

**TOWN OF EATONVILLE
PLANNING COMMISSION AGENDA
Monday, May 15, 2017 – 7:00 P.M.
COMMUNITY CENTER
305 CENTER STREET WEST**

Call to Order

Welcome new Planning Commissioner, Shelly Knick.

Roll Call: Bertoa ___ Justice ___ Lambert ___ *Miller-Excused* Knick ___

Town Staff Present: Mayor Schaub, Abby Gribi, Scott Clark, and Kerri Murphy

Pledge of Allegiance

Approval of the Agenda:

Approval of Minutes: May 1, 2017

Communications and Announcements:

From Public:

From Commissioners:

Old Business: Comprehensive Plan Review - Chapter 18 – Implementation Strategies

Public Comments:

Staff Comments:

Commissioner Comments:

Next Meeting: June 5, 2017

RESOLUTION 2017-M

**A RESOLUTION OF THE EATONVILLE TOWN COUNCIL TO CONFIRM THE
MAYOR'S APPOINTMENT OF PLANNING COMMISSION MEMBER
SHELLEY KNICK**

WHEREAS, it is the duty of the Mayor to make Planning Commission appointments, and to have the term fixed as per Eatonville Municipal Code 2.32.020; and

WHEREAS, Eatonville Municipal Code 2.32.010 provides for five Planning Commission members; and

WHEREAS, Andy Powell was appointed to serve Planning Commission, position #2 from January 12, 2016 to December 31, 2020; and

WHEREAS, Andy Powell has resigned from Planning Commission position #2; and

WHEREAS, Shelley Knick has completed an Application for Appointment to fill the remaining term of position #2 on the Planning Commission; and

WHEREAS, the Town Council wishes to confirm the appointment for position #2 of the Planning Commission; now, therefore,

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,
HEREBY RESOLVES AS FOLLOWS:**

THAT: The Town Council of the Town of Eatonville hereby confirms the appointment of Shelley Knick to position #2, of the Planning Commission beginning May 8, 2017 and expiring on December 31, 2020; and,

PASSED by the Town Council of the Town of Eatonville and attested by the Town Clerk in authentication of such passage this 8th day of May, 2017.

Michael Schuab, Mayor

ATTEST:

Kathy Linnemeyer, Town Clerk

**Town of Eatonville
PLANNING COMMISSION MEETING
Monday, May 1, 2017
COMMUNITY CENTER
305 CENTER STREET WEST**

CALL TO ORDER

Chairman Lambert called the meeting to order at 7:00 PM.

ROLL CALL

Present: **Commissioners Bertoia, Justice and Lambert.**
Commissioner Miller was excused.

STAFF PRESENT: Mayor Schaub, Abby Gribi, Scott Clark and Kerri Murphy.

OPENING CEREMONIES

Commissioner Justice led the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion by **Commissioner Justice** to approve. Seconded by **Commission Bertoia.** AIF.

APPROVAL OF MINUTES

Motion by **Commissioner Justice** to approve the minutes of April 11, 2017. Seconded by **Commissioner Bertoia.** AIF.

COMMUNICATIONS OR ANNOUCEMENTS

There were no communications or announcements from the public or the commissioners.

OLD BUSINESS

Comprehensive Plan Review – Chapter 15 – Transportation

Scott Clark, Town Planner led the discussion and review of the Transportation portion of the Comprehensive Plan asking the commissioners for their input and any changes they might want to see.

Chairman Lambert asked for clarification of the Vision statement; is it looking into the future of Eatonville?

Mr. Clark explained that yes this would be something that they would want for the Town of Eatonville.

Abby Gribi said that she would check with the police department to confirm a “reduction in injury incidents”.

There were discussions and suggestions for small changes and corrections for the chapter.

- Removal of street names under “Road Conditions”
- Change title from 15.2.1. Local streets to Access streets
- 15.2.3 Review “Hourly Variations” for hourly travel variations
- Verify traffic accidents with the police department

- 15.2.10 add “ it is anticipated that the Rim Rock Quarry will be creating additional traffic impact to Lynch Creek Road at Washington Ave N (SR 161)
- 15.2.13 Airport – add Reagan Lane
- Add trail to “ 15.2.15 Pedestrian and Bicycle Facilities”
- 15.2.19 Town Center Plan refers to “Figure” – change to “Table” 16-2; 16-3
- 15.2.20 Recommended Street Plan change “Figure” to “Table” 16-1
- Update Table 15-3 to a more realistic population for the town
- Change the wording for “Figure” to “Table”
- 15.4.1 Goal T-1; Objective 1b – Expand bicycle facilities to “where roadway exist”; remove “Sharrows” and “maintenance stations”
- Table 15-5 – Are there any new programs available for funding?

Staff Comments:

Abby Gribi, Town Administrator said she attended and spoke at both of the Pierce County public hearings for the Rim Rock Quarry. The hearing at the annex building was lightly attended and the public hearing at the Eatonville High School was attended by about 100 people with 25 people speaking. The Hearings Examiner asked questions and was under no deadline to make a decision. The town is on the mailing list to receive any and all information regarding the quarry planning. There will be a 3rd meeting on May 18, 2017, 9:00 a.m. at the Pierce County Annex building.

Robert (Bob) Thomas – 234 Allison Ave – Regarding the Airport section (15.3 Goals and Policies) He suggested that the commissioners review the WAC 365.195 (Growth Management Act – Best Available Science) adding that Land Use needs to be defined and the airport needs to be clarified.

Zak Lightcap, 3607 Auburn Way S., Auburn – introduced himself stating that he drives for “Harlow’s which is a private bus service.

Sherilyn Hall – 3607 Auburn Way B-2, Auburn – “Operation Health First Healthcare - was discussing what she is trying to promote regarding healthcare. Not very clear.

Rick Adams – Airport Commission – Said that the Airport Commission would like to work with the Planning Commission on the Comprehensive Plan. What is written in Chapter 15, Transportation needs to be clarified. The State has an aviation plan. This is a multi-modal policy form of transportation. Flying cars are being developed, look into it on the internet. He said we can make a better airport than we have now.

Commissioner Bertoia said that Rick Adams has been asking to meet with the planning commission several times. Who sets up the meetings and when can we make this happen. We need to meet with Rick Adams and the commission.

The next meeting will be May 15, 2017.

Chairman Lambert closed the meeting at 8:45 p.m.

Chairman Lambert

Judy Justice – Co-Chairperson

ATTEST:

Kerri Murphy, Recording Secretary

Chapter 18

IMPLEMENTATION STRATEGIES

18.1 Land Use Implementation Strategies

Short-Term (1-5 years):

1.) Small Business Overlay Zone (LU-7A.1)

Purpose: To encourage small business development within the commercial core, the Town should consider creating a floating zone to help reduce barriers to business development such as rental costs and parking requirements

Proposal: Create an overlay zone within commercial corridors to reduce requirements for new buildings, such as footprint and parking. The current zoning requires minimum lot sizes of 5,000 square feet with maximum lot coverage of 100%.¹ The minimum lot size could be reduced to 2,500 square feet, to allow smaller commercial spaces. Additionally, the parking requirements could be eased for properties along Mashell Avenue. These smaller buildings could provide incubator spaces for small start-up companies and help defray common overhead costs. This would require drafting an overlay district and study of its effects on permitting.

2.) Encourage Adaptive Reuse of Existing Buildings (LU-11A)

Purpose: To encourage re-use of existing buildings (commercial or otherwise), for new uses.

Proposal: The Town's special use permit policy should be revised to encourage the use of existing buildings that are still suitable for development. This would provide flexibility and encourage environmentally conscious decisions by reducing the need for new building materials and consumption of vacant land.

3.) Flexible design standards (LU-)

Purpose: The purpose is to promote development that provides variety in building types and is aesthetically pleasing for neighborhood residents to work, shop, eat, and live. The design guidelines would be set to avoid negative impacts to the surrounding environment and preserve policies protecting the natural habitat. Flexible design guidelines would help reduce the permitting hurdles and allow an easier process for new complementary developments.

Proposal: The Town of Eatonville enables flexible design standards for future development and redevelopment that is architecturally compatible with the context of the proposed area without detracting from the existing character of the area. To establish new and more flexible set of design standards, the town will need to collect input from a wide range of stakeholders including state agencies, other local governments and community interest groups.

4.) Enhance Commercial Core Connectivity (LU-8A.1)

¹ 18.04.110 Eatonville Zoning Code, page 18-27

Purpose: Enhance connectivity between the main avenues of the commercial core and reinforce pedestrian oriented development.

Proposal: Amend the zoning code to incorporate density premiums in the commercial core for developments that meet the following criteria:

- Development should be implemented in lots connecting Mashel and Washington avenues
- Development must correspond to a mixed use unit
- Pedestrian corridor must be provided by the developer between the mentioned avenues according to the design regulations on the zoning code

5.) Urban Design Element (General Land Use Strategy)

Purpose: Develop urban design and standards, consistent with the Town Comprehensive Plan, to address compatibility of new development, preserve neighborhood character and create pedestrian-oriented development.

Proposal: Creating a community-based design review process and developing an urban design handbook will aid in providing quality commercial development, housing and neighborhoods through design review and examples. The adoption of urban design standards will promote consistent neighborhood character and aesthetics and promote a pedestrian-friendly environment.

Concepts include:

- An ordinance and/or zoning regulations to foster traditional neighborhood design
- Standards for siting and design of multifamily residential uses
- Requirements for underground placement of power and telecommunication lines
- Adoption of commercial sign and billboard standards
- Development of performance standards that allow flexibility and innovative design

18.2 Housing Implementation Strategies

Short Term (1-5 years):

1.) Minimum Four Dwelling Units per Acre Zoning Ordinance:

The Town should uphold the adopted zoning ordinance requiring a minimum of four dwelling units per acre for all residential development, as mandated by the Pierce County Comprehensive Plan. The 2007 Pierce County Buildable Lands Analysis states that the Town is permitting at lower densities. Eatonville should permit new residential development at a density no less than four dwelling units per acre. This minimum density will help to protect the undeveloped natural land surrounding the municipal boundary. This density minimum is also consistent with the information collected from the community meeting and would align with the desired density of residents.

Medium-Term (5-15 years):

1.) Grants Strategy Committee:

The Town of Eatonville should consider forming a Grants Strategy Committee to pursue grants to develop low-income housing. This committee would research grants and write grant applications. The Committee could hire an intern for assistance, who could also work on

Economic Development projects [see Section 13.8.3 in Economic Development]. The Grants Strategy Committee could pursue funding for sustainable housing, green technology for rain gardens and solar panels, and affordable housing and could also help connect low-income residents with Section 8 housing opportunities.

2.) Affordable Housing Study:

The Town of Eatonville should conduct a study to assess the current need for affordable housing. It is important to understand the current supply in order to determine how much will be needed in the future. This will assist the Grants Strategy Committee in determining what type of grants to pursue.

18.3 Parks and Recreation Implementation Strategies

The Town should begin implementation of its parks and recreation goals by identifying appropriate locations for additional recreational amenities. For example, a community garden should be in a central area that is accessible to most residents, is relatively flat, and has good drainage. Soil appropriate for gardening (not in need of remediation) would be ideal.

Many of the proposed programs can be implemented by community groups. For example, local residents could establish a non-profit “Friends of Eatonville Parks” to maintain, promote, and raise funds for the park system. This type of organization could also help to plan and coordinate a community garden, salmon education program, and historical exhibit.

Funding for a salmon education program could come from state agencies such as the Department of Ecology, Department of Fish and Wildlife, or Department of Natural Resources, as well as non-profit organizations like the Puget Sound Partnership or People for Puget Sound. Potential grants include:

- Washington Recreation and Conservation Office offers a Salmon Recovery grant (<http://www.rco.wa.gov/grants/salmon.shtml>)
- US Fish and Wildlife Service Fish Passage Program (www.fws.gov/GOMCP/funding.html)
- Trout Unlimited’s “Embrace a Stream” Program (\$10,000) (<http://www.tu.org/conservation/watershed-restoration-home-rivers-initiative/embrace-a-stream>)
- National Oceanic and Atmospheric Association (<http://www.grants.gov/search/search.do?mode=VIEW&oppId=132454>)

Implementation Steps:

Short-Term (1-5 years):

1. **Establish Volunteer Group – “Friends of Eatonville Parks.”** This group can maintain, promote, and raise funds for the park system. It could also help to plan and coordinate a community garden, salmon education program, and historical exhibit.
 - Begin planning fundraising events.
 - Identify locations for a community garden and begin planning the garden.

- Begin planning and identifying funding sources for the salmon education program.
- Plan 1-2 annual events (salmon festival, movie screenings, picnics, salmon bake)
- 2. Establish Internship Program (in conjunction with Economic Development internship) - This program would be designed for high school students who will help organize information needed in planning events and programs. Interns would also produce flyers to advertise for events. They would also help maintain the parks by removing litter and recycling, and caring for important vegetation. Finally, they can help identify sources of funds/grants for both the salmon program and the Trails Plan.
 - Draft list of duties and responsibilities of interns.
 - Begin hiring interns.
- 3. Plan salmon display/exhibit - This exhibit would go along the Mashel River in Smallwood Park and would highlight the habitat restoration that has occurred there.
 - Research and apply for funds/grants for display (helped by volunteer group and interns).
 - Concepts for the display should be generated.
 - Hold a contest in the high school for art that conveys the importance of salmon and their life-cycle that can be displayed in Smallwood Park. This contest could be held annually.
 - Timeline for implementation of exhibit should be generated.
- 4. Identify funding sources for new signs (interns can help with this).
- 5. Plan locations for signs directing people to parks, recreation, and environmental features.

Medium-Term (5-15 years):

1. Meet with Eatonville Historical Society to discuss possible sites and programs for a historical display. This includes generating concepts for the historical display and drafting a timeline for its implementation.
2. The volunteer group implements plans for fundraising, etc.
3. Implement community garden plan (helped by volunteer group and interns).

Long-Term (15+ years):

1. Implement salmon education program, once funds have been allocated.
2. Implement historical exhibit/display through partnership with Eatonville Historical Society.
3. Connect parks and opens space with a complete trails system.
4. Ensure that parks and recreation levels of service are maintained as the population increases.

18.4 Economic Development Implementation Strategies

Eatonville in 2012 has many of the same economic development challenges and goals it had in 2000. In the face of limited resources, the Town should focus on several steps to move forward.

including strengthening partnerships, leveraging volunteer resources, and pursuing economic development grants and other sources of funding.

Implementation Steps:

Short-Term (1-5 years):

1.) Student Internship Program

Work with the Eatonville Chamber of Commerce to create a Marketing Internship for local high school or college students to assist with advertising, social media, articles, and outreach about Eatonville businesses. The Town does not have enough resources on its own to create and implement new marketing initiatives; a dedicated intern position is a low-cost way to move forward. The challenge will be finding personnel to oversee the intern; oversight could be through the Town, the Chamber of Commerce, or another entity. This position should be coordinated with potential internships for Parks and Recreation, Housing, and other Town responsibilities.

2.) Volunteer Program

Develop a volunteer program to assist with Eatonville marketing activities and staffing the Visitor Center. Utilize organizations that promote community service, such as the Washington Commission for National and Community Service (www.ofm.wa.gov/servewa/default.asp).

3.) Funding

Seek funding for economic development activities. This could include pursuing grants and exploring the idea of a local tax or fee dedicated to economic development.

Medium-Term (5-15 years):

1.) Collaboration and Partnerships

Foster greater collaboration between the Town, local businesses, community organizations, and the Chamber of Commerce for joint marketing activities. This could include holding regular gatherings to share information, creating a strategic marketing plan, or other activities.

2.) Market or Gap Analysis

To maximize Eatonville's ability to serve residents, the Chamber of Commerce, local co-op, and businesses must regularly reassess the Community's needs. One way to do this is through market or gap analyses. Researching and evaluating what products the residents of Eatonville need, what the Town can support, and the competitiveness of specific industries would lower the risk to potential investors or business owners. The result of a market or gap analysis would include: the types of businesses residents typically leave town to patronize; the businesses that could plausibly be located in Eatonville; and local business conditions.

- Ideally the Town would partner with nearby schools, extension offices, or professional consultants to produce market or gap analyses. When these options are infeasible, surveys from local businesses could suffice. These analyses could identify categories of goods and services missing in Eatonville.

- The Economic Development Board of Pierce County provides gap analyses and other business assistance programs to help businesses identify adjustments in merchandise and resource allocation to better fit products with demand.
- Results from market or gap analyses should be shared with the Chamber of Commerce, local businesses, and any businesses considering moving to Eatonville. When possible, results should include consumer demographics and trends such as the influx of student/parent presence around school hours.

3.) Business Retention Program

Begin a business retention program to keep Eatonville businesses in Town and successful. Activities could include:

- Initiate business visits or public meetings to collect business problems and requests of policy support.
- Encourage the formation of a business owner coalition to enhance connection between owners and provide a platform for communication.
- Form a business advisory committee including planners, architects, engineers, economic development specialists, and the Town Manager.

4.) Farmer's Market and/or Mercantile

Consider creating and supporting a farmer's market and mercantile in Town. An advantage of the co-op or farmer's market model is the flexibility of these smaller businesses to adjust their merchandise to meet changing needs and trends.

- Gauge interest among vendors at local fairs and events such as the Eatonville Arts Festival, the Spring into Health Fair, and the Community Day Celebration.
- Select a vacant parcel or building within which a mercantile could be created, then estimate minimum costs and the number of community stock holders needed to implement the store. Provide this information to the Chamber of Commerce and community members.

18.5 Transportation Implementation Strategies

Potential Projects and Funding Options

1. Pedestrian Friendly Project

Improve sidewalk and crosswalk conditions and complete road connections. Plant street trees and implement other street facilities.

Funding Opportunities: Pedestrian and Bicycle Safety Program (WSDOT); Small city pavement and sidewalk funding: Small City Sidewalk Program (SCSP) (State of Washington Transportation Improvement Board).

2. Bicycle Facility Project

Construct bike routes and trail connections.

Funding Opportunities: Pedestrian and Bicycle Safety Program (WSDOT).

3. Road Construction Project

Maintain, improve, and reconstruct roads.

Funding Opportunities: Small City Arterial Program (SCAP); Small City Preservation Program (SCPP) (State of Washington Transportation Improvement Board).

4. Town Center and Corridor Improvement Project

Complete proposals to create a strong streetscape environment and simplify traffic and circulation patterns in the Town Center.

Funding Opportunities: Rural Town Centers and Corridor Program (Puget Sound Regional Council).

Timeline:

For the above projects, implementation should start with design proposals and looking for potential funding. Public participation and meetings should be included to get opinions of residents.

5. Education Projects

Begin educational programs to improve pedestrian and bicycle safety for Eatonville residents, with particular emphasis on students and older adults.

Funding Opportunities: Washington's Safe Routes to School program (WSDOT)

Timeline: In the short term it is important to raise local residents' awareness of traffic safety issues and public health benefits of walking and bicycling with inexpensive media such as posters, flyers, e-mail bulletins, and mailers. In the long run, more permanent educational programs should be pursued, such as road safety training courses and workshops.

Transportation Funding Options

Long-term transportation education programs for school children, drivers, and the general public are needed to improve traffic safety and Eatonville's livability. But both education programs and new transportation projects require access to funding resources.

As a small town with a limited tax base, Eatonville should continue to vigorously pursue external funding sources. The following chart shows funding options provided by Washington State Department of Transportation, State of Washington Transportation Improvement Board, and Puget Sound Regional Council.

Table 15-5
Transportation Funding Options in Washington State

<u>Task</u>	<u>Funding Project</u>	<u>Lead Agency</u>	<u>Details</u>
<u>Pedestrian and Bike Safety</u>	<u>Pedestrian and Bicycle Safety Program</u>	<u>WSDOT</u>	<u>The purpose of this program is to improve conditions for biking and walking and encourage "complete street" type projects that safely meet the needs of bicyclists, pedestrians, public transportation users and motorists, and also protect and preserve community environment and</u>

			<p><u>character.</u></p> <p><u>Project development, right of way Acquisition, engineering improvements, education and enforcement efforts; leverage paving investments will be considered higher priority.</u></p> <p><u>Eligible projects should be part of community, regional or state plans.</u></p>
<u>School District Safety</u>	<u>Washington's Safe Routes to School program</u>	<u>WSDOT</u>	<u>The Pedestrian and Bicycle Safety program aids public agencies in funding cost effective projects that improve pedestrian and bicycle safety through engineering, education and enforcement for projects such as pedestrian and bicycle paths, sidewalks and safe routes to school and transit. The purpose of the program is to reduce the number of fatal and injury collisions involving pedestrians and bicycles by providing safety improvements.</u>
<u>Roadway (re)construction and other improvements</u>	<u>Small City Arterial Program (SCAP); Small City Preservation Program (SCPP); Small City Sidewalk Program (SCSP)</u>	<u>State of Washington Transportation Improvement Board</u>	<ul style="list-style-type: none"> - <u>SCAP provides funding for projects that improve safety and roadway conditions</u> - <u>SCPP provides funding for rehabilitation and maintenance of the small city roadway system, in some cases in partnership with WSDOT or county paving projects</u> - <u>SCSP provides funding for sidewalk projects that improve safety and connectivity</u>
	<u>Small city pavement and sidewalk funding.</u> <u>(RCW 47.26.345)</u>	<u>(Washington State Legislature Decision)</u>	<u>All cities and towns with a population of less than five thousand are eligible to receive money from the small city pavement and sidewalk account created under RCW 47.26.340 for maintenance, repair, and resurfacing of city and town streets. For the purposes of determining population under this section, cities may include or exclude the population of any state</u>

			<u>correctional facility located within the city.</u>
<u>Downtown Corridor and Town Center Development</u>	<u>Rural Town Centers and Corridor Program</u>	<u>Puget Sound Regional Council</u>	<u>The Puget Sound Regional Council (PSRC) invites eligible rural interests to submit applications for planning and capital project needs for the \$2.0 million in Surface Transportation Program (STP) funds available through the region's Rural Town Centers and Corridors program. This program was established in 2003 to recognize and support the needs of the region's rural areas.</u>

Transportation Benefit District

Airport Commission

Departments

Forms & Publications

Mayor & Town Council

Passports

Planning Commission

Town Council

About Us

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Planning Documents

Meeting Schedule

All Meetings are held at the Community Center 305 Center St W, Eatonville Washington

Town Council

May 8, 2017

Planning Documents

[2014 Approved Stormwater Comprehensive Plan](#)

[Draft Comprehensive Water System Plan](#)

[Eatonville Community Action Plan and Vision Statement](#)

[Eatonville Swanson Field Airport Layout Plan](#)

[Eatonville Trails Plan](#)

[Lynch Creek Quarry Planned Action EIS](#)

[Master Land Use Application](#)

[Nisqually Road Corridor Charett 2001](#)

[Proposed Eatonville Comprehensive Plan Update](#)

[Public Works Standards](#)

[Shoreline Master Program Draft November 2011](#)

[Town Center & Corridor Study](#)

[Water Use Efficiency 1](#)

[Water Use Efficiency 2](#)

[West Eatonville Sub Area Plan](#)

SEARCH

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Calendar of Events

May 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Weather

Broken clouds
Temperature:
59 °F
Wind: Variable, 3.5
mph
Pressure: 1011 hPa
Rel. Humidity: 77%
Visibility: 10 miles
Reported on: Thu,
05/11/2017 - 9:55am

