Town of Eatonville

Planning Commission Meeting Minutes
Monday May 4th 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 Roland, Commissioner Smith, Commissioner Clement, Commissioner Litzenberger and Mayor McFadden.

STAFF PRESENT: Town Administrator Eric Phillips, 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 April 20th, 2026
    a. Chair Wilson requested a motion to approve minutes from April 20th , 2026, meeting. Commissioner Roland moved to approve minutes. Commissioner Clement seconded, no discussion, all in favor, motion passed.

PUBLIC COMMENTS SUBMITTED IN WRITING: None

UNFINISHED BUSINESS: 304 Ridge Road – Continued discussion on land nuisance violations per EMC 810.400 (B).

1. Mayor McFadden suggested Town Planner Nick Moore provide a brief overview of the situation.
2. Nick states staff is looking to have the Planning Commission provide a deadline for the homeowner to fix the portion of Ridge Road before the abatement process starts. A deadline was given in October of 2025 to have the road repaired by July 31, 2025, to take into consideration of weather conditions, to which no repair was made. Staff is recommending for the homeowner to obtain a signed contract between them and a hired contractor before abatement.
3. Discussion ensues over the temporary cold patch that was done by the Town. The work was performed and then the homeowner was invoiced for the work. The invoice was paid by the homeowner and was communicated and understood that the work done was a temporary solution.
4. A motion is made by Commissioner Roland that the homeowner of 304 Ridge Road has two weeks to provide a signed contract with a hired contractor to repair the road and once obtained, and additional two weeks to have the performance of the contract done. If this is not provided or completed, the Town of Eatonville will begin abatement by completing the road repair, invoicing the homeowner and if unpaid will have the property liened. If the homeowner performs the work themselves, they will need to provide a traffic control plan, a right of way permit and performance bond.
5. Motion is seconded by Commissioner Clement, no discussion, all in favor, motion passed.

6. Town Administrator Eric Phillips states and requests that the Town be explicitly clear to the homeowner that if a contract is not obtained and provided within two weeks, the second half of the Planning Commission's order is null and void.
7. Tracy Marin asks if there should be a timeline established for the invoice to be paid by the homeowner should the Town have to abate before processed as a lien against the property. Discussion ensues by the Planning Commission, and a motion is made by Commissioner Clement to amend the said motion that was just passed that states the invoice will be paid by the homeowner within one week after it is presented. If invoice is not paid, then the amount will be liened against the property. Commissioner Roland seconds, no discussion, all in favor, motion passed.

NEW BUSINESS: None

STAFF/COMMISSIONER COMMENTS: Mayor McFadden and Commission thank staff for preparing the materials to assist with today's decision.

ADJOURNMENT: Chair Wilson Adjourned the meeting at 7:12pm.

Next Meeting: June 1st, 2026

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Chair – Wilson **Secretary – Litzenberger**

ATTEST:

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Recording Technician – Tracy Marin