



Town of Eatonville
Planning Commission Meeting Minutes
Monday July 21st, 2025, 6:30pm
In-person/Virtual Zoom Hybrid Meeting

CALL TO ORDER – Chair Wilson called the meeting to order at 6:31pm.

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 Tracy Marin.

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

APPROVAL OF MINUTES:

1. Minutes from June 2nd, 2025
 - a. Chair Wilson requested a motion to approve minutes from June 2nd, 2025, meeting. Commissioner Clement moved to approve minutes. Commissioner Litzenberger seconded, all in favor. Motion passed 5-0.

PUBLIC COMMENTS SUBMITTED IN WRITING: NONE

UNFINISHED BUSINESS:

1. Potential appeals process for Board of Adjustment decisions
 - a. Chair Wilson suggests adding verbiage to the Appeals Process that states Council shall have a minimum of seven (7) days to review the appeal, then the appeal will be added to the agenda of the next Council meeting.
 - b. Planner Moore suggested there should be a public notice timeframe for the appeal as the public notice for the appeal
 - c. Suggested a fee, set by resolution, be applied to the appeal due to administrative time
2. Conflict of Interest/Recusal procedures
 - a. Chair Wilson stated how Town Council is looking to adopt language which can be applied to Council and all Commissions
 - b. Chair Wilson suggested including verbiage which allows the member who poses a conflict of interest the ability to provide their overview of the issue, as well as staff.
 - c. Chair Wilson suggested there should be allowance for the board to ask questions and the person with conflict of interest given the ability to answer, with no conversation/dialogue.
 - d. Mayor Baublits asked why the person must leave the room. Chair Wilson stated all meetings are recorded, which the person with conflict of interest will have access to, and therefore serves no purpose for them to leave the room.
 - e. Chair Wilson asked Nick to edit the proposed appeals process to include new suggestions and send them back for review and to be presented at next meeting.
3. Continued discussion on development regulations
 - a. Nick clarified the yellow lined items are action items that need to be changed, green lined items require no action.

- b. RCW 363.70A.545 regarding bonus density and religious organizations – language is vague and doesn't provide specific numbers. Nick will clarify proposed language to ensure bonus density is defined.
- c. RCW 36.70A.622 regarding parking – new language specifically pertaining to the allowance of two (2) ADUs within urban grown area.
- d. RCW.70A.680-682 – Commissioner Wilson proposed to have verbiage to define maximum square footage for ADU based on total square footage of the main house
- e. Unit lot subdivisions – more discussion to come down the road as the update isn't required to be instituted until 05/20/2027
- f. Permit timelines – pertains to Land Use applications. Nick will correct the formatting/language for item line twelve (12)
- g. Nick wants to have the Planning Commission approve all the updates first before submitting them to the council for final approval. Timeline projected to be complete by the end of this year.
- h. Co-Living units – define in code what co-living units are and what zones they are allowed in
- i. Conversion of existing buildings – create language that defines allowance
- j. After housing updates are made, critical areas will be next year.

NEW BUSINESS: NONE

STAFF/COMMISSIONER COMMENTS: NONE

ADJOURNMENT: Chair Wilson Adjourned the meeting at 7:35pm.

Next Meeting: August 18th, 2025

Chair – Wilson

Secretary – Clement

ATTEST:

Recording Technician – Tracy Marin