



**Town of Eatonville**  
**Planning Commission Meeting Minutes**  
*Monday January 5<sup>th</sup>, 2026, 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 Smith, Commissioner Clement, Commissioner Litzenberger and Mayor McFadden.

**STAFF PRESENT**: Town Administrator Eric Phillips, 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 December 15<sup>th</sup> , 2025
  - a. Chair Wilson requested a motion to approve minutes from December 15<sup>th</sup>, 2025, meeting. Commissioner Clement moved to approve minutes. Commissioner Litzenberger seconded, all in favor, motion passed.

**PUBLIC COMMENTS SUBMITTED IN WRITING**: None

**UNFINISHED BUSINESS:**

1. None

**NEW BUSINESS:**

1. 349 Madison Ave S – Rezone and Comp Plan Amendment
  - a. Chair Wilson recuses herself as she is co-owner of the property being discussed. Commissioner Clement is asked to lead the meeting at this point.
  - b. Commissioner Clement opens the public hearing at 6:34pm.
  - c. A member of the audience asks what the current use of the property. Town Planner Nick Moore provides the person with a copy of the packet and speaks out on the map that shows the current use is Mixed Use (MU). He then explains the request is to change the zone from MU to Commercial 2 (C2), not for any development.
  - d. Nick goes on to explain a C2 zone is for heavier types of commercial development whereas MU zones are encouraged for high density. He states he has no issues with the proposed zone change, it's perfectly legal considering the surrounding area. Nick then states it is up to the Board of Adjustments to make the decision.
  - e. Nick also mentions there is a separate decision to make regarding the Comp Plan Amendment. SEPA was submitted and comments were provided reminding the area has a record of toxic findings and any future development will require a process to mitigate the findings.
  - f. Mayor McFadden asks about the property adjacent to the south that is owned by the Town as it is also currently zoned as MU. Nick states the land is unusable being that it is mostly riverfront. He recommends the Planning Commission to change the zone to Single Family 1 (SF1) because it has the lowest density requirements. Nick also recommends to change the land use designation to open space.

- g. Commissioner Clement closes the public hearing at 6:42pm and asks if there are any comments from commissioners or staff. Commissioner Litzenberger asks how to get the land zoned as public use. Nick states to do so will require an update to the Comp Plan Amendment and the advantage in doing so will open the potential for development.
- h. Eric asks if the property is conservation land because if it is there are very strict covenants. Nick wasn't sure but states he will look into this.
- i. Commissioner Clement requested a motion for the zone change, Commissioner Litzenberger motions to change the MU zoning to C2 zoning. Commissioner Smith seconded the motion, all in favor, motion passed.
- j. Commissioner Clement requested a motion for the Comp Plan Amendment, Commissioner Litzenberger motioned to amend the Comp Plan to account for the rezone from MU to C2 and to include the Town owned property to change from mixed use to SF1 and to change the land use designation to public use. Commissioner Smith seconded the motion, all in favor, motion passed.

2. Chair Wilson returns for Appointment of Officers
  - a. Commissioner Clement nominates Commissioner Wilson to remain as chair, Commissioner Wilson accepts nomination, Commissioner Litzenberger seconded, all in favor, nomination passed.
  - b. Commissioner Litzenberger nominates Commissioner Clement to be co-chair, Commissioner Clement accepts nomination, Smith seconded, all in favor, nomination passed.
  - c. Commissioner Wilson nominates Commissioner Litzenberger as secretary, Commissioner Litzenberger accepts nomination, Commissioner Clement seconded, all in favor, nomination passed.
  - d. Commissioner Roland's term expired in December 2025; he has expressed interest in remaining on the Commission. Mayor McFadden states the Town Council is set to vote on the appointment at next meeting January 12, 2026.

**STAFF/COMMISSIONER COMMENTS:**

1. Commissioner Litzenberger thanks David Baublits again for his service as mayor and welcomes new mayor Emily McFadden.

**ADJOURNMENT:** Chair Wilson Adjourned the meeting at 7:04pm.

**Next Meeting: February 2<sup>nd</sup>, 2026**

---

**Chair – Wilson**

---

**Secretary – Litzenberger**

**ATTEST:**

---

**Recording Technician – Tracy Marin**