



**Town of Eatonville**  
**Planning Commission Meeting Minutes**  
*Tuesday September 8, 2020*  
**Via Zoom**

**CALL TO ORDER** – Chair Knick called the meeting to order at 7:07 p.m.

**ROLL CALL** - Present: Chair Knick, Commissioner Baublits, Commissioner Justice. It was noted that Commissioner Adams had notified that he may not be able to attend.

**STAFF PRESENT:** Mayor Schaub, Town Administrator Abby Gribi, Town Planner Scott Clark, and Planning & Building Admin Johnnie Newell.

**OPENING CEREMONIES** – Commissioner Justice led the Pledge of Allegiance.

**APPROVAL OF AGENDA** – Commissioner Justice made a motion to approve the Agenda, Commissioner Baublits seconded the motion to approve, motion passed 3-0.

**APPROVAL OF MINUTES** – Commissioner Justice made a motion to approve the minutes of August 17, 2020, Commissioner Baublits seconded the motion, motion passed 3-0.

**COMMUNICATIONS AND ANNOUNCEMENTS –**

**From Public:** None

**From Commissioners:** None

**NEW BUSINESS:**

- A. **Application and Document Review for Commercial and Residential and Future Land Use projects:** Commissioners were given copies of the “Residential Permit Application” and “Commercial Permit Application” and “Site Plan Requirements” documents that are currently on the Town of Eatonville website. Chair Knick requests an explanation of what it is staff is asking from the Commissioners as it pertains to these documents. Town Administrator Gribi explains that these documents are part of the process of the whole Land Use and Building process/procedures that the Commissioners have been tasked to work on. Commissioners discuss changes, additions, deletions, and the possibility of a “Flow Chart” everyone agreed on having a workshop to get ideas and come up with a working “Flow Chart”. Commissioner Baublits volunteered to help with the set up of a flow chart. Staff will begin gathering information for the project and coordinate with Commissioner Baublits for the project. Chair Knick Indicated that when putting flow chart together her question will be “How do we measure our own compliance with the process?”
  
- B. **Master Application for Land Use Projects:** Chair Knick asks for input from the Commissioners on the “Master Application” in looking at changes, additions, or deletions that the Commissioners feel need to be made. Commissioner Baublits is still concerned with the “Vision” of the Town of Eatonville when it comes to these documents. He feels that if there was a clear vision in place the Commissioners could better know what is needed on any of the

applications and/or documents. Commissioners do not see anything at this time that needs to be changed.

**OLD BUSINESS: NONE**

**Comments from staff and commissioners:** Administrator Gribi informs the Commissioners of the State Capital Funding for the new Water Plant for equipment and supplies to get started on the construction on tearing off the roof as well as the new clear well filter. Administrator Gribi also informed Commission that there had been 2 FEMA grants preapplications with funding at 75% federal funds applied for. Both grants are for utility infrastructure. Commissioner Baublits inquiries about the amount of water the Town of Eatonville gets from the Mashell River verses from ground water. Administrator Gribi explained how it works in different seasons as well as the restrictions/limits on how much water can be pulled from the Mashell River which she believes is 500 gallons per minute. Administrator Gribi tells the Commissioners she is willing to facilitate tours of the Water Plant and Wastewater Plant for Commissioners, the Commissioners were excited to be a part of a tour in the near future.

**ADJOURN: Chair Knick adjourned the meeting at 8:10pm.**

**Next Meeting: TBD.**

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**Chairperson Knick**

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**Baublits- Secretary**

**ATTEST:**

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**Recording Technician, Ms. Johnnie Newell**