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## Meeting Minutes City of Duvall Planning Commission Meeting

**Date:** February 8, 2023

**Time:** 7:00 PM

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

Via Zoom:

<https://us06web.zoom.us/j/84014741592?pwd=UVpjbVIMY1A5QnIrZXdxQWpOczhsZz09>

**Commissioners Present:** William Chappell, Eric Preston, Chelsea Shapiro, Patrick Van Cleemput, Blake Vintertun (Absent: Laura Bradley).

**Staff Present:** Lara Thomas, Community Development Director; Troy Davis, Senior Planner; Asela Chavez, Assistant Planner/Permit Specialist.

### Call to Order – Flag Salute

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

#### 1. Approval of the Agenda

It was moved and seconded (*Van Cleemput/Shapiro*) to approve the agenda for the February 8, 2023, Planning Commission meeting. The motion passed 5-0.

#### 2. City Staff Announcements

Lara Thomas, Community Development Director, made the following announcements:

- a) The City will be interviewing candidates for the Senior Planner position next week.
- b) The Planning Manager recruitment begins next week.
- c) The department continues to monitor bills at the 2023 Legislative Session that could impact the city's land use and building processes.
- d) The planning department expects to interview a candidate for Planning Commission in the upcoming weeks.
- e) The City Council is holding a retreat this Saturday.
- f) Next week, the department is holding a pre-application for the Duvall Village commercial lot.
- g) City Council received the first draft of the Facilities assessment and master programming report.
- h) The Community Development issued seven residential permits last month, which is above average for this type of permit.

Ms. Thomas answered questions from commissioners. She noted that the City does not have a lobbyist for the legislature and that joining weekly meetings on popular bills is a way to participate.

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

It was moved and seconded (*Vintertun/Van Cleemput*) to approve the January 25, 2023, Planning Commission meeting minutes. The motion passed 5-0.

### **4. Comments from Audience**

None.

### **5. Design Review**

#### *a) Cameron Park Monument Sign*

Chairperson Chappell opened the design review for the Cameron Park monument sign at 7:12 pm.

Asela Chavez, Assistant Planner/Permit Specialist, gave a brief presentation on the permit application and introduced the applicants Shawn Hamilton and Amber Eby.

Shawn Hamilton, Northwest Sign and Design presented the sign plans and location.

Public Comments: none.

Staff Comments: none.

Planning Commissioners made the following questions:

- i. Will everything be removed including the brick? The brick will remain and there will be planting around it. Staff complimented the design proposal for reutilizing existing materials.
- ii. Is there anything within the application that is nonconforming to City guidelines? City staff found that the sign is compliant to City regulations and design guidelines.

Chairperson Chappell closed the design review for the Cameron Park monument sign at 7:21 PM.

It was moved and seconded (*Van Cleemput/Preston*) to approve the proposed Cameron Park monument sign subject to the conditions of approval listed on the staff report. The motion passed 5-0.

### **6. New Business**

#### *a) Building Projections into Setbacks & Proposed Revisions*

Troy Davis, Senior Planner, gave a presentation on setbacks and projections, discussing types of allowed projections in Duvall, current issues, and possible solutions, like code amendments.

Ms. Thomas noted other issues include walls at the property line that are engineered and angle, encroachments, permits vested to previous code, and side yard access.

Staff responded to questions from Commissioners. The Commission discussed the case for the public interest on this issue and asked about the next steps. The planning department will work on a code update and present a draft in the upcoming months.

**7. Unfinished Business**

*a) Snoqualmie Valley Housing Needs Assessment/Housing Action Plan Update*

Ms. Thomas explained that the project is behind schedule due to consultant delays, and this will pose challenges for the department in the upcoming months. Ms. Thomas gave a brief overview of the process for project completion, which is expected at the end of June. The department will report back at the next meeting.

**8. Good of the Order**

None.

**8. Adjournment**

The meeting was adjourned at 8:30 PM.