



CGA Committee Agenda
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

To join the meeting on a computer or mobile phone:

<https://bluejeans.com/713178813> Phone Dial-in -+1.408.419.1715 -Meeting ID: 713 178 813

- 1. Call to Order**
- 2. Parks Report**
- 3. Public Comments**
- 4. Agenda Items**
 - A. Public Notice Code- Proposed Amendments.**
 - B. Public Participation Plan- Orting Parks, Trails & Open Space- 2021 Update.**
 - C. Orting Historical Society- Clock Tower.**
 - D. Sign and ADR Code- Amendments.**
 - E. Cemetery Improvements– Update.**
- 5. Meeting Minutes of April 1st, 2021.**
- 6. Action Items/Round table review.**
 - Final comments
 - Identify Items that are ready to move forward, establish next meeting’s agenda.
- 7. Adjournment**



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 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.

PUBLIC PARTICIPATION PLAN

City of Orting Parks, Trails, and Open Space Plan, 2021 Update

Introduction

Orting is undertaking an update of its Parks, Trails, and Open Space (PTOS) Plan in order to maintain eligibility for grant funding through the Washington State Recreation and Conservation Office (RCO). In order to be eligible for RCO funding, the City needs a certified plan that documents goals and objectives; inventory; public involvement; demand and needs analysis; and planned capital improvements. RCO certifies plans based on these elements for a period of six years.

RCO and Growth Management Act (GMA) require public outreach and participation be performed as part of the plan update process. This Public Participation Plan describes the steps that Orting will take to provide opportunities for public engagement and public comment. This plan is in addition to any other minimum requirements for public participation required by the Orting Municipal Code (OMC). This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation.

1.0 Public Participation Goals

The overall goal of the Public Participation Plan is to understand public opinion and build support for timely adoption of a quality PTOS Plan. Throughout the process, there are many goals to guide the development of the PTOS Plan, including:

- Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments to the PTOS Plan.
- Actively solicit information from citizens, property owners, and stakeholders about their concerns, questions, and priorities for the PTOS Plan.
- Consider viewpoints of all participants, even if views are not reflected in the outcomes.
- Provide forums for formal public input at project milestones prior to decision-making by the City Council.
- Utilize a transparent process which clearly documents all public input and makes it available for any and all to review.

2.0 Identified Participants

The Public Participation Plan establishes a process that is designed to reach all audiences that may have an interest in the update process. It is also be designed to reach out to other groups and individuals, including those who may not yet have an interest or be compelled to participate, in order to encourage their awareness, understanding, and involvement in the process. The following groups have been identified as important to contact and engage:

- Residents, City-wide
- Local businesses and employees

- Property owners
- Park users, including children
- Tribes

The outreach activities are designed to gain public input on the City’s parks, the desires of the public in regard to amenities and programs, as well as direct feedback on sections of the parks plan update. The outreach will also be utilized to keep the public informed and updated on upcoming meetings, decision-making milestones, and overall project progress. The public involvement process is also intended to prevent last minute surprises. We will strive to include all groups throughout the public participation timeline (shown below) and be flexible in the approach as necessary and possible due to circumstance (i.e. COVID).

3.0 Public Participation Opportunities

The City of Orting is committed to providing multiple opportunities for public participation throughout the process. Orting will use a variety of communication tools to inform the public and encourage their participation, including the following:

3.1 Website

The City of Orting website will include a “PTOS Update” webpage where interested parties can access draft documents, official notices and meeting minutes, view the project schedule, see submitted public comments, obtain contact information, and submit comments. The webpage will be the primary repository of all information related to the Update process. The website and project calendar will be updated as new information and reports become available. The page will also include a Frequently Asked Questions section.

3.2 Survey

The City of Orting will initiate the public outreach through a survey that will be available both online and hard copies throughout the summer.

3.3 Farmers Market Booth(s)

The City of Orting will also host a Parks booth at the Orting Valley Farmer’s Market to disseminate information and solicit public input. The Parks booth will be open during the June Farmers Market and occur once a month throughout the duration of the Farmers Market. The public will be provided opportunity to learn about the City’s existing PTOS Plan and opportunities to stay engaged. Public comments received at the booth will be included in the PTOS plan. Hard copies of the survey will be available for people to fill out on the spot or take to go and mail back to the City.

3.4 Notice Mailing List and Email Distribution List

An email list of interested parties will be created and maintained. The list will be used to notify interested parties regarding the progress of the update and opportunities for public participation. Interested parties may be added to the list by either indicating their preference to be included during a public involvement event, or by contacting the City Planner.

3.5 Comment

Interested parties will be encouraged to provide comments to the City of Orting by letter or email. Interested parties may also provide comments in the comment form of the City’s webpage. Documents will be available for review by contacting the City Planner.

3.6 News media

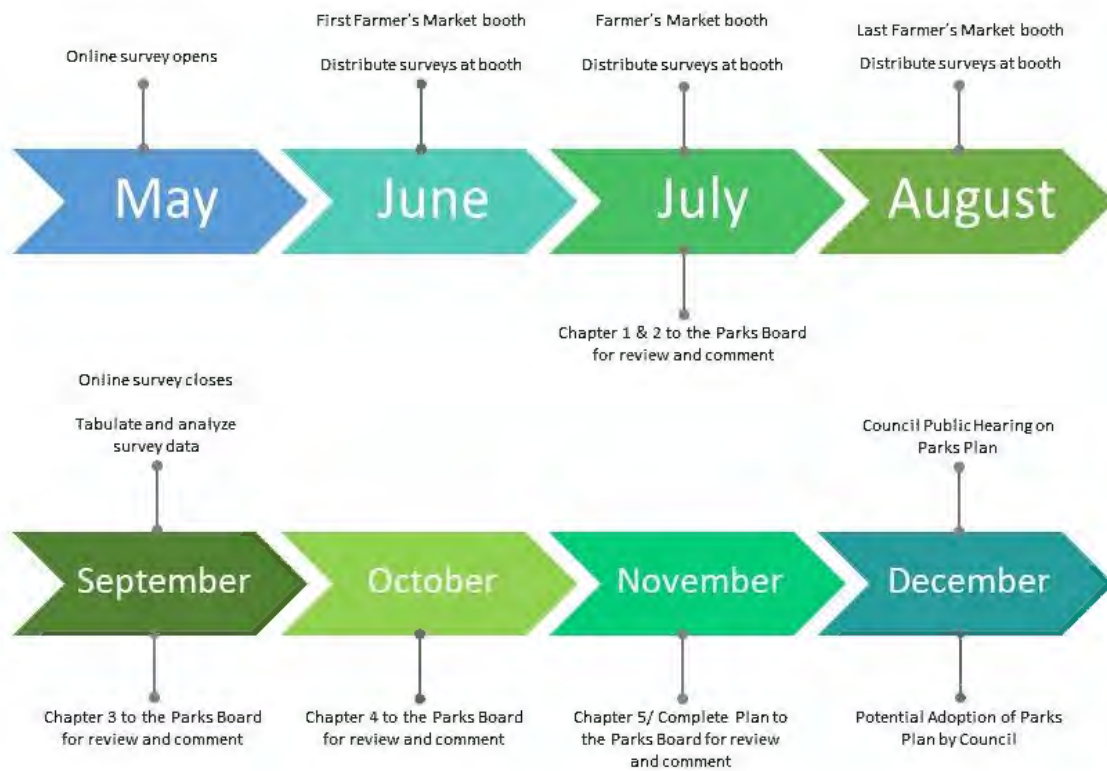
The local news media will be kept up to date on the process and receive copies of all official notices. Notices will be sent to the local news media to announce upcoming public participation opportunities or provide information at key milestones.

3.7 Social media

Updates will be provided at appropriate times during the process on the City of Orting’s Facebook page. These updates will be designed to publicize upcoming public participation opportunities and to provide information regarding key milestones. Social media posts are designed to be short in nature and provide a snippet of information along with a contact or link for more information.

4.0 Public Participation Timeline

The following is a general timeline including anticipated public participation opportunities. Orting staff will coordinate with the Recreation and Conservation Office as necessary.



5.0 Public Comment Periods and Hearings

A public comment period to solicit input on the update and a City Council public hearing will be provided before final adoption. Notice will be provided to the agencies and interest groups on the project distribution list, on the City's website and as required per the Orting Municipal Code.

The City is tentatively planning for a public hearing before the City Council to be held the second week of December 2021. The adopted PTOS is tentatively planned to be submitted to the Recreation and Conservation Office the first week of January 2022 and effective thereafter.

6.0 Roles and Responsibilities

This section identifies the parties involved with the public participation process. The key responsibilities of City staff, consultants, Parks Board and City Council are listed below.

6.1 City Staff/ Consultant

Under oversight by City staff, AHBL will execute the public involvement program, including facilitating (with City staff) farmers market booths, parks board meetings, and Council meetings and hearings. AHBL will assist with the preparation of communication materials, develop presentations, and attend farmer's markets with the help of City staff. AHBL will prepare public notices of outreach activities and key milestones in the project for distribution to traditional and social media news outlets. AHBL staff will also conduct the required environmental review and notice to agencies of the threshold determination.

6.2 Parks Board

The Parks Board will review proposed PTOS chapters, policies and goals and provide a recommendation to City Council. City staff will take chapters to the Board in phases, prior to review of and recommendation on the entire document. The Parks Board will review the draft PTOS Plan, take and consider public input, and make a formal recommendation to the City Council.

6.3 City Council

The City Council will review proposed PTOS Plan, consider the recommendation of the Parks Board, and make the final decision on PTOS Plan adoption. The City Council is the legislative authority with the final local decision-making authority for the local adoption of the PTOS Plan.

6.4 Recreation and Conservation Office

The RCO is a state agency that manages multiple grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat and working lands, and help return salmon from near extinction. Organizations must establish eligibility by producing a comprehensive plan before they may apply for grants. The requirement exists for several reasons, not the least of which is to demonstrate that the public supports your program and your grant proposals.

The City must submit the PTOS plan to RCO for review. A draft plan will be submitted for a preliminary review to determine any need for additional technical assistance and to allow comment by RCO. The final plan is submitted along with a self-certification form to RCO. If RCO does not approve the plan, it will be returned, along with the documented deficiencies. The City may make any necessary corrections

and re-submit the plan to RCO. If RCO approves the plan, the City is eligible to participate in identified grant programs for up to 6 years from the date of adoption. After that period, the plan must be updated to retain eligibility.

6.5 City Contact

The primary City staff contact for the Parks, Trails, and Open Space Plan update is:

Emily Adams, AICP

Contract City Planner

City of Orting

Mail: PO Box 489, Orting, WA 98360

Email: eadams@cityoforting.org

Phone: (253) 284-0263

Parks, Trails, and Open Space Plan

City of Orting

Survey Questions:

1. Considering Orting's parks and recreation system please indicate your level of agreement with the following statements:
 - a. I have used Orting's parks and/or trails
 - i. Yes
 - ii. No
 - b. Orting's parks, trails, and recreation opportunities are an important reason for me staying in Orting
 - i. Strongly agree
 - ii. Agree
 - iii. No opinion
 - iv. Disagree
 - v. Strongly disagree
 - c. Orting's parks and recreation system meets my needs
 - i. Strongly agree
 - ii. Agree
 - iii. No opinion
 - iv. Disagree
 - v. Strongly disagree
2. Please let us know if you use these types of parks facilities, and if you'd like to see more
 - a. I use the following (select all that apply):
 - i. Natural areas/ open space
 - ii. Water/ river access
 - iii. Trails
 - iv. Picnic areas
 - v. Sports fields
 - vi. Play courts
 - vii. Skate Parks
 - viii. Other
 - b. I would like to see more of the following (select up to 3):
 - i. Natural areas/ open space
 - ii. Water/ river access
 - iii. Trails
 - iv. Picnic areas
 - v. Sports fields
 - vi. Play courts
 - vii. Skate Parks
 - viii. Other
3. How would you rate the parks and facilities that you visit within the City on the following characteristics (1-5 scale):
 - a. Cleanliness
 - b. Maintenance
 - c. Attractiveness
 - d. Safety

- e. Comfort
 - f. Functionality
 - g. Amenities
4. How important are the following factors when you choose a City park or program to visit/ participate in (rank in order of importance)?
- a. Proximity to your home
 - b. Availability of parking
 - c. Accessible by walking or biking
 - d. Natural and/or scenic qualities
 - e. Multiple types of activities available
 - f. ADA accessibility
 - g. Other:
5. In the last two years, which parks and facilities have you used (select all that apply)?
- a. 3 Corner Park
 - b. Calistoga Park
 - c. Charter Park
 - d. Gratzer Park
 - e. Main City Park
 - f. Memorial Park
 - g. North Park
 - h. Foothills Trail
 - i. Triangle Park
 - j. Whitehawk Park
 - k. Williams Park
 - l. Multi-purpose center
 - m. Orting Station
 - n. BBQ covered area
 - o. Gazebo Covered area
6. Please indicate which of Orting's parks you use the most (select one):
- a. 3 Corner Park
 - b. Calistoga Park
 - c. Charter Park
 - d. Gratzer Park
 - e. Main City Park
 - f. Memorial Park
 - g. North Park
 - h. Foothills Trail
 - i. Triangle Park
 - j. Whitehawk Park
 - k. Williams Park
7. When you visit City parks, which of the following activities do you participate in (select all that apply)?
- a. Sports/ sports league (pick-up or scheduled games)
 - b. Activities (playground, jogging, frisbee etc.)
 - c. Leisure (walking, hiking, relaxing etc.)
 - d. Picnicking
 - e. Dog walking/ playing
 - f. Other

8. What should the City focus its parks efforts and funding on (rank in order of importance):
 - a. Maintaining existing parks
 - b. Upgrading existing parks
 - c. Adding park facilities (e.g. shelters)
 - d. Expanding the trail system
 - e. Enhancing shoreline access
 - f. Developing new parks (playgrounds, sports fields etc.)
 - g. Develop a splash pads/ splash park
 - h. Indoor recreation
 - i. Improve ADA access at existing parks
 - j. Develop a BMX park
9. What is your age (select one)?
 - a. Under 18
 - b. 18 to 24
 - c. 25 to 34
 - d. 34 to 44
 - e. 45 to 54
 - f. 55 or over
10. Do you have children in your household (select one)?
 - a. Yes
 - b. No
 - c. If yes, what is their age group(s)?
 - i. 0-2 years
 - ii. 3-6 years
 - iii. 7-10 years
 - iv. 11-14 years
 - v. 15-18 years
11. Do you have any additional comments?



CGA Committee Minutes
VIRTUAL – 9:00am
April 1st, 2021

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

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

1. Call to Order

Chair Kelly called the meeting to order at 9:00am.

Present: Councilmember John Kelly and John Williams.

Staff: Jane Montgomery, City Clerk, Scott Larson, City Administrator, Gretchen Russo, Finance Director, Kim Agfalvi, Finance Clerk., and Emily Adams, City Planner.

2. Parks Report

The Parks Board will not meet until April 14th, so no Parks report was made. Emily Adams stated that she is working to amend the Parks Plan. She will be documenting existing inventory and the next plan will include pictures of all the Parks in the City. They also discussed the value of possibly having a swing set in every park.

3. Public Comments

No public comments were made.

4. Agenda Items

A. Farmers Market Sponsorship Application.

The application submitted by the Farmers Market was reviewed and was found to comply with the sponsorship policy. This year they will be able to use the North Park Building. The Farmers Market will be strictly adhering to Farmers Market Association rules relating to COVID, and any State requirements. **Action:** Move forward to study session.

B. Reader Board-Update

Scott Larson briefed that he met with the vendor I Ink, and discovered that they are unable to provide a product that would be suitable for the City. Scott recommended that the committee review the sign code and come up with a policy to allow for backlit technology. Emily Adams was present and will be working on the sign code. She will also need to work on amending the ADR code.

Action: Emily Adams will bring an update to the next CGA meeting.

C. Committee Goals

Scott Larson briefed on the following committee goals:

- Cemetery Improvements
- Conditional Use Permit Update- (Emily will bring updates to Council who will make a recommendation to the Planning Commission, and the Planning Commission can make a recommendation to the Council after their review).
- Electronic Packet Management- Clerk getting bids
- Park Plan Update
- Sign Code Update
- Business engagement- (possibly a survey)- Make improvements in notification to businesses in regard to any new COVID funding. The possibility of generating a list of businesses to send notices to was discussed. Kim Agfalvi shared that there is no easy way to generate a list. Chair Kelly will follow up with Kim to create a list.

Scott Larson will bring a report on committee goals to a future study session.

D. Public Noticing

Emily Adams discussed the current noticing procedures. Notices are put on the City website, the City reader board, and the paper of record. If there is a site-specific project, notices are sent out to all properties within 500 feet of the project. Chair Kelly would like to have public notices on one page on the website as other cities do. City Clerk Montgomery will check the new website to see what will be available related to notices to the public. Emily Adams will add additional language to the code to ensure items are posted on the website. **Action:** Bring updates to the next committee meeting.

E. Re-Open Plan for Council Meetings. The Committee discussed the feasibility of having in person Council meetings. They concluded that it would be costly to go back to in person meetings as long as the 6-foot rule is in place. Plexiglass is expensive and hard to purchase.

Action: Continue to meet remotely until there is a reduction in distance requirements.

F. Park Equipment

Councilmember Williams wants to look at putting minimal equipment in each Park. He stated there was a need for equipment at Calistoga Park, but it would be wise to hold off until the County reveals their plan for the Jones Levee, and its possible encroachment to the current parking lot at Calistoga. He stated that parents of small children in the Village Green development and the smaller parks in the City have expressed a desire to have swings. Scott Larson stated that the update of the Parks Plan will include a survey in order to solicit information from citizens. The survey will help to guide future policy. **Action:** Emily Adams is working on this as part of the Parks Plan updates.

G. Calistoga Park signage- (from prior committee)

Scott Larson asked the Committee to put a pin in this discussion until the City determines what Pierce County will do with the Jones Levee. The Mayor and Scott have reached out to the County Executive and raised their concerns with him about the Jones Levee draft designs, and the impact they would have to Calistoga Park. They discussed ways to mitigate the possible impacts.

Action: Remove from agenda until updates are provided by the County and continue to work on the Parks Plan update before any decisions are made in regard to signage or equipment.

5. Meeting Minutes of March 4th, 2021.

The minutes were approved.

6. Action Items/Round table review.

Chair Kelly would like to take the Council Rule change relating to reporting out on which items are moving forward from Committees to study session, back to the next study session. He felt there may have been confusion at the last meeting and wants to clarify the intent of his proposed rule change.

Action: Chair Kelly will work with the City Clerk to prepare an agenda bill for the next study session.

Chair Kelly would like Greg Reed to come to the next Committee meeting to discuss cemetery improvements. Staff will likely do an RFP to find a vendor who can install a sprinkler system at the Cemetery. The RFP can go out in May, with the installation taking place in June or July. Council will need to approve a budget amendment for the cost. **Action:** Bring back to the next Committee meeting.

7. Adjournment

Chair Kelly adjourned the meeting at 10:01am.

Jane Montgomery, City Clerk

Date Approved