



**Town of Eatonville**  
**Planning Commission Meeting Minutes**  
***Monday June 2nd, 2025, 6:30pm***  
**In-person/Virtual Zoom Hybrid Meeting**

**CALL TO ORDER** – Chair Wilson called the meeting to order at 6:32pm.

**ROLL CALL** - Present: Chair Wilson, Commissioner Litzenberger, Commissioner Roland, Commissioner Clement, and Mayor Baublits, Commissioner Smith joined via Zoom.

**STAFF PRESENT:** Town Planner Nick Moore and Planning and Building Admin Madison Busey.

**PLEDGE OF ALLIGIANCE:** Directly following roll call, led by Chair Wilson.

**APPROVAL OF MINUTES:**

a. Minutes from April 21st, 2025

Commissioner Roland moved to approve the minutes from April 21st, 2025, Commissioner Litzenberger seconded, all in favor. Motion passed 3-0.

**PUBLIC COMMENTS SUBMITTED IN WRITING:** NONE

**UNFINISHED BUSINESS:**

a. Eatonville Hwy W Rezone

Commissioner Wilson asked Town Planner Nick to give an overview of the project, and the topic of recusals comes up, a discussion ensues. Commissioner Litzenberger recuses himself and leaves the room. Commissioner Roland explains his concerns and questions about the rezone, noting the potential impacts geologically, and on the capital facilities. He wonders if the Town can even accommodate the potential increase in housing a rezone could cause, noting a lack of infrastructure. Commissioner Clement enters at minute 5. Planner Nick states that all those concerns and questions would be answered or figured out in the development stage, this is simply a map change. A discussion continues about the ability to get water/sewer out to that part of Town and what that would like. Commissioner Wilson states that she believes Commissioner Roland's concerns are development concerns and do not have to do with rezone. Commissioner Roland asks if there is a standard to the rezone process. Nick says yes and explains how you can't just rezone one property you have to make it connect to current zoning. A discussion continues about the process of rezoning and how it is different than a variance. Mayor Baublits states that as a Town, they are wanting more homes to be built for people to buy as opposed to rent, there are a lot of rentals being built around town right now. Commissioner Wilson notes that more houses also spread-out capital facility charges. A discussion begins about getting water out there and the capacity in the river and Commissioner Wilson brings it back to the topic of the rezone. Commissioner Clement notes that if we want to expand as a town, that is the only way we have to go. She agrees with Commissioner Roland's concerns and believes they should all be addressed during the development phase, when and if that comes. Commissioner Roland reiterates that his concerns are about whether the town can make it work, he believes they should be looking at long term as well as taking citizen concerns into account.

Commissioner Wilson calls for a vote of all who are in favor of sending the rezone up to council, passed 3-1.

## **NEW BUSINESS:**

### **a. Discuss appeals process and rules for recusal.**

Commissioner Wilson explains that she didn't really see anything specific listed in Robert's Rule of Order. Planner Nick believes that it is up to each municipality to establish their own rules. A discussion ensues regarding whether a recusal would include completely leaving the room or just sitting off to the side and remaining silent. Commissioner Wilson believes that if there is a member on the board that needs to recuse themselves, it should begin with the Planning Director giving an overview of the project and then the applicant (member of the board) can give their presentation. Then, the applicant/commissioner must recuse themselves meaning they can sit in the room, but they must not speak unless to answer questions only asked by the body. The meeting should be run and facilitated by the Planning Commission Chair. Planner Nick asked if they believed this something that should be encoded. All commissioners agreed that the procedure should be written in the Eatonville Municipal Code. It is decided that Nick and Madison will put something in writing to present the planning commissioner at the next meeting.

For appeals, the code currently states that an appeal must be submitted in writing to the Town Clerk within 10 days of the planning commission's decision and the council has the final decision on whether the appeal is valid. A discussion regarding the appeals process for different permits and land use actions takes place. Commissioner Wilson states that she would like to see more of what is required in the appeals letter. She believes a description of why the Planning Commission's decision was wrong should be included in the appeals letter noting the seven questions that make up the required findings. Commissioner Clement states that the council will be looking at those seven items and determining whether the appeal is justified. Planner Nick believes that what needs to be nailed down is the timeline. The council should be given more time to mull on it to make a more rounded decision. Commissioner Wilson states that if they are going to update the appeals timeline the council should be given at least 7 days but no more than 14, so if an appeal is submitted on the day of a council meeting, they have until the next council meeting to decide. Nick agrees and will write something up for the commissioners to review at the next meeting.

### **b. Update on development regulations.**

Planner Nick begins by explaining that there are housing regulations that the Town must meet based on new regulations that have come from the state. He continues to explain what house bills and senate bills dictate what needs to be changed and how he has applied them into our code. Mayor Baublits asked if there is any wiggle room on any of the stuff coming from Commerce. Nick stated there is not apart from one section. Nick draws their attention to the ADU section and explains the things they may be able to change. A discussion regarding what parts of the new regulations apply to the Town and what the commissioners would like to see in the ADU section of the code ensues. Then, Nick brings up the new requirement of unit lot subdivision, he explains what that means for the Town and how they would need to apply it. A discussion regarding unit lot subdivisions continues. Nick explains that there is nothing they need to decide tonight as this will be an ongoing discussion.

## **STAFF/COMMISSIONER COMMENTS**

**ADJOURNMENT:** Chair Wilson Adjourned the meeting at 8:17pm.

**Next Meeting: July 21st, 2025**

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**Chair – Wilson**

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**Secretary – Clement**

**ATTEST:**

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**Recording Technician – Madison Busey**