



CGA Committee Agenda
104 Bridge Street S. & Virtual– 9:00am
June 3rd, 2021

John Kelly, Councilmember, Chair,
John Williams, Councilmember, Vice-Chair
Jane Montgomery, City Clerk- Staff Support, Kim Agfalvi, Acting City Clerk,
Assistant Scott Larson, City Administrator

To join the meeting on a computer or mobile phone: : <https://bluejeans.com/994745204>
Dial-in+1.408.419.1715 Meeting ID: 994 745 204

- 1. Call to Order**
- 2. Parks Report**
- 3. Public Comments**
- 4. Agenda Items**
 - A. Orting Historical Society- Clock Tower.
 - B. Sign and ADR Code- Amendments.
 - C. Cemetery Improvements– Update.
 - D. Land Acquisition- Pierce County.
 - E. Virtual Attendance at Council Meetings- Ordinance No. 2021-1077, An Ordinance Of The City Of Orting, Washington, Relating To Council Meetings; Amending Orting Municipal Code 1-6-1 Pertaining To Location Of Meetings And Virtual Meetings.
 - F. Storage of Daffodil Float.
 - G. Marijuana Policy.
- 5. Meeting Minutes of May 6th, 2021.**
- 6. Action Items/Round table review.**
 - Final comments
 - Identify Items that are ready to move forward, establish next meeting’s agenda.
- 7. Adjournment**



CITY HALL

1889
ORTING



electric time

From: [Guy Colorossi](#)
To: [Scott Larson](#); [John Kelly](#)
Cc: [Josh Penner](#); [Scott Drennen](#); [Tod Gunther](#); [Greg Hogan](#); [Gregg Bradshaw](#); [John Williams](#); [Tony Belot](#); [Jane Montgomery](#); [Tim Lincoln](#)
Subject: City Hall Clock meeting - 05/12/2021
Date: Wednesday, May 19, 2021 6:38:25 AM

Good Morning Scott,

I'm going to use the e-mail format to descriptively report of attending the Community & Government Affairs commission meeting (CGA) with Councilmember John Kelly and you on May 12th, at 9:00 am. To me, this was a fact finding mission to establish the parameters for taking on the project of installing two new clock within the tower of the new City Hall located at 104 Bridge St S.

Councilmember John Kelly opened the session with a brief background history of the construction of the new city hall and the challenges the city had in keeping the cost in line. I believe he said the original cost was up and around 9 million dollars. With sharp pencils the list of options, like the clocks, and other lines items we cut to bring the overall cost down to the 6 million dollar range. If I heard him right, the city hall was totally paid for when completed.

Kelly said, they constructed the building with a clock tower with hopes of adding this feature later on when funds were available. This is where the Orting Historical Society would like to step in and help make this possible.

As I said, this meeting was a fact finding mission and the following questions were asked, not in any particular order:

- What is the council's expectation of this project?
- **The council is anxious to work with the Historical Society in making this project happen.**
- Does the council want two clocks, one on each side?
- **Would like two clocks.**
- Does the council want lighted clocks?
- **Would be nice if both were lighted.**

- Does the council want chimes? Bells?
- Price this out for a possible option.
- When plans are put together the council will review and approve.
- Plans for budgets and design to be submitted to CGA committee as soon as they are ready.
- Who will be my contact with this project? City Administrator?
- City Administrator will be my contact and a copy to councilmembers Kelly/Williams and mayor.
- Can I count on help from the Building Inspector?
- City administrator saw no problem with this request.
- As a contractor, John Kelly, are there people you know who would be happy to work with us?
- Yes, he knows some who might want to volunteer.
- Would the council be agreeable for a grant as a way to help with the expenses?
- Was told to contact the city administrator for forms in July.
- We have a clock company in mind and they are : Electric Times Co. Inc. in Medfield, Massachusetts (MA).
- City Administrator Larson and Councilmember Kelly felt it would be a good idea to stay with same company the city clock committee worked with for the street clock.
- The clock is located on the corner of Washington Ave S and Train St SE.
- A picture of the clock was given to Councilmember Kelly and City Administrator Larson.
- This is the design we'd like to emulate. Council ok with that?
- City Administrator and councilmember was ok with the design.
- I'll put together a list of stakeholders e-mail address.
- Committee was ok with my thoughts about a stakeholders list with e-mail address.
- Who are all the members of the CGA committee?
- Councilmember Kelly is chair and Councilmember Williams is vice chair.
- Are records kept of the meetings held?
- City Administrator said he'd keep notes.
- I have a concern about the economy for soliciting donations. I

hope it doesn't collapse on us during this period of time.

- **We'll keep our fingers crossed.**
- I asked if Councilmember Hogan was still in contact with Sunnen Crane as I see a need for lifting these clocks in place.
- **I was told that he was and I will contact Councilmember Hogan in the very near future.**
- I asked what the committee's thoughts were for a plaque recognizing all the donors for this project.
- **They were ok with it as long as we kept the size of the plaque to a reasonable size. That will be decided on later.**
- I shared with the committee that I will be developing a budget to know what all the expenses are going to be. Then, the next step will be designing a letter for soliciting the donations.

There were a few more questions asked, but they have slipped my mind. If anyone has any questions, I am available via this e-mail address and telephone number 360-893-2334.

Thank you, Scott and Councilmember Kelly for your time.

Sam Colorossi
Secretary/Treasurer
Orting Historical Society

Ps: I understand there is a study session tonight and that is why I am e-mailing this to all members of the council, so you'll all be on the same page if and when this subject comes up for discussion. gsc



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From: [Guy Colorossi](#)
To: madeline.jonesart@yahoo.com
Cc: "[Leland Meitzler](#)"; stephenkmeitzler@gmail.com; patbus344@aol.com; skcochran53@comcast.net; patjmartinez22@gmail.com; "[MIKE MCMAHON](#)"; [Bob & Lynn Daugherty](#)
Subject: Orting City Hall Clock Program - 05/26/2021
Date: Wednesday, May 26, 2021 10:56:28 AM

Hi Madeline and all members,

I called Electric Time Company, Inc., Medfield, MA, at 10:15 a.m. today (May 26, 2021) and spoke with Tina Galvin, customer service representative. I asked if Brandi Morris was available, as she was our representative in 2002 when we purchased the first clock. Brandi still worked for the company, however she was out to lunch, so I continued to share with Tina the purpose of my call.

I told Tina that we purchased our street clock from Electric Time in August of 2002 and we wanted to stay with the same company for the new city hall clocks. I told Tina that I'd like to work with both her and Brandie in the event one or the other was not available.

I told Tina that we would be looking for two clocks to insert into a building. I would attempt to provide all the necessary information to have the clocks made for fitting into the current openings. I said that I would be looking for a quote for the cost of one clock, cost of two clocks, cost of lighted face clock, cost of chimes, and or bells, shipping costs, insurance and any another other expenses associated with the purchase of these clocks.

I gave Tina my e-mail address to start the process rolling for the needed information. Further, I told her that she and Brandie would be working with the Orting Historical Society and that I was the secretary/treasurer and the contact person.

The attachment picture is of our current street clock and it shows the font style we'll be using on the new city hall clocks.

I will continue to inform as many of the stakeholders I can so that they will have firsthand information from me as we work through this process.

As always, I can be reached via this e-mail address and/or by my land telephone 360-893-2334.

Sam

All city officials were blind coded.



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TO:	CGA	DATE:	June 3, 2021
FROM:	Emily Adams, AICP Contract City Planner	PROJECT TYPE:	Orting Municipal Code Amendment
SUBJECT:	Sign Code and Related ADR Code		

Purpose

This serves as an informative memo to the City Council regarding the use of electronic reader board signs as well as “flutter” flags in the City. This memo will look at the background and how the code, as it stands today, would need to be amended to allow such signs.

Background

City Councilmembers have asked staff to look into allowing the City to convert the sign just past Williams Blvd NW (Village Green entrance) to an electronic reader board. As the code currently exists, the City could convert the sign to an electronic sign without any code amendments due to an exception in the code which allows "Signs erected on public property by the state of Washington, the United States, the county of Pierce, or the City of Orting, displaying a public service message, or other regulatory, statutory, traffic control or directional message;" to be exempt from the sign code standards. While this provision does not apply to all City signs, staff believes the reader board fits within those parameters.

However, it is staff’s understanding the Council does not wish to allow the City’s sign under an exception but would rather operate under the same code that applies to private signs. For this to be allowed amendments would need to be made to both the sign code and the architectural design review code. Currently both sections of code do not permit internally illuminated signs, but rather specify that signs shall be illuminated by indirect lighting. See below for current code that would need to be removed and/or revised.

The second topic is flutter flag signs. Planning Commission has voiced concerns over the last few months regarding the number of such signs in the City and how they are regulated. This memo also serves to look into this sign issue in conjunction with the electronic reader board.

Current Sign Code with Revisions

13-7-1: Findings and Purpose

- A. Findings. The City Council finds as follows:
 - 16. Brightly lit signs, flashing electronic signs, and overly animated signs waste valuable energy, contribute to light pollution, produce hazardous glare, and create the potential for distracting or confusing motorists, thereby negatively impacting the health, safety, and welfare of the public;

13-7-2: Definitions

CHANGING MESSAGE SIGN. An electrically controlled permanent sign that displays different copy changes on the same lamp bank which change at intervals of fifteen (15) seconds or greater. This includes electronic reader boards.

FLUTTER SIGN: A sign made of cloth, plastic or similar material affixed to a pole that is located outdoors. Flutter of flutter flag signs are "temporary signs," securely anchored for safety but not permanently anchored to the ground.

READER BOARD: A permanent sign face designed to allow copy changes either by manual or electronic means in which the message is static and can only be changed physically by the owner/operator.

UNDUE BRIGHTNESS: Illumination in excess of that which is necessary to make the sign reasonably visible to the average person on the abutting street, as determined by the Administrator and/or their designee.

13-7-4: General Regulations

- F. Illumination: Indirect illumination is preferred and shall be lighted in such a manner that glare from the light source is not visible to pedestrian or vehicle traffic. Internally illuminated signs must adhere to the standards in OMC 13-7-8. Internally illuminated signs shall be designed to emphasize the lighting of the sign text, message and/or symbols, while minimizing the lighting of the background of the sign face. Temporary signs shall not be illuminated.

L. Internally Illuminated Signs

1. The text that changes in a changing message sign is limited to a single color and must be a warm-toned off-white or similar color as approved by the Administrator and/or their designee. The colors of the sign, letters, and background shall remain fixed.
2. Signs should not exhibit undue brightness.
3. An electronic message may not change more frequently than every fifteen seconds;
4. Electronic signs shall not exceed the size or height permitted for a building, monument or freestanding sign;
5. Electronic signs shall be permitted only in the MUCTN, MUTC, and PF zones.

13-7-6: Prohibited Signs, All Zones:

- C. Signs which blink, flash, rotate, contain changing images or text that are electronically generated, or are animated by lighting in any fashion that exceed the requirements of OMC 13-7-8

13-7-8: Temporary Signs:

B. Placement And Size.

1. No temporary signs shall be located within the center median of principal, minor, and collector arterials or within roundabouts, traffic circles, or islands, or within ten (10) feet from any intersection so as to preserve driver site visibility. No temporary signs over thirty-six (36) inches in height are permitted within fifteen feet (15') of a road or driveway.
2. Temporary signs shall not be illuminated.

3. Temporary signs shall not be attached to any utility pole, fence, building, structure, object, tree or other vegetation located upon or within any public right-of-way or publicly owned or maintained land.
4. Temporary signs shall not be erected without the permission of the owner of the property on which they are located, nor shall they be placed in such a manner as to obstruct or interfere with traffic or endanger the health or safety of people or endanger property.
5. Temporary signs shall be made of weather-resistant materials and shall be securely, anchored to the ground or structure or able to stand freely without toppling or blowing over. Signs and parts of signs that are blown or carried away from their intended location may be collected and disposed of as litter.
6. Temporary signs shall be maintained in good repair.

C. Additional Regulations Specific To Temporary Commercial Signs.

1. General Commercial Signs.
 - a. No business or other party shall display more than two (2) temporary commercial signs simultaneously for no longer than thirty (30) continuous days.
 - b. No two (2) temporary signs may be closer together than thirty (30) feet.
 - c. Temporary signs may be displayed for no more than three (3) 30-day periods, per sign, within a calendar year.

Related ADR Code

13-6-7-D.5: Signs:

The following standards may be used by the planning commission to interpret and apply the provisions of section 13-7-4 of this title to site specific conditions:

- a. Signs are part of the architectural theme. Size, materials, color, lettering, location, number, and arrangement shall be characteristic of the early 1900s;
- d. Signs are preferred to be illuminated by indirect lighting and which shall be lighted in such a manner that glare from the light source is not visible to pedestrian or vehicle traffic.



**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Meeting Locations and Virtual Meetings.	AB21-XX			
	Department:	Administration		
	Date Submitted:	6.1.21		
Cost of Item:	<u>\$N/A</u>			
Amount Budgeted:	<u>\$N/A</u>			
Unexpended Balance:	<u>\$ N/A</u>			
Bars #:	N/A			
Timeline:	N/A			
Submitted By:	Clerks Office			
Fiscal Note: N/A				
Attachments: Proposed Ordinance				
SUMMARY STATEMENT:				
<p>The Current City Code does not allow for virtual meetings. During the pandemic Council Meetings were held virtually to ensure compliance with the Governor’s orders.</p> <p>The City Council is now able to meet in person, but it has become apparent that there are times when some Councilmembers may not be able to attend in person, and it may be useful and beneficial to allow for virtual participation when needed. The proposed ordinance would change the code to allow councilmembers to participate in a meeting virtually.</p> <p>The proposed amendments to the Orting Municipal Code benefit public health, safety and welfare, and promote the best long-term interests of the Orting community. The proposed ordinance also cleans up the meeting locations which changed when the new City Hall building was completed.</p>				
RECOMMENDED ACTION: Move forward to the next study session.				
FUTURE MOTION: <i>To Adopt Ordinance No. 2021-1077, An Ordinance Of The City Of Orting, Washington, Relating To Council Meetings; Amending Orting Municipal Code 1-6-1 Pertaining To Location Of Meetings And Virtual Meetings; And Establishing An Effective Date.</i>				

**CITY OF ORTING
WASHINGTON
ORDINANCE NO. 2021-1077**

**AN ORDINANCE OF THE CITY OF ORTING,
WASHINGTON, RELATING TO COUNCIL MEETINGS;
AMENDING ORTING MUNICIPAL CODE 1-6-1
PERTAINING TO LOCATION OF MEETINGS AND
VIRTUAL MEETINGS; 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 Council finds that the proposed amendments to the Orting Municipal Code adopted herein benefit public health, safety and welfare, and promote the best long term interests of the Orting community;

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

Section 1. Incorporation of Recitals. The above stated recitals are incorporated as though fully set forth herein.

Section 2. Amendment to Orting Municipal Code Section 1-6-1. The City Council hereby adopts the amendments to the OMC 1-6-1 as follows:

1-6-1: COUNCIL MEETINGS:

A. Regular City Council Meetings: The City Council shall hold regular meetings at the Orting ~~City Hall Multi-Purpose Center~~, or such other place as may be determined by the Council, on the second and last Wednesdays of each month at seven o'clock (7:00) P.M., unless otherwise noticed, provided, however, that when the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal or national holiday, such meetings shall be held at the same hour on the next succeeding day not a holiday.

B. Council Study Sessions: The City Council shall hold, as regular meetings, study sessions at the Orting ~~City Hall Multi-Purpose Center~~ on the third Wednesday of each month, at six o'clock (6:00) P.M., unless otherwise noticed, provided, however, that when the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal or national holiday, such meetings shall be held at the same hour on the next succeeding day not a holiday.

C. Special Meetings: Special meetings of the City Council shall be conducted in accordance with chapter 42.30 Revised Code of Washington, the Open Public Meetings Act. (Ord. 2018-1029, 4-25-2018)

D. Members of the City Council may attend regular meetings by telephone or a video platform, provided that a quorum of the City Council shall be located within the City's corporate limits for the duration of the meeting.

Section 3. 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 4. Corrections and Codification. The City Council authorizes the City Clerk to correct any non-substantive errors herein, codify the above, and publish the amended code.

Section 5. 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

Approved as to form:

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

Filed with the City Clerk: 6.1.21

Passed by the City Council:

Ordinance No.2021-1077

Date of Publication:

Effective Date:



CGA Committee Minutes
VIRTUAL – 9:00am
May 6th, 2021

John Kelly, Councilmember, Chair,

John Williams, Councilmember, Vice-Chair

Jane Montgomery, City Clerk- Staff Support, Kim Agfalvi, Executive Assistant

Scott Larson, City Administrator

This meeting was made available to the public by computer or mobile phone.

1. Call to Order

Chair Kelly called the meeting to order at 9:01am.

Present: Councilmembers John Kelly, Chair, and John Williams, Vice Chair, Scott Larson, City Administrator, Jane Montgomery, City Clerk, Greg Reed, Public Works Director, Jason Linkem, Parks Board Chair.

2. Parks Report

Emily Adams briefed on two items provided to the Committee; the Public Participation Plan and the Parks, Trails, and Open Space Plan which are elements of the Parks Plan. She is in the process of finalizing the Parks survey which she hopes will go live June 1st, and is currently under review by the Parks Board. She plans to hand out copies at the upcoming Farmers Market which runs from June to September. The Plan will also be on the City’s website. Currently she is in the process of taking pictures of all the City Parks, and amenities which will be incorporated in to the Parks Plan. Jason Linkem stated that he has reviewed the Parks Plan and feels it is a very professional document and he and the other Parks Board members are excited to sit at the Farmers Market to reach out to the community.

Greg Reed told the Committee that he has had numerous complaints from citizens that bike riders are taking over the Skate Board Park. His crew has had to blow the surfaces clean of the rocks that bikes leave on the surface. The sign that stated no bikes on the skateboard Park has been removed, and no one has an explanation for that. Sumner has a turnstile gate that keeps bikes out of their skateboard park. Chair Kelly would like to see the signs put back in place. Public Works will look in to replacing the signs. Mr. Reed also stated that the ball stand that was placed at the basketball court area has been a success. No one has stolen any of the balls that the City placed there, and in fact citizens have also donated balls. Valley sign will be making a sign which says “donate balls”.

3. Public Comments

No Comments were made.

4. Agenda Items

A. Public Notice Code- Proposed Amendments.

Emily Adams briefed on proposed changes related to notices being put on the City’s website. The Planning Commission will attend the study session in June, and following the meeting there will be a public hearing. The proposed amendments have already been sent tot Department of Commerce for their review.

B. Public Participation Plan- Orting Parks, Trails & Open Space- 2021 Update.

This was briefed during the Parks Report.

C. Orting Historical Society- Clock Tower.

Sam Colorossi was unable to meet virtually for this meeting. He will be meeting with Administrator Larson and Councilmember Kelly next week.

Action: Bring back to the next CGA agenda.

D. Sign and ADR Code- Amendments.

Councilmember Kelly reached out to Valley Sign but has not heard back from them to date. Emily Adams stated that she has researched other cities reader board policies, and she also said that the Planning Commission wants to review temporary sign codes and flutter flags.

Action: Bring back to the next CGA agenda

E. Cemetery Improvements– Update.

Public Works Director Reed briefed on the bids he received to inspect the well casing at the cemetery. Recent information came to light after he found plans, that indicated that the draw pipe and pump were replaced in 2014. After reviewing the plans, he would like to solicit an RFP to upgrade the well system to properly handle an irrigation system rather than doing an inspection of the casing which he now feels is not necessary. The cost to do an inspection of the casing alone would have been approximately \$5,000. The committee was in favor of making improvements and putting in an irrigation system. They would like to let the professionals come in and give a proposal. Plans of the system show tighter controls are needed per zone.

Action: Administrator Larson will get proposals then bring them back to Committee after there is a solid choice for a vendor and their associated price.

F. Councilmember Kelly added a discussion of a piece of property behind Hidden Lakes that is owned by the County, and that he would like the City to purchase. He asked Pierce County how to acquire the property and was told to submit a letter. He stated it would be a good location for a future park and would like to discuss it further with the whole Council at the next study session. Discussion followed about access points and maintenance issues.

Action: Move forward to the next study session.

5. Meeting Minutes of April 1st, 2021.

The minutes were approved.

6. Action Items/Round table review.

Administrator Larson mentioned that the American Ramp Company who were present for the Parks Board meeting; recommended using asphalt for the pump track being considered.

7. Adjournment

Chair Kelly adjourned the meeting at 9:45am.

Jane Montgomery, City Clerk

Date Approved