



**Town of Eatonville**  
**Planning Commission Meeting Minutes**  
*Monday December 7, 2020*  
**Via Zoom**

**CALL TO ORDER** – Chair Knick called the meeting to order at 7:03 p.m.

**ROLL CALL** - Present: Chair Knick, Commissioner Baublits, Commissioner Adams, Commissioner Justice was late due to technical difficulties and was excused.

**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 following roll call.

**APPROVAL OF AGENDA** – Commissioner Baublits moved to approve the agenda as written seconded by Commissioner Adams passed 3-0.

**APPROVAL OF MINUTES** – Commissioner Baublits moved to approve the minutes as written, Chair Knick inquired about the minutes as written i.e., setting an “End Date” for the “Analyzing the Results” and getting them back to the Council members. Planning & Building Admin Johnnie Newell addressed her question before the minutes were seconded by Commissioner Adams passed 3-0.

**COMMUNICATIONS AND ANNOUNCEMENTS –**

**From Public:** None

**NEW BUSINESS:**

**a. Planning Commission Operations Manual Discussion**

Commissioner Baublits gave an overview of the Operations Manual and asked for any questions and/or comments. Chair Knick asked for any comments or discrepancies or highlights from the Commissioners and/or staff. Commissioner Baublits touched on having a Hearing Examiner for future hearings.

**b. Discussion – 2021 Strategic Plan/Project Plan**

Chari Knick discussed availability regarding having two meetings a month and possibly on a weekend when needed as well as a two (2) hour study session in January. Commissioner Baublits inquired on how long those meetings can run and his concerns around the length of time for the review of the Comprehensive Plan.

Commissioners discussed a date for a Study Session which will come later and discussed availability and length of meetings. Chair Knick discussed the possibility of a rotation of Commissioners reporting to the Town Council (attending meetings). Chair Knick discussed regulations around appointing a Secretary within the Planning Commission, Commissioners

discussed having staff at these meetings. Chair Knick asked for proposals for the next Agenda for the Council to approve.

Commissioner Baublits discussed Title 17 Large Lots, he felt that this item needs to be added to the agenda. He discussed his concerns about the priorities of the items on the agenda. Administrator Gribi adds that Council would prioritize and reprioritize their projects. Chair Knick asked Councilmember Thomas if he would like to clarify. Councilmember Thomas explained that his focus for the Planning Commission is to do what they are chartered to do by the RCW and Municipal Code. Councilmember Thomas stated that this is the reason the Planning Commission exists.

#### **c. Planning Department Review Update**

A survey was sent out to surrounding cities/towns as well as citizens, current employees, and previous employees on October 15, 2020. The survey was committed to improving the policies and procedures of the Planning Department.

Chair Knick went over the status of the survey, she explained that no new surveys have been sent out, she explained that most of the responses have come back. The responders were from six (6) surrounding towns and they are still waiting on three (3) of those to come back. Chair Knick asked if there were any questions or comments regarding the survey review assignment. Chair Knick also explained that there were questions to the details of the surveys by the Council and explained that the survey is public record, so far there are no responders wishing to remain anonymous.

#### **d. Design Standard Review Update**

A draft of the Design Standards Guidelines 19.01, 19.02, 19.03, 19.04, 19.06 was sent to the Commissioners prior to the meeting for their review. Chair Knick discussed the Design Review going forward she shared her concerns about how long it has been since they last worked on the Design Standards. Commissioner Adams and Baublits commented and discussion ensued around the Design Standards and how they will be approached in the future.

Commissioner Adams explained that the State RCW Construction and Design standards are up to the Town itself and the Town Planner and Engineer and then to the Commission to the Council for approval. He went on to explain to the Commissioners that each member should take a section and bring it back to work on.

Discussion ensued on how much time can be allocated to the Planning Commission by each member. Commissioner Baublits commented on time to achieve the goals they have. Commissioner Adams mentioned the last Council Meeting discussion around approving agendas at which time Councilmember McFadden talked about continuing with the Planning Department Review first. Chair Knick went over the list they have of items to review including ADHOC items. Mayor explained that there would not be another meeting until January if the Council approves.

**UNFINISHED BUSINESS:**

Mayor Schaub briefed the Commission on the status of applications for the vacant Planning Commission position. Commissioner Baublits mentioned using the Town Electronic sign to advertise for the vacant Planning Commission position.

**STAFF/COMMISSIONER COMMENTS:**

Commissioner Justice was finally able to log into the meeting just before making the motion to close the meeting, seconded by Commissioner Adams.

**ADJOURN: 8:05 PM**

**Next Meeting: January 4, 2021**

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**Chairperson Knick**

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**Baublits- Secretary**

**ATTEST:**

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**Recording Technician, Ms. Johnnie Newell**