**City of Orting**

**PLANNING COMMISSION MINUTES**

**Virtual Meeting**

September 10, 2020

Co-Chair Jeff Craig called the virtual meeting to order at 7:00 pm through Bluejeans. Roll call found Commissioners Karen Wilson, Chris Rule and Jennifer McKinney in attendance; a quorum was present. Commissioners Kelly Cochran, Erika Bartholomew and Chris Hartman were absent. Commissioner Cochran had contacted the Planning Secretary that she was unable to attend.

Commissioner Rule moved to excuse Commissioner Cochran from the meeting. Commissioner McKinney seconded the motion and it carried.

**ATTENDANCE:**

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| City | Finance Director/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 Wilson moved to approve the agenda as amended to remove the Electronic Reader Board topic due to Administrator Bethune’s absence. Commissioner Rule seconded the motion and it carried. |

**AUDIENCE PARTICIPATION: None**

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**MINUTES:**

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| Minutes of August 3, 2020 | Commissioner Wilson moved to approve the minutes as corrected.   * Remove Tyler Daniels from the roll call list, he was not in attendance.   Commissioner Rule seconded the motion and it carried. |

**ARCHITECTURAL DESIGN REVIEW**:

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| ADR 2020-10: Sheenah’s Pet Salon Signage | Commission Wilson move to approve ADR 2020-10 with the following conditions.   * The exterior lighting will be replaced with an ADR approved light. * The exterior of the building, if re-painted, will be with an ADR approved color(s) * The applicant will submit the light design and color sample(s) to the Planning Secretary for the City Administrator to review and approve or disapprove.   Commissioner Rule seconded the motion and it carried. |

**NEW BUSINESS:**

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| Street Name | Due to the urgency for addressing parcels City Administrator Bethune moved forward with the selection of street name within the Meadows Development. The Planning Commission Secretary researched names through the History of Orting book that has been consistently used by the Planning Commission for naming streets within Orting. From the selection offered Administrator Bethune selected *Cope*. |

**OLD BUSINESS:**

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| Code Amendment Update: Impervious Surface/Lot Coverage – Discussion | City Planner Adams provided an updated on the City Council approval of the code amendment. The Council increased the hard surface coverage by 10%. |
| RV Park Update | City Planner Adams reported that the City is currently waiting for the applicant to resubmit since both the technical review and that DOE & DNR have been completed. The Planner anticipates that it could take up to two (2) months for the resubmission. |
| Comprehensive Plan Amendment & Rezone Cycle Update | Planner Adams stated that the October 5th Planning Commission meeting will include a Public Hearing for the three (3) amendment requests for zoning; new City Hall, a City well site and for 210 Calistoga and text amendments to the plan. |
| Noncompliant Signage - Update | Secretary Buttz stated that the Code Enforcement Officer is working on the Flutter Flags and stick signs. The Code Enforcement Officer is still covering as a Police Officer and has had limited opportunity to commit to the noncompliant signage issues.  Commissioner Wilson asked if the Sign Code can be opened for review and amendment. The code may be opened for review by the direction of the City Administrator. The Planning Commission Secretary will ask him to address this at the October meeting. |
| Housing Grant Code Amendment | Planner Adams reported that the 2nd Virtual Open House will occur on September 28, 2020, beginning at 6:00pm. She has emailed all the Commissioners the flyer and encourages Commissioners to attend the virtual event in preparation of the Planning Commission’s action at a later time.  In addition, a Planning Commission Study Session was discussed for Monday, October 19, 2020. The Planning Secretary will send an email out to the Commissioners to confirm attendance. |

**GOOD OF THE ORDER**

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| Planned Absences | Chris Rule will miss the October 5, 2020 meeting. |
| Report on March-June Council meetings: | Finance Director/Assistant City Administrator Scott Larson gave a report on what the council has been working on and that the move into the new City Hall anticipated for min-October. In addition, Administrator Bethune is retiring and the City has begun the search for his replacement. |
| Agenda Setting for September meeting | Comprehensive Plan Public Hearing  RV Park Update – Planner Adams  Noncompliant Signage – Secretary Buttz  Housing Grant Code Amendments – Planner Adams  Meadow 4 Final Plat |

**ADJOURNMENT:**

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| Meeting Adjournment | Commissioner Wilson moved to adjourn the meeting at 7:41pm. Commissioner Rule seconded the motion and it carried. |

**ATTEST:**

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