission to the city's new senior planner, Troy Davis.
- B. Ms. Thomas briefly discussed the agenda items for next week's meeting: zoning code amendments (R20 and Parks and Open Spaces), net versus gross density, and a Shoreline Master Program update.

3. Approval of Minutes

It was moved and seconded (*Deal – Williams*) to approve the planning commission meeting minutes from September 2. The motion carried unanimously.

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

None

5. Public Hearing

None

6. New Business

2015 Comprehensive Plan Update – Capital Facilities and Transportation Elements

Mr. Benson introduced the commissioners to the updates to the Capital Facilities and Transportation Elements for the 2015 Comprehensive Plan Update. He reviewed the goals and policies within the elements and took questions from the commissioners.

7. Unfinished Business

None

8. Presentation

None

9. Adjournment

It was moved and seconded (*Williams – Deal*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:17 p.m.

**CITY OF DUVALL
COUNCIL MEETING
October 20, 2015
7:00 P.M. – Riverview Educational Service Center
15510 – 1st Ave NE**

Committee of the Whole: 5:00 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:05 P.M.

Roll Call: Gary Gill, Becky Nixon, Amy Ockerlander, Dianne Brudnicki,
Leroy Collinwood, Scott Thomas, Jason Walker

Staff Present: Matthew Morton, Dean Rohla, Steve Leniszewski, Lara Thomas, Boyd
Benson, Kass Holdeman, Jodi Wycoff, City Attorney Rachel Turpin, King
County 45 Fire Chief David Burke

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll in the amount of \$147,342.85; and Claims in the amount of \$282,268.98; Under Scheduled Items add: Councilmember Ockerlander, Councilmember Nixon, and Councilmember Walker.

II. Adoption of Council Agenda:

It was moved and seconded (Nixon-Ockerlander) to adopt the 10/20/15 Council Agenda. The motion carried (7 ayes).

III. Approval of Consent Agenda:

It was moved and seconded (Ockerlander-Walker) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 10/06/15; Payroll Checks #22779, #22869-22871, and #22766 in the amount of \$147,342.85 including an EFT in the amount of \$43,065.78; Claims Checks #22780-22868, #22643, and #22767-22778 in the amount of \$282,268.98 including two EFTs in the amount of \$16,694.96. The motion carried (7 ayes).

IV. Comments from the Audience:

Jeff Wolf, representing Duvall Chamber of Commerce, announced that the Annual Trick or Treat Event will be on Saturday, October 31st from 3:00 p.m. to 6:00 p.m. throughout Duvall. Mr. Wolf also said that the next Chamber meeting is on Thursday, November 5th at the Duvall Visitor Center. Lastly, Mr. Wolf thanked Councilmember Gill and City Administrator Morton for attending the ribbon cutting ceremony for Rojo's.

Veronika Williams, representing Duvall Foundation of the Arts, announced that the 2nd Annual Hoedown is on Saturday, November 7th at Christel Haven Farms from 6:00 p.m.

to 9:00 p.m. Ms. Williams said this is a family friendly event and admission includes dinner and dancing.

V. Presentation: KC Metro Alternative Services Update

Debbie Jaksich, Program Manager, and Anne Bruskland, Strategic Planner, gave a presentation about the Metro Alternative Services Program. Ms. Jaksich reviewed the background of the program and explained that Duvall is the pilot city for the community van program. Ms. Bruskland reviewed the results from a survey they conducted with Duvall citizens. Ms. Bruskland also reviewed the different facets of the community van program including having a community hub, a few kiosks in town with program information and employing a part time transportation coordinator to promote and manage the community van program. There will be two vans, one of which will be handicap accessible. The idea behind the van is to give riders another option to share rides with others for things like doctor appointments or shopping trips without having to rely on bus service that may not go to certain locations or have a schedule that accommodates mid-day trips. Another benefit is that the community van will be able to cross county lines without the need for transfers. Ms. Bruskland then reviewed what the County would provide and what they are looking for the City to provide for the community van program and what the next steps are, which include developing partnership contracts and hiring the transportation coordinator. Ms. Jaksich and Ms. Bruskland then answered questions from Council.

VI. Scheduled Items:

1. Mayor:

Mayor Ibershof had no report.

2. Council:

Councilmember Amy Ockerlander reported on the recent Roads and Bridges Taskforce meeting and the Sound Cities Association (SCA) Public Issues Committee meetings she attended. Councilmember Ockerlander said that the SCA networking dinner on October 28th is combined with an Association of Washington Cities meeting. Lastly, Councilmember Ockerlander said that she is hosting a table at the November 9th Leadership Eastside event where they will be launching a civic incubator as part of their ten year strategic plan.

Councilmember Becky Nixon reported that she attended the Sno Valley Senior Center's Valley of the Moon Auction where they were able to raise \$27,000 net. Councilmember Nixon also said she attended the farewell celebration for Drs Grimm of Advanced Family Eyecare and met Dr. Lowe who is taking over the practice.

Councilmember Jason Walker handed out and reviewed a flyer about upcoming events and workshops presented by SnoValleyUnited as well as sponsorship opportunities for the organization. SnoValleyUnited was selected by University of Washington for an impact service corp project and a group of MBA students will spend ten weeks this winter developing a brand and marketing plan for the Snoqualmie River Valley. Lastly, Councilmember Walker invited everyone to attend the 2nd Annual Heart of the Valley Gala on February 6, 2016 presented by Snoqualmie Valley Community Network where he is hosting a table.

3. City Administrator:

Matthew Morton, City Administrator, said that the second all staff meeting was last Thursday where he handed out and asked each employee to answer three questions: 1. Where do you see yourself in 5 years and/or what do you want or expect from the City as an employer? What are your goals? 2. What is going great in your Department? What could be done better? 3. In thinking about the City at large, what do you think should happen? Mr. Morton said that he attended a Washington Cities Insurance Authority board meeting as well as a meeting with Riverview School District to discuss the School Resource Officer agreement.

4. King County Fire District #45

Chief David Burke reviewed this month's calls. Firefighter Ansel is back on full duty after suffering an injury last year and the District recently hired a new firefighter. Chief Burke stated that he presented the draft 2016 budget to the board this month. There are long term concerns with regards to tax levies. As a junior taxing district, the fire department could potentially lose some funding as senior taxing districts come in. Chief Burke announced that they have begun their volunteer recruiting campaign. October is Fire Prevention Month with a national message of "Hear the beep where you sleep" with regards to fire/smoke alarm safety. Chief Burke reminded everyone to change the batteries in the smoke alarms the same time they change their set their clocks back next weekend.

5. 2015 Comp Plan Amendments: Draft Transportation & Capital Facilities Elements

Boyd Benson, City Engineer, gave a presentation reviewing the updates to the Transportation and Capital Facilities elements. Mr. Benson explained that the approach to the updates is quite different than in the past. The new approach is a more efficient, user friendly, and is more in line with what other jurisdictions are doing. Part of the new approach was taking out maps, tables and other technical back up documents because they are available in the other management plans that the City keeps. Mr. Benson then answered questions from Council.

6. Net vs. Gross Density

Lara Thomas, Planning Director, said that Council directed staff to start looking at net versus gross density as part of the 2015 Comprehensive Plan Update and Watershed Plan process. Ms. Thomas reviewed the staff memo that was in the packets and gave a presentation which reviewed existing gross density standards, the issues that should be considered as part of the evaluation, and what needs to be evaluated if the City looks at policy changes. Ms. Thomas said that there will be discussions with the Planning Commission, Land Use Committee and future Council meetings. The goal of the discussions is to determine if Planning Commission and Council want to include a goal to evaluate net versus gross density in the Comprehensive Plan Update.

7. Shoreline Master Program Update

Lara Thomas, Planning Director, handed out and reviewed a memo and matrix showing comments received by Department of Ecology (DOE) October 2nd regarding the Shoreline Master Program (SMP) update. Ms. Thomas said she will be meeting with

DOE soon to go over the comments but that there are some items that Duvall will likely have to consider revising. Planning will report to Council after the DOE meeting.

**VII. Public Hearing: Revenue sources for the 2016 Budget, including consideration of possible increases in Property Tax Revenue
(continued from September 29, 2015 meeting)**

8:47 PM: The Public Hearing was opened.

Dean Rohla, Finance Director, gave a presentation showing the projected revenues for 2016.

There were no public comments.

8:54 PM: The Public Hearing was closed.

VIII. New Business: 1. (AB15-74) Resolution appointing an Interim Chief Law Enforcement Officer.

Matthew Morton, City Administrator, explained that the State requires that code cities have an appointed Chief Law Enforcement Officer. Mr. Morton said that because he is working directly with the Sergeants to run the day-to-day operations of the police department, it only makes sense to appoint the Mayor to the position. This item will be brought back to Council for approval at the November 3rd meeting.

IX. Unfinished Business: 1. (AB15-66) Approve and Authorize the Mayor to sign Interlocal Agreement with City of Redmond for dispatch services.

It was moved and seconded (Collinwood-Nixon) to approve and authorize the Mayor to sign Interlocal Agreement with City of Redmond for dispatch services. The motion carried (7 ayes).

X. Adjournment:

It was moved and seconded (Walker-Ockerlander) to adjourn the meeting. The meeting adjourned at 9:12 P.M.

Signed _____
Mayor Ibershof

Attest _____
Jodi Wycoff, City Clerk



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Meeting Minutes City of Duvall Planning Commission

Date: October 21, 2015

Time: 7:00 pm

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

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

Commissioners Absent: None

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 7:13 pm.

2. Announcements

A. Ms. Thomas announced that the Comprehensive Plan adoption has been slowed by the Shoreline Master Program (SMP). The State Department of Ecology has provided new comments that need to be addressed by staff before the SMP can be adopted.

Subsequently, the SMP needs to be approved before the Comp Plan can be adopted.

B. Ms. Thomas announced that she will give a brief recap of her budget presentation from last night's City Council meeting.

C. Ms. Thomas requested that the first item on the agenda (Item A: 2015 Zoning Code Amendments) be stricken.

3. Approval of Minutes

It was moved and seconded (*Deal – Williams*) to approve the planning commission meeting minutes from September 16. The motion carried unanimously.

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

None

5. Public Hearing

None

6. New Business

A. 2015 Zoning Code Amendments

It was moved and seconded (*Williams – Preston*) to remove Item A: 2015 Zoning Code Amendments from tonight's Planning Commission agenda. The motion carried unanimously.

B. Net Versus Gross Density Memorandum

Because of a directive from City Council and the Planning Commission during the September 29 Future Land Use workshop, Ms. Thomas gave a presentation and led a discussion regarding the benefits and disadvantages of gross density and net density calculations. A change to net density could impact development, growth, and finance and would require code and comprehensive plan updates. Due to cost implications, a change to density calculation could be more of a two- to three-year goal.

C. Shoreline Master Program (SMP) Memorandum

Ms. Thomas elaborated on her announcement regarding the SMP update. The Department of Ecology has provided new comments that require further review and result in a subsequent delay in adoption.

D. SEUGA Parks and Open Space Pre-designation

During the September 29 Future Land Use workshop, City Council and the Planning Commission voted to pre-designate the parcel immediately southeast of the Big Rock Ballfields as Parks and Open Space based on comments from the public hearing held on September 2. Ms. Thomas shared a memo from the landowner's attorney, Nate Veranth, requesting that the parcel be pre-designated as R4-R4.5 instead. Ms. Thomas conducted an informal poll of the commissioners to see if they support this change, and the consensus was "yes." Ms. Thomas also added that the City can't legally pre-zone the property as Public Facilities.

E. 2016 Proposed Planning Budget

Ms. Thomas gave a brief presentation of the 2016 proposed Planning Department budget.

7. Unfinished Business

None

8. Presentation

None

9. Adjournment

It was moved and seconded (*Williams – Winn*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 9:02 p.m.

**CITY OF DUVALL
COUNCIL MEETING
November 3, 2015
7:00 P.M. – Riverview Educational Service Center
15510 – 1st Ave NE**

Committee of the Whole: 5:00 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:10 P.M.

Roll Call: Gary Gill, Becky Nixon, Amy Ockerlander, Dianne Brudnicki,
Leroy Collinwood, Scott Thomas, Jason Walker

Staff Present: Matthew Morton, Dean Rohla, Steve Leniszewski, Lara Thomas, Shaun
Tozer, Kass Holdeman, Jodi Wycoff, Snoqualmie IT Manager PJ
Rodriguez

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll in the amount of \$91,162.62; and Claims in the amount of \$344,447.29; Under Scheduled Items add: Councilmember Ockerlander.

II. Adoption of Council Agenda:

It was moved and seconded (Nixon-Ockerlander) to adopt the 11/03/15 Council Agenda. The motion carried (7 ayes).

III. Approval of Consent Agenda:

It was moved and seconded (Ockerlander-Brudnicki) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 10/20/15; Payroll Checks #22873-22875 in the amount of \$91,162.62 including an EFT in the amount of \$87,538.26; Claims Checks #22872 and #22876-22894 in the amount of \$344,447.29 including an EFT in the amount of \$1,630.88. The motion carried (7 ayes).

IV. Comments from the Audience:

Nate Veranth, attorney representing Duvall resident, said that his client owns property in Duvall's Southeast Urban Growth Area and is interested in dedicating a portion of his parcel to Duvall an expansion of Big Rock Ball Fields if it is ever annexed. Mr. Veranth said they would like Council to consider changing the pre-designation zoning on the parcel from Public Facility to R4 (residential four units per acre). Mr. Veranth said they understand that the property would not be annexed unless the City was satisfied with any pre-annexation agreement.

V. Presentation: None

VI. Scheduled Items:

1. Mayor:

Mayor Ibershof said that the steps to become a Tree City USA are being completed. One step that has to be done is the City must plant a tree and make a declaration for Arbor Day. The Mayor is hoping to do this during the Annual Tree Lighting Event on December 4th. Mayor Ibershof reported on the North End Mayor's meeting he attended as well as a meeting with Duvall Visitor Center stakeholders to discuss future lease options. One issue that must be resolved with the Duvall Visitor Center is an emergency exit for the upstairs. The Mayor asked Council if they wanted staff to get estimates for the costs of the improvements needed. Council agreed.

2. Council:

Councilmember Amy Ockerlander reported on the recent Association of Washington Cities (AWC) Ad-Hoc Municipal Finance Committee meeting and the King County Roads and Bridges Taskforce meeting she attended. Councilmember Ockerlander reminded everyone of the upcoming Sound Cities Association (SCA) networking dinner and also reminded Council that if they want to apply to be a SCA committee member, the deadline is November 12th. Councilmember Ockerlander said that she will be attending the SCA Public Issues Committee meeting next week as well as an Eastside Transportation Partnership meeting. Lastly, Councilmember Ockerlander reminded everyone about the Leadership Eastside luncheon coming up.

3. City Administrator:

Matthew Morton, City Administrator, said that he submitted information that Council requested regarding levy options in the COW packet which will be discussed in a future meeting.

4. Coe Clemmons Creek Project Update

Steve Leniszewski, Public Works Director, introduced Shaun Tozer, Project Manager. Mr. Tozer gave an update on the Coe Clemmons Creek project which combines a full culvert replacement, which is a WSDOT project, and a sidewalk/street improvement projects, which Duvall is in charge of. Mr. Tozer said there have been delays; the project is on day 79 although the critical culvert work was done very quickly. Mr. Tozer gave an update on the various aspects of the project still to be completed including sidewalks, railings, and lighting.

5. Southeast Urban Growth Area – Public Facilities Pre Zone discussion

Lara Thomas, Planning Director, reviewed the Future Land Use Map (FLUM) that was approved by Council. Ms. Thomas said that the owner of one of the parcels in the Southeast Urban Growth Area (SEUGA) asked to explain why they wanted to request that their property be zoned back to R4 (4 residential units per acre) instead of Public Facility and met with the Land Use Committee to give that explanation. Ms. Thomas said the Land Use Committee is supportive of the request to zone the parcel R4 with the understanding that there would be a pre-annexation agreement and the City would not annex the property if the agreement was unsatisfactory. Ms. Thomas explained that Council has three options: 1. Maintain the FLUM as is; 2. Remove the parcel from the Urban Growth Area to become part of the Urban Growth Area Reserve; and 3. Pre-designate the parcel to R4 and work with the applicant on a pre-annexation agreement.

After further discussion, there was Council consensus to go with option 2. (*option 2 – Nixon, Ockerlander, Brudnicki, Walker; option 3 – Thomas, Collinwood; undecided – Gill*)

6. 2016 Budget Discussion

Dean Rohla, Finance Director, asked Council if they had any questions about the budget, in general, now that they have seen all of the departmental presentations. Council asked questions about and discussed the contingency fund balance, the Police Commander position, sales tax, the Big Rock Ball Park project, and the potential for future revenue including a Transportation Benefit District and Municipal Parks District. Mr. Rohla then reviewed a previous presentation about the budget, in general, including items that were removed from the 2016 budget and what the next steps are. The Finance Department will now make all of the changes to the proposed budget that have been discussed to create a tentative budget. The tentative budget will be discussed at the November 17th meeting with the goal of adopting the 2016 budget at the December 1st meeting.

VII. Public Hearing: 1st Public Hearing on the City of Duvall 2016 Budget

9:03 PM: The Public Hearing was opened.

There were no public comments.

9:04 PM: The Public Hearing was closed.

VIII. New Business:

1. (AB15-73) Approve Resolution waiving the competitive bidding requirements for purchase of water system meter reading equipment using sole source suppliers and authorizing purchase of the same.

Steve Leniszewski, Public Works Director, explained that the meter reading equipment currently used was originally purchased in 2002 and it is beginning to fail. The hardware is only produced by one manufacturer. Mr. Leniszewski then showed Council some of the equipment and explained how it works. This item will be brought back to the November 17th meeting for approval.

2. (AB15-75) Adopt Ordinance amending Duvall Municipal Code Section 9.04.110 - Sanitary Sewer Utility General Facilities Charge; and repealing Duvall Municipal Code Section 9.04.120 – Connection to City Owned Sanitary Sewer Lines.

Steve Leniszewski, Public Works Director, explained that the Sewer General Facilities Charge (GFC) is currently paid at final plat. The proposed Ordinance will move that payment to be made at the time of building permit which brings it in line with the collection of other fees. This item will be brought back to the November 17th meeting for approval.

3. (AB15-76) Approve and authorize the Mayor to enter into an Interlocal Agreement with Washington Cities Insurance Authority.

Matthew Morton, City Administrator, reviewed the documents were included in the Council meeting packet. Mr. Morton explained that this interlocal agreement is the final step to switching insurance carriers and, if approved, the coverage will begin on December 1, 2015. This item will be brought back to the November 17th meeting for approval.

4. (AB15-77) Adopt Ordinance fixing the amount of the Ad Valorem Property Tax Levy for the Year 2016.

Dean Rohla, Finance Director, said that the property tax Ordinance must be adopted every year. This item will be brought back to the November 17th meeting for approval.

IX. Unfinished Business:

1. (AB15-74) Approve Resolution #15-17 appointing an Interim Chief Law Enforcement Officer in compliance with the code city requirements of RCW 35A.12.020.

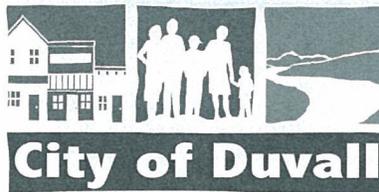
It was moved and seconded (Ockerlander-Nixon) to approve Resolution #15-17 appointing an Interim Chief Law Enforcement Officer in compliance with the code city requirements of RCW 35A.12.020. The motion carried (7 ayes).

X. Adjournment:

It was moved and seconded (Walker-Ockerlander) to adjourn the meeting. The meeting adjourned at 9:25 P.M.

Signed _____
Mayor Ibershof

Attest _____
Jodi Wycoff, City Clerk



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Meeting Minutes City of Duvall Planning Commission

Date: November 4, 2015

Time: 7:00 pm

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

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

Commissioners Absent: Ronn Mercer, 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 Winn at 7:07 pm.

2. Announcements

Ms. Thomas recounted the previous night's City Council discussion on the future of the Big Rock Ballfields. The city received a \$500 thousand grant from Washington State Recreation and Conservation Office (RCO) to upgrade the fields to synthetic turf. Ms. Thomas added that the project would also utilize \$900 thousand in park impact fees and a \$100 thousand verbal commitment from local sports organizations to fund it. City Council is weighing whether the city can afford to maintain a synthetic field and has not yet come to a decision on whether to move forward or not.

3. Approval of Minutes

It was moved and seconded (*Deal – Williams*) to approve the planning commission meeting minutes from September 29, October 7, and October 14. The motion carried unanimously.

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

Nate Veranth, attorney with Cherry Valley Law, spoke on behalf of his client, the owner of the parcel immediately southeast of Big Rock Ballfields. He and his client would like the planning commission to predesignate the parcel as Residential 4 Units/Acre (R4), rather than Parks and Open Space (as decided during the FLUM decision exercise). The landowner would like to dedicate a portion of the property to the city for park purposes.

5. Public Hearing

None

6. New Business

It was moved and seconded (Williams – Deal) to move Agenda Item A (Chevron Monument Sign – Design Review) behind Agenda Item B (SEUGA – FLUM Reconsideration) as it related to the announcement regarding the Big Rock Ballfields and Mr. Veranth’s comments.

A. Southeast Urban Growth Area – Future Land Use Map (FLUM) Reconsideration

Ms. Thomas addressed comments submitted by Nate Veranth and the landowner(s) of the parcel adjacent to the Big Rock Ballfields regarding the decision made by Planning Commission and City Council during the September 29 workshop to predesignate the southeast parcel as Parks and Open Space. Staff and the city attorney have advised against pre-zoning a property as Public Facilities unless the city and property owner have an explicit agreement promising the land to the city at a future date. The commissioners weighed in on the merits and disadvantages of predesignating the parcel as R4, with three to one leaning toward recommending the R4 pre-designation per Nate’s recommendation. With only four commissioners present, Commissioner Winn made a motion to move the discussion to the next Planning Commission meeting.

B. Chevron Monument Sign – Design Review

Mr. Davis presented the commission with a monument sign review. The Texaco Station is converting to Chevron and submitted the new signage to Planning. The current monument sign is legally non-comforming due to old municipal code. Staff recommended approval of the design as the rebranding brings the sign closer to compliance. Also, the owner has requested a change to digital price signage, also noncompliant, which is an industry standard. Staff will review sign code to possibly allow digital price signs for fuel stations. It was moved and seconded (*Williams – Deal*) to recommend approval of the monument sign design as drafted by staff. The motion passed unanimously.

C. R20 and PO Designations and Cottage Housing

Ms. Thomas introduced the proposed zoning code amendments based on the FLUM selection: Residential 20 Units per Acre (R20), Parks and Open Space (PO), and Cottage Housing Development.

D. Riverview School District – Capital Facilities Plan and Impact Fees

Ms. Thomas briefly shared the 2015 Capital Facilities Plan and proposed resolution implementing a school impact fee for the Riverview School District.

E. Update on Department of Ecology Shoreline Management Program Meeting (Tentative)

Because this meeting has not yet taken place, Ms. Thomas requested that this item be continued at the next scheduled Planning Commission meeting.

7. Unfinished Business

None

8. Presentation

None

9. Adjournment

It was moved and seconded (*Preston – Williams*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 9:15 p.m.

**CITY OF DUVALL
COUNCIL MEETING
December 1, 2015
7:00 P.M. – Riverview Educational Service Center
15510 – 1st Ave NE**

Committee of the Whole: 5:30 P.M.

The City Council Meeting was called to order by Mayor Pro Tem Brudnicki at 7:00 P.M.

Roll Call: Becky Nixon, Amy Ockerlander, Dianne Brudnicki, Scott Thomas,
Jason Walker, Gary Gill (absent: Leroy Collinwood)

Staff Present: Matthew Morton, Dean Rohla, Steve Leniszewski, Jodi Wycoff

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll in the amount of \$41,243.93; and Claims in the amount of \$299,122.89, Excuse the absence of Councilmember Leroy Collinwood as he is sick; and Under Scheduled Items add: Councilmember Ockerlander and Councilmember Walker, and add: Item #4 Comprehensive Plan Contract Amendment, and Item #5 Main Street funding update & next steps.

II. Adoption of Council Agenda:

It was moved and seconded (Nixon-Ockerlander) to adopt the 12/01/15 Council Agenda. The motion carried (6 ayes).

III. Approval of Consent Agenda:

It was moved and seconded (Ockerlander-Thomas) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 11/17/15; Payroll Checks #23059-23061 in the amount of \$41,243.93 including an EFT in the amount of \$38,302.43; Claims Checks #23063-23123, #23058, #21710, #22785, #23062, #22921, and #23020 in the amount of \$299,122.89 including an EFT in the amount of \$220,452.50; and Excusing the absence of Councilmember Collinwood. The motion carried (6 ayes).

IV. Comments from the Audience:

Bill Falcon, representing Duvall Chamber of Commerce, gave an update on upcoming events. Light Up Duvall will begin at 5:30 p.m. Friday, December 4th. The Chamber is handing out their annual Holiday Gift Guide at the Tree Lighting Event. Mr. Falcon said the Chamber has a campaign to promote shopping locally called #Spend50Duvall which encourages people to spend \$50 in town. Lastly, Mr. Falcon handed out a flyer and explained a program called Elf on the Shelf where select local businesses have an elf somewhere in their business that people are encouraged to take a picture with.

V. Scheduled Items:

1. Mayor:

Mayor Pro Tem Brudnicki reminded Council that the annual retreat is scheduled for Saturday, January 30th and said that the deadline for sending suggested topics to Matthew Morton is December 20th. Ms. Brudnicki said that when she was elected Mayor Pro Tem the term was a one-year term. The new council procedures state that the Mayor Pro Tem term is a two-year term. Ms. Brudnicki asked if any other councilmembers wish to be nominated Mayor Pro Tem for 2016. No councilmember requested nomination. Ms. Brudnicki will continue her term as Mayor Pro Tem through 2016.

2. Council:

Councilmember Amy Ockerlander said that Sound Cities Association (SCA) meets tomorrow night and the SCA Public Issues Committee meets next week. Councilmember Ockerlander thanked Mayor Ibershof and Councilmember Nixon for applying for SCA committees.

Councilmember Jason Walker reminded everyone that the Snoqualmie Valley Community Network (SVCN) Heart of the Valley Gala is on February 6th. Early bird tickets are available until January 21st. Councilmember Walker reviewed the highlights of what SVCN did in 2015. Councilmember Walker also reminded everyone about the Public Sector Economic Development Summit on December 11th. Lastly, Councilmember Walker said that there will be a brief Arbor Day celebration at the Tree Lighting Event on Friday, December 4th starting at 5:45 p.m. The celebration gets Duvall one step closer to becoming a Tree City USA city.

3. City Administrator: No report.

4. Comprehensive Plan Contract Amendment

Matthew Morton, City Administrator, reviewed the documents provided in the packet. Mr. Morton explained that the original amount of the contract was \$218,000. The City received an \$18,000 grant. Staff is asking for a contract amendment for \$18,000 to finish the Comprehensive Plan Amendment which would bring the contract up to the original amount. This item will be brought back to December 15th meeting for decision.

5. Main Street funding update & next steps

Steve Leniszewski, Public Works Director, announced that Duvall was awarded another grant for \$1.5 million from the Transportation Improvement Board (TIB). Mr. Leniszewski handed out a revised matrix showing the funding for the Main Street project. Matthew Morton, City Administrator, said that the Fed says that rates are going to increase which means interest rates on bonds will go up. Staff is looking for Council direction on when to go for bond funding for the project. Mr. Morton reviewed the pros and cons of getting the bond now with current rates versus waiting until they get bids for the project so they can bond for the exact amount needed. There was Council consensus to wait until after the bidding process to go for funding.

VI. Public Hearing: *None*

VII. New Business:

1. (AB15-82) Approve Resolution #15-19 authorizing delinquent accounts to be written off. *It was moved and seconded (Gill-Nixon) to approve Resolution #15-19 authorizing delinquent accounts to be written off. The motion carried (6 ayes).*

2. (AB15-83) Approve and Authorize the Mayor to sign the 2016 On-Call Contracts. *It was moved and seconded (Nixon-Ockerlander) to approve and authorize the Mayor to sign the 2016 On-Call Contracts. The motion carried (6 ayes).*

3. (AB15-79) Approve Resolution #15-20 authorizing Traffic Impact Fees to be adjusted on an annual basis using the Engineering News Record (ENR) Construction Cost Index (CCI). *It was moved and seconded (Nixon-Gill) to approve Resolution #15-20 authorizing Traffic Impact Fees to be adjusted on an annual basis using the Engineering News Record (ENR) Construction Cost Index (CCI). The motion carried (6 ayes).*

4. (AB15-84) Approve and authorize the Mayor to sign a contract amendment #10 with John Galt for Hearing Examiner services extending the date of the contract to 12/31/16. *It was moved and seconded (Ockerlander-Thomas) to approve and authorize the Mayor to sign a contract amendment #10 with John Galt for Hearing Examiner services extending the date of the contract to 12/31/16. The motion carried (6 ayes).*

5. (AB15-85) Approve Resolution #15-21 establishing the date, time and location of the City Planning Commission meetings. *It was moved and seconded (Ockerlander-Thomas) to approve Resolution #15-21 establishing the date, time and location of the City Planning Commission meetings. The motion carried (6 ayes).*

6. (AB15-86) Confirm Mayor Ibershof's re-appointment of Lisa MacKay to the Duvall Library Board Position #2, a three-year term ending 12-31-18. *It was moved and seconded (Ockerlander-Gill) to confirm Mayor Ibershof's re-appointment of Lisa MacKay to the Duvall Library Board Position #2, a three-year term ending 12-31-18. The motion carried (6 ayes).*

7. (AB15-87) Confirm Mayor Ibershof's re-appointment of Denny Redman to the Duvall Cultural Commission Position #7, a three-year term ending 12-31-18. *It was moved and seconded (Nixon-Gill) to confirm Mayor Ibershof's re-appointment of Denny Redman to the Duvall Cultural Commission Position #7, a three-year term ending 12-31-18. The motion carried (6 ayes).*

8. (AB15-88) Confirm Mayor Ibershof's re-appointment of Richard Winn to the Duvall Planning Commission Position #6, a four-year term ending 12-31-19. *It was moved and seconded (Ockerlander-Gill) to confirm Mayor Ibershof's re-appointment of Richard Winn to the Duvall Planning Commission Position #6, a four-year term ending 12-31-19. The motion carried (6 ayes).*

9. (AB15-89) Confirm Mayor Ibershof's re-appointment of Ryan Deason to the Duvall Planning Commission Position #4, a four-year term ending 12-31-19.

It was moved and seconded (Ockerlander-Gill) to confirm Mayor Ibershof's re-appointment of Ryan Deason to the Duvall Planning Commission Position #4, a four-year term ending 12-31-19. The motion carried (6 ayes).

10. (AB15-90) Approve and authorize the Mayor to sign the Consulting Contract with DA Hogan & Associates, Inc. in the amount of \$150,350.00 for consulting services to design and provide construction documents for the Big Rock Sports Park Synthetic Turf Multi-purpose Field Design.

It was moved and seconded (Gill-Ockerlander) to approve and authorize the Mayor to sign the Consulting Contract with DA Hogan & Associates, Inc. in the amount of \$150,350.00 for consulting services to design and provide construction documents for the Big Rock Sports Park Synthetic Turf Multi-purpose Field Design. The motion carried (6 ayes).

VIII. Unfinished Business:

1. (AB15-80) Adopt Ordinance #1189 amending Ordinance Nos. 1178, 1183, and 1185, adopting and amending the budget for the fiscal year 2015 for the purpose of accounting for adjustments to revenues and expenditures; providing for severability; and establishing an effective date.

It was moved and seconded (Nixon-Gill) to adopt Ordinance #1189 amending Ordinance Nos. 1178, 1183, and 1185, adopting and amending the budget for the fiscal year 2015 for the purpose of accounting for adjustments to revenues and expenditures; providing for severability; and establishing an effective date. The motion carried (6 ayes).

2. (AB15-78) Adopt Ordinance #1190 adopting the Budget for the Fiscal Year 2016.

Dean Rohla, Finance Director, handed out a revised Exhibit B Non-Union Pay Classifications and explained that the pay scale was edited from the version that was originally in the budget. He asked Council to adopt the ordinance as amended.

It was moved and seconded (Ockerlander-Nixon) to adopt Ordinance #1190 adopting the Budget for the Fiscal Year 2016 with amended Exhibit B. The motion carried (6 ayes).

3. (AB15-81) Approve Resolution #15-22 implementing a school impact fee for the Riverview School District.

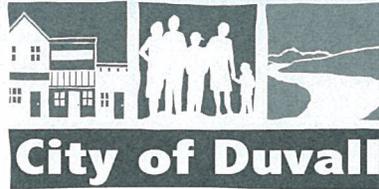
It was moved and seconded (Ockerlander-Gill) to approve Resolution #15-22 implementing a school impact fee for the Riverview School District. The motion carried (6 ayes).

IX. Adjournment:

It was moved and seconded (Ockerlander-Nixon) to adjourn the meeting. The meeting adjourned at 7:33 P.M.

Signed _____
Mayor Pro Tem Brudnicki

Attest _____
Jodi Wycoff, City Clerk



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission

Date: December 2, 2015

Time: 7:00 pm

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

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

Commissioners Absent: 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 7:06 pm.

2. Announcements

- A. Ms. Thomas reminded the commissioners of the Christmas Tree Lighting event this Friday evening. Commissioner Coy wanted to know what time the tree will be lit. Ms. Wright-Cunniff will follow up with an email on Thursday.
- B. Ms. Wright-Cunniff announced that planning commission meetings will move to the second and fourth Wednesdays of each month, starting in January of 2016. Due to lack of funding, meetings will remain in the Duvall Visitor Center and not move to the fire department's training room as originally planned.

3. Approval of Minutes

It was moved and seconded (*Winn – Williams*) to approve the planning commission meeting minutes from October 21. The motion carried unanimously.

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

None.

5. Public Hearing

None

6. New Business

None

7. Unfinished Business

A. Southeast Urban Growth Area (SEUGA) – Future Land Use Map (FLUM) Reconsideration

Ms. Thomas discussed an email and draft Memorandum of Understanding (MOU) from Nate Veranth, Cherry Valley Law, dedicating a portion of the parcel owner's property (immediately SE of the Big Rock Ballfields) for park purposes at no cost to the city, and pre-designating the property as Residential 4-4.5 units per acre (R4-4.5). She also presented Figures 8-4, 8-5, 8-7, 8-8, and Table 8-5 from the 2009 Parks, Trails, and Open Space Plan to show how the referenced parcel has been considered in the city's 20-year parks plan. Commissioners discussed the MOU and associated email directly following a question and answer session with staff and Mr. Veranth. It was moved and seconded (*Coy – Winn*) to recommend to Council to enter into an MOU with the applicant that sets an understanding of timing, lot yield, and a minimum park dedication, and directs staff to amend the FLUM with a pre-designation of R-4.

B. Residential 20 Units per Acre (R20) and Parks and Open Space (PO) Designations and Cottage Housing – Proposed Code Amendments

Ms. Thomas reviewed the proposed new R20 and PO designations and the new code language for cottage housing development, including incentives for smaller units.

C. Department of Ecology (DOE) Shoreline Master Program (SMP) Meeting Recap

Ms. Thomas gave a brief overview of her meeting with the DOE prior to public hearing for the SMP and an anticipated timeline for Comprehensive Plan Update adoption.

8. Presentation

None

9. Adjournment

It was moved and seconded (*Winn – Williams*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 8:47 p.m.

**CITY OF DUVALL
COUNCIL MEETING
December 15, 2015
7:00 P.M. – Riverview Educational Service Center
15510 – 1st Ave NE**

Committee of the Whole: 5:30 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:00 P.M.

Roll Call: Becky Nixon, Amy Ockerlander, Dianne Brudnicki, Jason Walker,
Gary Gill, Leroy Collinwood (absent: Scott Thomas)

Staff Present: Matthew Morton, Dean Rohla, Lara Thomas, Steve Leniszewski, Jodi
Wycoff, City Attorney Rachel Turpin

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll in the amount of \$266,445.83; and Claims in the amount of \$213,907.22; Under Scheduled Items add: Councilmember Collinwood; and Under New Business add: Item #5 Discussion regarding conduit needs along Main Street Improvement project.

II. Adoption of Council Agenda:

It was moved and seconded (Brudnicki-Nixon) to adopt the 12/15/15 Council Agenda. The motion carried (6 ayes).

III. Approval of Consent Agenda:

It was moved and seconded (Nixon-Ockerlander) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 12/01/15; Payroll Checks #23124-23127 and #23132-23142 in the amount of \$266,445.83 including two EFTs in the amount of \$144,624.78; Claims Checks #23152-23239, #23128-23131, #23143-23151, and #23048 in the amount of \$213,907.22 including an EFT in the amount of \$11,093.22. The motion carried (6 ayes).

IV. Comments from the Audience:

Sue Linnerooth, representing Duvall Chamber of Commerce, gave an update on upcoming events. Ms. Linnerooth said the Chamber has a campaign to promote shopping locally called #Spend50Duvall which encourages people to spend \$50 in town. The Chamber also has a program called Elf on the Shelf where select local businesses have an elf somewhere in their business that people are encouraged to take a picture with. Ms. Linnerooth announced that the next Chamber meeting will be on January 7th at 6:00 p.m. in the Duvall Visitor Center. Lastly, Ms. Linnerooth said that the Chamber is bringing back the Welcome Bags.

V. **Scheduled Items:**

1. Mayor:

Mayor Ibershof gave his annual End of the Year presentation highlighting Duvall's accomplishments for 2015 and goals for 2016.

2. Council:

Councilmember Leroy Collinwood thanked the Mayor for all of his hard work in 2015, especially with the transition in personnel.

3. City Administrator:

No report.

4. King County Fire District 45

No report.

5. Southeast Urban Growth Area Reserve (SEUGAR) Update

Lara Thomas, Planning Director, gave a presentation which reviewed Planning Commission's recommendation and findings of fact regarding the SEUGAR. The applicant has emailed a draft Memorandum of Understanding (MOU) for consideration. Ms. Thomas then answered questions from Council and asked Council for direction regarding this matter. Council gave direction to move forward with drafting the MOU. Ms. Thomas said she will bring the MOU back to Council for review in January.

VI. **Public Hearing:** *None*

VII. **New Business:**

1. (AB15-91) Approve and authorize the Mayor to sign Contract Amendment #10 with BHC Consultants to complete the 2015 Comprehensive Plan. *It was moved and seconded (Ockerlander-Brudnicki) to approve and authorize the Mayor to sign Contract Amendment #10 with BHC Consultants to complete the 2015 Comprehensive Plan. The motion carried (6 ayes).*

2. (AB15-93) Resolution – WWTP Sole Source

Steve Leniszewski, Public Works Director, handed out a summary of the technology that requires replacement at the Wastewater Treatment Plant (WWTP). The purchase cannot take place until after the sale of the Tech Center Yard closes, which should be soon. Mr. Leniszewski said that this item should be brought back to Council for approval in January.

3. (AB15-94) Ordinance - TBD Board

Matthew Morton, City Administrator, explained that this ordinance is the formal action of the Council assuming the rights, powers, functions and obligations of the Duvall Transportation Benefit District (TBD). There is no action being requested at this time. The proposed ordinance will not provide funding for the TBD. Mr. Morton explained that State law requires that Council hold a public hearing before they assume control of the TBD. The resolution before Council tonight sets the date for that resolution.

4. (AB15-95) Approve Resolution #15-23 setting the date for a public hearing concerning the Duvall City Council's intent to assume the rights, powers, functions and obligations of the Duvall Transportation Benefit District, as of January 19, 2016, as allowed by Second Engrossed Substitute Senate Bill 5987, Section 302 (July 15, 2015).
It was moved and seconded (Ockerlander-Nixon) to approve Resolution #15-23 setting the date for a public hearing concerning the Duvall City Council's intent to assume the rights, powers, functions and obligations of the Duvall Transportation Benefit District, as of January 19, 2016, as allowed by Second Engrossed Substitute Senate Bill 5987, Section 302 (July 15, 2015). The motion carried (6 ayes).

5. Discussion regarding conduit needs along Main Street Improvement project.

Steve Leniszewski, Public Works Director, said that there has been a request that the City look into how much conduit is planned for the Main Street Improvement project and how much might be needed for future use, particularly to house fiber for high speed internet. Mr. Leniszewski said that there is one 2" conduit in the base bid right now which would be empty for future use. There may be room for more conduit. Mr. Leniszewski asked if Council would like to look into the costs of adding more empty conduit for future use. There was Council consensus to find out how much more conduit would be needed for possible future fiber and add that as a bid alternate to the main bid for the project.

VIII. Unfinished Business:

1. (AB15-92) Approve and authorize the Mayor to direct staff to accept the Recreation and Conservation Office (RCO) grant for \$500,000.

It was moved and seconded (Walker-Ockerlander) to approve and authorize the Mayor to direct staff to accept the Recreation and Conservation Office (RCO) grant for \$500,000. The motion carried (6 ayes).

IX. Adjournment:

It was moved and seconded (Walker-Brudnicki) to adjourn the meeting. The meeting adjourned at 8:26 P.M.

Signed _____

Will Ibershof, Mayor

Attest _____

Jodi Wycoff, City Clerk

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
December 15, 2015 – 5:30 p.m.
Riverview Educational Service Center – 15510 – 1st Ave NE**

Mayor Pro Tem Brudnicki called the meeting to order at 5:35 p.m.

Council present: Becky Nixon, Amy Ockerlander, Dianne Brudnicki, Leroy Collinwood, Gary Gill, Jason Walker (absent: Scott Thomas)

Staff present: Lara Thomas, Dean Rohla, Steve Leniszewski, Jodi Wycoff

a. 2015 Comprehensive Plan Update

Lara Thomas, Planning Director, gave a presentation regarding the updated Environment and Sustainability Element of the 2015 Comprehensive Plan Update. Ms. Thomas reviewed the various policies that have been removed from other elements in the Comprehensive Plan and placed in the Environment and Sustainability Element. Lastly, Ms. Thomas answered questions from Council and explained that she will bring another element from the update for review to the next Committee of the Whole meeting.

b. Good of the Order

Mayor Ibershof handed out an invitation to long-time Duvall resident, Tove Burhen's 90th Birthday party on Saturday, December 26th. The City will present Tove with a proclamation.

Adjournment

The Committee of the Whole adjourned at 6:45 p.m.

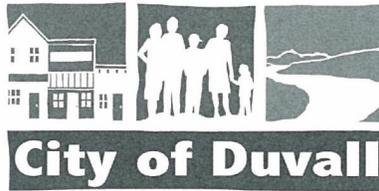
Written Reports – *the following reports were distributed in the Committee of the Whole packet:*

- Draft Resolution – WWTP Sole Source
- 2015 Donation & Sponsorship Report

ATTEST:

Dianne Brudnicki, Mayor Pro Tem

Jodi Wycoff, City Clerk



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission

Date: December 16, 2015

Time: 7:00 pm

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

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

Commissioners Absent: 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 7:10 pm.

2. Announcements

- A. Ms. Wright-Cunniff reminded the commission that the next meeting will take place on January 13, 2016. Planning Commission will move to the second and fourth Wednesdays of each month starting in 2016.
- B. Ms. Thomas announced that staff presented the planning commission's findings of fact and recommendation for the Future Land Use Map to City Council on Tuesday evening. She also presented the latest version of the Environment and Sustainability Element to Council.
- C. Ms. Thomas wished the commissioners a Happy Holidays and thanked them for their hard work during the year.

3. Approval of Minutes

- A. It was moved and seconded (*Winn – Deal*) to approve the planning commission meeting minutes from November 4. The motion carried unanimously.
- B. It was moved and seconded (*Williams – Winn*) to approve the planning commission meeting minutes from December 2. The motion carried unanimously.

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

None

5. Public Hearing

None

6. New Business

A. Comprehensive Plan: Updates to Environment and Sustainability Element

Ms. Thomas presented the last version of the Environment and Sustainability Element to the Planning Commission before it goes to hearing. As a result, she tasked the commissioners to provide comments on the goals and policies in the element. She gave a PowerPoint presentation on the Environment and Sustainability Element, reviewed the Goals and Policies, and took questions from the commissioners.

B. 2016 Code Amendments: Impact Fee Deferral Program

Mr. Davis presented proposed updates to impact fee collection in the Duvall Municipal Code. This update is based on a longstanding conversation between the state and the development community to alleviate residential developers' revenue deficits due to early mitigation fees. Senate Bill 5923 provides jurisdictions with options for creating and implementing an impact fee deferral program for single-family residential units. Three options for deferral were presented to the commissioners: (1) collection at final inspection; (2) collection at certificate of occupancy; or (3) collection at time of closing of first sale of property, occurring after the issuance of the applicable building permit. The planning commission will review the amendment and make a recommendation after the start of the new year.

7. Unfinished Business

None

8. Presentation

None

9. Adjournment

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

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
January 5, 2016 – 5:30 p.m.
Riverview Educational Service Center – 15510 – 1st Ave NE**

Mayor Pro Tem Brudnicki called the meeting to order at 5:31 p.m.

Council present: Becky Nixon, Amy Ockerlander, Dianne Brudnicki, Leroy Collinwood, Gary Gill, Jason Walker, Scott Thomas

Staff present: Matthew Morton, Lara Thomas, Dean Rohla, Steve Leniszewski, Jodi Wycoff

a. Good of the Order

Mayor Pro Tem Brudnicki reminded Council that the retreat is scheduled for Saturday, January 30th at Haus Big Rock. Matthew Morton, City Administrator, said that there are five main topics on the retreat agenda with a few alternate items if time allows. The draft agenda will be sent to Council soon for their review.

b. 2015 Comprehensive Plan Update

Lara Thomas, Planning Director, gave a presentation reviewing updates to the Housing Element of the 2015 Comprehensive Plan Update. Ms. Thomas reviewed the goals and policies in the Housing Element; some of which are carry-over from previous plans and some are new. The Housing Element includes information, goals and policies ranging from Duvall's demographics, affordable housing, housing targets and capacity information to property tax and housing costs. Ms. Thomas answered questions from Council.

Adjournment

The Committee of the Whole adjourned at 6:51 p.m.

Written Reports – *the following reports were distributed in the Committee of the Whole packet:*

- Staff Report - Stormwater Comprehensive Plan Update Consultant Selection
- December Sales Tax Report

ATTEST:

Dianne Brudnicki, Mayor Pro Tem

Jodi Wycoff, City Clerk

**CITY OF DUVALL
COUNCIL MEETING
January 5, 2016
7:00 P.M. – Riverview Educational Service Center
15510 – 1st Ave NE**

Committee of the Whole: 5:30 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:00 P.M.

Oath of Office: Judge Ketu Shah, East Division Presiding Judge swore in Leroy Collinwood to the Duvall City Council position #2; Becky Nixon to the Duvall City Council position #4; and Jason Walker to the Duvall City Council position #7.

Roll Call: Becky Nixon, Amy Ockerlander, Dianne Brudnicki, Jason Walker, Gary Gill, Leroy Collinwood, Scott Thomas

Staff Present: Matthew Morton, Dean Rohla, Lara Thomas, Steve Leniszewski, Boyd Benson, Jodi Wycoff

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll in the amount of \$381,954.77; and Claims in the amount of \$110,698.94; Under Scheduled Items add: Councilmember Ockerlander and Recognition of Police Volunteer Reserve Officer Bob Reife; and Under New Business add: Selection of Sound Cities Association Public Issues Committee member and alternate.

II. Adoption of Council Agenda:

It was moved and seconded (Ockerlander-Nixon) to adopt the 01/05/16 Council Agenda. The motion carried (7 ayes).

III. Approval of Consent Agenda:

It was moved and seconded (Ockerlander-Nixon) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 12/15/15; Payroll Checks #23240, #23241-23243, #23291-23292, and #23293-23303 in the amount of \$381,954.77 including four EFTs in the amount of \$257,016.63; Claims Checks #23304-23318, #23244-23276, and #23278-23290 in the amount of \$110,698.94 including an EFT in the amount of \$131.37. The motion carried (7 ayes).

IV. Comments from the Audience:

No public comments.

V. Scheduled Items:

1. Mayor:

Mayor Ibershof recognized Volunteer Reserve Officer Bob Reife for his 10 years of volunteer service for the Duvall Police Department. Reserve Officer Reife has volunteered approximately 10,000 hours to the Duvall community. Mayor Ibershof presented Reserve Officer Reife with a plaque of appreciation.

7:12 p.m. Mayor Ibershof called a recess for a reception in honor of Reserve Officer Bob Reife.

7:22 p.m. Mayor Ibershof called the Council Meeting back to order.

Mayor Ibershof congratulated re-elected Councilmembers Collinwood, Nixon and Walker. Mayor Ibershof reported that he attended long-time Duvall resident, Tove Burhen's 90th birthday party on December 26th. Mayor Ibershof also said that he attended a lunch meeting with Congresswoman Suzan DelBene on January 2nd. Mayor Ibershof said that he is working with City Administrator, Matthew Morton, on the Police Chief hiring process. Lastly, Mayor Ibershof announced that he was elected as the Snoqualmie Valley Board Member for Sound Cities Association and he was appointed as an alternate to the Puget Sound Regional Council Executive Board.

2. Council:

Councilmember Amy Ockerlander said that she too attended the lunch meeting with Congresswoman DelBene. One topic that was discussed was transportation issues in this region. Councilmember Ockerlander said that she will be attending a meeting at the City of Monroe this week to discuss the transportation projects on SR522 and Hwy 9. Both are State projects that, once completed, will help ease congestion in and out of Duvall. Lastly, Councilmember Ockerlander said that Sound Cities Association Public Issues Committee and Eastside Transportation Partnership both meet in the next week.

3. City Administrator:

Matthew Morton, City Administrator, handed out and reviewed the draft timeline and job posting documents for the Police Chief and asked for Council comments by Friday. Mr. Morton said they hope to have someone hired for a start date of March 1st. Mr. Morton also reported on the following:

a) Levy Funding Options - Mr. Morton said there was a memo in the packet and that this item is on the agenda for discussion at the upcoming Council retreat.

b) Duvall Visitor Center Update – Mr. Morton said that staff is still working on this item. Staff is obtaining information on the costs of doing upgrades to the building. Duvall Chamber of Commerce is still interested in leasing the space from the City and Mr. Morton thanked them for their patience.

c) Main Street Program – Mr. Morton said that Lara Thomas, Planning Director, has offered her assistance to Kass Holdeman on this program.

d) 2016 Council Retreat – Mr. Morton said that he will have a draft agenda to Mayor Pro Tem Brudnicki by the end of this week and it will be forwarded to Council after her review. The retreat is scheduled for Saturday, January 30th from 8:00 a.m. to 4:00 p.m. at Haus Big Rock.

VI. **Public Hearing:** *None*

VII. **New Business:**

1. (AB16-01) Stormwater Comprehensive Plan Update Consultant Selection

Boyd Benson, City Engineer, said that the plan was last updated in 1997. Public Works applied for and was awarded \$199,674 in grant funding to assist in completion of this project through DOE's National Estuary Program (NEP) Watershed Grant Program. Mr. Benson said that they used the MRSC consultant roster and selected ESA and SDA as potential candidates to provide the necessary planning and design services to complete the project. ESA and SDA have proposed to partner together for this project. Mr. Benson said this item will be brought back to Council for approval once the final scope and fee is negotiated with the consultant team.

2. Selection of Sound Cities Association Public Issues Committee member and alternate.

Mayor Ibershof asked Council for volunteers to represent Duvall on the Sound Cities Association Public Issues Committee as member and alternate. Councilmember Ockerlander volunteered to serve as the member and Mayor Ibershof volunteered to serve as the alternate.

It was moved and seconded (Nixon-Walker) to appoint Councilmember Amy Ockerlander as member and Mayor Will Ibershof as alternate to represent Duvall on the Sound Cities Association Public Issues Committee. The motion carried (7 ayes).

VIII. **Unfinished Business:**

1. (AB15-94) Ordinance - TBD Board

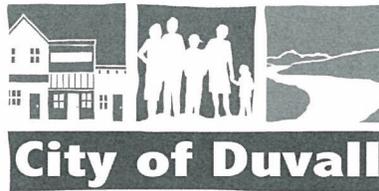
Matthew Morton, City Administrator, reminded Council that they will hold a public hearing at the January 19th meeting to hear public comment on Council assuming the rights, powers, functions and obligations of the Duvall Transportation Benefit District (TBD). Mr. Morton explained that this ordinance will not provide funding for the TBD which is the last step of the multi-step process of forming a TBD. Mr. Morton said there is no action being requested at this time; however, this item will be brought back to Council for approval after the public hearing at the January 19th meeting.

IX. **Adjournment:**

It was moved and seconded (Ockerlander-Brudnicki) to adjourn the meeting. The meeting adjourned at 7:39 P.M.

Signed _____
Will Ibershof, Mayor

Attest _____
Jodi Wycoff, City Clerk



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission

Date: January 13, 2016

Time: 7:00 pm

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

Commissioners Present: Ronn Mercer (Chair), Margie Coy, Jim Deal, and Dick Winn

Commissioners Absent: Ryan Deason, Eric Preston, and Veronika Williams,

Others Present: Lara Thomas, Planning Director, and Anne Wright-Cunniff, Administrative Assistant

1. Call to Order – Flag Salute

The Planning Commission meeting was called to order by Commissioner Mercer at 7:12 pm.

2. Announcements

- A. Ms. Thomas requested some adjustments to the agenda. Due to the low commissioner turnout, she requested to strike the election of the chair and vice chair from the agenda and hold it during the next meeting. She also requested to move Item C (MOU – WPM Property) to Item A; Item D (Comprehensive Plan – Housing Element) to Item B; Item B (Shoreline Master Program: Staff Memorandum) to Item C; and Item E (Gross Density vs. Net Density Discussion) to Item D. It was moved and seconded (*Winn – Deal*) to make the requested changes to the agenda. The motion carried unanimously.
- B. Ms. Thomas announced that Senior Planner Davis is attending King County GIS Training and will not be attending tonight's meeting.

3. Approval of Minutes

It was moved and seconded (*Winn – Deal*) to approve the planning commission meeting minutes from December 16, 2015. The motion carried unanimously.

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

None.

5. Public Hearing

None

6. Unfinished Business

None

7. New Business

A. Memorandum of Understanding (MOU): WPM Property

The owner of the property located southeast of the Big Rock Ballfields is proposing to enter into an MOU with the City of Duvall that will entail the dedication of approximately three acres of land to the City for park purposes, contingent on practicability. Ms. Thomas reviewed the MOU staff memo and changes to the draft MOU with the commissioners. Nate Veranth, legal representative for the property owner, was present to take questions from the commissioners. The commissioners made a soft recommendation in favor of the MOU in its current form, but will hold voting until the next meeting when more commissioners are expected to be present.

B. 2015 Comprehensive Plan Update: Housing Element

Ms. Thomas shared a presentation on the Housing Element that she had given to City Council on January 5, 2016. The presentation covered the element's Goals and Policies and an analysis of Duvall's housing demographics and trends. The commissioners and Ms. Thomas also had a discussion regarding gross density versus net density in relation to the Housing Element, effectively covering Item D on the agenda. Density calculations will be further clarified and reviewed during the next scheduled meeting.

C. Department of Ecology (DOE) Shoreline Master Program (SMP) Meeting Recap

Ms. Thomas shared a brief overview of her meeting with the DOE prior to public hearing for the SMP and a timeline for Comprehensive Plan Update adoption.

D. Gross Density Versus Net Density

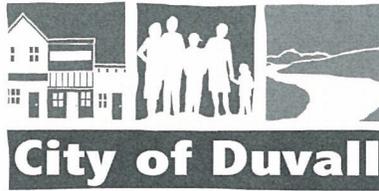
This topic was covered during Agenda Item B, Housing Element.

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 8:22 p.m.



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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.

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
February 2, 2016 – 5:30 p.m.
Riverview Educational Service Center – 15510 – 1st Ave NE**

Mayor Pro Tem Brudnicki called the meeting to order at 5:31 p.m.

Council present: Becky Nixon, Amy Ockerlander, Dianne Brudnicki, Leroy Collinwood, Gary Gill, Jason Walker (absent: Scott Thomas)

Staff present: Matthew Morton, Lara Thomas, Dean Rohla, Steve Leniszewski, Jodi Wycoff

a. 2015 Comprehensive Plan Update

Lara Thomas, Planning Director, reviewed updates to the Land Use Element of the 2015 Comprehensive Plan Update. Ms. Thomas reviewed the goals and policies in the Land Use Element and will make changes after tonight's discussion based on Council feedback. The Land Use Element includes goals and policies and an analysis of Duvall's demographics, affordable housing, housing cost and targets, and housing capacity information. Ms. Thomas answered questions from Council and took their feedback on potential changes to this element.

b. Riverview School District Annexation

Lara Thomas, Planning Director, gave a presentation outlining this potential annexation including an aerial map of the annexation area. This annexation is for a single parcel currently owned by Riverview School District. Ms. Thomas explained that the public hearings for this annexation must be completed in the next 60 days and because this is a single parcel owned by one property owner, staff is considering a basic environmental review to show buildable area versus a conceptual site plan. There will also be an Economic Impact Statement for service needs including police, fire, water, sewer and storm. Ms. Thomas said the public hearing and resolution for this annexation will be on the next Council agenda.

c. Good of the Order

Lara Thomas, Planning Director, gave the Growth Management Act (GMA) Compliance Update that was on the regular Council agenda under Scheduled Items. Ms. Thomas said that in September 2015, staff realized that the Comprehensive Plan Update would not be completed by the end of the year and due to that, the City would be GMA non-compliant and possibly not eligible for certain grants because of that. Staff recently received notice that there is one grant that the City will not be able to expend any funds from the grant until we are compliant. Ms. Thomas said that the Comprehensive Plan Update is on schedule to pass by the end of April and the City will then be GMA compliant until June when we will be out of compliance once again, because we need to complete the Critical Areas Update. Ms. Thomas said the goal is to complete the Critical Areas Update in six months.

Councilmember Becky Nixon asked if there would be discussions and decisions coming forward regarding the Fireworks Policy. Mayor Ibershof said that this item will be added to the Council agenda for discussion.

Adjournment

The Committee of the Whole adjourned at 6:51 p.m.

Written Reports – *the following reports were distributed in the Committee of the Whole packet:*

- Staff Report – Main Street Construction Management Consultant Contract
- 2015 Q4 Investment Report

ATTEST:

Dianne Brudnicki, Mayor Pro Tem

Jodi Wycoff, City Clerk

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
February 16, 2016 – 5:30 p.m.
Riverview Educational Service Center – 15510 – 1st Ave NE**

Mayor Pro Tem Brudnicki called the meeting to order at 5:30 p.m.

Council present: Becky Nixon, Amy Ockerlander, Dianne Brudnicki, Leroy Collinwood, Gary Gill, Jason Walker, Scott Thomas

Staff present: Matthew Morton, Lara Thomas, Dean Rohla, Boyd Benson, Jodi Wycoff

a. 2015 Comprehensive Plan Update

Lara Thomas, Planning Director, reviewed updates to the Land Use Element goals and policies based on changes from the last meeting. Ms. Thomas then reviewed the goals and policies in the Parks Element. Ms. Thomas answered questions from Council and took their feedback on potential changes to this element. Ms. Thomas will bring these changes back to Council for review at the next meeting.

b. Levy Do's and Don'ts

Matthew Morton, City Administrator, reviewed information from the Public Disclosure Commission and Municipal Research Services Center (MRSC) websites that discuss what staff and elected officials can and cannot do in regards to putting a levy on the ballot. Mr. Morton explained that the City is in the fact finding phase right now and during this phase staff and electeds are allowed to work on and speak about the facts of the levy but they are not allowed to campaign for or against the levy as a representative of the City. Mr. Morton asked if there was Council support to move forward with the fact finding process. There was Council consensus to move forward. Lastly, Mr. Morton said he will bring back a matrix to the next meeting that outlines the various components of the potential levy.

c. Good of the Order

Mayor Ibershof gave a presentation reviewing what the Ad-Hoc Big Rock Ball Fields Committee has done to date. Mayor Ibershof also showed site plans of the different phases of the project and the projected costs for each phase based on the consultant's estimates. Mayor Ibershof also reviewed the potential next steps if Council chooses to continue with the project.

This discussion will be continued on the regular Council agenda.

Adjournment

The Committee of the Whole adjourned at 6:58 p.m.

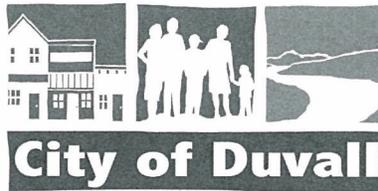
Written Reports – *the following reports were distributed in the Committee of the Whole packet:*

- 2015 Q4 Financial Report
- January 2016 Sales Tax Report
- Draft Ordinance – TBD Funding
- Grant Application – King Co. CDBG – ADA Ramps

ATTEST:

Dianne Brudnicki, Mayor Pro Tem

Jodi Wycoff, City Clerk



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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.

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
March 1, 2016 – 5:30 p.m.
Riverview Educational Service Center – 15510 – 1st Ave NE**

Mayor Pro Tem Brudnicki called the meeting to order at 5:31 p.m.

Council present: Amy Ockerlander, Dianne Brudnicki, Leroy Collinwood, Jason Walker
(absent: Scott Thomas, Becky Nixon, Gary Gill)

Staff present: Matthew Morton, Lara Thomas, Dean Rohla, Steve Leniszewski, Jodi Wycoff

a. 2015 Comprehensive Plan Update

Lara Thomas, Planning Director, said that all elements are complete minus a few clerical corrections. The draft of the Comprehensive Plan Update is going to Department of Commerce on Friday for their 60-day review. The public hearings are scheduled to be held in April. Ms. Thomas said that she is planning to schedule a special Council meeting on Tuesday, April 26th which will be the meeting at which Council approves the 2015 Comprehensive Plan. Ms. Thomas then reviewed the Introduction chapter and the revisions to the Environment and Sustainability Element and the Economic Development Element. Ms. Thomas said that King County is working on their Comprehensive Plan docket. One item that Council may want to consider writing a letter to the County about for the docket is regarding language they are proposing in respects to Urban Growth Areas (UGA) and Urban Growth Area Reserves (UGAR). The proposed language states that urban growth area expansions will not be considered in this year's County update which could hinder Duvall's ability in the future to exchange its north UGA for an area south of Big Rock Road.

b. Levy Matrix Review

Matthew Morton, City Administrator, reviewed the documents included in the packet which consisted of a matrix for each priority that Council discussed placing on the levy ballot. The matrix listed the priority, the estimated costs, the staff interpretation of the rationale behind the need for each priority listed and the performance measurements/benchmarks/definition of success of each priority. The priorities are to fund a full time School Resource Officer; to offset inflation costs at the Police Department in order to aid in 21st Century Police Model Development and department stabilization, to fund Parks Capital Projects and Enhanced Parks Maintenance; and to fund Information Technology Infrastructure needs and Open Government "E" Initiative. Mr. Morton then answered questions from Council. This item will be brought back to Council for further discussion.

c. 2015 Q4 Financial Report Review

This item was moved to the regular Council agenda under Scheduled Items.

d. Good of the Order

There were no items for Good of the Order.

Adjournment

The Committee of the Whole adjourned at 6:58 p.m.

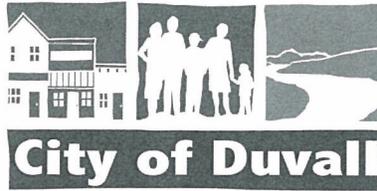
Written Reports – *the following reports were distributed in the Committee of the Whole packet:*

- Ordinance – First 2016 Budget Amendment
- Cottage Housing Demonstration Project

ATTEST:

Dianne Brudnicki, Mayor Pro Tem

Jodi Wycoff, City Clerk



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Meeting Minutes City of Duvall Planning Commission

Date: March 09, 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 7:04 pm.

2. Announcements

- A. Ms. Thomas provided an update on Commissioner Deason's absence. The position is now vacant, and Ms. Thomas will open up the selection process in a few days.
- B. Ms. Thomas gave a brief recap of her presentation on Duvall's Watershed Plan at the 2016 Tribal Green Summit in Snoqualmie. She noted the presentation was well-received, and she received several questions from the audience. She added that the City's next long-term planning project would be an update to the Stormwater Management Plan, with funds from an EPA grant.
- C. Ms. Thomas reminded the commissioners that the public hearings for the 2016 Code Amendments and 2015 Shoreline Master Program Update will take place at the next Planning Commission meeting on March 23. She added that the majority of April will entail hearings and decision-making related to the Comprehensive Plan and its associated components. She is looking to have the Comprehensive Plan approved by the end of April.
- D. Ms. Thomas reminded the commissioners not to respond to questions or comments related to city planning on social media as we do not have a way to retain those records in the event of a public disclosure request.
- E. Ms. Thomas mentioned that Planning is in the final phases for issuing the Final Environmental Impact Statement (FEIS) in conjunction with the 2015 Comprehensive Plan Update.
- F. Ms. Thomas reminded the commission of the North Hill Preliminary Plat Approval Extension Request public hearing on March 23, 2016.

3. Approval of Minutes

Approval of minutes from February 24, 2016, meeting will be held over until the next meeting.

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

None

5. Public Hearing

None

6. New Business

A. 2016 Code Amendments (CA16-001) – Review

Mr. Davis presented a staff report detailing the proposed code amendments for Unified Development Regulations (UDR), Title 14:

- Changes to Chapter 14.10: Zones, Maps, and Designations
- New Chapter 14.16 – Multifamily Residential 20 Units per Acre (R20)
- New Chapter 14.31 – Parks and Open Space

He noted that adoption of the amendments will occur after the 2015 Comprehensive Plan Update is adopted.

Ms. Thomas shared the updated zoning map to show where the new zoning changes will occur.

Discussion followed Staff's presentation.

B. 2015 Comprehensive Plan Update – All Elements – Review

Ms. Thomas presented updated data for the Economic Development Element, as requested by City Council. She also noted some staff-requested additions to the Comprehensive Plan:

- Adding the reuse of Class A water (for purposes such as irrigation) to Goals and Policies
- Adding high speed internet to Goals and Policies

7. Unfinished Business

None

8. Presentation

None

9. Adjournment

It was moved and seconded (*Winn – Mercer*) to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 9:09 p.m.

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
March 15, 2016 – 5:30 p.m.
Riverview Educational Service Center – 15510 – 1st Ave NE**

Mayor Pro Tem Brudnicki called the meeting to order at 5:30 p.m.

Council present: Amy Ockerlander, Dianne Brudnicki, Leroy Collinwood, Jason Walker, Scott Thomas, Becky Nixon, Gary Gill

Staff present: Lara Thomas, Steve Leniszewski, Stephanie Goodwin

a. WRECK Center

There was Council consensus that the repairs to the building need to be made. Jeff Peterson, a parent of three, started the presentation from the Duvall Co-Op Preschool. He stated how the Duvall Co-Op Preschool has helped his family because it is a safe and affordable childcare option. Mayor Ibershof introduced Amy McHenry from the Duvall Co-op Preschool. Ms. McHenry explained their reasoning for needing additional time to secure more funding. She stated that she has looked at other location options if the lease is not renewed, but there was either no outdoor play space for the children or the cost was too high. Ms. McHenry then answered questions from Council.

b. 2015 Comprehensive Plan Amendment Update

Lara Thomas, Planning Director, handed out the Future Land Use map and the Zoning District map to Council. Ms. Thomas answered questions from Council.

c. Zoning Code Amendments

Lara Thomas, Planning Director, said these are housekeeping items. Ms. Thomas stated that Multifamily Residential and Parks and Open Space are newly created designations. Ms. Thomas then answered questions from Council.

d. King County Metro Agreement

Lara Thomas, Planning Director, explained the Agreement. Ms. Thomas said she will be bringing this item back to Council for further discussion.

e. Good of the Order

Councilmember Brudnicki said she will be out for the April 5, 2016 meeting.

Councilmember Nixon said she would like to see Park & Ride improvements so the Park & Ride is utilized more. Councilmember Nixon wondered if Microsoft would be willing to work with Metro for these improvements. Councilmember Ockerlander stated that there have been past discussions regarding working with a private company such as Microsoft to improve the Park & Ride and she stated it is a great idea, but there may be some legal challenges with working with a private company.

Adjournment

The Committee of the Whole adjourned at 6:57 p.m.

Written Reports – *the following reports were distributed in the Committee of the Whole packet:*

- February 2016 Sales Tax Report
- WWTP Building Improvement Contract
- Draft Resolution – declaring certain City property surplus
- Staff report – King County iNet update
- Staff memo – K4C
- WRECK Center Information Memo

ATTEST:

Dianne Brudnicki, Mayor Pro Tem

Stephanie Goodwin, Utility Billing Clerk

**CITY OF DUVALL
COUNCIL MEETING
April 5, 2016
7:00 P.M. – Riverview Educational Service Center
15510 – 1st Ave NE**

Committee of the Whole: 5:30 P.M.

The City Council Meeting was called to order by Mayor Ibershof at 7:04 P.M.

Roll Call: Amy Ockerlander, Scott Thomas, Gary Gill, Becky Nixon, Jason Walker,
(absent: Dianne Brudnicki, Leroy Collinwood)

Staff Present: Matthew Morton, Lara Thomas, Dean Rohla, Steve Leniszewski, Police
Chief Carey Hert, Jodi Wycoff

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll in the amount of \$247,217.54; and Claims in the amount of \$474,049.37; Under Scheduled Items add: Councilmembers Ockerlander, Walker and Nixon.

II. Adoption of Council Agenda:

It was moved and seconded (Ockerlander-Walker) to adopt the 04/05/16 Council Agenda. The motion carried (5 ayes).

III. Approval of Consent Agenda:

It was moved and seconded (Ockerlander-Nixon) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 03/15/16; Payroll Checks #23762-23765 and #23831-23840 in the amount of \$247,217.54 including EFTs in the amount of \$127,979.61; Claims Checks #23766-23830, #23748-23751, #23752-23754 and #23755-23761 in the amount of \$474,049.37. The motion carried (5 ayes).

IV. Comments from the Audience:

Walter Pedferri, Duvall resident, expressed his concerns about water that runs off onto and through his property. Mr. Pedferri stated that he lives on Big Rock Road and his property is one of the first hit by water run off from neighborhoods east of his which is especially bad during heavy rain. Mr. Pedferri said he is concerned about the possible development that Toll Brothers is going to do along Big Rock Road. The development will produce more run off which will impact his property. Mr. Pedferri asked Council to consider having the water run off diverted when that property develops out.

Amy Peterson, Duvall Cooperative Preschool, said that the preschool wants to continue their lease in the WRECK Center but they will not be able to afford it if there is an increase in rent. Ms. Peterson said they have looked at other locations but they are hoping to be able to stay where they are. Ms. Peterson asked Council to make their decision soon regarding the lease so that, if needed, the preschool can look for and find a new location.

V. Scheduled Items:

1. Mayor:

Police Chief Swearing In Ceremony

Mayor Ibershof swore in Carey Hert as City of Duvall's Police Chief. Chief Hert's daughter pinned his badge.

7:19 p.m. Mayor Ibershof called a recess for a reception and refreshments in honor of Duvall's new Police Chief.

7:25 p.m. Mayor Ibershof called the Council Meeting back to order.

Amend Consent Agenda

Mayor Ibershof asked Council to entertain a motion to amend the consent agenda to correct the payroll amount and add an item to the meeting agenda.

It was moved and seconded (Nixon-Walker) to amend the Consent Agenda as follows: amend Payroll to include Checks #23744, #23745-23747, in the amount of \$128,897.59 including EFTs in the amount of \$123,041.86 for a total Payroll of \$376,115.13; and under Unfinished Business add: Item #5: Demonstration Ordinance for Cottage Housing. The motion carried (5 ayes).

Proclamations for review and consensus

Mayor Ibershof read two proclamations aloud and asked for Council consensus to authorize him to sign them. The proclamations proclaimed April as Sexual Assault Awareness Month and May 21, 2016 as Take Your Kids to Parks Day. There was Council consensus to authorize the Mayor to sign both proclamations.

2. Council:

Councilmember Amy Ockerlander reported on the Snoqualmie Valley Governments Association meeting she recently attended. Councilmember Ockerlander also reported that Municipal Research and Service Center (MRSC) funding was not cut in final legislative budget.

Councilmember Jason Walker said that King County is hosting a Community Service Area Town Hall meeting at Chief Kanim Middle School in Fall City on Monday, April 11th from 7:00 p.m.- 9:00 p.m. Councilmember Walker reported on the GoGreen Conference he attended last week. Councilmember Walker said that Council should review an initiative that is coming forward. I-732 is a carbon reduction initiative. Lastly, Councilmember Walker said that there has been talk in the community about the possibility of extending the Snoqualmie Valley Trail north to Monroe. King County has easements for the trail that are good through 2019 and Snohomish County has been doing survey work. Councilmember Walker suggested that Council contact King County to encourage them to extend the easement terms and continue to move forward with the project.

Councilmember Becky Nixon reported on the Lower Snoqualmie River Flood Impact Study meeting that she attended recently. She said the comment period for the Study ends on April 20th. Councilmember Nixon also reported on the Master Builders Association Elected Officials Reception that she attended. Lastly, Councilmember Nixon thanked Kass Holdeman, Community Coordinator, for her assistance in planning the memorial for Duvall community member Brian Pattinson.

3. City Administrator:

- a) WCIA Audit & Personnel Policy
- b) City Administrator Work Flow

Mr. Morton said that in the interest of time, he will give his report at the next Council meeting.

VI. Presentation: Tree City USA Certificate & Arbor Day Proclamation

Mayor Ibershof, along with Cedarcrest High School FFA Forestry Team members Micah Mutch and Judah Lints, read aloud the proclamation proclaiming April 23, 2016 Arbor Day in Duvall.

Ben Thompson, Department of Natural Resources, presented the Tree City USA plaque and street signs and Cedarcrest High School FFA members presented the Tree City USA flag.

VII. Public Hearing: Surplus Resolution

7:49 PM: The Public Hearing was opened.

There were no public comments.

7:49 PM: The Public Hearing was closed.

Public Hearing: Shoreline Master Program Update

7:49 PM: The Public Hearing was opened.

Lara Thomas, Planning Director, entered Exhibits one through eleven into the record. Ms. Thomas showed a presentation explaining that the Shoreline Management Act requires jurisdictions to enact a Shoreline Master Program. Ms. Thomas also provided an overview of the process, goals and policies, use regulations, administrative procedures, and next steps.

There were no public comments.

8:09 PM: The Public Hearing was closed.

Public Hearing: Ordinance – 2016 Code Amendments

8:09 PM: The Public Hearing was opened.

Lara Thomas, Planning Director, gave a presentation reviewing the changes to the code. Revisions include updating Title 14.10 to include two new zoning designations and adding

two new sections which are Title 14.16 Residential 20 and Title 14.31 Parks and Open Space. Ms. Thomas entered all exhibits, including public comments into the record.

There were no public comments.

8:19 PM: The Public Hearing was closed.

VIII. New Business:

1. (AB16-17) Public Art Donation

Kass Holdeman, Community Coordinator, explained the public art donation proposal and evaluation process. Local artist, Denny Redman showed the sculpture that is being donated which is called "Mike Ball's Hat". Ms. Holdeman said that the proposed site for the sculpture is in front of the Duvall Visitor Center. This item will be brought back to the next meeting for approval.

2. (AB16-18) Resolution - Shoreline Master Program

Lara Thomas, Planning Director, answered questions from Council and said that this item will be brought back to the next meeting for approval.

3. (AB16-19) Ordinance - 2016 Code Amendments

Lara Thomas, Planning Director, answered questions from Council. Ms. Thomas said this ordinance cannot be adopted until after the 2015 Comprehensive Plan Amendment is approved which should be in May or June.

4. 2015 Comprehensive Plan Amendment

Lara Thomas, Planning Director, reviewed comments received from Puget Sound Regional Council (PSRC). Staff will work to address the comments and bring an update to the next meeting.

5. (AB16-20) Approve and Authorize the City Administrator to sign agreement with King County Metro for the Alternative Service Demonstration Project Agreement.

It was moved and seconded (Ockerlander-Nixon) to approve and authorize the City Administrator to sign agreement with King County Metro for the Alternative Service Demonstration Project Agreement. The motion carried (5 ayes).

6. (AB16-21) Resolution – Coalition of Small Police Agencies

Dean Rohla, Finance Director, said that Duvall Finance Department has been responsible for the Coalition of Small Police Agencies funds for the past three years which is the agreed upon term for each member city. City of Lake Forest Park will be taking the responsibility for the next three years. The transfer of the funds requires a resolution. This item will be brought back to the next meeting for approval.

7. (AB16-22) Approve Resolution #16-03 adopting the Council Social Media Policy.

It was moved and seconded (Ockerlander-Nixon) to approve Resolution #16-03 adopting the Council Social Media Policy. The motion carried (4 ayes, 1 nay-Thomas).

IX. Unfinished Business:

1. (AB16-14) Approve Resolution #16-04 declaring certain City property surplus including utility property.

It was moved and seconded (Ockerlander-Nixon) to approve Resolution #16-04 declaring certain City property surplus including utility property. The motion carried (5 ayes).

2. (AB16-12) Adopt Ordinance #1192 amending Ordinance No. 1190 adopting the budget for the fiscal year 2016 for the purpose of accounting for adjustments to revenues and expenditures.

It was moved and seconded (Ockerlander-Walker) to adopt Ordinance #1192 amending Ordinance No. 1190 adopting the budget for the fiscal year 2016 for the purpose of accounting for adjustments to revenues and expenditures. The motion carried (5 ayes).

3. (AB16-13) Approve and authorize the Mayor to sign contract #2016-15 with Accord Contractors for WWTP Building Improvements.

It was moved and seconded (Nixon-Ockerlander) to approve and authorize the Mayor to sign contract #2016-15 with Accord Contractors for WWTP Building Improvements. The motion carried (5 ayes).

4. (AB16-09) Ordinance – TBD Funding

Matthew Morton, City Administrator, said that there have been no changes to the draft ordinance. This item will remain on the Council agenda for discussion at future meetings for transparency.

5. Demonstration Ordinance – Cottage Housing

(This discussion was moved from the Committee of the Whole agenda.)

Lara Thomas, Planning Director, said that although the Duvall Municipal Code allows for cottage housing, there are no policies or incentives for the program. Ms. Thomas explained that this is a demonstration ordinance which has a one-year sunset clause. After one year, Council will have the choice to allow the ordinance to sunset, renew the ordinance as-is, amend the ordinance and/or adopt the ordinance into Duvall's Municipal Code. Ms. Thomas answered questions from Council. Ms. Thomas said that there will be a Public Hearing on this demonstration ordinance at the first Council meeting in May with possible adoption at the same meeting.

X. Executive Session: None

XI. Adjournment:

It was moved and seconded (Walker-Thomas) to adjourn the meeting. The meeting adjourned at 9:21 P.M.

Signed _____
Will Ibershof, Mayor

Attest _____
Jodi Wycoff, City Clerk

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
April 19, 2016 – 5:30 p.m.
Riverview Educational Service Center – 15510 – 1st Ave NE**

Acting Mayor Pro Tem Ockerlander called the meeting to order at 5:31 p.m.

Council present: Amy Ockerlander, Scott Thomas, Becky Nixon, Dianne Brudnicki, Leroy Collinwood, Jason Walker (absent: Gary Gill)

Staff present: Matthew Morton, Lara Thomas, Dean Rohla, Police Chief Carey Hert, Jodi Wycoff

a. 2015 Comprehensive Plan Amendment Update

Lara Thomas, Planning Director, reviewed the comments received by Puget Sound Regional Council (PSRC) after their review. The two items that are of the biggest concern are the PSRC job and residential housing targets. Duvall has always drafted plans using the maximum numbers and PSRC is requiring that we no longer do that. The residential housing numbers that are in the Plan are within the percentage requires; however, the job numbers exceed the target that PSRC set for us. Ms. Thomas then reviewed the draft language changes to the Comprehensive Plan in response to their comments and answered questions from Council.

b. WRECK Center Lease

Matthew Morton, City Administrator, said that he has spoken with the current tenants, the Duvall Cooperative Preschool (DCP) and read aloud an email he had just received from them. The email stated that DCP wants to stay in the WRECK Center. They would like to keep the current monthly rental rate and start paying for utilities in September. DCP also requested a minimum 2-year lease extension. Mr. Morton then answered questions from Council and asked for direction from Council on how they would like to proceed. Council discussed the options. There was general Council consensus to open the lease to the general market and look at options for relocating Duvall Cooperative Preschool, possibly to another City facility.

c. Levy Matrix

Matthew Morton, City Administrator, reviewed the documents included in the packet which consisted of a matrix for each priority that Council discussed placing on the levy ballot. The matrix listed the priority, the estimated costs, the staff interpretation of the rationale behind the need for each priority listed and the performance measurements/benchmarks/definition of success of each priority. The priorities of a full time School Resource Officer; Police Department Modernization and Information Technology Infrastructure and Open Government “E” Initiative essentially stayed the same since the last presentation. The only major change is that the Parks Capital Projects and Enhanced Parks Maintenance section was changed to “Big Rock Ball Field Turf & Lighting Project”. Mr. Morton explained that if something happened and the project could not be completed with levy dollars then the alternative will be to invest in community approved priorities as outlined in the 2009 Parks Trails and

Open Space Plan. Mr. Morton asked for Council consensus to move the levy message forward to the community to get their feedback. Council agreed to move the message forward.

d. TBD Community Message

Matthew Morton, City Administrator, showed Council the web site and informational brochure for Olympia Transportation Benefit District (TBD) and said this is the type of community messaging he would like to move forward with. Council agreed and Mr. Morton said that he will bring a mockup of the web site and brochure for Duvall's TBD to the next meeting for review.

e. Good of the Order

Mayor Ibershof reported on the Sound Cities Association Public Issues Committee meeting he attended. Mayor Ibershof also said that he and Matt Morton, City Administrator, have been meeting with other local mayors and city administrators. Most recently they met with Issaquah and Snoqualmie and will be meeting with Federal Way soon.

Adjournment

The Committee of the Whole adjourned at 6:46 p.m.

Written Reports – *the following reports were distributed in the Committee of the Whole packet:*

- Transportation Element Update Contract
- Baisa-Kuhlan Final Short Plat

ATTEST:

Dianne Brudnicki, Mayor Pro Tem

Jodi Wycoff, City Clerk

**CITY OF DUVALL
COUNCIL MEETING
May 3, 2016
7:00 P.M. – Riverview Educational Service Center
15510 – 1st Ave NE**

Committee of the Whole: 5:30 P.M.

The City Council Meeting was called to order by Mayor Pro Tem Brudnicki at 7:04 P.M.

Roll Call: Amy Ockerlander, Scott Thomas, Gary Gill, Becky Nixon, Jason Walker, Dianne Brudnicki, Leroy Collinwood

Staff Present: Matthew Morton, Lara Thomas, Dean Rohla, Jodi Wycoff

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll in the amount of \$152,689.72; and Claims in the amount of \$112,533.20; Under Scheduled Items add: Councilmembers Walker and Thomas.

II. Adoption of Council Agenda:

It was moved and seconded (Ockerlander-Thomas) to adopt the 05/03/16 Council Agenda. The motion carried (7 ayes).

III. Approval of Consent Agenda:

It was moved and seconded (Ockerlander-Thomas) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 04/19/16; Payroll Checks #23930-23932 and #23993 in the amount of \$152,689.72 including EFTs in the amount of \$146,825.56; Claims Checks #23946-23992, #23942-23945, and #23933-23941 in the amount of \$112,533.20. The motion carried (7 ayes).

IV. Comments from the Audience:

Amy Peterson, Duvall Cooperative Preschool (DCP), thanked staff and Council for their consideration to extend the WRECK Center lease to the DCP.

Jeff Wolf, representing Duvall Chamber of Commerce, said that Duvall Days is fast approaching and reviewed the activities planned for the day including a parade, vendors, a beer garden, two stages, kid's activities and much more. Mr. Wolf also reminded everyone that the next Chamber meeting is this Thursday, May 5th at 6:00 p.m. at the Duvall Visitor Center.

V. Scheduled Items:

1. Mayor:

Mayor Pro Tem Brudnicki had no report.

2. Council:

Councilmember Jason Walker thanked Boyd Benson, Interim Public Works Director, for his leadership in organizing the Earth Day Event on April 23rd.

Councilmember Scott Thomas expressed his feelings that it seems that Council is anti-business and commercial development and that the community is noticing. Councilmember Thomas asked if this could be a topic for a future Council retreat.

3. City Administrator:

a) TBD Community Messaging – Matthew Morton, City Administrator, showed Council a draft of the web page for the Transportation Benefit District (TBD). Mr. Morton said that a brochure has also been drafted which the Clerk will email to Council tomorrow. Additional edits are being made to both and will be brought back to Council at the next meeting for their final approval before being distributed to the public.

VI. Presentation: None

VII. Public Hearing: Cottage Housing Demonstration Program Ordinance

7:17 PM: The Public Hearing was opened.

Lara Thomas, Planning Director, entered the Staff Report and Exhibits one through five into the record. Ms. Thomas explained that this ordinance is for a Demonstration Program and therefore will sunset in one year unless Council chooses to adopt and codify a full program. Ms. Thomas said that Planning Commission held their Public Hearing on this ordinance on April 27th and recommend Council adopt the ordinance with no changes.

There were no public comments.

7:20 PM: The Public Hearing was closed.

VIII. New Business:

1. (AB16-30) Resolution – Baisa Khulan Final Plat

Lara Thomas, Planning Director, explained that this plat started a long time ago but due to the recession the applicant was unable to complete it and the plat lost vesting. The applicant has asked to start the process again. Ms. Thomas said that the plat is currently in the appeal period and the resolution will be brought before Council during the May 31st special meeting for approval.

IX. Unfinished Business:

1. (AB16-28) Adopt Ordinance #1193 allowing for Cottage Housing through a Demonstration Program.

It was moved and seconded (Ockerlander-Nixon) to adopt Ordinance #1193 allowing for Cottage Housing through a Demonstration Program. The motion carried (7 ayes).

2. (AB16-31) Resolution - 2015 Comprehensive Plan Amendment

Lara Thomas, Planning Director, said that the most current documents will be online tomorrow. Planning Commission will hold their public hearing on May 11th and Council will hold theirs on May 17th. Ms. Thomas said that this resolution will be brought before Council at their May 31st special meeting for approval. Ms. Thomas then answered questions from Council.

3. (AB16-32) Ordinance - Zoning Map

Lara Thomas, Planning Director, said that Planning Commission will hold their public hearing on May 11th and Council will hold theirs on May 17th. Ms. Thomas said that this resolution will be brought before Council at their May 31st special meeting for approval.

4. (AB16-09) Ordinance – TBD Funding

Matthew Morton, City Administrator, said that there have been no changes to the draft ordinance. The community messaging brochure will go out in the utility bills sent at the end of May and the web page will go live by the end of the month as well. Mr. Morton said that Council will hold a Public Hearing at their second meeting in June and Council could choose to adopt the ordinance during that meeting as well.

X. **Executive Session:** *None*

XI. **Adjournment:**

It was moved and seconded (Ockerlander-Nixon) to adjourn the meeting. The meeting adjourned at 7:42 P.M.

Signed _____
Dianne Brudnicki, Mayor Pro Tem

Attest _____
Jodi Wycoff, City Clerk