

City of Orting
PLANNING COMMISSION MINUTES
June 5, 2017

Chair Jennifer Sargent called the meeting to order with the flag salute at 7:04 pm at the Public Safety Building. Roll call found Commissioners Kelly Cochran, Karen Wilson, Tyler Daniels, Greg Hogan, Luke Smith and Dennis Paschke in attendance.

ATTENDANCE:

City	City Administrator Mark Bethune, City Planner Roger Wagoner, City Engineer JC Hungerford, Planning Secretary Margaret O’Harra Buttz
Professional Representatives	
Guests	Bryan Stowe, Ollie Hanson, Scotty Hanson, Gene Reynolds, Matt Smith, Terry Folden

AGENDA APPROVAL:

Agenda Approval	Commissioner Hogan moved to approve the agenda with the addition of <i>Process Change</i> , under New Business. Commissioner Daniels seconded the motion and it carried.
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AUDIENCE PARTICIPATION:

None.

MINUTES:

Minutes of May 1, 2017	Commissioner Hogan moved to approve the minutes as corrected. <ul style="list-style-type: none">• Third paragraph under heading, second sentence; replace “approve” with “excused”. Commissioner Cochran seconded the motion and it carried.
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ARCHITECTURAL DESIGN REVIEW:

ADR 2017-07: Business Solution	Commissioners reviewed the Staff Report with Dan Bunker, owner of Business Solutions answering questions. The code limits exterior signage to a quantity of two (2) signs, diagram shows a total of seven (7) signs and three (3) letters. Applicant will re-submit a new design at a later time.
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NEW BUSINESS:

Public Hearing: Final Plat Village Green Division 8, Phases 3 & 4	Commissioners Wilson and Hogan recused themselves and left the meeting room. The remaining commissioners reviewed the staff report asking questions of the City Planner and Engineer. The Public Hearing was opened at 7:17pm and closed at 7:31pm after hearing public testimony.
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Commissioner Paschke moved to recommend approval to the city council. Commissioners Daniels seconded the motion and it carried.

Public Hearing: Final Plat
Majestic View Estates
Division 1, Phase 6

Commissions Wilson and Hogan returned to the meeting. Commissioners reviewed the staff report asking questions of the City Planner and Engineer.

The Public Hearing was opened at 7:53pm and closed at 7:54pm, after hearing no public testimony. One letter of comment had been submitted and distributed to Commissioners, City Planner and City Engineer.

Commissioner Hogan moved to recommend approval to council with the inclusion of City Planner Wagoner's revision in response to the Bryant letter submitted. Commissioner Daniels seconded the motion and it carried.

Process Change

There was discussion regarding the voting ability of the Chair when there is not a quorum for voting; there must be four (4) commissioners to validate a vote. Commissioners agreed to allow the chair to vote only in the case of a lack of four (4) voting members. The commission will provide a recommendation to the council for review. The commission will also, at a later time, update the OMC on the Planning Commission role, duties and rules. The City Attorney has provided sample codes.

OLD BUSINESS:

Comprehensive Plan
Update

City Planner Wagoner reminded the commissioners to review the Comprehensive Plan and the previous handouts he had distributed. He described the following review schedule:

- August – Appendices
- September – Elements
- September & October - Public Information Meetings
- October – Draft document review
- November – Public Hearing

OMC Review: ADR Sign
Code

The Ad Hoc committee met and their update has been sent to the city attorney for review.

GOOD OF THE ORDER:

Council Meeting Report:

Commissioner Paschke, Commissioner Hogan and Administrator Bethune gave brief reports.

Representation at
Council Meeting:
June 14th

Commissioner Hogan will attend.

Agenda Setting:
August 7, 2017

- OMC: ADR Signage
- Comprehensive Plan Update: "Appendices" review
- City email addresses for commissioners and protocol
- Voting procedures and motions

Meeting Cancellation: July
3, 2017

Several commissioners are unable to attend the July 3rd meeting.

Commissioner Daniels moved to cancel the July 3rd meeting. Commissioner Wilson seconded the motion and it carried.

Absences

Commissioner Cochran stated she will not be able to attend the August 7th meeting.

ADJOURNMENT:

Meeting Adjournment

Commissioner Daniels moved to adjourn at 8:34pm. Commissioner Paschke seconded the motion and it carried.

ATTEST:

Kelly Cochran, Commission Co-Chair

Margaret O'Harra Buttz, Commission Secretary