



Small Town. Real Life.

**Meeting Minutes**  
**City of Duvall Joint Planning Commission/City Council Workshop**

**Date:** May 24, 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/83320683567?pwd=RmFVdGVJJaFAwRWRyTHRzcm50TWJNZz09>

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

**Councilmembers Present:** Amy McHenry, Ronn Mercer, Rick Shaffer, Mike Supple (Absent: John Isaacson, Jennifer Knaplund, Corey Lovett, Amy Ockerlander)

**Staff Present:** Lara Thomas, Community Development Director; Niomi Montes de Oca, 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 (*Barnhart/Bradley*) to approve the agenda for the May 24, 2023, Planning Commission meeting. The motion passed 5-0.

**2. City Staff Announcements**

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

- a) Last week the Planning Department issued a Request for Proposals (RFP) for the comprehensive plan. An RFP for the Parks Plan will be published next.
- b) The Department is at the end of a cycle, completing tasks for a grant from the Department of Natural Resources. Staff will bring the deliverables for review at a future meeting.

**3. Comments from Audience**

None.

**4. Presentation**

a) *Draft Housing Action Plan*

Niomi Montes de Oca, Senior Planner, introduced Cyrus Oswald, Planner 1 from Blueline who is available to answer questions. Ms. Montes de Oca then presented the draft Duvall Housing Action Plan, discussing the Housing Needs Assessment, the

public engagement process, and the first draft of the housing policy framework. The presentation concluded by outlining the next steps in the Housing Action Plan process.

Planning Commissioners and Councilmembers made the following questions and comments:

- Clarification on how Councilmembers and Commissioners can submit comments to the draft housing action plan. Comments can be shared through SharePoint.
- Are there historical or previous records that could be of use in the process? The Comprehensive Plan is a living document that gets updated every year. Other regulations are updated simultaneously with the Plan.
- City staff has invested a lot of time and effort into this document, Planning Commission and City Council appreciate this work.

**5. New Business**

None.

**6. Good of the Order**

Commissioner Chappell proposed that approval of the agenda in future meetings is done not by vote but by dissent, another option by Robert's Rules of Order.

Commissioner Chappell mentioned he received a community request to establish parking limits on Main Street. Commissioners and Councilmembers agreed to discuss this later.

**8. Adjournment**

The meeting was adjourned at 8:52 PM.