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## Meeting Minutes City of Duvall Planning Commission Meeting

**Date:** March 22, 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/88248717855?pwd=SHFjajMzTk1oYTFDNHpnTFNqWHI2UT09>

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

**Staff Present:** Lara Thomas, Community Development Director; Niomi Montes de Oca, Senior Planner; Joe Ornelas, 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 (*Vintertun/Van Cleemput*) to approve the agenda for the March 22, 2023, Planning Commission meeting. The motion passed 6-0.

#### 2. City Staff Announcements

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

- a) The March of the Vegetables parade is taking place this weekend in downtown.
- b) King County is updating its Flood Management Plan and has an active survey.
- c) The City now has a final draft of the Housing Needs Assessment and will start working on the Housing Action Plan. The planning department will be conducting a public survey as the first step.
- d) The sewer moratorium was dropped last week. The City is now accepting land use applications.
- e) The community development department is busy with inspections and building permits.
- f) Planning has two new Senior Planners, Joe Ornelas, who will focus on current planning and Niomi Montes de Oca who will focus on long-range planning.
- g) The fire department hosted a valley-wide Emergency Management exercise.
- h) The NE 142<sup>nd</sup> Pl project is currently under construction, grinding and paving taking place this week. Permanent stripping will occur in three weeks.
- i) The City is renewing its emergency management coordinator position.
- j) King County parks levy grant submitted for McCormick Park bank stabilization.
- k) The police station work is progressing well.

- l) The City is also hiring communication coordinator and community events positions.
- m) The School District is facing budget challenges, and there are talks of a school closure. The department encourages Commissioners to stay tuned for future updates.
- n) Short-term rentals were discussed at City Council. Currently, they are not allowed under the Municipal Code.
- o) A temporary ordinance on mobile food units was discussed at City Council and is being considered for approval.

**3. Approval of Minutes**

It was moved and seconded (*Vintertun/Van Cleemput*) to approve the February 22, 2023, Planning Commission meeting minutes. The motion passed 6-0.

**4. Comments from Audience**

None.

**5. Presentation**

a) *Housing Needs Assessment and Action Plan Update*

Niomi Montes de Oca, Senior Planner, gave a presentation on the Housing Action Plan, discussing its origin, importance, and development. Ms. Montes de Oca also outlined the next steps the department will be working on. Commissioners asked questions of staff and discussion ensued.

**6. New Business**

Ms. Thomas noted that Requests for Proposals (RFPs) would be coming soon for the comprehensive plan, transportation plan, and parks, and open space plans. The City expects contracts to be finalized in June.

**7. Unfinished Business**

Commissioner Chappell asked questions on the status of the sewer moratorium and the wastewater treatment plant.

**8. Good of the Order**

None.

**8. Adjournment**

The meeting was adjourned at 8:15 PM.