**City of Orting**

**PLANNING COMMISSION MINUTES**

**Virtual Meeting**

August 3, 2020

Chair Kelly Cochran called the virtual meeting to order at 7:00 pm through Bluejeans. Roll call found Commissioners Jeff Craig, Karen Wilson, Tyler Daniels, Chris Rule, Erika Bartholomew and Jennifer McKinney in attendance; a quorum was present.

Commissioner Craig moved to accept Commission Tyler Daniels resignation, with regrets. Commissioner Rule seconded the motion and it carried.

**ATTENDANCE:**

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| City | City Administrator Mark Bethune, City Treasurer/Assistant City Administrator Scott Larson, Commission Secretary Margaret O’Harra Buttz |
| Professional Representatives | City Planner Emily Adams |
| Guests (Virtual Log-in) | none |

**AGENDA APPROVAL:**

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

**AUDIENCE PARTICIPATION: None**

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**MINUTES:**

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| Minutes of July 6, 2020 | Commissioner Craig moved to approve the minutes as corrected.   * Change the first sentence regarding calling the meeting to order: Remove flag salute, add virtual meeting through Bluejeans * Guests: Remove duplicate name Darrell Jenkinson * ADR 2020-14 Scoop Ice Cream: Capitalize the r for *rule* in the last sentence * ADR 2020-08: Remove the duplicate A from *AADR* in the first sentence and capitalize the c for *commission* in the first bullet paragraph   Commissioner Rule seconded the motion and it carried. |

**ARCHITECTURAL DESIGN REVIEW**: None

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**NEW BUSINESS:**

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| Housing Grant Amendment - Update | City Planner Adams provided a brief update. |
| Code Amendment: Electronic reader Board | City Administrator Bethune provided a verbal description of the reader board and the benefit to decreasing the approximate $10,000.00 of staff time spent managing the current reader board. He anticipates that the reader board would be the same size as the current on, but would need to be higher, possibly 12ft, to discourage vandalism and it would have a white background with black lettering.  The Commission stated their concerns regarding the lighting could be an intrusion to the residences close by and that rolling messages are a traffic safety concern. They requested a picture on the reader board, that displays the appearance of the messages as they would appear to the public. |

**OLD BUSINESS:**

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| Code Amendment: Impervious Surface/Lot Coverage – Discussion | Commissioner Craig moved to reconsider the July 6,2020 motion recommending approval of the ordinance to the City Council. Commissioner Rule seconded the motion and it carried.  City Planner Adams provided an updated draft of the code which eliminates the confusion staff, council members and Commissioners had discussed.  Commissioner Craig moved to recommend the current code amendment draft to the Council for approval, Commissioner Rule seconded the motion and it carried. |
| RV Park Update | City Planner Adams reported that the process is going through a technical review and that DOE & DNR will do environmental reviews. There will be a 14-day comment period at that time for the public. A Public Hearing may occur in October 2020. |
| Comprehensive Plan Amendment & Rezone Cycle Update | Planner Adam explained there were three (3) amendments requests for zoning; new City Hall, a City well site and for 210 Calistoga. In addition, there will be text amendments within the body for the plan itself. It is anticipated that an October Public Hearing will occur. |
| Noncompliant Signage - Update | Secretary Buttz stated that the Code Enforcement Officer is working on the Flutter Flags at this time and that each business owner he contacts will be given a printed copy of the current ADR Signage code. |

**GOOD OF THE ORDER**

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| Planned Absences | None at this time. |
| Report on March-June Council meetings: | Administrator Bethune gave a report on what the council has been working on and that he anticipates the move into the new City Hall will be September 14, 2020. |
| Agenda Setting for September meeting | RV Update – City Planner Adams  Housing Grant Code Amendment Update – City Planner Adams  Impervious Surface/Lot Coverage Code Amendment Update – City Planner Adams  Comp Plan Amendment Update – City Planner Adams  Electronic Reader Board – City Administrator Bethune  Noncompliant Signage – Secretary Buttz |
| WSDOT Activity | WSDOT is currently completing improvements on Hwy 162; ADA ramps and repaving. |

**ADJOURNMENT:**

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| Meeting Adjournment | Commissioner Craig moved to adjourn the meeting at 8:11pm. Commissioner Rule seconded the motion and it carried. |

**ATTEST:**

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Kelly Cochran, Commission Chair Margaret O’Harra Buttz, Commission Secretary