**City of Orting**

**PLANNING COMMISSION MINUTES**

**Virtual Meeting**

December 7, 2020

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

Commissioner Craig moved to excuse Commissioner Rule from the meeting on November 9, 2020. Commissioner McKinney seconded the motion and it carried.

**ATTENDANCE:**

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| City | 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 amended, removing ADR 2020-12. Commissioner Rule seconded the motion and it carried.  |

**AUDIENCE PARTICIPATION: None**

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**MINUTES:**

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| Approval of Minutes for November 2, 2020 | Commissioner Craig moved to approve the October 5, 2020 minutes as amended. * Add Wayne Carlson from AHBL as attended (Professional Representative)
* Change October 9 to October 19 under Approval of Minutes

Commissioner Rule seconded the motion and it carried. |
| Approval of Minutes for November 9, 2020 | Commissioner Craig moved to approve the November 9, 2020 minutes as presented. Commissioner Wilson seconded the motion and it carried. |
| Minutes for October 5 & 19, 2020  | Chair Cochran, unable to attend the November meeting, notice a few corrections for the October 5th & 19th meeting minutes. Commissioner Wilson retracted her motion made at the November meeting to approve without changes to the minutes for October 5 & 19, 2020. Commissioner retracted his second that that motion.October 5, 2020:* Under RV Park Update – 1st line, after the word “and” delete the word “the”

Commissioner Wilson moved to approve the additional correction and Commissioner Rule seconded the motion and it carried.October 18, 2020:* 1st line – change “E” in excuse to “e”
* Under Housing Grant - Reword to bullet #1to, “One on-site parking space should be required for an ADU less and 700sq ft and that two parking spaces should be required for an ADU over 700sq ft”

Commissioner Wilson moved to approve the additional corrections and Commissioner Rule seconded the motion and it carried. |

**ARCHITECTURAL DESIGN REVIEW**: **None**

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**NEW BUSINESS: None**

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| Housing Grant: Discussion, Public Hearing, Recommendation | City Planner Adams reviewed and discussed items of concern from the Study Session on October 19th, 2020.Chair Cochran opened the Public Hearing at 7:48pm. The Planning Secretary read the letter submitted as testimony from Jay Stewart. Having no other testimony offered, Chair Cochran closed the hearing at 7:52pm.Commissioner Wilson moved to recommend to the council approval with one change to the Staff Report.* One (1) on-site parking space required for an ADU under 700 square feet.
* Two (2) on-site parking spaces required for an ADU over 700 square feet.

Commissioner Craig seconded the motion and it carried. |
| Election of Chair and Co-Chair for 2021 | Commissioner Rule moved to appoint Kelly Cochran as Chair and Jeff Craig as Vice Chair for 2021. Commissioner McKinney seconded the motion. Row call vote resulted with a unanimous passing of the motion. |
| 2021 Planning Commission Meeting Schedule | The 2021 Schedule was reviewed, noting meetings that were changed from the 1st Monday of the month to the 1st Thursday of the month, due to holidays, |

**OLD BUSINESS: None**

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**GOOD OF THE ORDER:**

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| Planned Absences | None |
| Report on October Council meetings. | City Planner Adams gave a brief report. |
| Agenda Setting | Carbon River RV Park – Public Hearing to be determined, possibly December 7, 2020Shell Station – ADR SignageHome Occupation Code Hearing |

**ADJOURNMENT:**

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| Meeting Adjournment | Commissioner Craig moved to adjourn the meeting at 8:16pm. Commissioner Rule seconded the motion and it carried. |

**ATTEST:**

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