**City of Orting**

**PLANNING COMMISSION MINUTES**

**February 5 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, Dennis Paschke, Tyler Daniels and Jeff Craig in attendance.

The resignation letter from Commissioner Hogan was read. Commissioner Cochran moved to approve Commissioner Hogan’s resignation with regret. Commissioner Tyler seconded the motion and it carried.

New Commissioner Jeff Craig was introduced; 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, Chris Hopfauf, Sammy Hopfauf, Deana Reese |

**AGENDA APPROVAL:**

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| Agenda Approval | Commissioner Tyler moved to approve the agenda as amended; adding the *City* *Planners Memo* under New Business and adding *Veterans’ Project Update* under Old Business. Commissioner Craig seconded the motion and it carried. |

**AUDIENCE PARTICIPATION:**

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|  | Chris Hopfauf asked a question regarding the existing city hall building and the new city hall building; however his question did not fall within the Planning Commissions role. The City Administrator will meet with Mr. Hopfauf to address his questions. |

**MINUTES:**

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| Minutes of January 8, 2018 | Commissioner Cochran moved to approve the minutes as presented. Commissioner Bowman seconded the motion and it carried.  |

**ARCHITECTURAL DESIGN REVIEW:**

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| ADR 2018-01 Design Review: Better Properties - Signage  | Deana Reese of Better Properties was present for commissioner’s questions. Commissioners reviewed the Staff Report and designs submitted.Commissioner Cochran moved to approve ADR 2018-01 as presented. Commissioner Craig seconded the motion and it carried. |
| ADR 2018-02 Design Review: Shell/Food Mart - Exterior Signage and Exterior Paint | Jim Sutterfield from Signs Plus, representing the Shell Corporation and the Orting Food Mart was present for commissioner’s questions. Commissioners reviewed the staff report and designs submitted.Commissioner Paschke moved to approve ADR 2018-02, as presented with the condition that the ‘204” above the entrance door remains for emergency response purposes. Commissioner Craig seconded the motion and it carried. |
| ADR Sign Code Update | Commissioner Paschke moved to forward the 2018 draft to the Department of Commerce for review and comment. Commissioner Cochran seconded the motion and it carried.The draft will be with the Department of Commerce for several months, during that time the Commissioners will review the flutter flag section and fine tune it. |

**NEW BUSINESS:**

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| Planning Commission Rules | The Commissioners received copies of the Council Rules and two (2) other city’s document for Planning Commission Procedural Rules. Commissioner Wilson will forward another cities document to the secretary. Commissioners discussed several sections that were to be included in the document and will contact the secretary with any additional suggestions. The Planning Secretary will develop an outline for the commissioners to review at the March meeting.  |
| City Planner Memo | Roger Wagoner forwarded a memo addressing the possibility of changes in the Planning Commissions role with developers plat approvals. Commissioner Cochran voiced the concern that caution needed to be taken not to eliminate the opportunity for community input. City Administrator Bethune requested that this discussion continue at the March meeting after he has had an opportunity to do some research.  |

**OLD BUSINESS:**

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| Veteran’s Project | City Administrator Bethune gave an update on the project. He will confirm when the community meeting is and an email will be sent to commissioners.Commissioners asked that the Veteran’s Project be updated at each meeting. |

**GOOD OF THE ORDER:**

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| ADR Non-Compliance Issues:Council January Meeting Report:Representation at Council Meeting:February 14, 2018  | Three (3) issues from the January meeting: Two (2) of them have not been resolved with the respective business owners. City staff will meet and report at the March meeting.Commissioner Wilson gave a brief report. Commissioner Wilson will attend. |
| Agenda Setting:Monday, February 5, 2018 | * ADR Development Code: Review/Update
* ADR Sign Code: Public Hearing (After Dept. of Commerce Review)
* ADR Sign Code: Flutter Flag Discussion
* Planning Commission Rules: Development of Document
* ADR Multifamily Design Review: Pacific Investing
* Land Use Plat Approval: Change in Process
* Veteran’s Project: Update
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**ADJOURNMENT:**

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| Meeting Adjournment | Commissioner Tyler moved to adjourn at 8:15pm. Commissioner Craig seconded the motion and it carried. |

**ATTEST:**

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