**City of Orting**

**PLANNING COMMISSION MINUTES**

**Virtual Meeting**

January 4, 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, Erika Bartholomew and Jennifer McKinney in attendance; a quorum was present.

**ATTENDANCE:**

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| City | Commission Secretary Margaret O’Harra Buttz |
| Professional Representatives | City Planner Emily Adams |
| Guests (Virtual Log-in) | Mike Thomas, Valley Sign |

**AGENDA APPROVAL:**

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| Agenda Approval | Commissioner Craig moved to approve the agenda as amended:* Under *Architectural Design Review*, remove ADR 2020-01
* Under *Good of the Order*, “Commissioners Responsibilities”

 Commissioner Rule seconded the motion and it carried.  |

**AUDIENCE PARTICIPATION: None**

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**MINUTES:**

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| Approval of Minutes for December 7, 2020 | Commissioner Craig moved to approve the December 7, 2020 minutes as amended. * Add Wayne Carlson from AHBL as attended (Professional Representative)
* Replace *presented* with *amended* in Craig motion to approve minutes for November 2, 2020.
* 2nd paragraph/ last sentence under Minutes of October 5 & 19, 2020; add *Rule* after Commission and delete repetitive word *that*.
* Under heading October 18, 2020, 2nd bullet; replace *and* with *than* before 700 sq. ft.
* 2nd page under Election of Chair & Co-Chair section, last sentence; replace *row* with *role*.
* Under Agenda Setting, Carbon River RV Park entry; replace *December 7, 2020* with *January 4, 2021.*

Commissioner Rule seconded the motion and it carried. |

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

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| ADR 2021-02: City of Orting Signage | Commissioners reviewed and discussed the application with staff and Mike Thomas from Valley Sign. Commissioners agreed that the sign with the man and the dog silhouettes did not meet the ADR requirements. The 2nd sign (brown) in the application was the design that is being posted at several of the city parks, that includes park rules and has been previously approved by the Planning Commission. Commission Craig moved to disapprove the silhouette sign as it does not meet the ADR code; with the suggestion that the existing approved parks sign be use for the Dog Park area, listing specific rule for that area separate from the main Calistoga Park sign. Commissioner Rule seconded the motion and it carried. |
| ADR 2021-03: Guild Mortgage | Commissioners reviewed and discussed the application the Mike Thomas of Valley Sign, noting that the signage design was the company’s logo.Commissioner Craig moved to approve ADR 2021-03 as presented. Commissioner Rule seconded the motion and it carried. |

**NEW BUSINESS: None**

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| Home Occupation and Administrative Decision Noticing Requirements | City Planner Adams reviewed and discussed with the Commissioners the Staff Report submitted. Chair Cochran opened the Public Hearing at 7:46pm. Having no public testimony offered, Chair Cochran closed the hearing at 7:47pm.Commissioners Craig move to recommend to the Council approval of the Home Occupation and Administrative Decision Noticing Requirements code.Commissioner Rule seconded the motion and it carried. |

**OLD BUSINESS: None**

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| 2021 Planning Commission Meeting Schedule | The Planning Secretary informed the Commission that the 2021 Schedule previously submitted had four (4) meeting to start at 6:00pm. That was an error and those meeting will begin at 7:00pm. |

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**GOOD OF THE ORDER:**

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| Planned Absences | Jenny McKinney stated she will not be in attendance at the February 1, 2021 meeting. |
| Report on October Council meetings. | City Planner Adams gave a brief report. |
| Agenda Setting | Carbon River RV Park – Public Hearing Shell Station – ADR Signage |
| Commissioner Responsibilities | Chair Cochran addressed the responsibilities for Commissioners to be familiar with Orting Municipals Codes (OMC) and to review submitted documents in comparison to the OMC, which is found on the City of Orting web-site. Discussion regarding specific types concerns and that if a Commissioner has a question about a code they could contact the Planner Adams. |

**ADJOURNMENT:**

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| Meeting Adjournment | Commissioner Craig moved to adjourn the meeting at 8:06pm. Commissioner Rule seconded the motion and it carried. |

**ATTEST:**

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