



**Town of Eatonville**  
**Planning Commission Meeting Minutes**  
*Monday August 15, 2022*  
**Via Zoom**

**CALL TO ORDER** – Chair Adams called the meeting to order at 6:30 pm.

**ROLL CALL** - Present: Chair Adams, Commissioner Wilson, Commissioner Clement, and Mayor Baublits, Commissioner Roland was absent, position two (2) is currently vacant.

**STAFF PRESENT:** Town Planner Zach Shields, Town Administrator Seth Boettcher and Wendy Perry Utility Clerk

**PLEDGE OF ALLIGIANCE:** Directly following roll call

**APPROVAL OF MINUTES** – Commissioner Wilson moved to approve the minutes seconded by Chair Adams.

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

**NEW BUSINESS: NONE:**

**UNFINISHED BUSINESS:**

- a. Title 19 Review
- b. Allowable uses within Commercial 1 and Commercial 2 zoning
- c. Title 20 – Short Term Rentals
- d. Sign Code

Commissioners discussed Title 19 in preparation to go before council. Commissioner Wilson felt there were additional items that needed to be discussed such as requirements for site layout, tree retention, building materials. Mayor Baublits explained how these requirements were redundant because they were already in Title 17& 18. Commissioner Wilson voiced her concern around minor and major language in the 19.01.070 D-6. Mayor Baublits asked Town Planner to define minor adjustment verses a major adjustment, Commissioners agreed that it could be change to just “Adjustment” rather than minor and major.

Commissioners discussed Allowable uses chapter 18.04.050, discussion ensued around enforcement and reworking in preparation for going to Commerce in two (2) weeks.

Commissioners discussed Title 20 Short Term Rentals, specifically which sections in particular will be sent to Commerce for review and included in the Eatonville Municipal Code and which sections will not. However, it is unclear from the recording exactly which sections and subsections commissioners are referring to without stating citations.

Mayor Baublits tasked Town Planner with checking with Town Attorney in reference to service element design in Title 19.03.020.

Town Planner stated that the changes need to go before a public hearing before going to council for review and approval.

Discussion ensued about creating a handbook for easy access to the public via Town of Eatonville website. Chair Adams suggested to move forward with the handbook and sending it to council for review and approval. Commissioner Wilson made motion to move the terms of validity to the regulations.

**STAFF & COMMISSIONER COMMENTS:**

**ADJOURNMENT: 7:30 pm**

**Next Meeting: September 6<sup>th</sup>, 2022**

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**Chairperson Adams**

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**Secretary – Mike Roland**

**ATTEST:**

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**Recording Technician, Ms. Johnnie Newell**