



Town of Eatonville
Planning Commission Meeting Minutes
Monday September 15th, 2025, 6:30pm
In-person/Virtual Zoom Hybrid Meeting

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

ROLL CALL - Present: Chair Wilson, Commissioner Litzenberger, Commissioner Roland, Commissioner Clement (arrived at 6:37pm), 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 July 21st, 2025
 - a. Chair Wilson requested a motion to approve minutes from July 21st, 2025, meeting. Commissioner Roland moved to approve minutes. Commissioner Litzenberger seconded, all in favor. Motion passed 4-0.

PUBLIC COMMENTS SUBMITTED IN WRITING: NONE

UNFINISHED BUSINESS:

1. Potential appeals process for Board of Adjustment decisions
 - a. Commissioner Litzenberger stated there is no clause in the code that mentions who bears the expense of repeal. Chair Wilson agreed that the fees need to be paid by the Appellant, but we do not want to add fees into the code. It is recommended to have the language re-worded to clarify fees associated with any appeal shall be borne to the Appellant.
2. Conflict of Interest/Recusal procedures
 - a. Nick mentioned the attorney responded back with the definition of recusal is to completely remove yourself from the discussion. Chair Wilson questioned what if she doesn't agree with the response.
 - b. Chair Wilson read into record the response from the attorney regarding the recusal process and Appearance of Fairness doctrine.
 - c. Mayor provided clarification of response to which Chair Wilson stated she stands on principal the person should be allowed to stay in the room despite what Town Council decides. She also stated the Planning Commission should be allowed to ask any questions of the person who has recused themselves should it be necessary, to which the Mayor agreed with as well.
 - d. Commissioner Clement suggested to compromise when writing the new written policy – agree to have the person recuse themselves from the meeting however be allowed to return should the Planning Commission have further questions.

- e. Chair Wilson suggests updating the language for the new policy to include all Commissions or Town Council and have it fluid throughout the policy opposed to limiting it to just the Planning Commission.
 - f. Nick states if a decision by the Planning Commission were to be made, and someone were to appeal by questioning the appearance of fairness doctrine or a questionable conflict of interest was present, the decision would be overturned.
 - g. Chair Wilson suggested the policy to be written where any questions for the appellant need to be put in writing for presentation for the next regularly scheduled Planning Commission meeting.
3. Continued discussion on development regulations – Finalizing ADUs and Development timeline
 - a. Nick added section “C” regarding parking regulations – items 1 and 2 are directly from the RCW with 3 being added by Nick. After discussion, it is recommended that line 3 be removed with 1 and 2 left in as stated in the RCW.
 - b. Nick reiterated that ADUs follow all regulations and restrictions as SFRs
 - c. A motion was made to forward the revised ADU development update after removing section C line 3 to Town Council. Commissioner Clement moved to send the ADU update with the striking of C3 from the code to Council. A second was made by Commissioner Litzenberger. No further discussion. All in favor, motion passed 5-0.
 - d. Permitting timeline follows RCW with no changes made. Chair Wilson asked for a motion to send the permitting timeline update to Town Council. Commissioner Clement moved to send the permitting timeline update to Council. A second was made by Commissioner Roland. No further discussion. All in favor, motion passed 5-0.

NEW BUSINESS:

1. AOPA compatible Land Use considerations for Swanson Field
 - a. Nick asked if someone in the audience could explain who the AOPA is and what they do, to which a guest briefly spoke on the organization.
 - b. Chair Wilson assumed the meeting was about the potential construction of storage units near the air strip, to which the crowd agrees.
 - c. Nick states his understanding is this letter is a recommendation on land use compatibility surrounding the airport. He also states an old agreement was made in 2017 regarding the mini storage units being approved with the requirement for a zoning permit. If the application were to be submitted now, a Conditional Use Permit would need to be approved by the Planning Commission if determined it would be good for the public.
 - d. A guest in the audience provided a copy of a letter from WADOT and their engineer that included a new site plan. FAA will grant permission as there is no hazard to the navigable air space. The problem lies with the potential issue to the runway safety zone of the airstrip if these storage units are to be constructed.
 - e. Chair Wilson asks the public exactly what they are asking the Planning Commission to do.
 - f. The Mayor asks if we must wait for a submittal to do something or can we be proactive and do something before the submittal.
 - g. Nick states that a Conditional Use Permit comes down to a Board of Adjustments decision.
 - h. Chair Wilson states that the Planning Commission oversees Title 17, 18 and 19 and asks where airport language is. It is confirmed that language about the airport is in Title 18. She then asks is there is anything the Commission can do to proactively change the code to make it where the application would not pass code.
 - i. Chair Wilson clarified that the Planning Commission would wait to hear back from Rick Adams within a week on providing suggested language to update Title 18 to be presented at the next Planning Commission meeting.
2. Parking Regulations

- a. RCW states what we cannot regulate.
- b. Chair Wilson made a motion to recommend the proposed regulations for parking requirements to have ordinance written by Nick to then be sent to Town Council. Commissioner Roland seconded the motion. No further discussion. Motion passed 5-0.

STAFF/COMMISSIONER COMMENTS: NONE

ADJOURNMENT: Chair Wilson Adjourned the meeting at 7:49pm.

Next Meeting: September 29th, 2025

Chair – Wilson

Secretary – Clement

ATTEST:

Recording Technician – Tracy Marin