**City of Orting**

**PLANNING COMMISSION MINUTES**

**January 8, 2018**

Chair Jennifer Sargent called the meeting to order with the flag salute at 7:00 pm at the Public Safety Building.

Roll call found Commissioners Kelly Cochran, Karen Wilson, Scott Bowman and Greg Hogan in attendance. Commissioners Dennis Paschke and Tyler Daniels were not in attendance; Commissioner Paschke had contacted the Planning Secretary. Commissioner Cochran moved to excuse Commissioner Paschke from the meeting. Commissioner Wilson seconded the motion and it carried.

New Commissioner Scott Bowman was introduced and he gave a brief summary about his life in Orting and his desire to serve as a Planning Commissioner.

**ATTENDANCE:**

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| City | City Administrator Mark Bethune, Secretary Margaret O’Harra Buttz |
| Professional Representatives |  |
| Guests | Wendy Bowman, Jim Sutterfield, Drew Davis |

**AGENDA APPROVAL:**

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

**AUDIENCE PARTICIPATION:**

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|  |  None. |

**MINUTES:**

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| Minutes of November 6, 2017 | Commissioner Cochran moved to approve the agenda as corrected: * Third paragraph, first sentence under the heading: add “er” to Commission
* Third paragraph, second sentence: add “s” to Smith.
* Comprehensive Plan, third paragraph: add that only the developer spoke during the public hearing.

Commissioner Wilson seconded the motion and it carried. |
| Minutes of November 28, 2017 | Commissioner Hogan moved to approve the minutes as presented. Commissioner Bowman seconded the motion and it carried. |

**+ARCHITECTURAL DESIGN REVIEW:**

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| ADR Design Review: Shell/Food Mart - Exterior Signage and Improvements | Jim Sutterfield from Signs Plus, representing the Shell Corporation and the Orting Food Mart was present and gave a description of the proposed changes that he had submitted. His goal for the meeting was to obtain the Planning Commissions preliminary opinion on the designs. Therefore this review is not looking for final approval at this time. Commissioners reviewed the designs submitted, commenting on the yellow and red colors that are not within the ADR color palate. They did state that the existing free-standing sign may be shortened since it is currently approximately 30’ tall; the shortening would improve the signage and still be considered within code, as the sign had been grandfathered in when the code change of a maximum 8’ height. In addition, the yellow band around the canopy and on the building itself would not be approved per color code. The Shell logo on the free standing sign does have yellow and red, but is the company’s logo colors and would be approved. The representative and the commission spoke about several other aspects of the project, such as signage font, building colors, emergency signage and upgrade of fuel pumps.Mr. Sutterfield will submit the application and revised designs for final review at the February 5, 2018 Planning Commission Meeting. |
| ADR Sign Code: AD Hoc Meeting  | The Ad Hoc Committee will meet with Administrator Bethune at 3pm on January 12, 2018 at city hall. Commissioners on the AD Hoc Committee are Commissioners Paschke, Cochran and Wilson. Secretary Buttz will contact the city attorney. |

**NEW BUSINESS:**

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| 2018 Meeting Schedule | The 2018 schedule had been inserted into meeting packets. |
| 2018 Chair and Co-Chair Election | Commissioner Cochran moved to elect Commissioner Sargent as Chair. Commissioner Wilson seconded the motion and it carried.Commissioner Sargent move to elect Commissioner Cochran as Co-chair. Commissioner Bowman seconded the motion and it carried. |
| Planning Commission Rules | At the February meeting the Commission Rules development will begin. Commissioners were given a copy of the Council’s Code of Ethics and will receive the Council Rules as well. In addition the city attorney will provide a sample to use as a guideline. |
| Social Media: Resolution 2017-029 | The resolution was distributed to the commissioners. |

**OLD BUSINESS:**

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|  | None. |

**GOOD OF THE ORDER:**

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| ADR Non-Compliance Issues:Council October Meeting Report:Representation at Council Meeting:January 10, 2018  | Commissioner Wilson stated that she had seen signage that had not gone through the ADR process. Commissioner Cochran stated that there were two commercial fences that were installed that also did not meet ADR code. Discussion ensued about both topics; the AD Hoc committee will address signage and staff will address non-compliance with the Code Enforcement Officer. In addition the commission will review the current ADR Development code after the Planning Commission Rules are completed.Commissioner Hogan gave a brief report. Commissioner Hogan and Wilson will attend. |
| Agenda Setting:Monday, February 5, 2018 | * ADR Development Code: Review/Update
* ADR Signage: AD Hoc Committee Report
* Planning Commission Rules: Development
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**ADJOURNMENT:**

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| Meeting Adjournment | Commissioner Wilson moved to adjourn at 8:11pm. Commissioner Cochran seconded the motion and it carried. |

**ATTEST:**

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Jennifer Sargent, Commission Chair Margaret O’Harra Buttz, Secretary