

**City of Orting**  
**PLANNING COMMISSION MINUTES**  
**September 10, 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, Tyler Daniels, Dennis Paschke, Scott Bowman and Jeff Craig.

**ATTENDANCE:**

City	City Administrator Mark Bethune, Secretary Beckie Meek
Professional Representatives	City Planner Roger Wagoner, City Planner Emily Terrell
Guests	Caroline Hen, John Williams, Vicki Williams

**AGENDA APPROVAL:**

Agenda Approval	Commissioner Craig moved to approve the agenda as prepared. Commissioner Paschke seconded the motion and it carried. 6-0
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**AUDIENCE PARTICIPATION:**

Jessica Rakos	Was not present.
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**MINUTES:**

Minutes of August 6, 2018	Commissioner Daniels moved to approve the minutes as corrected. <ul style="list-style-type: none"><li>• Architectural Design Review Section, first paragraph second sentence; replace “Customer” with “Applicant”.</li></ul> Commissioner Craig seconded the motion and it carried. 6-0
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**ARCHITECTURAL DESIGN REVIEW:**

ADR 2018-09: Veteran’s Project Design Review	Representative Garner Miller reviewed the packet with the Planning Commissioners. After some discussion Commissioner Cochran moved to approve ADR 2018-09: Veteran’s Project Designs, lighting, exterior paint, fencing and landscaping plans as presented. Commissioner Craig seconded the motion and it carried. 6-0
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ADR 2018-10: OVFR Siding & Paint Review	Chairperson Sargent talked to the Planning Commission about how this is just going to be a repair/replace project and no changes to be made. After some discussion Commissioner Craig moved to approve ADR 2018-10: OVFR Siding and Paint Review as requested. Commissioner Bowman seconded the motion and it carried. 6-0
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ADR 2018-11: Recovery Café Signage Review	Before starting the review Commissioner Paschke had excused himself from the meeting as he is the applicant of record.
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Commissioner Cochran reminded the Planning Commissioners that in the application there were too many signs for the church property. After some discussion Commissioner Cochran and Secretary Beckie Meek went out into the hall to get clarification on where the Recovery Café was proposing to put their signage. After clarification the signs Commissioner Craig moved to approve ADR

2018-11: Recovery Café Signage as revised by putting their freestanding signage in the Varner for the back parcel and eliminate the signage that was going to be on the office building on the church parcel. Commissioner Wilson seconded the motion and it carried. 6-0

**NEW BUSINESS:**

Comprehensive Plan  
Update: Re-zone Request  
& Zoning Map

City Planner Roger Wagoner informed the commission of an error in the adopted Official Zoning Map and Comprehensive Plan Land Use Designations, pertaining to the Residential Urban – Low zone (“RU-L Zone”). He stated that they city needs to replace figure LU-1, Comprehensive Plan Land Use and Zoning Map, to remove “Residential Urban – Low” zoning designation, with the version presented taking out the RU-L Zone. This would be done at the time of the adoption of the amendments to the Comprehensive Plan which is schedule for January 2019. He also stated that the docketing has closed for the Comp plan. He suggested to the commissioners that they refresh themselves with the comp plan for the next meeting in October.

City Planner Roger Wagoner also stated that the City Administrator is asking for a rezoning of parcel 0519326010 (McMahon Property that the City Purchased) on the corner of Bridge St and Washington Ave N. The request is to rezone from a *Mixed Use – Town Center* to *Public Facilities*. Roger stated no action was needed at this time by the Planning Commission that this can be done when the Comprehensive Plan is being adopted for January 2019.

Shoreline Master Plan:  
Update Review

City Planner Roger Wagoner introduced Talia Tittelfitz who is also part of BHC Consultants. Talia reviewed what BHC Consultants has been working on with the Shoreline Master Plan. She stated the next plan is to have a booth during Red Hat Days and Orting Pumpkin Fest events. They are working on getting the draft done quickly to meet all regulations.

Transportation Plan:  
Update Review

City Planner Roger Wagoner reported that he is working with JC Hungerford with Parametrix to have a full package of the Transportation Plan for the next meeting October 1<sup>st</sup>, 2018. If the package is not ready by the meeting the Planning Commission will need to have a special meeting.

ADR Sign Code:  
Discussion &  
Recommendation

Secretary Beckie Meek asked City Planner Emily Terrell to take this on about Flutter flags. She stated that she was working with Secretary Margaret O’Harra-Buttz on having a description of “Flag” & “Banner” when looking at banning flags. After some discussion the Chairperson Sargent stated that this will stay on the agenda for further discussion.

Continued Meeting

At 8:30pm Commissioner Cochran moved to continue the meeting for fifteen (15) more minutes. Motion was seconded by Commission Paschke and it carried. 6-0

**OLD BUSINESS:**

Planning Commission  
Procedural Rules: Update

Chairperson Sargent stated that this will be moved to the next meeting, Monday, October 1, 2018.

New Public Work Building  
Update

City Administrator Mark Bethune reported that the new Public Works Building will be a steel building, bottom portion of building will be a dark brown, above the dark brown will be beige and the roof will be dark green. He also stated that there will be 3 cupolas. City Administrator Mark Bethune wanted to get the nods of the commissioners for design. Mark will have the ADR Application at the next meeting in October.

**GOOD OF THE ORDER:**

Council Meeting Report: Commissioner Cochran gave a brief report, stating that the City Council discussed Utility Rates, a citizen filed ethics violation and ICS Training. She reported to the City Council that the Planning Commission was working on Signage for Recovery Café, Eagles Shelter, Sign Code Update and Planning Commission Procedural Rules.

Representation at Council Meeting: September 12<sup>th</sup>, 2018 Commissioner Scott Bowman will attend the City Council Meeting and type up a report; as he will not be at the Planning Commission Meeting October 1, 2018.

Agenda Setting: Monday, October 1, 2018

- Planning Commission Procedural Rules: Development of Manual (ongoing)
- Comprehensive Plan Update (ongoing)
- Shoreline Master Plan Update
- Transportation Plan
- ADR Multi Family Design Review (TBD)
- Preliminary Plat Meadows at Orting South (TBD)
- ADR Signage: Troy Monson – Chiropractic Office Rebrand
- ADR Signage: Student Success Center
- ADR Building Design: City of Orting

City Hall/Police Building Report City Administrator Mark Bethune reported that the city has received the elevations on the City Hall/Police Building.

Meadows Report City Planner Emily Terrill reported that the Meadows submitted applications. The Meadows is working on a letter to FEMA and their plans were missing items that needs to be submitted as well.

**ADJOURNMENT:**

Meeting Adjournment Commissioner Craig moved to adjourn at 8:44pm. Commissioner Bowman seconded the motion and it carried. 6-0

**ATTEST:**

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Jennifer Sargent, Commission Chair

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Margaret O’Harra Buttz, Commission Secretary