

**Town of Eatonville  
PLANNING COMMISSION MEETING  
Monday, June 15<sup>th</sup>, 2015  
COMMUNITY CENTER  
305 CENTER STREET WEST**

**CALL TO ORDER**

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

**ROLL CALL**

Present: **Commissioners Beach, Bertoia, Craig, Justice, Miller and Lambert.**

**STAFF PRESENT: Mayor Schaub, Doug Beagle, Kerri Murphy and Scott Clark (Town's Planning Consultant)**

**OPENING CEREMONIES**

**Commissioner Craig** led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

**Commissioner Beach** move to approve the agenda. Seconded by **Commissioner Justice**. AIF

**APPROVAL OF MINUTES**

Approval of the **June 1<sup>st</sup>, 2015** minutes. **Commissioner Beach** motion to approve. Seconded by **Commissioner Justice**. AIF

**COMMUNICATIONS OR ANNOUNCEMENTS**

There were no comments from the citizens or commissioners.

**NEW BUSINESS**

**Landmark Restaurant Sign review-**

**Doug Beagle, Town Administrator** read the following memo to the Planning Commissioners;

- There are two items on the Agenda, the first is regarding a letter from Mr. Williams provided to the Planning Commission on June 1, 2015, which is directly related to a code compliance currently pending with the Town.
- ***This is a on-going matter that hasn't been brought to closure nor has an appeal been filed.***
- The 2<sup>nd</sup> item which is to discuss and review sign regulations in general terms. The town offered for Mr. Williams to bring forward some kind of proposal to the sign regulations and at this point the Town has not received anything from Mr. Williams. Nonetheless the Town put this on the agenda for discussion.
- Tonight's discussion should be in general nature about sign regulations and not about the current code enforcement matter.

**Sign Ordinance review-**

There are some sign regulations, concerns and issues from business owners as it relates to our sign ordinance as it is today. He wanted to open up the discussion to the commissioners to discuss if they have anything in relationship to the sign regulations and or any potential amendments that they might want to talk about.

**Commissioner Miller** was going to discuss the Landmark Sign issue.

**Mr. Beagle** explained that once an appeal was filed that would be the time that this is brought forward for discussion and review.

**Commissioner Miller** asked who owned the property where the (truck)sign was sitting?

**Chairman Lambert** explained to the commissioners that tonight there would be no discussion about the Landmark Restaurant sign that tonight would be kept to general discussion.

**Rich Williams, Owner of the Landmark Restaurant, residing at 131 Mashell Ave N.** – He explained that they are not too familiar with the procedures and how the planning commission wanted to approach this tonight. He received three letters from the town all stating that they were not in compliance for various reasons with the vehicle that is parked outside. His plan tonight was to debunk all of those accusations with pictures and actual rhetoric within the EMC to justify the vehicle, so that is what they were prepared to do tonight. It seems to be that the commissioners want to get it in general terms and he is not sure what the commission is looking for.

**Chairman Lambert** said that tonight as much as anything is the sign ordinance in general.

**Mr. Beagle** explained that Mr. Williams needed to write a letter to the town advising the town formally requesting a meeting and providing us with information for the planning commissioners to have ahead of the meeting for review.

**Mr. Beagle** reminded Mr. Williams that he asked him to get the information to the town in a timely manner so that copies could be made and provided to the commissioners with their packets for their review.

**Mr. Williams** misunderstood what Mr. Beagle was requesting.

**Mr. Beagle** explained that the town is required to provide notice of a public hearing at least ten days prior to the meeting, adding that even if the town had the information on Monday. The ad will not appear in the paper until the 23<sup>rd</sup> of June. Adding that the next meeting would be July 6<sup>th</sup>, 2015. The process is that you provide the information to the town and the town will distribute the information to the commissioners.

**Mr. Williams** asked for copies of the complaints from whoever wrote them so they would have them in their records.

**Mr. Beagle** explained that the complaint came from personnel driving by. Kerri Murphy then reminded him that there was a letter in the night drop at town hall. He said that he would provide him with a copy.

#### **STAFF COMMENTS**

**Mr. Beagle** explained that the town would be providing some design guidelines from other jurisdictions as they relate to single lots within the town. There were about 6 communities that we researched. In some communities they created different zones. The question is how we address a single lot in town? We are out on our own as far as what we have crafted for the Design Guidelines. The individual property owner who's lot is not within a subdivision should be able to bring in a design to the town and have us review it for compliance issues as it relates to the zone they are in but also give them creativity to put forth a different design than what it is currently which is single family across the board. In our research we were hoping to find a community that actually had several distinctions but we have not found any to date. Going through Municipal Research (MRSC), searching in single lot design standards and it referred to clusters. This is not adequate for what we are trying to achieve. We would like to have a little more time and we will come back to the next planning commission meeting with some language that we think will address this. We encourage you to also research this as well.

**Mayor Schaub** said that an example would be up on Dow Ridge where they didn't want to use the alley way which is fine, but the 45 degree garage and was putting the garage frontage farther to the front of the house than what our design standard would allow. When you read the Design Guidelines you really see high density type standards for small lots. We have small, medium and large lots and to not have to deal with a small footprint if it's allowed. The attempt is to put some language in that will allow us to deal with each design on a case by case basis. As these things come up to not have to put it in front of the planning commission each time and possibly slow down the process for an applicant. The driveway width has never made sense to him. Possibly the six foot garage front may or may not make sense, but there are a lot that do make sense. Maybe we just need a little more administrative leeway just to say does it make sense and does the design meet the standard that the town is looking for in town.

**Commissioner Beach** said that another issue that involves language that we need to come back to is the major and minor changes. We seem to have lost that somewhere.

**Mr. Beagle** said that staff understands that planning commissioners gave some leeway as it relates to minor modifications.

**Commissioner Beach** said he is fearful that something will come along the pike is this is the same issue we had with Aviator Heights and we haven't resolved that as to what is major and what is minor. They are both language issues and we need to deal with that.

**Chairman Lambert** explained that town staff will be proposing some language in regards to the design standards.

**There were no comments from the public.**

**Chairman Lambert** added that what the commissioners do in regards to the sign ordinance does affect the businesses here in town. It would be nice if the businesses would participate in the process. It would be nice when we hold public hearings that the other businesses would participate.

**Next meeting: July 6<sup>th</sup>, 2015.**

PC Mtg 06/01/15 Minutes

**Chairman Lambert** said that he will not be at the next planning commission meeting.

**ADJOURNMENT**

**Chairman Lambert** adjourned the meeting at 7:43 p.m.

\_\_\_\_\_  
Chairman Lambert

\_\_\_\_\_  
David Craig - Secretary

ATTEST:

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Kerri Murphy - Recording Secretary