**City of Orting**

**PLANNING COMMISSION MINUTES**

**Virtual Meeting**

July 6, 2020

Chair Kelly Cochran called the virtual meeting to order at 7:00 pm at the Public Safety Building. Roll call found Commissioners Jeff Craig, Karen Wilson, Tyler Daniels, Chris Rule, Erika Bartholomew and Jennifer McKinney in attendance; a quorum was present.

**ATTENDANCE:**

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| City | City Administrator Mark Bethune, City Treasurer/Assistant City Administrator Scott Larson, Commission Secretary Margaret O’Harra Buttz |
| Professional Representatives | City Planner Emily Adams |
| Guests (Virtual Log-in) | Mike Thomas (Valley Sign), Briana Nasman (Orting Manor), Shane Fairbanks (Scoop Ice Cream), Mary Masoner, Cheryl White, Bill Raybell, Cindy & Herb Wells, Susan Taylor, Darrell Jenkinson, Rich Allison, Gary Shilling, Linda Robinette, Donna Burnette, Dana Johnson. |

**AGENDA APPROVAL:**

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| Agenda Approval | Commissioner Craig moved to approve the agenda as presented. Commissioner Rule seconded the motion and it carried. |

**AUDIENCE PARTICIPATION: None**

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**MINUTES:**

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| Minutes of March 2, 2020 | Commissioner Craig moved to approve the minutes as corrected.   * Commercial Banner: Change to *Hwy 162* * Fencing Signage (NOTE): Change *with* to *within* * Flutter Flags: 2nd sentence, change *with* to *will* * L&M Firehouse: 1st sentence, change *customer* to *applicant*   Commissioner Rule seconded the motion and it carried. |
| Minutes of May 14,2020 | Commissioner Craig moved to approve the minutes as corrected.   * Add attendees: Scott Larson (City) and Jeff Ryan (Architect)   Commissioner Rule seconded the motion and it carried. |

**ARCHITECTURAL DESIGN REVIEW**:

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| ADR 2020-04 Scoop Ice Cream Signage | Owner Shane Fairbanks submitted a change to his signage request, providing new photo for the ice cream cone, awning and hanging sign.  Commissioner Craig moved to approve updated ADR 2020-04 with the following conditions:   * The Scoop sign will hang perpendicular under the awning – size will be no larger than 12”x 24” * The ice cream cone signage will be no larger than 18”x36” * The staff entry door will be painted the same pink color as the signage and awning   Commissioner rule seconded the motion and it carried. |
| ADR 2020-05 Little J’s Java Signage | Commissioner Craig moved to approves ADR 2020-05 as presented. Commissioner Rule seconded the motion and it carried. |
| ADR 2020-06 Orting Manor Signage | Commissioner Craig moved to table ADR 2020-06 until the August meeting, to allow the owner time to re-evaluate the mounting/framing of the metal sign. Commissioner Rule seconded the motion and it carried. |
| ADR 2020-07 Orting Manor Exterior Paint | Commissioner Craig moved to approve ADR 2020-07 as presented. Commissioner Rule seconded the motion and it carried. |
| ADR 2020-08 Parkside Perk Signage | Commissioner Craig moved to approve AADR 2020-08 with the following conditions:   * There were two (2) different font designs displayed on the design page – The commission stipulated the design on the top of the design page is the signage they are approving. * The placement of the small road sign must meet the approval of the Public Works Director and the Building Official to ensure line of sight for traffic and safety.   Commissioner Rule seconded the motion and it carried. |
| ADR 2020-09 Carbon River Builders Signage | Commissioner Craig moved to Approve ADR 2020-09 as presented. Commissioner Rule seconded the motion and it carried. |
| City of Orting – Public Works Signage | For informational purposes only, Secretary Buttz explained that the monument signage for the Public Works Building was the mirrored image of the previously approved signage. The original signage will be installed above the entrance door. |

**NEW BUSINESS:**

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| Code Amendment: Lot Coverage – Discussion & Public Hearing | City Planner Emily Adams reviewed and discussed the code amendment with Commissioners. The Planner had received two (2) written comments from Sharon Tegge and Darrell Jenkinson; these comments were read into the record, both in support of the code amendment proposed.  Commission Chair Cochran opened that Public Hearing at 8:39pm. See Testimony Record for public comments; all testimony received were in support of the Lot Coverage code amendment. Commission Chair Cochran closed the hearing at 8:59pm.  Commissioner Craig moved to recommend approval of the ordinance to the City Council. Commissioner Rule seconded the motion and it carried. (The ordinance number had not been assigned at the time of this meeting.) |
| Code Amendment: Electronic reader Board | Due to the length of the meeting, this discussion will be tabled to the August 3, 2020 meeting. |
| Non-Compliant Signage Update | Secretary Buttz reported that Commissioner Craig and herself did complete a survey of signage around the city. They had found many non-compliant issues, but at this time the Code Enforcement Officer is working as a Patrol Officer. A few non-signage issues were reported to the Code Enforcement Officer that require more immediate action. The Secretary will update the Commission at the August meeting regarding the signage. |

**OLD BUSINESS:**

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| RV Park Update | City Planner Adams reported that the process is waiting for applicant responses. |
| Comprehensive Plan Amendment & Rezone Cycle Update | Update to occur after the City Council has made their recommendations at the next Council meeting. |
| Extension of Meeting (1) | Commissioner Craig, at 8:28pm, moved to extend meeting to 9:00pm. Commissioner Rule seconded the motion and it carried. |
| Extension of Meeting (2) | Commissioner Craig, at 8:58pm, moved to extend meeting to 9:30pm. Commissioner Rule seconded the motion and it carried. |

**GOOD OF THE ORDER**

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| Planned Absences | None at this time. |
| Report on March-June Council meetings: | Due to the length of the meeting, this report will be given at the August 3, 2020 meeting. |
| Agenda Setting for August meeting | RV Update – City Planner Adams  Council action on the Comprehensive Plan Zoning requests |
| Commissioner Resignation | Commissioner Tyler Daniels announced his resignation from the Commission due to his relocation to Arizona. He reported that this July 6, 2020 meeting would be his last meeting he will attend. |

**ADJOURNMENT:**

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| Meeting Adjournment | Commissioner Craig moved to adjourn the meeting at 9:15pm. Commissioner Rule seconded the motion and it carried. |

**ATTEST:**

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Kelly Cochran, Commission Chair Margaret O’Harra Buttz, Commission Secretary