**City of Orting**

**PLANNING COMMISSION MINUTES**

**October 1, 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 and Tyler Daniels in attendance; a quorum was present.

Commissioners Paschke, Bowman and Craig were absent from the meeting and had contacted the Planning Secretary. Commissioner Daniels moved to excuse all three (3) commissioners from the meeting. Commissioner Cochran seconded the motion and it carried.

**ATTENDANCE:**

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| City | Secretary Margaret O’Harra Buttz |
| Professional Representatives | City Planner Emily Terrell |
| Guests | Joe Knowles, Jessica Rakos |

**AGENDA APPROVAL:**

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

**AUDIENCE PARTICIPATION:**

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| Jessica Rakos | Ms. Rakos presented a hand-out for the Commissioners to share. The Planning Secretary will distribute a copy to each commissioners at a later date.  Ms. Rakos asked questions regarding the MUTC-N property (Gratzer/Engfer) and the current plan for it. The commission discussed the current owners and the zoning of the property at this time. Administrator Bethune stated that the original Binding Site Plan had expired.  The commission asked Ms. Rakos to watch for announcements on the city web-site and reader board about the upcoming Open Houses and Public Hearings that will occur as the city moves forward on Comprehensive Plan amendments and as the new owner(s) of the MUTC-N property bring proposals to the city. |

**MINUTES:**

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| Minutes of  September 10, 2018 | Commissioner Cochran moved to approve the minutes as corrected.   * Correct the misspelling of City Planner Emily *“Terrill”* to “*Terrell”.* * ADR 2018-11 Recovery Café Signage: Reword a portion of the second paragraph by removing “in the front of the back parcel property off of Varner” and add “by putting their freestanding sign on the Varner frontage for the back parcel”. * Shoreline Master Plan: 3rd sentence add “*is*” before “*to*” and replace “*Open House*” to “*booth*”. * Public Works Building: 1st sentence “*a*” before *Beige* (2). Remove “*for the look of the ADR”.* * Council Meeting Report: 1st sentence remove “*Kelly*” and replace with “*Cochran”.*   Commissioner Wilson seconded the motion and it carried. |

**ARCHITECTURAL DESIGN REVIEW:**

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| ADR 2018-12: City of Orting – Exterior Paint | Planning Commissioners reviewed the Staff Report. After some discussion Commissioner Cochran moved to approve ADR 2018-12 as presented. Commissioner Daniels seconded the motion and it carried. |
| ADR 2018-13: Student Success Center - Signage | Planning Commissioner reviewed the Staff Report. Joe Knowles of Valley Sign, the sign maker, was present for questions. After some discussion Commissioner Daniels moved to approve ADR 2018-12 as presented. Commissioner Wilson seconded the motion and it carried. |

**NEW BUSINESS:**

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| ADR Sign Code: Discussion & Recommendation | City Planner Emily Terrell will re-write the definitions for flags for the November meeting.  Commissioners also talked about the safe placement of signage, specifically one of the flutter flags for a business located in the Orting Depot complex next to Texaco. The one flag was placed where a driver coming out of the business complex was unable to see oncoming traffic from the north. Administrator Bethune stated that the city would asked the Code Enforcement Officer to speak with the business owner. |

**OLD BUSINESS:**

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| Planning Commission Procedural Rules: Update | Commissioner Cochran moved to forward the document on to the City Attorney and City Planner for review. Commissioner Wilson seconded the motion and it carried. |

**GOOD OF THE ORDER:**

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| Council Meeting Report:  Representation at  Council Meeting:  October 10, 2018 | No report.  Possibility that Commissioner Bowman or Craig will attend. |
| Agenda Setting: | * Comp Plan Update: Shoreline Master Plan, Transportation Plan, Zoning (TBD) * ADR Building Design Code: Review & Update (TBD) * ADR Multi Family Design Review – American Concrete (TBD) * Preliminary Plat: Meadows at Orting South (TBD) * ADR Signage: Troy Monson – Chiropractic Office (TBD) * Planning Commission Procedural Rules: Planner & Attorney Review (Nov) * ADR Building Design: City of Orting (Nov) * ADR Sign Code Revision (Nov) |

**ADJOURNMENT:**

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| Meeting Adjournment | Commissioner Daniels moved to adjourn at 7:46pm. Commissioner Cochran seconded the motion and it carried. |

**ATTEST:**

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