



**Town of Eatonville**  
**Planning Commission Meeting Minutes**  
**Monday October 20<sup>th</sup>, 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 Smith, Commissioner Clement, and Mayor Baublits.

**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 September 29<sup>th</sup>, 2025
  - a. Chair Wilson requested a motion to approve minutes from September 29<sup>th</sup>, 2025, meeting. Commissioner Litzenberger moved to approve minutes. Commissioner Clement seconded, all in favor. Motion passed 4-0.

**PUBLIC COMMENTS SUBMITTED IN WRITING:** NONE

**UNFINISHED BUSINESS:**

1. Aerospace District and Airport Overlay code update
  - a. Planner Nick Moore spoke on proposed language to remove the term “airport manager” as it is not an appointed official or an elected position, which does not allow the public to have a say in the process. Nick states Title 2 revision is not a Planning Commission process, and they are not at liberty to make any changes, such changes are to be done through the Town Council. Nick states that if the current proposed language is submitted as is, it is likely to be denied.
  - b. Chair Wilson suggests to remove “airport manager” and replace with language that states the manager is an advisory party in work in tandem with WADOT and the FAA.
  - c. Chair Wilson suggests to have Nick rewrite the sections to clear up the language and submit it to the attorney for review

**NEW BUSINESS:**

1. Public hearing for variance request - 254 Skylar Way
  - a. Public Variance Hearing opened at 6:52pm
  - b. Applicant Michele Brewer is not present. Nick presents the variance to the Commission. Ms. Brewer is requesting to have the proposed front deck of her house to have a 15-foot setback opposite the 25-foot setback required by code. Nick recommends it for approval.
  - c. It is called out that the wrong site plan is attached as the one submitted does not indicate the correct parking spaces. Commissioner Litzenberger asks Nick what would happen if the Planning Commission does not approve the variance request since the foundation for the house has ben poured. Nick replies that the foundation and house plans have been approved, the deck however would not be able to be constructed if variance is denied.

- d. Comments from the public and Commissioner Litzenberger state that the variance should have been brought to the Commission before the foundation had been poured.
- e. Chair Wilson closes the Public Hearing at 6:59pm.
- f. Nick suggests the Planning Commission to approve the variance with conditions. Chair Wilson asks for a motion to approve the variance with conditions. Commissioner Smith motions to approve the variance as long as the condition of providing a revised site plan with the correct driveway and parking requirements identified. Commissioner Clement seconded the motion. All in favor. Motion passed 4-0.

**STAFF/COMMISSIONER COMMENTS:**

1. Nick mentions with the holidays coming up, he originally thought the Planning Commission could take the month of December off in regard to having any meetings as we have fulfilled the required amount of meetings needed for the year. However, the Planning and Building department has received various land use requests and would like to move the process forward on them as timely as possible. With this said, he suggests having a meeting on November 17<sup>th</sup> and then December 1<sup>st</sup>.

**ADJOURNMENT:** Chair Wilson Adjourned the meeting at 7:10pm.

**Next Meeting: November 17<sup>th</sup>, 2025**

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**Chair – Wilson**

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**Secretary – Clement**

**ATTEST:**

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**Recording Technician – Tracy Marin**