



Town of Eatonville
Planning Commission Meeting Minutes
Tuesday February 20th, 2024, 6:30pm
Via Zoom

CALL TO ORDER – Chair Clement called the meeting to order at 6:30pm

ROLL CALL - Present: Chair Clement, Co-Chair Wilson, Secretary Smith, Commissioner Roland, Mayor Baublits, Commissioner Adams was absent.

STAFF PRESENT: Contract Town Planner Nick Moore present on Zoom and Planning and Building Admin Madison Busey

PLEDGE OF ALLIGIANCE: Directly following roll call

APPROVAL OF MINUTES:

a. Minutes from November 20th, 2023

Vice Chair Wilson moved to approve the minutes, Secretary Smith seconded, motion carried 4-0.

PUBLIC COMMENTS SUBMITTED IN WRITING:

NONE

UFINISHED BUSINESS:

NONE

NEW BUSINESS:

a. Appointment of Planning Commission Chair, Co-Chair, and Secretary

Commissioner Clement nominated Commissioner Wilson to chair, Commissioner Wilson accepted the nomination. Commissioner Smith seconded; nomination passed 4-0.

Commissioner Smith nominated Commissioner Clement for Co-Chair; Commissioner Clement accepted the nomination. Commissioner Wilson seconded; nomination passed 4-0.

Commissioner Wilson nominated Commissioner Smith for Secretary. Commissioner Smith accepted the nomination. Commissioner Clement seconded; nomination passed 4-0.

b. Discussion on Title 16 revision

Discussion opened regarding the revisions made. Commissioner Smith thanked Commissioner Wilson for all the time and work she put in making the revisions. Commissioner Wilson explained how it was condensed and with the help of Joe Hagen, they removed things that they felt weren't the Town's place to enforce, specifically in the mobile home section. She mentioned that they took out mentions of fees, stating that fees should be set by council and not codified. It was asked if Town Planner Nick had an opinion on whether the fees should be codified. Commissioner Clement stated that it seems like as long as the title follows the Internation Building Code it should be fine. Town Planner Nick stated that he believes the fees do need to be in title 16, they need to be codified. He

stated it is because it is an IBC thing to have the fees in there. He continued by stating that Building Inspector Mike Noot had some issues with the revisions that were made, he has made his own draft. Commissioner Wilson mentioned she has not seen anything from Mike. Discussion continued about getting Mike involved in the revisions since he is the one that deals with it the most. Town Planner Nick stated that title 16 should not be the primary focus, as that is not what will make building in the Town more difficult. The zoning code or design code should be more important. Yes, title 16 still needs to be updated though. It is decided that there needs to be a meeting with some commissioner and Building Inspector Mike to go over the revisions.

Mayor Baublits asked for clarification on why Town Planner Nick believes the fees should be codified. He stated that it would be something that also needs to be talked about with BI Mike and that the fees for building permits are set by the IBC anyways and the permit fees are the same anywhere you go. The fee schedule that the Town is working on was brought up, Nick confirmed that those fees are Land Use and are not codified, they will be adopted via either ordinance or resolution. Building permit fee schedule is set by the IBC. Discussion regarding the fees continues and how Building Inspector Mike really needs to be involved in the conversation.

Commissioner Roland brought up a general question regarding permits and their expiration date. Discussion ensues regarding. Town Planner Nick mentioned the Town offers two 6-month extensions. Commissioner Wilson brought up how as long as you are requesting inspections the permit remains active.

The discussion circled back to getting Building Inspector Mike involved, and how a meeting should be set up to get his opinions before anything moves forward.

c. Staff update on Title 19, sign code, short term housing, and overlay zone.

Title 19: Commissioner Clement opened the discussion. Town Planner Nick mentioned that he spoke with the Town Attorney, and he stated that Title 19 looked okay and was ready to move up to council. He spoke about the redundancy between Title 18 and Title 19. Commissioner Wilson stated that the redundancies could be taken out of Title 18 later. Town Planner Nick states that Title 19 should just be sent up to council and that there should be no problem since it's just a design code. Commissioners decide that Title 19 goes to council, Commissioner Clement moves to send Title 19 to council, Commissioner Wilson Seconds, motion passed 4-0.

Sign Code: Town Planner Nick states that if the attorney signs off on the legality of the sign code it should be good. Mayor Baublits mentions he had a meeting with the attorney about a week and a half ago where he presented him with the Sign code draft that had been prepared by Commissioner Wilson. The attorney stated, the best approach may be to just have him prepare a draft and send it over to the Planning Commissioner for review. Commissioners mention that they would need a time frame, they would like to see the draft or at least an update by the next meeting. Mayor Baublits states he will push the time frame with the attorney.

Short Term Housing (Title 20): Town Planner Nick mentions that this title predates him and that he had a conversation with Miranda about 3 weeks ago and he didn't know too much about it. Commissioner Wilson stated that she sent a draft to Miranda after Nick's conversation and Nick stated that it probably got sent to the attorney then. The question is asked if Mayor Baublits has heard anything from the attorney on Title 20. Town Planner Nick stated that Title 20 is more of a long-term thing because there is not a lot of short-term housing in Town currently, but it will probably pick up in the next ten years. Commissioner Clement mentions that she remembers Title 20 has already been to council, a discussion ensues regarding. Town Planner Nick states that he thinks Miranda was diving through the council meeting minutes to do some research. Mayor Baublits asked

Planning and Building Admin Madison to do a little research to try and figure out where Title 20 is and if it has been sent to the attorney or council and what was the outcome. Mayor Baublits brought up the topic of ADUs wondering if that was included in Title 20. Commissioner Wilson mentioned ADUs are already in the code and Town Planner Nick stated that will have to updated in the next year as well. Discussion circles back to updating Title 20 sooner rather than later. Commissioner Wilson states that she doesn't remember it ever going to the attorney and it is decided that commissioners will discuss next steps after they gather more information.

Overlay Zone: Commissioner Clement asked if there is any update on the Overlay Zone. Town Planner Nick mentioned he thought they decided to just parse the corridor down. He remembered that there were items from the last meeting that he was supposed to do and some revisions he needed to make. He stated one of the big issues was, currently in the C1 Zone, you can't knock down a single-family home and then build it back. He states that part needs to be revised and sent back up and it should be approved. Commissioner Wilson stated there were a few additional items the council was concerned about, and she thought Town Planner Nick might have been working on those revisions right after the last meeting. He stated he will go through the minutes and find his most recent draft and send it over to Commissioner Wilson.

STAFF & COMMISSIONER COMMENTS:

Mayor Baublits mentioned that in February, the Planning Commission is to send over a recap of the previous year to council. Commissioner Wilson states that she has already done that, it was sent to council last week.

Commissioner Clement brought up Title 14 and the discussion that was had the previous meeting and whether we need it. Town Planner Nick states that the Attorney suggested we don't add a new Title but that we should just include it in Title 18, it should just be included in the Airport Overlay Zone. Commissioner Wilson states she doesn't necessarily agree with that. Discussion ensues regarding and how they would have to repeal the Overlay Zone of Title 18 and add it to Title 14. Commissioner Smith states that it would just clean it up more, so everything that has to do with the airport is in Title 14. Commissioner Wilson asked if the Planning Commission has anything to do with Title 14, and Town Planner Nick states that since they are the board of adjustment, they are the ones that send it to council. The airport commission doesn't have any power, they just send their recommendations. Commissioner Clement believes that the airport should have its own title.

Commissioner Clement asked with there are any further comments. No response was given. She ends by thanking Joe Hagen and Commissioner Wilson for all their work on Title 16.

ADJOURNMENT: Chair Clement adjourns meeting at 7:13pm.

Next Meeting: March 18th, 2024

Chair – Clement

Secretary – Smith

ATTEST:

Recording Technician – Madison Busey