

## **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  
January 4<sup>th</sup>, 2024  
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 Dan Swanson and Joe Pestinger.

**Absent:** Commissioners Chris Rule and Erik Bartholomew.

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

*Motion passed (3-0).*

**Staff present:** City Administrator Scott Larson, Planning Commission Secretary Danielle Charchenko, and City Planner Josh Kubitza, AHBL.

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

*Co-Chair Craig made a motion to add election of officers to the agenda. Seconded by Commissioner Swanson.*

*Motion passed (3-0).*

*Commissioner Swanson made a motion to re-elect the 2023 officers for 2024. Seconded by Co-Chair Craig.*

*Motion passed (3-0).*

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

No public comments were made.

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

*Co-Chair Craig made a motion to approve the November 6<sup>th</sup>, 2023 minutes as presented. Seconded by Commissioner Pestinger.*

*Motion passed (3-0).*

### **6. ARCHITECTURAL DESIGN REVIEW**

#### **A. ADR 2023-05 – Tugboat Willy’s – Stationary Vending Unit**

Planning Commission Secretary Danielle Charchenko read the staff report for ADR 2023-05 and stated that staff does not recommend approval until all applicable information showing compliance has been received and reviewed.

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

Planning Commission discussion followed.

*Commissioner Swanson made a motion to approve ADR 2023-05 as presented with the condition that the readerboard sign is omitted from the proposal. No second on motion.*

*Motion failed.*

The Planning Commission requested that ADR 2023-05 is brought to the February 5<sup>th</sup>, 2024 Planning Commission meeting with clarification on lighting, signage, and a set of plans showing all of the complied information.

#### **B. ADR 2024-01 – Sheenah’s Doggy Daycare – Signage**

Planning Commission Secretary Danielle Charchenko read the staff report for ADR 2024-01 and stated that recommendation was approval as presented.

Planning Commission discussion followed.

*Co-Chair Craig made a motion to approve ADR 2024-01 as presented. Seconded by Commissioner Swanson.*

*Motion passed (3-0).*

#### **C. ADR 2024-02 – Capital Tax Services – Signage**

Planning Commission Secretary Danielle Charchenko read the staff report for ADR 2024-02 and stated that recommendation was approval as presented.

Planning Commission discussion followed.

*Co-Chair Craig made a motion to approve ADR 2024-02 as presented. Seconded by Commissioner Pestinger.*

*Motion passed (3-0).*

### **7. NEW BUSINESS.**

#### **A. Comprehensive Plan Survey Results – AHBL Presentation**

City Planner Josh Kubitzka briefed on the 2024 Periodic Comprehensive Plan update and presented a power point presentation on City of Orting Comprehensive Plan public survey results. He stated the comprehensive plan update is an ongoing 20-year frame work for local policy, planning, and capital facility investment through 2044. The survey was intended to collect public input to guide the development of the comprehensive plan. He briefed that outreach included a survey, attendance at the Home for the Holiday event in December 2023 and planned attendance at the Daffodil Parade in April 2024. He stated AHBL will continue to collect basic public input which will come before the Planning Commission later in 2024.

Planning Commission discussion followed.

### **8. OLD BUSINESS.**

#### **A. Dumpster Violations**

City Administrator Scott Larson stated there are no updates for dumpster violations. The Code Enforcement Officer position is vacant and the City is in the process of holding interviews.

## **B. Sign Code Violations**

Chair Cochran asked about The Orting Yard's signage. Planning Commission Secretary Danielle Charchenko stated she has reached out about signage. The Orting Yard is currently working with the City's building department to receive a change of occupancy. Once the building department requirements are met the signage will be brought to the Planning Commission for review. Co-Chair Craig asked about the lighting compliance for Los Pinos. City Administrator Scott Larson stated the City is planning to reach out now that the holidays are over. He stated the Fire House has similar lighting and both businesses will be asked to ensure their lights are solid and not moving/flashing.

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

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

None.

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

Capital Projects Manager John Bielka briefed the Kansas Street project stating the City has received \$4.5 million from the Transportation Improvement Benefit to fund the project. He stated Right of Way costs are being reviewed, which will be brought to the next Study Session meeting and the next phase will be construction. Capital Projects Manager John Bielka briefed the Safety Action Plan stating the City has received \$120 thousand from the federal government to identify all safety issues in Orting. He stated creating a Safety Action Plan will allow the City to apply for implementation funding. City Administrator Scott Larson briefed the SR 162 Pedestrian Bridge project stating bids for construction will be advertised soon. He stated the City currently has \$8 million on hand for the project and if bids don't come back favorably Council will reevaluate options for construction. City Administrator Scott Larson stated the City has received the first round of civil plans from the developers for Rainier Meadows phase 2. The plans are currently being reviewed to include the Main Parks Master Plan sport court dimensions at Charter Park. He stated the City has also partnered with the Department of Defense (DoD) Innovative Readiness Training (IRT) program to provide construction assistance to install bathroom facilities at Charter Park. City Administrator Scott Larson stated there were two new Councilmembers elected Councilmember Sproul and Councilmember Holland. He also stated that Planning Commission will be reviewing OMC Title 10 and 13 to resolve a Recreational Vehicle conflict within the City code in the next few months.

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

*Motion passed (3-0).*

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

The Planning Commission requested to add a public hearing for SEPA Amendments, Tugboat Willy's ADR, and to 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 (3-0).*

Chair Cochran adjourned the meeting at 8:41pm.

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

**ATTEST:**

  
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Kelly Cochran, Commission Chair

  
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Danielle Charchenko, Planning Commission Secretary