

**City of Orting**  
**PLANNING COMMISSION MINUTES**  
November 7<sup>th</sup>, 2022

Chair Kelly Cochran called the meeting to order at 7:00pm. Co-Chair Craig led the pledge of allegiance. Roll call found Commissioners, Jeff Craig, Karen Wilson, Chris Rule, Erika Bartholomew, Jennifer McKinney, and Dan Swanson in attendance. A quorum was present.

**ATTENDANCE:**

City	Planning Commission Secretary Danielle Charchenko and City Administrator Scott Larson.
Professional Representatives	City Planner Carmen Smith.
Guests (including Virtual Log-in)	None.

**AGENDA APPROVAL:**

Agenda Approval	Co-Chair Craig moved to adopt the agenda as written. Commissioner Rule seconded the motion and it carried.
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**AUDIENCE PARTICIPATION:** None.

**MINUTES:**

Approval of Minutes for October 3 <sup>rd</sup> , 2022	Co-Chair Craig moved to approve the October 3 <sup>rd</sup> , 2022 minutes as presented. Commissioner Wilson seconded the motion and it carried.
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**ARCHITECTURAL DESIGN REVIEW:**

- A. ADR 2022-10 – Legendary Doughnuts – Chris Moore, Carbon River Builders.  
Planning Commission Secretary Danielle Charchenko read the ADR staff report for ADR 2022-10 and stated that the staff recommendation was approval as presented. Planning Commission discussion followed.
- Co-Chair Craig made a motion to approve ADR 2022-10 as presented.  
Commissioner Rule seconded the motion and it carried.

**NEW BUSINESS:**

Sign Code Amendments	City Planner Carmen Smith briefed on the progression of Sign Code Amendments. She stated the issues addressed are sign area for permanent signs, how to determine right-of-way frontage, sandwich board signs being removed from the Architectural Design Review, updated definitions, and limitations on permanent signs. City Planner Carmen Smith presented the Planning Commission with markup draft amendments.  Planning Commission discussion followed.  City Planner Carmen Smith stated she will draft an ordinance for the Department of Commerce to review, notice a Public Hearing for the next planning Commission on December 5 <sup>th</sup> , 2022, and then the ordinance will be sent to City Council for approval once the Department of Commerce has finalized their review.
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**OLD BUSINESS:**

Dumpster Code Violations      City Administrator Scott Larson briefed that City Council had approved a new job description for a Code Enforcement Officer. He stated when the City hires a Code Enforcement Officer dumpster and sign code violations will be addressed.

Signage Code Violations

**GOOD OF THE ORDER:**

Planned Absences      Commissioner Rule may not be attending the next Planning Commission meeting.

Report on Council Meetings      City Administrator Scott Larson gave a brief report on the City budget and stated that City Council should have the 2023 budget approved by the end of November 2022. He stated that City Council had updated the Code Enforcement Officer position. City Administrator Scott Larson announced three Planning Commission terms are ending December 31<sup>st</sup>, 2022. He stated Mayor Penner has requested the City provide applications for anyone who may be interested in applying for a commission seat.

Agenda Setting      The Planning Commission will have a Public Hearing on the Comprehensive Plan Amendments (2 pieces) at the December meeting.  
The Planning Commission will have a Public Hearing on the Sign Code Amendments at the December meeting.  
The Planning Commission requested to leave dumpsters and sign code violations under Old Business.

**ADJOURNMENT:**

Meeting Adjournment      Co-Chair Craig moved to adjourn the meeting at 8:29pm. Commissioner Rule seconded the motion and it carried.

**ATTEST:**

  
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Kelly Cochran, Commission Chair

  
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Danielle Charchenko, Planning Commission Secretary