



Small Town. Real Life.

Meeting Minutes
City of Duvall Planning Commission Meeting

Date: July 13, 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, Eric Preston, Chelsea Shapiro, Mike Supple, Blake Vintertun (Absent: Laura Bradley, 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 7:11 PM.

1. Approval of Minutes

It was moved and seconded (*Supple/Shapiro*) to approve the April 27, 2022 Planning Commission meeting minutes. The motion passed 5-0.

2. Approval of the Agenda

It was moved and seconded (*Supple/Vintertun*) to approve the agenda for the July 13, 2022 Planning Commission meeting. The motion passed 5-0.

3. Comments from Audience

None.

4. New Business

a) Design Review: 65 Degrees Monument Sign

Chairperson Chappell opened the design review for the 65 Degrees monument sign at 7:13 PM.

Danny Villagrana, Core Design, introduced the design and gave an overview of the proposed materials.

Asela Chavez, Assistant Planner/Permit Specialist, gave a brief introduction on the permit application process.

Lindsey Solorio and Danny Villagrana, Core Design, discussed the sign plans and its proposed location.

Public Comments: none.

Staff Comments: none.

Planning Commissioners made the following questions and comments:

- i. Were there any variances or departures requested for this sign application?
There were no variances or design departures related to this sign permit application.
- ii. How difficult is maintenance of the sign? In specific after the site goes to HOA management? Maintenance would not be so difficult.
- iii. What is the typical life cycle of this type of sign? It is expected it would be 20 to 30 years before this sign requires refacing or new lettering.
- iv. How many flow lights does the sign will have? Two lights are proposed.

Vicechair Chappell closed the design review for the Duvall Village Monument Sign at 7:25 PM.

It was moved and seconded (Vintertun/Preston) to approve the proposed 65 Degrees monument sign subject to the conditions of approval listed on the staff report. The motion passed 5-0.

5. City Staff Announcements

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

- a. Senior Planner Troy Davis will be going to graduate school soon and will be transitioning part-time. The department will be opening a position for Senior Planner soon.
- b. Ms. Thomas gave an overview of the projects and policy work in the pipeline: Comprehensive Plan update, shoreline master program, sign code update, transportation plan, parks and open space plan, housing needs assessment, housing action plan.
- c. The City is in the process of recruiting a City Administrator, a brochure will be published and shared.
- d. City Council had a budget retreat to set up the budget priorities for the next cycle.
- e. City Council will be assessing whether to increment property taxes by 1% soon.
- f. The City went through a salary and compensation study. City Council is expected to make a final vote on the proposed changes at the next meeting.

Ms. Thomas answered questions of Commissioners.

6. Unfinished Business

None.

7. Good of the Order

None.

8. Adjournment

The meeting was adjourned at 7:50 PM.