

**Town of Eatonville  
PLANNING COMMISSION MINUTES  
Monday, January 7, 2018  
COMMUNITY CENTER  
305 CENTER STREET WEST**

**CALL TO ORDER** –Chairperson Justice called the meeting to order at 7:00 p.m.

**ROLL CALL** - Present: Commissioners Adam, Justice, Knick, Marcellino and Miller.

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

**OPENING CEREMONIES** - Commissioner Miller led the Pledge of Allegiance.

**APPROVAL OF AGENDA** - Commissioner Adams motion to approve. Seconded by Commissioner Knick . AIF

**APPROVAL OF MINUTES** – Commissioner Adams approved December 3, 2018 minutes. Seconded by Commissioner Marcellino. AIF.

There were no communications or announcements from the public.

### **Design Guidelines**

**Scott Clark, Planner** gave a brief summary and explained that the planning commission is being tasked with a more full review of the Design Standards and Guidelines, Chapter 19. There are five sections, the purpose of Chapter 19.01 is giving you the general background and over all purpose of this chapter. We would like to ask that the planning commission focus on 19.03, Design Standards for Commercial and Multi-family zones. Between now and the next meeting the town is asking that the planning commission to read and review it using any position of the chapter that you need, making notes of the various changes you would like. Definitions are located in Chapter 19.02 if there are terms you don't understand.

**Abby Gribi** suggested that the commissioners make notes in their binders. Not sure if any of the commissioners were around during the initial implementation of the Design Guidelines but it was intended toward high density development that was to have commercial and residential. Standards and guidelines were needed so that the same house was not being built next door or across the street from each other. Staff feels that these guidelines are geared toward high density developments not the overall scope of the town. When you review it does it really make sense for the rest of the town? Previously there were discussions of a theme for the town, is this something that wants to be expanded on? The Design Guidelines will define the look of the town. This will be a document that will be discussed, then put down and again picked back up throughout the course of the next few months.

**Commissioners** asked about previous Vision Plan studies that had taken place; possible themes to lead the downtown commercial for design. Revisit requiring trees in the landscaping or as street trees.

**Abby Gribi** said that the next meeting in February will probably be the discussion of marijuana. It is currently going before the council on January 14<sup>th</sup> meeting. The Design Guidelines will be something that we will discuss off and on over the coming year. There will be a lot of meetings with round table discussions.

As a side note, she added after the January 14 council meeting, the planning commission meeting in February will be surrounding marijuana.

### **Hearings Examiner**

**Abby Gribi, Town Administrator** explained that the town is looking at going with a Hearings Examiner. The planning commissioners also sit as the quasi-judicial board if there is a variance or conditional use permit. The

town is exploring best practice, risk management to go with the hearing examiner. In the back of the binder from the MRSC website is an overview of what a hearings examiner is and what they do.

**Comments from staff and commissioners:**

**Chairperson Justice** explained that she would be out of the country February 4, 2019.

Next meeting will be February 4, 2019

**Chairperson Justice** adjourned the meeting at 7: 53 p.m.

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**Chairperson Justice**

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**Martin Miller - Secretary**

**ATTEST:**

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**Recording Secretary, Kerri Murphy**