

### Commissioners

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



## City of Orting Planning Commission Agenda

Thursday, September 7<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/83156934865?pwd=bUpFYStWdDdjSjdjM0NjN1JybnpnZz09>

Meeting ID: 831 5693 4865  
Password: 503373

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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 August 7<sup>th</sup>, 2023 meeting correct and accurate?

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

A. ADR 2023-08 – American Adult Family Homes – Signage

### 6. **NEW BUSINESS**

Preliminary Plat Process – AHBL Planner

### 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: Monday, October 2<sup>nd</sup>, 2023**

## **Commissioners**

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



**ORTING PLANNING COMMISSION**  
Planning Commission Meeting Minutes  
104 Bridge Street S, Orting, WA  
Zoom – Virtual  
August 7<sup>th</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 Joe Pestinger.

**Absent:** Commissioners Chris Rule, Dan Swanson, and Jeffery Sproul.

*Co-Chair Craig made a motion to excuse Commissioners Rule, Swanson, and Sproul. Seconded by Commissioner Bartholomew.*

*Motion passed (3-0).*

**Staff present:** City Administrator Scott Larson, Planning Commission Secretary Danielle Charchenko, City Planner Nicole Stickney, AHBL.

**Virtual Guest:** Prince Golen, Shell Station.

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

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

*Motion passed (3-0).*

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

No public comments were made.

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

*Commissioner Pestinger made a motion to approve the July 6<sup>th</sup>, 2023 minutes as presented. Seconded by Commissioner Bartholomew.*

*Motion passed (3-0).*

### **5. PRESENTATION**

City Planner Nicole Stickney with AHBL briefed the commissioners on the Comprehensive Plan Periodic Update. She stated the intent of the update is to ensure the Comprehensive Plan reflects the current vision of the City and its residents. The main elements of Orting's Comprehensive Plan are land use, housing, transportation, economic development, capital facilities, utilities, and natural environment. City Planner Nicole Stickney stated the Comprehensive Plan is required to meet a variety of different requirements, following guidance from the Department of Commerce on the Growth Management Act (GMA) and Puget Sound Regional Council (PSRC). The project team will engage the community to develop a vision based on community goals and State and Regional requirements. A draft plan will be developed and public meetings will be held to collect public comments. Finally, the Planning Commission will review and forward a recommendation to City Council for final approval.

*Next Planning Commission Meeting: Thursday, September 7<sup>th</sup>, 2023 7:00pm*

## **6. ARCHITECTURAL DESIGN REVIEW**

### **A. ADR 2023-06 – Shell Station – Signage**

Planning Commission Secretary Danielle Charchenko read the updated ADR staff report for ADR 2023-06 and stated that the recommendation was approval as presented.

*Co-Chair Craig made a motion to approve ADR 2023-06 as presented. Seconded by Commissioner Pestinger.*

*Motion passed (3-0).*

## **7. NEW BUSINESS.**

### **A. Review Planning Commission Rules**

Chair Cochran stated Planning Commission Rules are being reviewed to help avoid any confusion with motions, amendments, and committee discussion specific to Architectural Design Reviews.

Planning Commission discussion followed.

The Planning Commission decided that a motion will be made to open discussion for an ADR and a separate motion will be made for approval/denial/postpone/etc. for an ADR. This will be the new process going forward.

## **8. OLD BUSINESS.**

### **1. Dumpster Violations**

Planning Commission Secretary Danielle Charchenko stated Code Enforcement Officer Jorge Martinez is continuing to attempt contact with the owners on Leber St NW.

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

Planning Commission Secretary Danielle Charchenko stated that she had reached out to Better Properties about their projecting sign. She was able to confirm that the sign was approved by the Planning Commission during the February 15, 2018 meeting.

## **9. GOOD OF THE ORDER.**

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

Commissioner Erika Bartholomew will be absent.

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

Planning Commission Secretary Danielle Charchenko briefed the July Council meetings stating the Comprehensive Plan Public Participation Resolution, that City Administrator Scott Larson briefed during the last Planning Commission meeting, was approved by Council. She stated that an Emergency Management Ordinance was approved which will adopt the National Incident Management System (NIMS), provides the Mayor authority to declare a Burn Ban during exigent circumstances, and clarifies the authority of emergency powers. Planning Commission Secretary Danielle Charchenko briefed that a Commercial Right-of-Way policy and ordinance were approved by Council. This will allow businesses in the Mixed-Use Town Center to obtain a permit allowing use of their business's frontage for displays, furniture, etc.

*Co-Chair Craig made a motion to extend meeting to 8:45pm. Seconded by Commissioner Bartholomew.*

*Motion passed (3-0).*

*Next Planning Commission Meeting: Thursday, September 7<sup>th</sup>, 2023 7:00pm*

**3. Agenda Setting.**

The Planning Commission requested to leave dumpsters and sign code violations under Old Business.

**10. ADJOURNMENT.**

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

*Motion passed (3-0).*

Chair Cochran adjourned the meeting at 8:35pm.

**ATTEST:**

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

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

# City of Orting Staff Report

## Planning Commission

### American Adult Family Home ADR 2023-08 Signage

**APPLICANT / OWNER:**

Raj Sran, Owner  
Mike Thomas, Sign Builder

**LOCATION OF PROPOSAL:**

1005 Old Pioneer Way NW, Orting, WA 98360

**DESCRIPTION OF PROPOSAL:** The applicant proposes new permanent signage for an existing building.

**STAFF REPORT:**

The property is located in the “Residential - Urban” (RU) 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 the ADR application; the design is attached.
- The sign dimensions are 24” x 60” equaling 10 square feet.
- The building façade is approximately 90’ x 10’ equaling 900 square feet.
- The sign dimensions are within the 10% allowed in size, per OMC and consistent with other signs in the area.
- The sign will be constructed of 1/4” thick aluminum composite panel.
- The font used is Windsor Bold Condensed.
- The text “American Adult Family Home” is 6” tall, the phone number is 4” tall, and Email Address is 2” tall.
- The sign will be affixed to the front of the building on the left side of the front door.

**STAFF RECOMMENDATION:** Staff recommends approval of ADR 2023-08 as presented.

**PREPARED BY:** Danielle Charchenko

**\*\*PLANNING COMMISSION DECISION – September 7<sup>th</sup>, 2023\*\***

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Kelly Cochran, Planning Commission Chair

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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: American Adult Family Home Parcel #: 0519306007

Site Address: 1005 Old Pioneer Way NW

Contact Person: Raj Sran Phone #: 360-872-1294

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

Sign Installer: Raj Sran Phone #: 253-433-8562-cell

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: 24" X 60" X 1/4" thick

- 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. *sign was attached to chain link fence but was recently removed.*

F) Property frontage (lineal ft.) 122'  
Building frontage (lineal ft.) 90'

G) Material used for sign construction 1/4" thick Aluminum Composite panel

H) Size and font of lettering and graphics American Adult Family Home = 6"  
Phone # = 4" Email = 2 1/2" font is Windsor Bold Condensed.

Comments:  
Customer had a previous sign that was not permitted or compliant. Making new, smaller, sign that is compliant.


**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]*  
Signature

8/2/23  
Date

City use only	
ADR #:	<u>2023-08</u>
Date Received:	<u>8/2/23</u>
Fee Paid:	<u>\$50</u>
Review Date:	<u>9/7/23</u>



**AMERICAN ADULT  
FAMILY HOME**

**253-880-8344**

**Aafhome17@gmail.com**





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

Receipt Number: **27178**

Fifty and 0/100's Dollars  
Received From:

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

Date	Receipt Number	Amount
8/2/2023	27178	\$50.00

Printed By  
jcorona

Check 3378

\$50.00

001.345.83.03.00 - Signage permit application for American Adult Family Home

DEPARTMENT COPY