



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission Meeting

Date: January 25, 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: William Chappell, Laura Bradley, Eric Preston, Chelsea Shapiro, Blake Vintertun (Absent: Patrick Van Cleemput).

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 7:02 PM.

1. Approval of the Agenda

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

2. City Staff Announcements

Troy Davis, Senior Planner, made the following announcements:

- a) The City has been recruiting for the Senior Planner position, interviews will take place on the first or second week of February.
- b) The Planning Department will advertise and recruit for a Planning Manager position after City Council approves the job description.
- c) There is a training opportunity for the chair with Jurassic Parliament.
- d) The City received an application for the current Planning Commission vacancy, the Planning Department is working on setting up an interview in the upcoming weeks.

Lara Thomas, Community Development Director, gave a brief overview of the 2023 Legislative Session. Ms. Thomas mentioned land use and housing bills that could impact Duvall's 2024 Comprehensive Plan process.

3. Approval of Minutes

It was moved and seconded (*Chappell/Vintertun*) to approve the October 26, 2022, Planning Commission meeting minutes. The motion passed 5-0.

4. Comments from Audience

None.

5. New Business

a) Nomination of a new Chair and Vice-Chair for 2023

Commissioner Chappell was nominated and seconded (Preston/Vintertun) for Planning Commission Chairperson. The motion passed 5-0. Commissioner Vintertun was nominated and seconded (Chappell/Preston) for Planning Commission Vice Chairperson. The motion passed 5-0.

b) Current Development Projects – Status Update

Mr. Davis provided an overview of development projects under land use and permit review, ready for construction and under construction, noting there has been little change since the last update due to the sewer moratorium.

c) December Mayor Report

Ms. Chavez presented statistics on building permit reviews and inspections for the year 2022, noting the utility of the online permitting system. Ms. Thomas mentioned other responsibilities City staff is undertaking for the year 2023. Ms. Thomas responded questions from Commissioners.

6. Unfinished Business

Commissioner Chappell reminded commissioners to get names from people interested in participating in the upcoming Comprehensive Plan process. Commissioner Chappell also inquired about opportunities for people living outside City limits.

Ms. Thomas gave a brief overview of the Economic Development Investment recently approved by City Council for 2023-2024; City staff will draft an update to the 2005 Strategic Action Plan.

7. Good of the Order

None.

8. Adjournment

The meeting was adjourned at 7:53 PM.