



**Town of Eatonville**  
**Planning Commission Meeting Minutes**  
*Monday February 1, 2021*  
**Via Zoom**

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

**ROLL CALL** - Present: Chair Adams, Commissioner Baublits, Commissioner Rivera, Commissioner Litzenberger, Commissioner Justice was absent.

**STAFF PRESENT:** Mayor Mike 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 Litzenberger made motion to approve, seconded by Commissioner Rivera, motion passed 4-0.

**APPROVAL OF MINUTES** – Commissioner Rivera made motion to approve, seconded by Commissioner Litzenberger, motion passed 4-0.

- a. January 4, 2021 Minutes

**PUBLIC COMMENTS – SUBMITTED IN WRITING: NONE**

**NEW BUSINESS:**

- a. Initiation of the 2021 Comprehensive Plan amendment cycle.

Town Administrator Gribi explained that this is not the full update its an annual update due to a request put in before the end of 2020, the request was to make an amendment to the plan. This is not the Total Comprehensive Plan update this will not happen until later this year or early next year.

Chair Adams referred to the 2021 Comprehensive Plan Amendment Applications Roster that was included in the Planning Commission packet.

Town Planner Scott Clark explained the process of the Amendment to the Comprehensive Plan. He explained that it was put before the Commission for approval to move forward. Chair Adams entertained a motion to move forward with the approval.

Commissioner Litzenberger made a motion to approve to move forward with the Comprehensive Plan Amendment seconded by Commissioner Rivera, motion passed 4-0.

**UNFINISHED BUSINESS:**

- a. Review of Title 17.04 and 17.44
- b. Planning Department review and analysis
- c. Design Standard review and analysis

Chair Adams opened the meeting up for discussion on Title 17.04 and Title 17.44.

Administrator Gribi explained the changes and how they would affect Title 17.04 and Title 17.44 on Short Plat Alterations and the number of lots allowed within a Short Plat.

Commissioner Baublits shared his thoughts on Title 17 and how it affects large lot process and frontage improvement requirements. Commissioner Rivera shared her thoughts on these Titles and her concerns about the way it reads on the possibility of allowing an exemption on sidewalks. Administrator Gribi explained previous sidewalks in town that were required to put in sidewalks so that currently some homes have sidewalks in front of them and some do not.

Discussion ensued around the fact that it is under the Public Works Director's discretion on whether sidewalks are going to be required. Mayor Schaub explains how it makes sense to address utilities and frontage improvements at time of lot segregation rather than at time of building. Mayor Schaub suggests that there needs to be more discussion around these requirements.

Chair Adams explained the next item on the agenda "Planning Department Review and Analysis". Commissioner Baublits explained that any comments and suggestions should be spring boarded off the chart that was provided to the Commissioners before the meeting.

Chair Adams explained that the survey is public record for anyone who would like to see the chart. Discussion ensued around timelines for the Planning Department reviews. Planner Clark explained his part on the review process and how currently there are no fixed timelines on reviews.

Commissioner Rivera inquired about a potential applicant who may have questions before they apply. Administrator Gribi explains that each project is site specific, this being the reason that applicants are suggested to hire professionals to do their studies and plans.

Discussion ensued and the Commissioners voiced concerns around the timeline for projects getting approved. Unexpected costs and fees were brought up by Commissioner Rivera. Administrator Gribi explained how the process of projects and changes to a project can affect the fees for Planning. Planning Admin Newell explained how the Permits, Utilities and Planning fees and are calculated as well as Engineering and Planning Review Fees.

Commissioner Baublits inquired about in person meetings in Phase II of the mandate by Governor Inslee. Administrator Gribi explained that there is no phase III to be reviewed yet no proposition on phase III commencing. Chair Adams requested to have the same Agenda minus the "New Business" which was settled.

Chair Adams entertained the motion to table Item C "Design Standards Review and Analysis" also be tabled until the next meeting. Commissioner Baublits made a motion to table until the next meeting seconded by Chair Adams, passed 4-0, in addition to Chair Adams entertained that Item B. "Planning Department Review and Analysis" be tabled until next meeting. A motion was made by Commissioner Baublits to table next item on Agenda until next meeting, seconded by Chair Adams, passed 4-0.

**STAFF/COMMISSIONER COMMENTS:**

Administrator Gribi updated the Commissioners on the generator for the Community Center she informed them that there was a presentation last month and that we are currently waiting to hear on that. There was discussion about the HVAC Grant through the Department of Commerce, there was an evaluation done however we did not meet the criteria for that grant therefore an application was not submitted.

Administrator Gribi updated the Commissioners on the third filter at the Water Plant is now in the building the clear well needs to be disinfected and retested so that can go live. There is still a lot of work to be done in the next few months to get everything up and running and completed.

Commissioner Baublits welcomed and thanked the new Commissioners Jodi Rivera and Kyle Litzenberger to the Planning Commission.

Commissioner Baublits made a motion to adjourn the meeting seconded by Commissioner Rivera passed 4-0.

**ADJOURNMENT: 8:25 pm**

**Next Meeting: March 1, 2021**

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**Chairperson Adams**

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**Secretary - Justice**

**ATTEST:**

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**Recording Technician, Ms. Johnnie Newell**