



Small Town. Real Life.

Meeting Minutes City of Duvall Planning Commission Meeting

Date: April 27, 2022

Time: 7:00 PM

Place: In person: Duvall Fire Station 66 – 15600 1st Ave NE, Duvall, WA 98019

Via Zoom: <https://us06web.zoom.us/j/89401640215>

Commissioners Present: William Chappell, Laura Bradley, Eric Preston, Mike Supple, 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/Bradley*) to approve the agenda for the April 27, 2022 Planning Commission meeting. The motion passed 5-0.

2. City Staff Announcements

Troy Davis, Senior Planner announced that Commissioner Sawyer resigned from the Commission due to a change of residence out of State. The Commission has two open positions, and the City is currently working to fill one vacancy.

Lara Thomas, Community Development Director, provided a brief update on current development:

- a. Our existing City administrator left the City and we will start a recruitment process soon. Other staff changes in the City includes the promotion of our current assistant engineer.
- b. The Community Development Department will start sharing the monthly Mayor reports with the Commission.
- c. The City was awarded a Tree Forestry Grant; more details are to come soon.
- d. The online permitting platform OpenGov is planned to go live on June 20.
- e. The City will be digitizing its on-site records.
- f. The Planning Department will be requesting an additional position for City Council in May.
- g. The Department is constantly receiving fence permit inquiries and applications. A survey is required for new and replacement fences adjacent to right-of-way, public spaces, sensitive areas.

3. Approval of Minutes

It was moved and seconded (*Bradley/Preston*) to approve the March 9, 2022 Planning Commission meeting minutes. The motion passed 5-0.

4. Comments from Audience

None.

5. New Business

a) Planning Commission Preferred Meeting Method (Virtual or Hybrid)

Lara Thomas, Community Development Director, asked Commissioners about their preferred meeting method. Ms. Thomas noted there the Governor's declaration of emergency is not yet lifted. The Commission decided to keep meetings on a hybrid format, even past the emergency period.

b) DMC Chapter 14.08 Permit Processing Code Update

Troy Davis, Senior Planner, gave a PowerPoint presentation on the code amendment process and proposed revisions. Mr. Davis discussed the regulatory framework of the Municipal Code, the structure of Chapter 14 and current issues.

c) DMC Chapter 14.72 Comprehensive Plan Amendment Procedure

Mr. Davis gave a brief overview of the Comprehensive Plan Amendment process discussing current issues and public participation requirements. Commissioners made questions of staff and discussion ensued. City staff noted that anyone can bring amendment proposals for any chapter of the Municipal Code.

6. Unfinished Business

a) Housing Needs Assessment

Lara Thomas, Community Development Director announced the Department had its first implementation meeting with the consultant working on the Housing Needs Assessment. Ms. Thomas noted that the assessment is expected to be completed by the end of the year. The Planning Department will periodically bring tasks for the Commission to review.

7. Good of the Order

Commissioner Chappell inquired about the date of the King County Subarea Plan event.

8. Adjournment

The meeting was adjourned at 7:52 PM.