

## Commissioners

Kelly Cochran, Chair  
Jeff Craig, Co-Chair  
Chris Rule  
Erika Bartholomew  
Dan Swanson  
Joe Pestinger



## City of Orting Planning Commission Agenda

Monday, June 5<sup>th</sup>, 2023  
7:00pm  
City Hall Council Chambers

If joining virtually:

Phone Dial-in - Charges may apply  
+1.253.215.8782

To join the meeting on a computer or mobile phone:

<https://us06web.zoom.us/j/83149583104?pwd=VVBUYzBKZERSVDdMNHJ2ZE4xd0RNdz09>

Meeting ID: 831 4958 3104  
Password: 033262

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### 1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

The public may attend this meeting virtually via the platform Zoom by clicking the link above or by telephone, or in person at City Hall.

A. Is there a motion to excuse Commissioner(s) from this meeting?

### 2. AGENDA APPROVAL

A. Does the agenda require an addition or removal of a topic?

### 3. PUBLIC COMMENTS

Comments may be sent to the Planning Commission Secretary Danielle Charchenko at [clerk@cityoforting.org](mailto:clerk@cityoforting.org) by 1:00pm on the day of the meeting and will be read into the record at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member. Comments that come in after the deadline will be read into the record at the next Planning Commission meeting.

### 4. APPROVAL OF MINUTES

A. Are the minutes of the May 1<sup>st</sup>, 2023 meeting correct and accurate?

### 5. ARCHITECTURAL DESIGN REVIEW

- A. ADR 2023-03 – Spar Pole – Signage Update
- B. ADR 2023-06 – Shell Station – Signage

### 6. NEW BUSINESS

None.

### 7. OLD BUSINESS

- A. Dumpster Violations.
- B. Sign Code Violations.

### 8. GOOD OF THE ORDER

- 1. Planned Absences.
- 2. Report on Council Meetings.
- 3. Agenda setting.

### 9. ADJOURN

**NEXT PLANNING COMMISSION MEETING: Thursday, July 6<sup>th</sup>, 2023**

## **Commissioners**

Kelly Cochran, Chair  
Jeff Craig, Co-Chair  
Chris Rule  
Erika Bartholomew  
Dan Swanson  
Joe Pestinger



## **ORTING PLANNING COMMISSION**

Planning Commission Meeting Minutes  
104 Bridge Street S, Orting, WA  
Zoom – Virtual  
May 1<sup>st</sup>, 2023  
7:00 p.m.

### **1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.**

Chair Kelly Cochran called the meeting to order at 7:00pm. Co-Chair Craig led the pledge of allegiance.

**Commissioners present:** Chair Kelly Cochran, Co-Chair Jeff Craig, Commissioners Erika Bartholomew, and Dan Swanson.

**Absent:** Commissioner Chris Rule and Joe Pestinger.

*Chair Craig made a motion to excuse Commissioner Pestinger from the meeting. Seconded by Commissioner Bartholomew.*

*Motion passed (4-0).*

**Staff present:** City Administrator Scott Larson, Planning Commission Secretary Danielle Charchenko.

**Guests:** Willy Halbert, Tugboat Willy's

### **2. AGENDA APPROVAL.**

*Co-Chair Craig made a motion to adopt the agenda as prepared. Seconded by Commissioner Bartholomew.*

*Motion passed (4-0).*

### **3. PUBLIC COMMENTS.**

No public comments were made.

### **4. APPROVAL OF MINUTES**

*Co-Chair Craig made a motion to approve the April 3<sup>rd</sup>, 2023 minutes as presented. Seconded by Commissioner Bartholomew.*

*Motion passed (4-0).*

### **5. ARCHITECTURAL DESIGN REVIEW**

#### **A. ADR 2023-05 – Tugboat Willy's – Stationary Food Vendor Unit**

Planning Commission Secretary Danielle Charchenko read the ADR staff report for ADR 2023-05 and stated that the recommendation was denial due to incomplete application materials. Co-chair Craig noted there are several items that are not addressed in the application packet including plans for signage, dumpster screening, and how the unit will meet the Western/Victorian theme.

*Co-chair Craig made a motion disapproval ADR 2023-05 due to incomplete application materials. Seconded by Commissioner Bartholomew.*

*Next Planning Commission Meeting: Monday, June 5<sup>th</sup>, 2023 7:00pm*

Chair Cochran referenced the ADR guidelines and provided an example of a previous stationary vendor who adapted their stationary vending unit to meet Western themes. Mr. Halbert stated that he is glad to make any changes necessary to comply with the design theme. He also stated that he is currently using Texaco's dumpster, recycle, and walk-in freezer. Planning Commission discussion followed.

***Co-chair Craig made a motion for an amendment to the original motion and asked that ADR 2023-05 be tabled for further information submission to be reviewed at a later date. Seconded by Commissioner Bartholomew.***

***Motion passed (4-0).***

## **6. NEW BUSINESS.**

None.

## **7. OLD BUSINESS.**

### **1. Dumpster Violations**

City Administrator Scott Larson stated all known dumpster issues have been addressed. Chair Cochran noted two residential dumpsters that are located in the City right-of-way, one located at 507 Grinnell Ave SW and one located at 210 Leber St NW.

### **2. Sign Code Violations**

City Administrator Scott Larson stated Shell Station has submitted an ADR signage application for review during the June Planning Commission meeting. He also stated that the Code Enforcement Officer has reached out to American Adult Family Home, L&M Firehouse, and WAWA for noncompliant signage.

## **8. GOOD OF THE ORDER.**

### **1. Planned Absences.**

None.

### **2. Report on Council Meetings.**

City Administrator Scott Larson briefed the April Council meetings stating the Whitehawk Boulevard Bypass is pending approval for a new design process and the design process should begin soon. City Administrator Scott Larson stated that the Water Resource Recovery Facility is working on upgrades and Council has approved a loan with the State Department of Commerce for the project. He also stated that the City will be hiring an owner advisor in May and are expected to go out to bid for the finishing design and construction of the project in June or July.

### **3. Agenda Setting.**

The Planning Commission requested to add ADR 2023-06 Shell Station, bring back ADR 2023-03 – Spar Pole and ADR 2023-05 – Tugboat Willy's for Architectural Design Review, and leave dumpsters and sign code violations under Old Business.

## **10. ADJOURNMENT.**

***Co-Chair Craig made a motion to adjourn. Seconded by Commissioner Swanson.***

***Motion passed (4-0).***

Chair Cochran adjourned the meeting at 7:59pm.

***Next Planning Commission Meeting: Monday, June 5<sup>th</sup>, 2023 7:00pm***

**ATTEST:**

\_\_\_\_\_  
Kelly Cochran, Commission Chair

\_\_\_\_\_  
Danielle Charchenko, Planning Commission Secretary

*Next Planning Commission Meeting: Monday, June 5<sup>th</sup>, 2023 7:00pm*

# City of Orting Staff Report

## Planning Commission

### Spar Pole ADR 2023-03 Signage

**APPLICANT / OWNER:**  
Dacia Carpenter, Owner  
Mike Thomas, Valley Sign

**LOCATION OF PROPOSAL:**  
120 Washington Ave S, Orting, WA 98360

**DESCRIPTION OF PROPOSAL:** The applicant is proposing two new permanent signs for an existing building.

#### **STAFF REPORT:**

The property is located in the “Mixed Use - Town Center” (MUTC) zone. The proposed use of this property is subject to the regulations in OMC 13-7 “Sign Regulations”.

- The applicant submitted an under-canopy wall sign and a projecting sign design with the ADR application; both designs are attached.
- The under-canopy wall sign dimensions are 48” x 81” equaling 27 square feet.
- The projecting sign dimensions are 46” x 55” equaling 17.5 square feet.
- The building façade is approximately 60’ x 17’ equaling 1,020 square feet.
- The total square footage of both sign dimensions is within the 10% allowed in size, per OMC.
- The under-canopy wall sign will be mounted directly to the exterior wall near the main entrance and is constructed of sandblast carved and painted wood.
- “SPAR POLE” text is 9 5/8” tall with font style “Impact”, the “FOOD, BEER, COCKTAILS, PULL TABS, DARTS, POOL” text is 3 1/2” tall with font style “AR Essence”, and the “Orting, WA” text font style is “script”.
- The projecting sign will be a smaller replica of the under-canopy sign, utilizing the same font and format.
- The projecting sign is two-sided and constructed of aluminum composite mounted to a wooden frame structure that will be affixed below a 4” x 4” x 1/8” thick steel tube measuring 103” long.
- The steel tube will be welded to an existing 6” diameter pole and will not extend above the roofline of the building.
- No sign illumination noted on the application.

**STAFF RECOMMENDATION:** Staff recommends approval of ADR 2023-03 as presented.

**PREPARED BY:** Danielle Charchenko

**\*\*PLANNING COMMISSION DECISION – June 5<sup>th</sup>, 2023\*\***

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Kelly Cochran, Planning Commission Chair

Scott Larson, City Administrator



## CITY OF ORTING

### ARCHITECTURAL DESIGN REVIEW

#### EXTERIOR SIGNAGE PERMIT APPLICATION

The signs shall be planned to reflect the architectural concept of the "Turn of the Century/ Western-Victorian" style. All exterior signs shall be characteristic of the early 1900's in size, material, color, lettering, location, number, and arrangement. Signs may only be illuminated by indirect lighting; internally illuminated signs are prohibited. All materials used for the indirect lighting of exterior signs shall be UL listed. In addition, the Washington State Energy Code shall be adhered to and a Washington State Department of Labor and Industry Electrical Permit and inspection shall be required.

#### FILL IN THE FOLLOWING INFORMATION

Business Name: Spar Pole Parcel #: 6565000180

Site Address: 120 Washington Ave S.

Contact Person: Dacia Phone #: 253-720-6105

Sign Builder: Valley Sign Phone #: 253-841-1003

Sign Installer: Valley Sign Phone #: 253-841-1003

A) **Twelve (12) copies** of an accurate representation of proposed sign, including color and its relationship to the structure or building (site map showing the sign on the building or on the property in relation to the building).

B) Dimensions of sign: 1<sup>st</sup> sign = 48" X 81" 2<sup>nd</sup> sign = 60" X 72'

- C) 1) Provide picture/drawing of lighting type proposed.
- 2) Provide drawing to scale showing the location of proposed lighting in relation to the sign and the structure.
- 3) Provide color samples for lighting structure(s) and/or fixture(s).



- D) Select sign type (see OMC 10-15-2 for definitions):
- Parapet       Free Standing       Canopy       Under-Canopy  
 Wall       Reader Board       Sandwich Board

E) Is this an existing sign, already in use?  Yes  No

If yes, provide picture showing signage and location.

F) Property frontage (lineal ft.) 60'  
 Building frontage (lineal ft.) 60'

G) Material used for sign construction 1st sign wood 2nd sign Aluminum

H) Size and font of lettering and graphics See attached designs

Comments:  
see included designs for more detailed information

**Please be advised that you will be required to obtain a Building Permit for demolition, construction, remodeling and installation of signage. In addition, all contractors and sub-contractors must obtain a City of Orting Business License.**

I certify that I have read the ADR Application requirements and that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

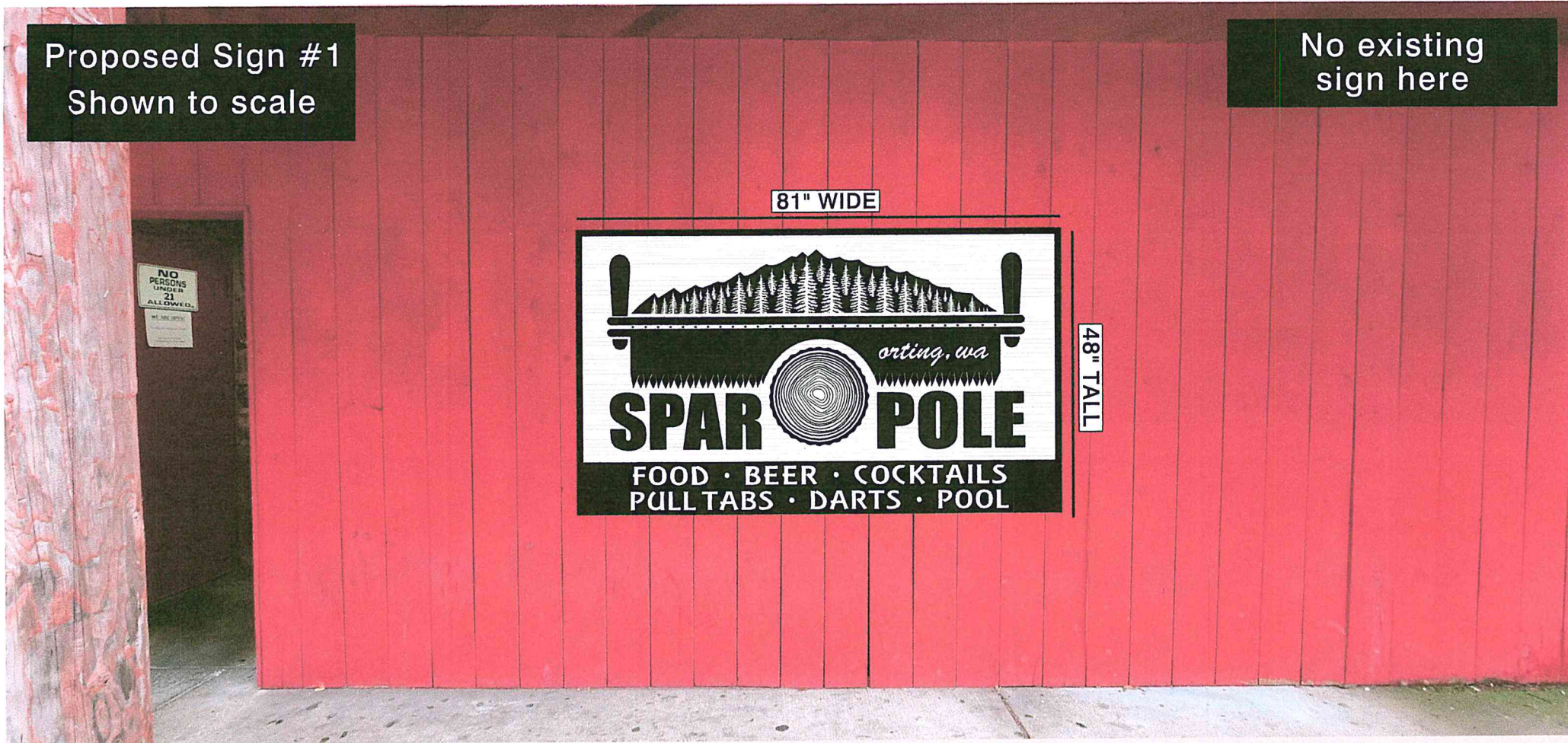
      3/14/23  
 Signature      Date

City use only	
ADR #:	<u>2023-03</u>
Date Received:	<u>3/14/23</u>
Fee Paid:	<u>\$50</u>
Review Date:	<u>4/3/23</u>



Proposed Sign #1  
Shown to scale

No existing  
sign here



48" x 81" x 1.75" thick single sided sandblast carved and painted wood sign.  
Mounted directly to exterior wall of business near the main entrance as shown above.

SPAR POLE text is 9 5/8" tall, font style is "Impact"

FOOD, BEER, COCKTAILS, PULL TABS, DARTS, POOL font is 3 1/2" tall, font style is "AR Essence"

Orting, WA is an unknown style of a script font



**Existing sign**



**Proposed sign**





New 4" diameter metal pole that would drop inside existing 6" pole

New 4" x 4" x 1/8" thick steel tube measuring 103" long that would be welded to the 4" tube

Existing 6" diameter pole that goes thru building



Signs is 46" tall x 55" wide

Two single sided signs using aluminum composite material will be mounted to a wooden frame structure that will hang below 4 x 4 steel tube using eye bolts.

ROOF



**CITY OF ORTING**  
110 TRAIN ST. SE • P.O. BOX 489  
ORTING, WA 98360-0489  
(360) 893-2219  
Small Town Big View

Receipt Number: **26319**

Fifty and 0/100's Dollars  
Received From:

Valley Sign  
14504 134th St Ct E  
Orting, WA 98360

Date	Receipt Number	Amount
3/14/2023	26319	\$50.00

Printed By  
jcorona

Check

3356

\$50.00

001.345.83.03.00 - ADR for Spar Pole sign

DEPARTMENT COPY

# City of Orting Staff Report

## Planning Commission

City of Orting  
ADR 2023-06  
Shell Station – Signage

### APPLICANT / OWNER

Prince Golen, Owner  
Dan Bunker, Business Solutions Center

### LOCATION OF PROPOSAL

204 Washington Ave N, WA 98360

**DESCRIPTION OF PROPOSAL:** The applicant proposes a new signage design for an existing business.

### STAFF REPORT:

The property is located in the “Mixed Use - Town Center” (MUTC) zone. The proposed use of this property is subject to the regulations in OMC 13-7 “Sign Regulations”.

- The applicant submitted a sign design with their application; the design is attached.
- The sign dimensions are 3’ 4” x 51’ 5” equaling 171.5 square feet.
- The building frontage is approximately 75’x 25’10” equaling 1937.5 square feet.
- The sign dimensions are within the 10% allowed in size per OMC.
- The PT Barnum lettering is constructed with flat cut Alupanel – aluminum composite panel, using shadow design utilizing two (2) flat finish colors; black lettering with white shading.
- The LED linear fascia light fixture on existing building will be utilized for sign lighting.
- Applicant notes Business Solutions Center as the Sign Builder and installer.

**STAFF RECOMMENDATION:** Staff recommends approval of ADR 2023-06.

**PREPARED BY:** Danielle Charchenko

**\*\*PLANNING COMMISSION DECISION – June 5<sup>th</sup>, 2023\*\***

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Kelly Cochran, Planning Commission Chair

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Scott Larson, City Administrator



<b>City of Orting</b> Department of Planning & Community Development ARCHITECTURAL DESIGN REVIEW APPLICATION FORM		File No. <u>2023-06</u>
Name of Project/Development:		App. Type <u>Sign</u>
<b>APPLICANT/CONTACT PERSON</b>		Fee Paid \$ <u>60</u>
Name: <u>Prince Golen</u>		Date Rec'd <u>4/27/23</u>
Address: <u>204 Washington Ave N, @</u>		
City: <u>Orting</u>	State: <u>WA</u> Zip: <u>98360</u>	Phone: <u>206-788-7884</u>
<b>DESCRIPTION OF PROPOSED ACTION</b>		
<u>Proposes a new signage design for an existing business</u>		
<b>PROPERTY DESCRIPTION</b>		
Location of subject property: <u>204 Washington Ave N</u>		
Legal Description (attach additional pages as required):		
Tax Parcel No.	1/4 Sec.	Sec.
	Twn.	R.
Size (ac./sq. ft.)	Comp. Plan designation	Zone
Current Use		
<b>AUTHORIZATION TO FILE: SIGNATURE OF ALL PERSONS WITH AN INTEREST IN THE PROPERTY</b>		
Name		Name
Signature		Signature
Tax No or Lot & Subdivision		Tax No or Lot & Subdivision
<input type="checkbox"/> Owner <input type="checkbox"/> Contract Purchase <input type="checkbox"/> Option Purchaser*		<input type="checkbox"/> Owner <input type="checkbox"/> Contract Purchase <input type="checkbox"/> Option Purchaser*
Option Expiration Date _____		Option Expiration Date _____
*Owners signature also required		*Owners signature also required
<b>CERTIFICATION</b>		
I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the signatories of the above authorization.		
Signature: <u>Prince Golen</u>		Date: <u>May 5, 2023</u>



# CITY OF ORTING

## ARCHITECTURAL DESIGN REVIEW

### EXTERIOR SIGNAGE PERMIT APPLICATION

The signs shall be planned to reflect the architectural concept of the "Turn of the Century/ Western-Victorian" style. All exterior signs shall be characteristic of the early 1900's in size, material, color, lettering, location, number, and arrangement. Signs may only be illuminated by indirect lighting; internally illuminated signs are prohibited. All materials used for the indirect lighting of exterior signs shall be UL listed. In addition, the Washington State Energy Code shall be adhered to and a Washington State Department of Labor and Industry Electrical Permit and inspection shall be required.

### *FILL IN THE FOLLOWING INFORMATION*

**Business Name:** Orting Liquor & Food      **Parcel #:** 3670000010

**Site Address:** 204 Washington Ave N, Orting, WA 98360

**Contact Person:** Prince Golen      **Phone #:** 206-788-7884

**Sign Builder:** Business Solutions Center      **Phone #:** 360-893-5900

**Sign Installer:** Dan Bunker, BSC      **Phone #:** 360-893-5900

- A) **Ten (10) copies** of an accurate representation of proposed sign, including color and its relationship to the structure or building (site map showing the sign on the building or on the property in relation to the building).
- B) Dimensions of sign: 3'4" x 51'5" = 171.5 SF
- C)
  - 1) Provide picture/drawing of lighting type and signage proposed. See attached Signage Exhibit
  - 2) Provide drawing to scale showing the location of proposed lighting in relation to the sign and the structure. See attached Signage Exhibit

3) Provide color samples for lighting structure(s) and/or fixture(s).

D) Select sign type (see OMC 10-15-2 for definitions):

Parapet       Free Standing       Canopy       Under-Canopy  
 Wall       Reader Board       Sandwich Board

E) Is this an existing sign, already in use?  Yes  No

If yes, provide picture showing signage and location.

F) Property frontage (lineal ft.) 88'

Building frontage (lineal ft.) 75' x 25'10"

G) Material used for sign construction Alupanel - Aluminum Composite Panel

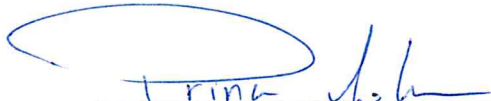
H) Size and font of lettering and graphics Font: PT Barnum - See attached

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please be advised that you will be required to obtain a Building Permit for demolition, construction, remodeling and installation of signage. In addition, all contractors and sub-contractors must obtain a City of Orting Business License.**

I certify that I have read the ADR Application requirements and that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

  
\_\_\_\_\_  
Signature

May 5, 2023  
Date

<i>City use only</i>	
ADR #:	_____
Date Received:	_____
Fee Paid:	_____
Review Date:	_____





**CITY OF ORTING**

**ARCHITECTURAL DESIGN REVIEW  
CRITERIA**

The following criteria will be used by the Planning Commission in its decision making on your proposed project. Please carefully review the criteria, respond to each criterion (if applicable), and describe how your site plans and building elevations meet the criteria. If the space provided for response is insufficient, use extra space on last page or use blank paper to complete response and attach to this form.

**1. RELATIONSHIP TO BUILDING SITE**

The site shall be planned to accomplish a desirable transition with the streetscape; facilitate pedestrian movement; locate parking areas behind buildings, screen service areas; and be compatible with adjoining building in height and scale.

**DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:**

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**2. RELATIONSHIP OF BUILDING AND SITE TO ADJOINING AREA**

The site shall be planned to accomplish a harmony in texture, line and mass; and attractive landscape transitions with adjoining areas.

**DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:**

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**3. LANDSCAPE AND SITE TREATMENT**

The site shall be planned to accomplish the preservation of existing topographic patterns; inviting and stable appearing walks and parking areas; landscaping that enhances architectural features and provide shade. Service yards shall be screened, in



winter and summer, by the use of walls, fencing, planting or a combination of these. Exterior lighting shall be of a design and size compatible with the building's "Turn of the Century/Western-Victorian" theme. Excessive brightness and brilliant colors shall be avoided.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

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#### 4. BUILDING DESIGN

The site shall be planned to accomplish the architectural style of "Turn of the Century/Western-Victorian". Evaluation of a project will be based on quality of its design and relationship to the natural setting of the valley and mountain surroundings.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

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#### 5. SIGNAGE ✖

The signs shall be planned to reflect the architectural concept of the "Turn of the Century/Western-Victorian" style. All exterior signs shall be characteristic of the early 1900's in size, material, color, lettering, location, number, and arrangement. Signs shall be illuminated by indirect lighting; internally illuminated sign are prohibited. All materials used in the indirect lighting of exterior signs shall be UL listed. In addition, the Washington State Energy Code shall be adhered to and a Washington State Department of Labor and Industry Electrical Permit and inspection shall be required.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

letters are 40" tall  
entire sign is 617.25" long  
sign is 171.5 sq ft  
sign construction → Alupanel

#### 6. PAINTING

Exterior paint colors shall be planned to reflect the architectural concept of the "Turn of the Century/Western-Victorian" style. All exterior paint colors shall be characteristic of the early 1900's.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

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7. LIGHTING \*

Exterior lighting shall be planned to reflect the architectural concept of the "Turn of the Century/Western-Victorian" style. All exterior lighting shall be characteristic of the early 1900's in size, material, color, lettering, location, number, and arrangement. All materials used must UL listed. In addition, the Washington State Energy Code shall be adhered to and a Washington State Department of Labor and Industry Electrical Permit and inspection shall be required.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

LED Linear Fascia Light Fixture on existing Building -

8. MISCELLANEOUS STRUCTURES AND STREET FURNITURE

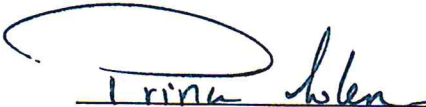
All miscellaneous structures and street furniture shall be planned to reflect the architectural concept of the "Turn of the Century/Western-Victorian" style.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

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Signature

4-13-23  
Date

City use only	
ADR #	2023-06
Fee Paid	\$50
Date Received	4/27/23



# ORTING LIQUOR & FOOD MART



**ORTING LIQUOR & FOOD MART**



**CITY OF ORTING**  
110 TRAIN ST. SE • P.O. BOX 489  
ORTING, WA 98360-0489  
(360) 893-2219  
Small Town Big View

Receipt Number: **26630**

Fifty-Two and 0/100's Dollars  
Received From:  
Prince Golen  
PO Box 334  
Orting, WA 98360

Date	Receipt Number	Amount
5/8/2023	26630	\$52.00

Printed By jcorona	Credit Card	5	\$52.00
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001.345.83.03.00/001.341.43.00.00 - ADR fee + Credit Card fee

DEPARTMENT COPY