

Commissioners

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



City of Orting Planning Commission Agenda

January 4, 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: 934 925 109

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 December 7, 2020 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 December 7, 2020 meetings correct and accurate?

E. ARCHITECTUAL DESIGN REVIEW

1. ADR 2021-01: Shell Food Mart – Signage
2. ADR 2021-02: City of Orting – Signage
3. ADR 2021-03: Guild Mortgage - Signage

F. NEW BUSINESS

1. Home Occupation and Administrative Decision Noticing Requirements: Discussion, Public Hearing, Decision

G. OLD BUSINESS

1. 2021 Planning Commission Meeting Corrected Schedule

H. GOOD OF THE ORDER

1. Planned Absences:
2. Report on December Council meetings: City Administrator
3. Agenda setting: Carbon River RV Park – Public Hearing

I. ADJOURN

NEXT PLANNING COMMISSION MEETING: Monday – February 1, 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
December 7, 2020

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 and Jennifer McKinney in attendance; a quorum was present. Commissioners Erica Bartholomew was absent.

Commissioner Craig moved to excuse Commissioner Rule from the meeting on November 9, 2020. Commissioner McKinney seconded the motion and it carried.

ATTENDANCE:

City	Commission Secretary Margaret O’Harra Buttz
Professional Representatives	City Planner Emily Adams
Guests (Virtual Log-in)	none

AGENDA APPROVAL:

Agenda Approval	Commissioner Craig moved to approve the agenda as amended, removing ADR 2020-12. Commissioner Rule seconded the motion and it carried.
-----------------	--

AUDIENCE PARTICIPATION: None

MINUTES:

Approval of Minutes for November 2, 2020	Commissioner Craig moved to approve the October 5, 2020 minutes as amended. <ul style="list-style-type: none">• Add Wayne Carlson from AHBL as attended (Professional Representative)• Change October 9 to October 19 under Approval of Minutes Commissioner Rule seconded the motion and it carried.
--	--

Approval of Minutes for November 9, 2020	Commissioner Craig moved to approve the November 9, 2020 minutes as presented. Commissioner Wilson seconded the motion and it carried.
--	--

Minutes for October 5 & 19, 2020	Chair Cochran, unable to attend the November meeting, notice a few corrections for the October 5 th & 19 th meeting minutes. Commissioner Wilson retracted her motion made at the November meeting to approve without changes to the minutes for October 5 & 19, 2020. Commissioner retracted his second that that motion.
----------------------------------	---

October 5, 2020:

- Under RV Park Update – 1st line, after the word “and” delete the word “the”

Commissioner Wilson moved to approve the additional correction and Commissioner Rule seconded the motion and it carried.

October 18, 2020:

- 1st line – change “E” in excuse to “e”
- Under Housing Grant - Reword to bullet #1to, “One on-site parking space should be required for an ADU less and 700sq ft and that two parking spaces should be required for an ADU over 700sq ft”

Commissioner Wilson moved to approve the additional corrections and Commissioner Rule seconded the motion and it carried.

ARCHITECTURAL DESIGN REVIEW: None

NEW BUSINESS: None

Housing Grant: Discussion, Public Hearing, Recommendation

City Planner Adams reviewed and discussed items of concern from the Study Session on October 19th, 2020.

Chair Cochran opened the Public Hearing at 7:48pm. The Planning Secretary read the letter submitted as testimony from Jay Stewart. Having no other testimony offered, Chair Cochran closed the hearing at 7:52pm.

Commissioner Wilson moved to recommend to the council approval with one change to the Staff Report.

- One (1) on-site parking space required for an ADU under 700 square feet.
- Two (2) on-site parking spaces required for an ADU over 700 square feet.

Commissioner Craig seconded the motion and it carried.

Election of Chair and Co-Chair for 2021

Commissioner Rule moved to appoint Kelly Cochran as Chair and Jeff Craig as Vice Chair for 2021. Commissioner McKinney seconded the motion. Row call vote resulted with a unanimous passing of the motion.

2021 Planning Commission Meeting Schedule

The 2021 Schedule was reviewed, noting meetings that were changed from the 1st Monday of the month to the 1st Thursday of the month, due to holidays,

OLD BUSINESS: None

GOOD OF THE ORDER:

Planned Absences

None

Report on October Council meetings.

City Planner Adams gave a brief report.

Agenda Setting

Carbon River RV Park – Public Hearing to be determined, possibly December 7, 2020
Shell Station – ADR Signage
Home Occupation Code Hearing

ADJOURNMENT:

Meeting Adjournment

Commissioner Craig moved to adjourn the meeting at 8:16pm. Commissioner Rule seconded the motion and it carried.

ATTEST:

Kelly Cochran, Commission Chair

Margaret O’Harra Buttz, Commission Secretary

City of Orting Staff Report

Planning Commission

Shell Station
ADR 2021-01 Signage

APPLICANT / OWNER

Prince Golen
206-788-7884

LOCATION OF PROPOSAL

204 Washington Ave N
PN: 3670000010

DESCRIPTION OF PROPOSAL: The applicant proposes new signage 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 conditions of OMC 10-12 “Architectural Theme for Commercial Buildings” and OMC 10-15 “Signs”.

- The applicant submitted a sign design with the application; the design is attached.
- The signage will consist of seventeen (17) individual characters that are 4ft in height and utilizing the PT Barnum font.
- The material, color and the width of the lettering was not noted on the application; an email of inquiry was sent to the architect
- The lettering would be mounting on the canopy, which appears to be the same location as the previous *Orting Food Mart* signage
- The application states the LED lighting would be at the top of the canopy, however, the design does not show the lighting fixture; and email was sent to the architect asking for the fixture design.
- The frontage is a total 6600 sq. ft, allowing for the signage to be a total of 660 sq. ft. Compliance can not be determined until the width of the characters are determined.
- A Building Permit will be required to install the signage.

STAFF RECOMMENDATION: Staff cannot recommend approval of the signage until it is determined if the lighting fixture/illumination and the material, color and square feet of the characters are within compliance.

PREPARED BY: Margaret O’Harra Buttz

****PLANNING COMMISSION DECISION – January 4, 2021****

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: Shell Orting Liquor & Food **Parcel #:** 3670000010

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

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

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

Sign Installer: Dave Stephens, BELFOR **Phone #:** 206-909-8964

- 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: 4'-0" tall letters attached to the canopy at the parapet.
- C)
 - 1) Provide picture/drawing of lighting type and signage proposed.
Font Type: PT Barnum
 - 2) Provide drawing to scale showing the location of proposed lighting in relation to the sign and the structure.

See below for a side view of the canopy and location of how the individual

- F) Property frontage (lineal ft.) 88'-0" +/-
 Building/Structure frontage (lineal ft.) 75'-0" +/-
 Wireless Communication Structure (height) _____
- G) Material used for sign construction _____
- H) Size, color and font of lettering and graphics Font Type: PT Barnum, Height 4'-0"

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.

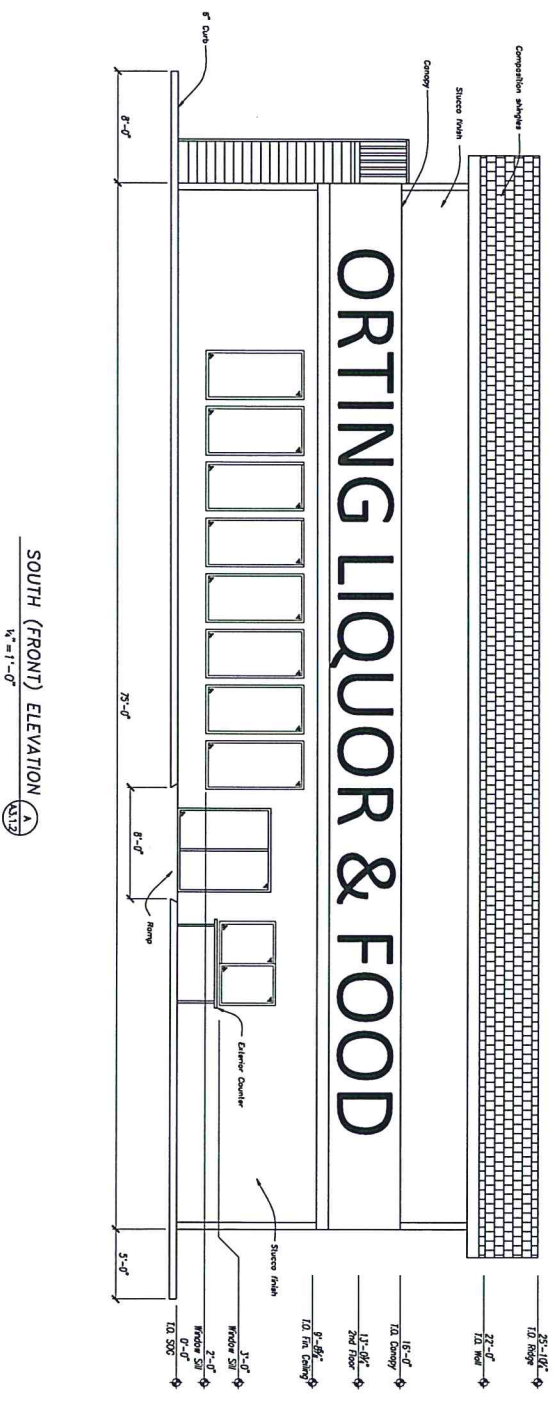
I certify that I have read the ADR Application requirements and that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

Aisette Q Terry

Signature

December 7, 2020
Date

<i>City use only</i>	
ADR #:	<u>2021-01</u>
Date Received:	<u>12/8/2020</u>
Fee Paid:	<u>Waived</u>
Review Date:	<u>01/04/2021</u>



SOUTH (FRONT) ELEVATION A
 1/4" = 1'-0"

NOTE: This drawing is intended to be plotted as a full size sheet 24x36

A3.1.2

DATE	REVISIONS:
10/20/20	

Project: **ORTING SHELL GAS STATION**
 204 WASHINGTON AVE N
 ORTING, WA 98360

Sheet Title: **SOUTH ELEVATION - 1**

San Francisco | Los Angeles | Oakland | Sacramento | San Diego | Seattle | Tracy
 620 University Street, Suite 720
 Seattle, WA 981010
 206.262.9240 (p)
 www.degenkolb.com

City of Orting Staff Report

Planning Commission

City of Orting
ADR 2021-02 Signage

APPLICANT / OWNER

Greg Reed
253-348-0126

LOCATION OF PROPOSAL

702 Calistoga St W
PN: 7000980080

DESCRIPTION OF PROPOSAL: The applicant proposes signage for Calistoga Park.

STAFF REPORT:

The property is located in the “Mixed Use – Town Center” (MUTC) zone. The proposed use of this property is subject to the conditions of OMC 10-12 “Architectural Theme for Commercial Buildings” and OMC 10-15 “Signs”.

- The applicant submitted two (2) sign building designs with the application; the design is attached.
- The applicant states that there are two (2) designs for consideration by the Planning Commission, however at this time the Council has not made the decision if they want just one of the signs or both. The decision will be made at a future council meeting.
- The signage with the park rules listed is the standard design used for the Orting city parks, which was approved by the Planning Commission several years ago. This sign dimension is 36” width x 33” height and the material it is made of is metal.
- The second sign is a new design to draw attention to the *Dog Park* using rustic coloring conducive to meeting the ADR allowed colors. This sign dimension is 30” width x 48” height and the material will be sandblasted wood.
- The design does not show any lighting being used for either sign, which is typical of the existing park signage.
- Sign(s) would be installed with two cedar posts as indicated on the design for the small sign.
- The exact locations for the placement of the signs are undetermined at this time, until the Council makes their decision whether one or both signs will be used.
- The “*est. 2020*” noted on the smaller sign is being used as a place holder at this time, given that the main park area was establish earlier that the dog park area. It is undetermined at this time if this will remain on that signage.
- The sign maker of record is Valley Sign and the City will do the installing.

STAFF RECOMMENDATION: Staff recommends approval of both signs as presented with the knowledge that only one (1) of them may be installed.

PREPARED BY: Margaret O’Harra Buttz

****PLANNING COMMISSION DECISION – January 4, 2021****

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: City of Orting Parcel #: 7000980080

Site Address: 702 Calistoga W. (Calistoga Park)

Contact Person: Greg Reed Phone #: 253 348-0126

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

Sign Installer: Mark Barfield Phone #: 253 405-8100

- 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: 30" wide x 48" tall, 1 3/4" thick
- C) 1) Provide picture/drawing of lighting type and signage 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.) 502'
Building/Structure frontage (lineal ft.) Not applicable, open space Park
Wireless Communication Structure (height) Not Applicable

G) Material used for sign construction Sandblast carved wood sign, keeping with the theme of the rustic looking signage in town.

H) Size, color and font of lettering and graphics Blue/Grey color for the top of the sign with white text and City of Orting logo. Black and Orange/Yellow blended sunset for background. Font = Impact is the name of the font for Calistoga text is around 4 1/2" tall. Myriad is text for Play Field & Dog Park. Text is 1 3/4" tall. Est. 2020 is Myriad and 3/4" tall.

Comments: This request was requested by Council Member Drennen in order to help let people know that about Calistoga Park and the dog park as well.

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.

Greg Reed
Signature

12-14-20
Date

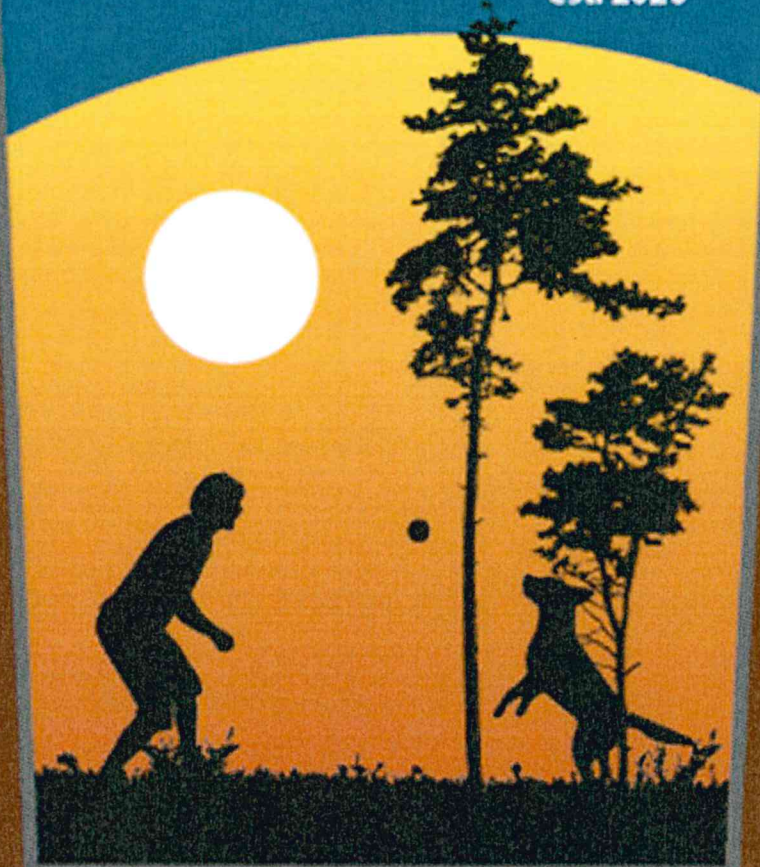
City use only	
ADR #:	<u>2021-02</u>
Date Received:	<u>12/18/2020</u>
Fee Paid:	<u>waived</u>
Review Date:	<u>01/04/2021</u>



Calistoga

Play Field & Dog Park

est. 2020



Calistoga Park

Legend



Calistoga Park

898 Calistoga Legend





Margaret O'Harra

From: Greg Reed
Sent: Monday, December 14, 2020 12:01 PM
To: Margaret O'Harra; Scott Larson
Cc: Scott Drennen; Laura Hinds; Mark Barfield
Subject: Signage for Calistoga Park
Attachments: SignLocationCPark.pdf; CalistogaPark.png; CalSignLocation.pdf; doc00223420201214115615.pdf; doc00223520201214115633.pdf; Cal3.docx

Hello Margaret,

Attached is the Sign Application, I also attached location of sign and parcel/property frontage along Calistoga West, let me know if you need anything else.

Thank you, Greg

Order Layout Form


Date: 12-21-2020

Customer name: City of Orting

Salesperson: Kayla

Work order #: Est 34156 Account #:

36"



**Welcome to the
Calistoga Play Field
And Dog Park**

1. Park hours are 4 a.m. to 10 p.m.
2. Pick up after yourself and your pets
3. Dogs must be on a leash
4. No fires or fireworks
5. Park in designated area only
6. No alcohol or drug use
7. No Golfing
8. No Horses

33"

1.875 Corners
.5 Border

Customer approval: _____ (any changes once approved may incur additional charges)

Sheeting type: _____

Product type: Custom sign Sign face
 Street name sign Stencil Standard

Substrate: _____

Overlay: _____

Face appearance

Production notes

Font: _____

Single faced

Face print

Fabrication

Standard highway color
 Custom color (required below)

Double faced

Silk screen

Router

PMS color: _____

Logo (below)

Digital print

Metal fab

Type: _____

EC film

Pre fab

PMS color: _____

Paint

*All colors are standard traffic colors unless requested otherwise



INFO@ZUMAR.COM | ZUMAR.COM

ARIZONA | 7833 N. 106th Avenue | Glendale, AZ 85307 | 623-931-7446

CALIFORNIA | 9719 Santa Fe Springs Road | Santa Fe Springs, CA 90670 | 562-941-4633

WASHINGTON | 12015 Steele Street South | Tacoma, WA 98444 | 253-536-7740

City of Orting Staff Report

Planning Commission

Guild Mortgage
ADR 2021-03 Signage

APPLICANT / OWNER

Rick Slaughter
253-306-1094

LOCATION OF PROPOSAL

207 Van Scoyoc Ave SW
PN: 6565000670

DESCRIPTION OF PROPOSAL: The applicant proposes a signage design for a new location for a new 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 conditions of OMC 10-12 “Architectural Theme for Commercial Buildings” and OMC 10-15 “Signs”.

- The applicant submitted a sign design with the application; the design is attached.
- The sign dimensions are 48” x 96” x 1.75” (4’x8”), the same size of the previous business’s signage.
- The sign will be constructed of sandblasted wood, with the same outline as the previous business.
- The sign is a company logo using Royal Blue, Light Blue and Golden Yellow on a white background.
- The applicant states that the font is similar to the Helvetica Bold font.
- The design indicates the usage of the existing lighting.
- Valley Sign is the sign maker and installer of record for this signage.

STAFF RECOMMENDATION: Staff recommends approval of the sign as presented.

PREPARED BY: Margaret O’Harra Buttz

****PLANNING COMMISSION DECISION – January 4, 2021****

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: Guild Mortgage Parcel #: 6565000670

Site Address: 207 Van Scoyoc Ave SW

Contact Person: Rick Slaughter Phone #: 253-306-1094

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: 48" x 96" x 1 3/4" 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.

F) Property frontage (lineal ft.) 30'
Building frontage (lineal ft.) 25'

G) Material used for sign construction Carved + painted wood

H) Size and font of lettering and graphics "G" in Guild = 20" tall
Mortgage font = 10" tall. Lettering is custom font
Comments: done for company logo. Similar to Helvetica Bold.

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.

 12/14/20
Signature Date

City use only	
ADR #:	<u>2021-03</u>
Date Received:	<u>12/15/2020</u>
Fee Paid:	<u>12/22/2020</u>
Review Date:	<u>01/09/2021</u>

48" x 96" x 1 3/4" thick single sided sandblast carved wood sign. Background painted white. Outside border and lettering painted Royal Blue color. Inside small border painted Light Blue. Accent mark over the "i" will be a golden yellow.



Previous 4' x 8' sign mounted on front of building shown



Approx. representation of how new sign will look on building.



Planning Commission Staff Report

Project Name:	Home Occupation and Administrative Decision Code Amendments
Applicant:	City of Orting
Date of Staff Report:	December 16, 2020
Staff Recommendation:	Approval
City Staff Contact:	Emily Adams, AICP City Planner
Public Comment Period:	December 23 – January 4 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 ordinance for Council approval
5. Submitted written comments for December 7, 2020 public hearing

Findings of Fact

The home occupation code section is found in OMC 13-5-4. Under these regulations home occupations are currently only permitted in the RU, RC, and RMF zones in detached single-family dwelling. There are numerous single-family dwellings located in the MUTC zone that therefore are not permitted to have a home occupation. There are also duplexes throughout the City are not permitted to have home occupations.

It is staff's opinion that home occupations should be permitted within the MUTC zone and within duplexes. The intent of the code is to permit home occupations in single family dwellings, as described below, this should therefore include single family dwellings in the MUTC zone. Duplexes have separate off-street parking (at least two spaces per unit) making it easy to regulate according to the home occupation performance standards. Further, duplexes (sometimes referred to as single-family attached) are often of similar size to a small single-family home, giving sufficient space for a home occupation. It is staff's opinion that home occupations in duplexes would have similar affects as those in single family homes. The home

occupation would be regulated in the same way as those in single family homes in compliance with OMC 13-5-4-D.

The type of decision home occupations is categorized under in OMC 15-4-2 is also proposed to be amended to align with current City practices. Home occupations have historically been processed as a Type 1 Administrator process; the table is proposed to be amended to accurately reflect that process. The "special use permit" listed under Type 1 has been revised to specifically state which permits that reflects as some "special use" permits must undergo other processes (such as a conditional use permit). Further, in reviewing the noticing procedures it has come to staff's attention that Type 1 and Type 2 Administrative decisions are not clearly separated and could potentially cause confusion regarding the process and proper noticing. Therefore, revisions to the noticing section (OMC 15-7-2) are also proposed.

Proposed Amendments

13-5-4: HOME OCCUPATIONS:

- A. Purpose: The purpose of this section is to provide standards which allow a resident of a single-family dwelling or duplex to operate a limited activity from their principal residence or permitted accessory structure while achieving the goals of retaining residential character, maintaining property values and preserving environmental quality.
- B. Applicability: Home occupations are only permitted in compliance with the below performance standards and as conditional uses in conjunction with a detached single-family dwelling or duplex in the MUTC, RC, RU, and RMF Zones.
- D. Performance Standards:
 - 2. General Provisions: The following general provisions shall apply to all home occupation activities:
 - a. The activity is clearly incidental and secondary to the use of the property for residential purposes and shall not change the residential character of the dwelling or neighborhood;
 - b. External alteration inconsistent with the residential character of the structure is prohibited;
 - c. Use of hazardous materials or equipment must comply with the requirements of the Building Code and the Fire Code;
 - d. The activity does not create noticeable glare, noise, odor, vibration, smoke, dust or heat at or beyond the property lines;
 - e. Use of electrical or mechanical equipment which creates visible or audible interference in radio or television receivers or fluctuations in line voltage at or beyond the property line is prohibited;
 - f. Manufacturing shall be limited to the small scale assembly of already manufactured parts but does not preclude production of small, individually

- handcrafted items, furniture or other wood items as long as the activity meets the other standards of this chapter;
- g. Customers/clients are prohibited on the premises prior to six o'clock (6:00) A.M. and after nine o'clock (9:00) P.M.;
 - h. Sales in connection with the activity are limited to merchandise handcrafted on site or items accessory to a service (i.e., haircare products for beauty salon);
 - i. In addition to the single-family or duplex parking requirements, off street parking associated with the activity shall include one additional space in accordance with standards set forth in section 13-5-3 of this chapter;
 - j. Only the resident can perform the activity; nonresident employees are prohibited;
 - k. The activity shall be limited to an area less than five hundred (500) square feet or a size equivalent to fifty percent (50%) of total floor area of the living space within the residence, whichever is less;
 - l. One vehicle, up to ten thousand (10,000) gross vehicle weight, is permitted in connection with the activity;
 - m. The activity shall be performed completely inside the residence, an accessory structure or a combination of the two;
 - n. There shall be no outside display or storage of materials, merchandise, or equipment.

15-4-1: PROCEDURES FOR PROCESSING PERMIT APPLICATIONS:

TABLE 15-4-2: DECISIONS

Type 1 (Administrator)	Type 2 (Administrator)
Permitted uses; boundary line adjustments; <u>cottage development; home occupations</u> ; minor amendments to subdivisions and PUD; special use permits <u>nonconforming use permit</u> ; temporary construction trailer	Short plats; land clearing and grading; shoreline permits; administrative variances; administrative interpretations; home occupations ; landscape plan modifications

15-7-2: ADMINISTRATIVE APPROVAL:

A. Type 1 administrative approvals do not require notice.

B. Notice of Type 2 administrative approvals ~~subject to notice under section 15-7-1 of this chapter~~ shall be made as follows:

1. A. 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. The notice shall include:

- a. 1. A description of the preliminary approval granted, including any conditions of approval.

b.2. A place where further information may be obtained.

c. 3. 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.

Staff Recommendation

Staff's proposal is to amend the municipal code to permit home occupations in the MUTC zone and in duplexes in any of the permitted zones and to amend the process and noticing code to align with the City's historical procedural practices.

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.

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2020-XX**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO HOME OCCUPATION
AND ADMINISTRATIVE DECISION NOTICING
REQUIREMENTS; AMENDING ORTING MUNICIPAL
CODE SECTIONS 13-5-4, 15-4-1 AND 15-7-2; PROVIDING
FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, the City of Orting is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and

WHEREAS, the City desires to revise its home occupation code to respond to citizen needs; and

WHEREAS, the City desires to revise its Type 1 and Type 2 permit noticing code to clarify procedures; and

WHEREAS, the current development code does not allow home occupations in the MUTC zone or in duplexes; and

WHEREAS, the current development code does not distinguish between Type 1 and Type 2 noticing procedures; and

WHEREAS, in accordance with the requirement set forth in RCW 36.70A.106, the City provided the Washington State Department of Commerce notice of the City's intent to adopt the proposed ordinance on December 16 for its 60-day review and comment period; and

WHEREAS, the City's Planning Commission held a public hearing on the proposed amendments on January 4, 2021 and proposed a recommendation which was forwarded to the City Council to adopt the proposed OMC amendments; and

WHEREAS, the City Council held a public hearing on the proposed OMC amendments on February 24, 2020, considered the proposed code amendments and the entire record, including recommendations from the Planning Commission; and

WHEREAS, the City Council has determined that the proposed regulations are in accord with the Comprehensive Plan, will not adversely affect the public health, safety, or general welfare, and are in the best interest of the citizens of the City;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ORTING, WASHINGTON,
DOES ORDAIN AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are hereby adopted and incorporated as Findings of Fact and/or Conclusion of Law of the City Council. The City Council bases its findings and conclusions on the entire record of testimony and exhibits, including all written and oral testimony before the Planning Commission and the City Council.

Section 2. OMC Section 13-5-4, Amended. Orting Municipal Code Section 13-5-4 is hereby amended as follows:

- A. Purpose: The purpose of this section is to provide standards which allow a resident of a single-family dwelling or duplex to operate a limited activity from their principal residence or permitted accessory structure while achieving the goals of retaining residential character, maintaining property values and preserving environmental quality.
- B. Applicability: Home occupations are only permitted in compliance with the below performance standards and as conditional uses in conjunction with a detached single-family dwelling or duplex in the MUTC, RC, RU, and RMF Zones.
- D. Performance Standards:
 - 2. General Provisions: The following general provisions shall apply to all home occupation activities:
 - a. The activity is clearly incidental and secondary to the use of the property for residential purposes and shall not change the residential character of the dwelling or neighborhood;
 - b. External alteration inconsistent with the residential character of the structure is prohibited;
 - c. Use of hazardous materials or equipment must comply with the requirements of the Building Code and the Fire Code;
 - d. The activity does not create noticeable glare, noise, odor, vibration, smoke, dust or heat at or beyond the property lines;
 - e. Use of electrical or mechanical equipment which creates visible or audible interference in radio or television receivers or fluctuations in line voltage at or beyond the property line is prohibited;
 - f. Manufacturing shall be limited to the small scale assembly of already manufactured parts but does not preclude production of small, individually handcrafted items, furniture or other wood items as long as the activity meets the other standards of this chapter;
 - g. Customers/clients are prohibited on the premises prior to six o'clock (6:00) A.M. and after nine o'clock (9:00) P.M.;
 - h. Sales in connection with the activity are limited to merchandise handcrafted on site or items accessory to a service (i.e., haircare products for beauty salon);
 - i. In addition to the single-family or duplex parking requirements, off street parking associated with the activity shall include one additional space in accordance with standards set forth in section 13-5-3 of this chapter;

Section 3. OMC Section 15-4-1, Amended. Orting Municipal Code Section 15-4-1, Table 15-4-2, is hereby amended as follows:

Type 1 (Administrator)	Type 2 (Administrator)
Permitted uses; boundary line adjustments; cottage development ; home occupations ; minor amendments to subdivisions and PUD; special-use permits nonconforming use permit ; temporary construction trailer	Short plats; land clearing and grading; shoreline permits; administrative variances; administrative interpretations; home occupations ; landscape plan modifications

Section 4. OMC Chapter 15-7-2, Amended. Orting Municipal Code Section 15-7-2 is hereby amended to read as follows:

A. Type 1 administrative approvals do not require notice.

B. Notice of Type 2 administrative approvals ~~subject to notice under section 15-7-1 of this chapter~~ shall be made as follows:

1. A. 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. The notice shall include:

- a. 1. A description of the preliminary approval granted, including any conditions of approval.
- b. 2. A place where further information may be obtained.
- c. 3. 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.

Section 5. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 6. Codification. The City Council authorizes the City Clerk to correct any non-substantive errors herein, codify the above, and publish the amended code.

Section 7. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE ___ DAY OF _____, 2021.

CITY OF ORTING

Joshua Penner, Mayor

ATTEST/AUTHENTICATED:

Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Inslee, Best, Doezie & Ryder, P.S.
City Attorney

Filed with the City Clerk:
Passed by the City Council:
Date of Publication:
Effective Date:

NOTICE OF ORTING PLANNING COMMISSION PUBLIC HEARING

Monday, January 4, 2020 – 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 for code amendments related to home occupations and Type 1 and 2 permit noticing. The amendments propose to allow home occupations in the MUTC zone and in duplexes and revises code language on noticing administrative decisions to clearly state the difference between Type 1 and Type 2 .

The hearing will be held at a virtual regular Planning Commission Meeting on Jan. 4, 2020 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 phone:

Virtual: <https://bluejeans.com/934925109?src=calendarLink>

Phone Dial-in: +1.408.419.1715 or +1.408.915.6290

Then enter meeting ID: 934 925 109

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 Jan. 4, 2020 at EAdams@cityoforting.org or by mail to the Planning Commission secretary at 104 Bridge St S, 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.



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 for code amendments related to home occupations and Type 1 and 2 permit noticing. The amendments propose to allow home occupations in the MUTC zone and in duplexes and revises code language on noticing administrative decisions to clearly state the difference between Type 1 and Type 2. **The hearing will be held at a virtual regular Planning Commission Meeting on Jan. 4, 2020 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: Virtual: <https://bluejeans.com/934925109> or Phone Dial-in: +1.408.419.1715 or +1.408.915.6290 then enter meeting ID: 934 925 109**

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 Jan 4, 2020 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 or by phone at 253-284-0263.