

Commissioners

Kelly Cochran, Chair
Jeff Craig, Co-Chair
Karen Wilson
Chris Rule
Erika Bartholomew
Jennifer McKinney
Chris Hartman



City of Orting Planning Commission Agenda

May 3, 2021
7:00pm
Virtual Meeting

Phone Dial-in - Charges may apply
+1.408.419.1715

To join the meeting on a computer or mobile
phone:

<https://bluejeans.com/488561241?src=calendarLink>

Meeting ID: 476 170 941

A. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE (waived), ROLL CALL

"The Planning Commission is utilizing remote attendance for Commissioners and Staff. Please note: OPMA rules regarding provision for the public in a space have been suspended by proclamation of the Governor. The meeting is however, available for the public to hear by a call in."

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

B. AGENDA APPROVAL

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

C. PUBLIC COMMENTS

"Comments may be sent to the Planning Commission Secretary moharra@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."

D. APPROVAL OF MINUTES

1. Are the minutes of the March 5, 2021 meetings correct and accurate?

E. ARCHITECTURAL DESIGN REVIEW

F. NEW BUSINESS

1. Public Hearing – Noticing Code Amendments: Review, Public Hearing, Deliberations

G. OLD BUSINESS

H. GOOD OF THE ORDER

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

I. ADJOURN

NEXT PLANNING COMMISSION MEETING: Monday – June 7, 2021

City Council Meeting: 2nd & last Wednesday of each month at 7:00pm

City Council Study Session: 3rd Wednesday of each month at 6:00pm

Planning Commission: 1st Monday of each month at 7:00pm

City of Orting
PLANNING COMMISSION MINUTES
Virtual Meeting
April 5, 2021

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

ATTENDANCE:

City	Commission Secretary Margaret O’Harra Buttz
Professional Representatives	City Planner Emily Adams
Guests (Virtual Log-in)	

AGENDA APPROVAL:

Agenda Approval	Commissioner Craig moved to approve the agenda as presented. Commissioner Rule seconded the motion and it carried.
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AUDIENCE PARTICIPATION: None

MINUTES:

Approval of Minutes for February 1, 2021	Commissioner Craig moved to approve the February 1, 2021 minutes as amended. <ul style="list-style-type: none">• Change 2020 to 2021 in the heading & the page header Commissioner Rule seconded the motion and it carried.
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Approval of Minutes for February 16, 2021	Commissioner Craig moved to approve the February 16, 2021 minutes as amended. <ul style="list-style-type: none">• Change 2020 to 2021 in heading• Adjournment: Insert <i>Craig</i> (moved) and enter <i>Rule</i> (seconded) Commissioner Rule seconded the motion and it carried
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ARCHITECTURAL DESIGN REVIEW: None

ADR 2021-04: Sheena’s Pet Salon	The Commission reviewed the Staff Report and discussed the project with the contractor Chris Moore. <ol style="list-style-type: none">1. Commissioner Craig moved to approve ADR 2021-04 (Porch Cover) as presented. Commissioner Rule seconded the motion and it carried.2. Commissioner Craig moved to approve the windows and door w/ the condition that header boards be added to both, noting that these items were installed without prior approval of the Planning Commission. Commissioner Rule seconded the motion and it carried
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ADR 2021-05: Advance Physical Therapy	The Commission reviewed the Staff Report and discussed the project with the contractor Chris Moore.
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Commissioner Craig moved to approve *like for like* windows and doors, installing the same design of both as is currently on the building on the front and back sides. Commissioner Rule seconded the motion and it carried.

ADR 2021-06: The Haven/Pacific Investing

The Commission reviewed the Staff Report and discussed the project with the contractor Chris Moore.

Commissioner Craig moved to approve the exterior paint colors for ADR 2021-06 as presented. Commissioner Rule seconded the motion and it carried.

Meeting Extension

Commissioner Craig, at 8:31pm, moved to extend the meeting to 9:00pm. Commissioner Rule seconded the motion and it carried

NEW BUSINESS: None

OLD BUSINESS: None

GOOD OF THE ORDER:

Planned Absences

None

Report on Council Meetings

Planner Adams gave a brief report

Agenda Setting

Noticing Code Amendment

ADJOURNMENT:

Meeting Adjournment

Commissioner Craig moved to adjourn the meeting at 8:51pm. Commissioner Rule seconded the motion and it carried.

ATTEST:

Kelly Cochran, Commission Chair

Margaret O'Harra Buttz, Commission Secretary



Planning Commission Staff Report

Project Name:	Noticing Code Amendments
Applicant:	City of Orting
Date of Staff Report:	April 21, 2021
Staff Recommendation:	Approval
City Staff Contact:	Emily Adams, AICP Contract City Planner
Public Comment Period:	April 23- May 3 following notice of public hearing.
Public Notice:	Type 5 applications do not require notice of application per OMC 15-4-1. Notice of a public hearing was published and posted 10 days prior to the hearing per OMC 15-7-3.

Exhibits:

1. Staff Report
2. Posted notice of Planning Commission public hearing
3. Published notice of Planning Commission public hearing
4. Proposed code amendments

Findings of Fact

State law requires the projects be sufficiently noticed. This usually includes, depending on the project, publishing in the local newspaper, posting on site (for site-specific proposals), posting at City Hall, and mailing to adjacent and/or surrounding property owners.

Council directed staff to look at the City's current noticing code and consider ways to improve noticing procedures to ensure the maximum amount of people are reached with noticing, while still ensuring the notices are done consistently for projects. In compliance with state law the City currently notices via mailings to adjacent property owners, publishing in the Tacoma News Tribune, posting at City Hall, and posting on site if applicable. Cities are permitted to include further noticing procedures should they wish.

The proposal is to amend the noticing code to require notice of application, Type 2 administrative approval, public hearing, and appeal hearings notices to be posted on the City's website. These amendments are proposed in conjunction with a City website update that will include a public notices tab so they are consolidated in one place, easy to locate, and remain on the site for longer periods of time.

Public Hearing

A public hearing will be held by the Planning Commission on May 3, 2021.

Staff Recommendation

Staff's proposal is to require noticing on the City's website to ensure all applicable notices are widely published and available for the public to review.

Staff recommends approval of the ordinance and amendments as proposed.

Appeal

Recommendations of the planning commission may be appealed, by applicants or parties of record, from the planning commission hearing, to the city council per OMC 15-10-2.



Public Notice Code - Proposed Amendments

15-7-1: DEVELOPMENT APPLICATION:

- A. Included Information: Within fourteen (14) days of issuing a letter of completeness under chapter 5 of this title, the city shall issue a notice of development application. The notice shall include, but not be limited to, the following:
1. The name of the applicant.
 2. Date of application.
 3. The date of the letter of completeness.
 4. The location of the project, including street address and legal description.
 5. A project description.
 6. The requested approvals, actions, and/or required approvals, actions or studies.
 7. A statement of the public comment period which shall be not less than fourteen (14) nor more than thirty (30) days following the date of the notice of application, and a statement of the right of any person to comment on the application, receive notice of and participate in any hearings, request a copy of the decision once made, and any appeal rights. Also, a statement that comments on the notice are due by five o'clock (5:00) P.M. on the last day of the comment period, or, on the first working day following the last day if the last day falls on a weekend or holiday.
 8. Identification and location of existing environmental documents.
 9. A city staff contact and phone number.
 10. The date, time, and place of a public hearing if one has been scheduled.
 11. Preliminary determination, if made, of SEPA threshold and/or development regulations that will be used for project impact mitigation.
 12. A statement that the decision on the application will be made within statutory limits.
- B. Posting; Publication: The notice of development application shall be posted on the subject property and notification shall be published once in a local newspaper of general circulation, and on the City's website.
- C. Issuance: The notice of development application shall be issued prior to required notice of a public hearing and is not a substitute for that notice.
- D. Exemptions: A notice of application is not required for the following actions, when the referenced actions are categorically exempt from SEPA or environmental review has been completed:
1. Application for building permits;
 2. Application for lot line adjustments;
 3. Application for administrative approvals; and
 4. Application for architectural design review.

15-7-2: ADMINISTRATIVE APPROVAL:

Notice of administrative approvals subject to notice under section 15-7-1 of this chapter shall be made as follows:

- A. Type 1 administrative approvals do not require notice.
- B. Notice of Type 2 administrative approvals shall be made as follows:
 - 1. Notification Of Preliminary Approval: The administrator shall notify the adjacent property owners of his intent to grant approval at least fourteen (14) days prior to the effective date of the approval. Notification shall be made by mail only and posted on the City's website. The notice shall include:
 - a. A description of the preliminary approval granted, including any conditions of approval.
 - b. A place where further information may be obtained.
 - c. A statement that final approval will be granted unless an appeal requesting a public hearing is filed with the city clerk within fifteen (15) days of the date of the notice.

15-7-3: PUBLIC HEARING:

Notice of a public hearing for all development applications and all open record appeals shall be given as follows:

- A. Time Of Notices: Except as otherwise required, public notification of meetings, hearings, and pending actions under this title and titles 12 and 13 of this code shall be made by:
 - 1. Publication at least ten (10) days before the date of a public meeting, hearing, or pending action in the official newspaper if one has been designated or a newspaper of general circulation in the city;
 - 2. Mailing at least ten (10) days before the date of a public meeting, hearing, or pending action to all property owners as shown on the records of the county assessor and to all street addresses of properties within five hundred feet (500'), not including street rights of way, of the boundaries of the property which is the subject of the meeting or pending action. Addressed labels and prestamped envelopes shall be provided by the applicant; and
 - 3. Posting at least ten (10) days before the meeting, hearing, or pending action at city hall, on the City's website, and other public posting places and at least one notice on the subject property.
- B. Content Of Notice: The public notice shall include a general description of the proposed project, action to be taken, a nonlegal description of the property or a vicinity map or sketch, the time, date and place of the public hearing and the place where further information may be obtained.
- C. Continuations: If for any reason, a meeting or hearing on a pending action cannot be completed on the date set in the public notice, the meeting or hearing may be continued to a date certain and no further notice under this section is required.
- D. Shoreline Master Program Permits: Notice for SMP permits shall be given as provided by title 11, chapter 6 of this code in accordance with Revised Code Of Washington 90.58.

15-7-4: APPEAL HEARING:

In addition to the posting and publication requirements of section 15-7-3 of this chapter, notice of appeal hearings shall be as follows:

- A. Administrative Approvals: For appeals of administrative approvals, notice shall be mailed to adjacent property owners.
- B. Planning Commission Appeals: For appeals of planning commission recommendations, notice shall be mailed to parties of record from the planning commission hearing.

NOTICE IS HEREBY GIVEN the City of Orting Planning Commission will be holding a Public Hearing. The purpose of this hearing is to receive public testimony regarding a proposal to amend Orting Municipal Code Title 15, Chapter 7: Public Notice. The amendments to the code are to include the provision that application, administrative decision, public hearing, and appeal notices must be posted on the City's website. **The hearing will be held at a virtual regular Planning Commission Meeting on May 3rd, 2021 at 7:00pm. The City is utilizing remote attendance for the hearing. Comments made be made by the public by a log in or call in number and then entering the Meeting ID. To join the meeting/hearing on a computer or mobile phone: <https://bluejeans.com/476170941>**
Phone Dial-in: +1.408.419.1715 or +1.408.915.6290 then enter meeting ID: 476 170 941

If you are unable to join the hearing written comments may be submitted to City Planner Emily Adams electronically, no later than 1:00pm on May 3, 2021 at EAdams@cityoforting.org. Written comments will be sent to the Commission prior to the hearing and will become part of the public record. Further information may be obtained by emailing Emily Adams at the email above or by phone at 253-284-0263.

NOTICE OF ORTING PLANNING COMMISSION PUBLIC HEARING

Monday, May 3rd, 2021 – 7:00 pm

NOTICE IS HEREBY GIVEN the Orting Planning Commission will be holding a Public Hearing. The purpose of this hearing is to receive public testimony regarding a proposal to amend Orting Municipal Code Title 15, Chapter 7: Public Notice. The amendments to the code are to include the provision that application, administrative decision, public hearing, and appeal notices must be posted on the City's website.

The hearing will be held at a virtual regular Planning Commission Meeting on May 3rd, 2021 at 7:00pm. The City is utilizing remote attendance for the hearing. Comments made be made by the public by a log in or call in number and then entering the Meeting ID.

To join the meeting/hearing on a computer or mobile phone: <https://bluejeans.com/476170941>

Phone Dial-in: +1.408.419.1715 (United States(San Jose)) or +1.408.915.6290 (United States(San Jose)). Then enter meeting ID: 476 170 941

If you are unable to join the hearing written comments may be submitted to City Planner Emily Adams electronically, no later than 1:00pm on May 3, 2021 at EAdams@cityoforting.org or by mail to the Planning Commission secretary at PO Box 489, Orting, WA, 98360.

Written comments will be sent to the Commission prior to the hearing and will become part of the public record. Further information may be obtained by emailing Emily Adams at the email above or by phone at 253-284-0263.

