

**TOWN OF EATONVILLE  
PLANNING COMMISSION  
*Meeting Minutes - December 20<sup>th</sup>, 2010***

**Commissioner Lambert** called the meeting to order at 7:00 P.M.

The following commissioners were present: Gribi, Lambert, Beach and Craig.  
Commissioners Justice and Treyz were absent.

Town Staff Present: Nick Bond and Kerri Murphy.

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

Approval of the Agenda: Commissioner Gribi / Commissioner Beach. MSC(Motion, Seconded and Carried)

Approval of Minutes: November 29<sup>th</sup>, 2010 Commissioner Gribi / Commissioner Beach. MSC

The Election of Officers for 2011 was delayed until the first meeting of January, 2011.

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

New Business: Discussion of Comprehensive Plan Updates

**Nick Bond** provided handouts to the commissioners. The updates are for the last 5 years on the Comprehensive Plan. Chapters 10, 12 and 15 have been updated. There are two citizen amendments, one has been received. Ms. Baublits intends to submit one for her property at Lynch Creek Road. The Mayor has several amendments he would like to add. The main update will be on Chapter 16, Capital Improvements plan. The capital facilities for various utilities and parks have not been updated since 2005. December 31<sup>st</sup> is the deadline for all amendments and commissioners need to submit any amendments by that date. Census data has just come in and anything to do with numbers isn't going to happen until next year. Land use amendments, unless the homeowner wants it are pretty static. The first meeting in January will be the 18<sup>th</sup>, which is Tuesday. At that time there will be a roster of amendments which the commissioners will have to adopt at that time and then Mr. Bond will do the analysis at that time, then the SEPA review and they will be brought back for public hearings and take them through the process.

**Commissioner Beach** asked for clarification on the process for amending the Comprehensive Plan. Presumably the planning commission can amend it during our sessions in 2011 as we take up each of these chapters.

**Mr. Bond** said his understanding is that the way the amendment process works, amendments are proposed before year end and you act on what is proposed. You cannot introduce new amendments during the process but you can amend what is proposed.

**Commissioner Beach** suggested that Mr. Bond review the law and see if in fact that is the case. In deliberations, they may all decide that certain things need to be changed but felt that Mr. Bond's definition on how this is to work can preclude them from changing it. Why would the planning commission even be involved if they can't make any changes? Why do they have to wait until 2012 to make any changes? It will have to go to Town Council to be adopted.

**Mr. Bond** suggested that this be an amendment that is proposed, the process by which we consider these things and which amendments are subject to fee and which are not. The council voted the entire amendment down. Chapter 5 addresses it.

**Commissioner Beach** made motion that the Planning Commission as a whole, submits an amendment to the Comprehensive Plan for this go around, that while the Planning Commission is engaged in reviewing the Comprehensive Plan, and the Comprehensive Plan is on the agenda that the planning commission can propose amendments and vote them up or down.

**Commissioner Gribi** seconded the motion. Unanimously approved.

**Commissioner Beach** said that Mr. Bond can now write it up as an amendment to the Comprehensive Plan to be acted upon as the other two amendments that have been submitted, that this be added to those. This way the commissioners are then free to make amendments, vote on them, then approve the entire document as it may be amended and send it on to the town council.

**Chairman Lambert** asked if it would take effect prior to the town council voting on it.

**Mr. Bond** said it goes into effect at the end of the year.

**Commissioner Beach** said that the amendment would have to go to the town council but the Planning Commission can postpone their consideration of the Comprehensive Plan until the Town Council has voted it up or down.

**Mr. Bond** explained that essentially you are allowed one set of amendments per year unless there is some sort of emergency that warrants an emergency comp plan amendment. The idea is to get a list of amendments and consider them all at once, not consider them independently throughout the year. Legislature is considering changing that, but if that is going to be your first priority, all others get kicked back another year.

**Commissioner Beach** added that the commissioners would take up the other amendments but in terms of our reviewing the comprehensive plan, we postpone that until we find out if we can amend it or not. Until after council has acted on our amendment.

**Commissioner Lambert** confirmed what Mr. Beach was suggesting is that the planning commission act on the amendments that have been submitted prior to December 31<sup>st</sup>, but that we do not take up the review of the entire comprehensive plan until the council has acted on the amendments, then the planning commission would review it and that would be for 2012.

**Commissioner Beach** said that the last time it took one and a half years to review the Comprehensive Plan and the commissioners were free to make amendments as we went along, seems like now we are creating another barrier.

**Mr. Bond** explained that he felt the confusion was coming because Mart would get through the process going chapter by chapter in public hearings discussing each one of these. When the Planning Commission does the full update, Mr. Bond intends to conduct the planning process whereby the entire comp plan is developed and then is considered for adoption in a public process. But the creation of that plan does not occur in a public hearing by the planning commission, but is more of an open house that council members can participate in. He feels that developing a new vision because the current vision was done in the year 2000. This needs to be done in more of a open house type format. For the large comp plan update which has to be done in 2012, his thought is to develop the plan working with the planning commission and the public in more of an open house type of setting, then bring it to the planning commission for full consideration and testimony. If we need to make amendments based on testimony there we can. We would actually have a complete document.

**Commissioner Beach** asked if the comp plan would be reviewed chapter by chapter.

**Mr. Bond** stated that is the open house it would be subject by subject.

**Commissioner Beach** asked about the planning commission.

**Mr. Bond** said that the planning commission would take on as much as they can in public hearings if that is the way it needs to be done.

**Commissioner Beach** said that he felt that this is the way it needs to be done.

**Mr. Bond** felt it is more of developing the document in an initial public process and then considering it piece by piece in the planning commission and hearings. We are not developing it through the public hearing process at the planning commission, it is not going to be Mr. Bond just writing the comp plan and submitting it to the commission. It will be the public guiding it and then it will be brought to the planning commission. .

**Commissioner Beach** suggested that Mr. Bond bring to the planning commissioners in writing the procedure that you are proposing that the pc undertake on this a see if the pc agrees with it.

**Chairman Lambert** asked if what Mr. Bond is proposing is that they consider the amendments that are proposed now. After that we then break down the entire document down and hold an open house for public input.

**Mr. Bond** the completed document will begin to be created next winter and will probably take a full year process and consider adopting a new comp plan in 2013. This year will be just considering interim amendments as submitted by the public and the capital facilities element is one that is aging and needs to be updated. The shoreline element is part of the Shoreline Master Program which is being done by our consultants so a lot of that information is going to come out of the Shoreline Master Program process. Critical areas probably do not even need to be touched, it is really a matter of updating the vision which is Chapter 6, the Land Use element needs to be freshened up and replacing the maps, Parks and Open Space element probably substantial work there as well as with housing, now that Pierce County has affordable housing policies there will be significant changes there, the census dated is coming out and we are going to have to update all of the tables and all of the data for that section. If we do Capital Facilities this year, we are probably not going to do a lot to update it in 2013. We are actually in the process of talking to consultants about updating our department plans for electrical, water and sewer, which we cannot do a thorough update of the Capital Facilities plan until we have that information. The planning commission is really looking at five chapters that are really going to have any significant changes to them and then do a once over with the other sections.

**Commissioner Beach** asked that Mr. Bond still draw up the amendment and submit it by December 31 as an amendment by the Planning Commission. After we see your timeline and procedure maybe we want to rethink whether we want to go ahead with that, but given this situation that we have, we really need to get it in there even if in the end we withdraw it. Let's look at your timeline in writing as to how you plan to take this entire up and then we can further decide on this amendment.

**Chairman Lambert** said that procedurally he felt this is a good change.

**Mr. Bond** will write up a process along with the drafting the amendments by the end of the month.

Chairman Lambert asked for further discussion, called for a vote. Unanimously approved.

**Mr. Bond** said that he spoke with the Mayor and a program at the University of Washington; they have a program for first year design studio for all the design students. Mr. Bond is considering having some of the students come and do the visioning process and really crunch the data and do the maps as part of this process. We may end up having a very involved process with lots of resources at our disposal. This will be a good way to take a more in-depth look at the census data and buildable lands analysis. Pierce County is going to update the buildable lands analysis and this is something that we will want to consider, looking at what our assumptions are in terms of how they are calculating our capacity and if we want to change something. He did not know if they would use a better methodology, but they are open to suggestion. Our buildable lands analysis was a little high because of what our multifamily and commercial zoning allow. The majority of our capacity was multifamily and then our commercial zone does not have a density limit so we had to make some assumptions about averaging the density in our commercial zone.

**Commissioner Beach** said that what we had we a lot of firm numbers as though they were real. Instead of ranges they said to the decimal point this is what it is.

**Chairman Lambert** asked if you can go that far with your buildable lands until you have dealt with the shoreline issues.

**Mr. Bond** said he felt we can because we have identified the shoreline jurisdiction and now that we have the shoreline maps that really show where the hundred year flood plain is and it will be a lot easier using GIS data to subtract those numbers.

**Chairman Lambert** asked for any further comments from the public or commissioners.

**Mr. Bond** announced that the Town did get funded on a TIB grant for Mashell Avenue. The amount is \$1.8 million. This should be going to bid in April or May. New grade and water main are included. Road will not be narrowed. Keep parallel parking. The town has also selected a consultant for Washington Avenue, between Lynch and Center. KPG is the company and they were really impressive in their presentation and have won all kinds of awards. They do nothing but downtown projects for small to medium sized jurisdictions. They have a program that will involve high school students and they incorporate lots of art, tiles and murals into the entire project. They are really interested in not just building the street but framing it, where there are vacant lots they want to put up something decorative that takes up the space. The town will be meeting with them after the first of the year to negotiate a contract. Then move forward and get started on the planning and design work. The town is looking at possibly having the construction of both streets, Washington and Mashell in the same year which could save the town money in construction cost but would shut down the entire town or we have two years in a row where one of our streets is under construction. So the town is weighing its options.

There were no further comments from the commissioners.

Dee Baublits asked about the leak at the intersection of the Center and Washington.

**Mr. Bond** said that it is being addressed.

**Chairman Lambert** called for a motion to adjourn.

Meeting adjourned at 7:35 p.m. Commissioner Beach/Commissioner Gribi MSC

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Chairman Chris Lambert

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Recording Secretary, Kerri Murphy

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Secretary David Craig