

**City of Orting**  
**PLANNING COMMISSION MINUTES**  
**May 7, 2018**

Commission Co-Chair Kelly Cochran called the meeting to order with the flag salute at 7:01 pm at the Public Safety Building.

Roll call found Commissioners Karen Wilson, Jeff Craig, Dennis Paschke, Scott Bowman and Tyler Daniels in attendance. Commissioner Jennifer Sargent was absent and had contacted the secretary. Commissioner Craig moved to excuse Commissioner Bowman from the meeting. Commissioner Bowman seconded the motion and it carried.

**ATTENDANCE:**

City Secretary Margaret O’Harra Buttz

Professional  
Representatives

Guests None.

**AGENDA APPROVAL:**

Agenda Approval Commissioner Paschke moved to approve the agenda as amended:

- Add “DL Country Barn” as #2 under *Architectural Design Review*
- Add “Sign Code Update.” as #2 under *Old Business*

Commissioner Craig seconded the motion and it carried.

**PUBLIC COMMENT:**

None.

**APPROVAL OF MINUTES:**

Minutes of April 2, 2018 Commissioner Paschke moved to approve the minutes as presented. Commissioner Craig seconded the motion and it carried.

**ARCHITECTURAL DESIGN REVIEW:**

ADR 2018-04 Sign Review: Edward Jones Commissioners reviewed the staff report, but were unable to ask questions of the applicant that was not in attendance. The application does not state that the new under the canopy, signage will have the wood grain look that the original ADR approved sign has. In addition, the Certificate of Insurance was not submitted. The Planning Secretary will contact the customer.

Commissioner Craig moved to table ADR 2018-04 until the June 4, 2018 meeting. Commissioner Wilson seconded the motion and it carried.

DL Country Barn: Signage Compliance Commissioner Craig had seen that DL County Barn had added what appears to be vinyl graphics to the exterior side of the window on the north side of the building. This signage was not presented to the Planning Commission at the time of application in April.

The Planning Secretary will research the code regarding the quantity of signs allowed within the specific footage of the building. The footage will be obtained through Pierce County Assessor Treasures public information. The Commission has asked that the customer be contacted, informed of the code and be invited to the June meeting to discuss the window signage.

**NEW BUSINESS:**

Communication: City Web Site

The commissioners were asked to review the city web site for accuracy and sufficient information regarding the Planning Commission. In addition, any areas of concern or ideas for the web site would be appreciated. Commissioners are to email their responses to the Planning Secretary who will forward them onto the City Administrator.

**OLD BUSINESS:**

Planning Commission Procedural Rules

The commission reviewed the newest draft sections of the manual, noting a few typographical errors. The secretary will complete the draft of the *Communication* section, for the June 4<sup>th</sup> meeting.

**GOOD OF THE ORDER:**

Council April Meeting Report:

Commissioner Wilson gave a brief report.

Representation at Council Meeting: May 9, 2018

Commissioner Craig will attend.

Agenda Setting

Ongoing

- Veteran's Project: Update
  - Planning Procedural Commission Rules: Development of Manual
- TBD
- ADR Development Code: Review/Update
  - Comp Plan: Update Transportation Section
  - ADR Multifamily Design Review: Pacific Investing

June Meeting

- Preliminary Plat Meadows at Orting South: Pubic Hearing & Recommendation
- ADR Sign Code: Public Hearing
- ADR Sign Code: Flutter Flag Discussion
- ADR Signage: DL Country Barn
- ADR 2018-04 Sign Review: Edward Jones
- City Web Site Update

**ADJOURN:**

Meeting Adjournment

Commissioner Craig moved to adjourn at 8:11pm. Commissioner Bowman seconded the motion and it carried.

**ATTEST:**

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Jennifer Sargent, Commission

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Margaret O'Harra Buttz, Secretary