



Town of Eatonville
Planning Commission Meeting Minutes
Monday January 4, 2021
Via Zoom

CALL TO ORDER – Commissioner Adams called the meeting to order at 7:00 p.m.

ROLL CALL - Present: Commissioner Adams, Commissioner Baublits, Commissioner Justice.

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

OPENING CEREMONIES – Commissioner Adams led the Pledge of Allegiance following roll call.

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

APPROVAL OF MINUTES – Commissioner Baublits moved to approve the minutes of the December 7th, 2020 meeting as written, seconded by Commissioner Justice, passed 3-0.

PUBLIC COMMENTS – SUBMITTED IN WRITING: NONE

NEW BUSINESS:

- a. Appointment of Planning Commissioner Chair, Co-Chair and Secretary for 2021
- b. Review of Title 17.04 and 17.44
- c. Planning Department review and analysis

a. Appointment of Planning Commission Positions

Commissioner Baublits nominated Commissioner Adams seconded by Commissioner Justice, vote passed 2-0. Chair Adams nominated Commissioner Baublits for Co-Chair, seconded by Commissioner Justice, vote passed 2-0. Chair Adams nominated Commissioner Justice for the Secretary position, seconded by Co-Chair Baublits, vote passed 2-0.

b. Review of Title 17.04 and 17.44

Commission requested staff to explain what is being proposed in Title 17. Town Administrator Abby Gribi explained the closing of some discrepancies within the code that were found. Including large lot subdivisions within the short subdivisions chapter and adding an avenue for short plat alterations. Staff would like to have discussion around how many lots should be allowed in a short plat. Currently the code allows for four (4) lots and RCW State allows for nine (9). Recommendation was put forth by the Town's Public Works Director as well as the Town Planner on what that number should be, staff was not looking for a recommendation at this meeting, but to bring this forth for the Commissioners to discuss the draft changes and come back with a final draft to take through the process.

Discussion ensued, questions were asked of staff and answers were given about requirements, Scott Clark explained that the content in Title 19 has nothing that is a requirement by RCW.

Staff is recommending changes to the current code requirement for short plats form four (4) up to nine (9) Town Administrator explained that this process is an administrative process rather than a Council process that needs to be discussed as well.

Chair Adams ~~gives staff direction on~~ discussed preparing a draft code that fulfills the GMA and RCW's requirements but does not subject large lot subdivisions to the same requirements of code aside from access that subdivisions and short plats are required to go through, such as frontage improvements. Mayor Schaub explained the history of the code and how prohibitive the Design Standards, that cutting out the items that don't make sense and make it better for everyone.

Discussion ensued regarding small lots i.e., four (4) lots or less not being held to the same requirements as five, six, seven, eight or nine lot subdivision. A small lot subdivision such as four (4) lots should not have to do frontage improvements, that should be done by the developer of the property. Talk about utilities being brought to the lots, that being part of the process of developing or subdividing?

c. Planning Department Review and Analysis

Town Administrator Gribi speaks to the surveys that were initiated by previous Chair Shelley Knick and how that information needs to be forwarded to the Town Council for review. Discussion ensued about getting ahold of those surveys and how they must be discussed in an open public meeting, as well as continuing this item to the next agenda.

UNFINISHED BUSINESS:

a. Design standards review.

Chair Adams guides meeting to the Design Standards Review in unfinished business. Town Administrator Gribi explained the parts of the design standards that are going to be looked at or continued review of and possibly finishing up this review for future meeting to go over proposed amendments to the document. Town Planner explains how none of the Design Standards are handed down by the RCW or the GMA.

STAFF/COMMISSIONER COMMENTS:

Administrator Gribi lets the Commissioners know staff is expecting the delivery of the new filter for the water plant mid-month. She went on to explain that the clear well construction is complete other than some testing that needs to be completed. Staff is currently working on two (2) grants involving the Community Center, one for a generator at the Community Center through the Community Development Block Grant. Staff is also requesting an Energy Efficiency Grant through the Department of Commerce to upgrade the HVAC system at the Community Center as it is all the original system that has been in place since its construction.

ADJOURNMENT: 8:17 pm

Next Meeting: February 1, 2021

Chairperson Adams

Secretary - Justice

ATTEST:

Recording Technician, Ms. Johnnie Newell