



**Town of Eatonville**  
**Planning Commission Meeting Minutes**  
**Monday November 17<sup>th</sup>, 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 Roland, Commissioner Smith, Commissioner Clement, Commissioner Litzenberger 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 October 20<sup>th</sup>, 2025
  - a. Chair Wilson requested a motion to approve minutes from October 20<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. Variance Request for 254 Skylar Way
  - a. The planning department is still waiting for a revised site plan from the applicant that clearly shows the correct setback distance from the edge of the deck to the property line. Once it is received, Planner Nick Moore will send it to all commissioners. Commissioner Wilson states that once it has been received, there is no need to bring it back to the Planning Commission for review.
2. Aerospace District and Airport Overlay code update
  - a. Nick states he removed any trace of “variance” from both sections of the code. He also updated the language to reiterate that the airport manager is an advisory body only. The revised code has been sent to the Town’s attorney but has not received any feedback from him yet. Nick doesn’t expect there to be any issues or concerns brought up. Chair Wilson stressed the importance of having this back before the next Airport Committee meeting that is early next month.
  - b. Commissioner Litzenberger questioned if by removing the variance altogether this could potentially create an issue for any other type of variance requests in the future. Nick responded there would still be a pathway for a variance request that is outside the airspace and ground space safety zones. Any other variance would be referred to Chapter 18 of the EMC. The variance language that was removed strictly pertains to height restrictions. Nick further explains that any administration appeal would go straight to Superior Court.
  - c. Chair Wilson suggests to add language to clarify the conditions of any variance request, to reflect the same as listed under the conditional use section.

- d. Chair Wilson requests a motion to accept the new revisions with the changes Nick will update regarding the variance procedures and send them to the airport committee with any comments from the attorney should they be made. Commissioner Litzenberger moved to approve the changes as requested by Chair Wilson, motion seconded by Commissioner Roland, all in favor, motion passed 4-0.

**NEW BUSINESS:**

1. None

**STAFF/COMMISSIONER COMMENTS:**

1. Nick mentions the department is busy and will require two meetings in December.
  - a. There are two current projects that are at a standstill due to the current stormwater code. He is in the works with the attorney to get the code revised to hopefully move the projects forward.
  - b. Nick mentions there is a variance request coming regarding a septic request for a short plat located on Wild Rose.
  - c. There is also a rezone and comprehensive plan amendment request also scheduled for next month.

**ADJOURNMENT:** Chair Wilson Adjourned the meeting at 7:05pm.

**Next Meeting: December 1<sup>st</sup>, 2025**

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**Chair – Wilson**

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**Secretary – Clement**

**ATTEST:**

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**Recording Technician – Tracy Marin**