Town of Eatonville
Planning Commission Meeting Minutes
Tuesday September 22nd, 2026, 6:30pm
In-person/Virtual Zoom Hybrid Meeting

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

ROLL CALL - Present: Chair Wilson, Commissioner Clement, Commissioner Smith, Commissioner Roland, and Commissioner Litzenberger.

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 26th, 2026
    a. **Record Note:** The audio and video recording for the first approximately 10 minutes of the meeting was inaudible. Certain details from this portion of the meeting, including the identity of the commissioner making the motion and the commissioner seconding the motion, could not be verified. Staff attempted to obtain clarification from commissioners present at the meeting but had not received confirmation as of the preparation of these minutes.

PUBLIC COMMENTS SUBMITTED IN WRITING: None in writing, however Town Planner Nick Moore will address the only comment submitted during the public hearing.

UNFINISHED BUSINESS: **NONE**

NEW BUSINESS:

1. Public Hearing for Variance Request at 402 Carter St W
    a. Public hearing opened at 6:31pm. Nick explains the variance request is regarding a rear setback, replacing an old garage.
    b. The one comment received was from the neighbor to the north asking not to place windows in the rear of the garage that would be viewing directly into their property. Nick did request the resident to submit a comment in writing which they did not, so there is no official record of who was requesting or their address.
    c. Public hearing closed at 6:33pm, discussion ensues.
    d. Commissioner Smith makes a motion to approve the variance, Commissioner Roland seconds, all in favor, motion approved.
2. Site Distance Regulations
    a. Nick explains how this has been brought up at safety meetings about not being able to see oncoming traffic. It's not going to correct the past but prevent any future issues. Sight distance currently exists in the sign code; these suggestions would be applied to the zoning code.
    b. Commission suggests to include updating the landscaping requirements.
    c. Nick will refine this and bring an updated version to the next commission meeting.

STAFF/COMMISSIONER COMMENTS: NONE

ADJOURNMENT: Co-Chair Clement adjourned the meeting at 6:49pm.

Next Meeting: October 19th, 2026

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Co-Chair – Clement **Secretary – Litzenberger**

ATTEST:

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Recording Technician – Tracy Marin