



Town of Eatonville
Planning Commission Meeting Minutes
Monday October 19, 2020
Via Zoom

CALL TO ORDER – Chair Knick called the meeting to order at 7:02 p.m.

ROLL CALL - Present: Chair Knick, Commissioner Baublits, Commissioner Adams, Commissioner Justice was late.

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

OPENING CEREMONIES – Chair Knick led the Pledge of Allegiance.

APPROVAL OF AGENDA – Chair Knick made a motion to approve the Agenda, Commissioner Adams questioned the items listed for discussion as to whether they came from council. Mayor Schaub explained to the Commission that items on the Agenda can come from Staff, Administration or Council. Discussion ensued as Mayor Schaub addressed how the Codes work and how that applies with the RCW's. Administrator Gribi explains why the Code is being brought forth. Commissioner Adams questions the details of that process. Commissioner Adams moved that item A be dropped from the New Business items, seconded by Commissioner Baublits, all approved 3-0. The Agenda was not approved as written.

APPROVAL OF MINUTES – Commissioner Adams makes a motion to approve the minutes of September 8, 2020 however Chair Knick makes an objection to the minutes as written. She wants clarification to the fact that Commissioner Baublits volunteered to draw up a flow chart, she wanted to clarify the offer was accepted. Mayor Schaub explains that it would happen as time and budget allows. Motion to approve the minutes of September 8, 2020 was made again by Commissioner Adams and seconded by Commissioner Baublits, motion passed 3-0.

COMMUNICATIONS AND ANNOUNCEMENTS –

From Public: None

From Commissioners: Commissioner Adams announces the arrival of a second child in September of 2020.

Commissioner Baublits refers to a requirement in the Code 18.09A.030 that talks about review procedures. EMC Title 17 & Title 18 shall have only one record hearing that shall be held by the Planning Commission.

Chair Knick shares the information about the Survey letters that as of today all those letters were sent out as tasked by the City Council to do a review of our Planning Department's Policies and Procedures. So in service to the community for which is the primary objective there were surveys sent out to the community. Commissioner Baublits was asked to assist Chair Knick in preparing some very neutral, non-personal surveys, according to the domains Chair Knick submitted to Bill Dunn before the Finance Committee. The surveys were made available publicly in an ad in the Dispatch as well as sent to past

and present employees, citizens and business owners of the Town of Eatonville, as well as posted on Eatonville Facebook page (which was removed per Administrator Gribi's request) and on Survey Monkey.

Chair Knick also mentioned the GMA and the "Short Course on Planning" 311 page guide that speaks to Surveys on pages 20 and 21. Based on the references Chair Knick had she felt they were following State guidelines. The Commission understands that the OPMA guidelines followed it was in their responsibility to do so and is why this was used.

Based on the fact that they had instruction from City Council, Finance Committee, and the opportunity to forward the work and complete the objective the aggregate results will be given to the City Council as requested and as a reminder reinforcing it about fifty (50) extra times that this a non-personal intention to do an audit on their own operations.

Commissioner Adams inquiries about the Annual Report that is supposed to be reported to the Town Council in the EMC 2.32.100 under the Administrative section of the Code, the Planning Commission must provide a full report of the Planning Commissioners expenditures every year

Commissioner Baublits clarifies that it needs to be done in February each year and it has not been done in the last two years. The Commissioners discuss whose responsibility is it to provide the reports, they agree that it is the responsibility of the Planning Commission to provide this report annually. Mayor Schaub explains his understanding of the expenditures. The Commissioners agree that they want to make sure they get an annual report done this year.

NEW BUSINESS:

**A. Proposed Code Amendments for Large Lots with a Plat Amendment Section added.
(dropped by Commission).**

B. Discussion on the amount of lots we will allow in a short plat.

Administrator Gribi explains that Towns are given the authority to increase the number of lots within a Short Subdivision, she opens up the floor for discussion, she explains that we are currently at four (4) which can be limiting, should it be increased?

Commissioner Baublits shares Pierce County's regulations on subdivisions. Administrator Gribi goes to the Pierce County website and references the regulations on subdivisions.

In Pierce County currently a Short subdivision is used to divide up to four (4) lots in Rural areas and up to nine (9) lots in Urban Areas. Town Planner Scott Clark explained to Commissioner Baublits that in an R-10 you would be looking at a Formal Subdivision in Pierce County.

Administrator Gribi explains the vision is looking at changing the number and not necessarily the requirements. Mayor Schaub explains that we are looking at potential of expanding to a number above the four (4) for a Short Plat vs a Formal Subdivision. Commissioner Baublits asked if there are more requirements for a major subdivision verses a short subdivision. A Major Subdivision would go before the Council and the Short Subdivision would be an Administrative review only. There are more requirements for a Major Subdivision than a Short Plat. Town Planner Scott explains the primary difference being process and time.

Commissioner Baublits suggests delaying the decision for the next meeting so that he can do some research in the code to see the differences in the two types of subdivisions. Administrator Gribi explained that we are not looking for a recommendation tonight this was to bring this up for discussion.

Chair Knick explained the Commissioners needed to do homework, research, a pro and con list, she addressed Mayor Schaub as to what the expectations of the Planning Commission role are.

Mayor explained that items regarding Land Use will arise from Comprehensive Plan, Department of Ecology, Health Department, Department of State. Items in the Code that need to be addressed or that need to be worked on that are incomplete, can come from Staff, Administration, Town Council, Planning Commission.

Mayor Schaub concludes that in summation the Planning Commission would like to be directed by the Council as to what is on the Agenda for each meeting.

OLD BUSINESS: NONE

ADJOURN: 8:10 pm

Next Meeting: TBD.

Chairperson Knick

Baublits- Secretary

ATTEST:

Recording Technician, Ms. Johnnie Newell