

Commissioners

Kelly Cochran, Chair
Jeff Craig, Co-Chair
Chris Rule
Erika Bartholomew
Dan Swanson
Joe Pestinger
Jeff Sproul



City of Orting Planning Commission Agenda

Monday, August 7th, 2023
7:00pm
City Hall Council Chambers

If joining virtually:

Phone Dial-in - Charges may apply
+1.253.215.8782

To join the meeting on a computer or mobile phone:

<https://us06web.zoom.us/j/86197846196?pwd=OVYxK2NTTHYwVTJGRzJRd3kvZDhJQT09>

Meeting ID: 861 9784 6196
Password: 667684

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

The public may attend this meeting virtually via the platform Zoom by clicking the link above or by telephone, or in person at City Hall.

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

2. AGENDA APPROVAL

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

3. PUBLIC COMMENTS

Comments may be sent to the Planning Commission Secretary Danielle Charchenko at clerk@cityoforting.org by 1:00pm on the day of the meeting and will be read into the record at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member. Comments that come in after the deadline will be read into the record at the next Planning Commission meeting.

4. APPROVAL OF MINUTES

A. Are the minutes of the July 6th, 2023 meeting correct and accurate?

5. PRESENTATION

A. Comprehensive Plan Update – City Planner - AHBL

6. ARCHITECTURAL DESIGN REVIEW

A. ADR 2023-06 – Shell Station – Signage Update

7. NEW BUSINESS

A. Review Planning Commission Rules

8. OLD BUSINESS

- A. Dumpster Violations.
- B. Sign Code Violations.

9. GOOD OF THE ORDER

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

10. ADJOURN

NEXT PLANNING COMMISSION MEETING: Thursday, September 7th, 2023

Commissioners

Kelly Cochran, Chair
Jeff Craig, Co-Chair
Chris Rule
Erika Bartholomew
Dan Swanson
Joe Pestinger
Jeffery Sproul



ORTING PLANNING COMMISSION
Planning Commission Meeting Minutes
104 Bridge Street S, Orting, WA
Zoom – Virtual
July 6th, 2023
7:00 p.m.

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

Chair Kelly Cochran called the meeting to order at 7:00pm. Commissioner Chris Rule led the pledge of allegiance.

Commissioners present: Chair Kelly Cochran, Commissioners Chris Rule, Dan Swanson, and Jeffery Sproul.

Staff present: City Administrator Scott Larson, Planning Commission Secretary Danielle Charchenko.

Absent: Co-Chair Craig, Commissioners Bartholomew and Pestinger.

Commissioner Rule made a motion to excuse Co-Chair Craig and Commissioner Bartholomew. Seconded by Commissioner Swanson.

Motion passed (3-0).

2. AGENDA APPROVAL.

Commissioner Rule made a motion to adopt the agenda as prepared. Seconded by Commissioner Swanson.

Motion passed (3-0).

3. PUBLIC COMMENTS.

No public comments were made.

4. WELCOME COMMISSIONER

Chair Cochran welcomed Commissioner Jeffery Sproul. Jeffery Sproul stated he will be on the Planning Commission through the remainder of 2023, until his term for City Council starts in January 2024.

5. APPROVAL OF MINUTES

Commissioner Rule made a motion to approve the June 5th, 2023 minutes as presented. Seconded by Commissioner Swanson.

Motion passed (3-0).

6. ARCHITECTURAL DESIGN REVIEW

A. ADR 2023-07 – Fab-oo-h-lash – Signage

Planning Commission Secretary Danielle Charchenko read the ADR staff report for ADR 2023-07 and stated that the recommendation was approval as presented.

Commissioner Rule made a motion to approve ADR 2023-07 as presented. Seconded by Commissioner Swanson.

Motion passed (3-0).

Next Planning Commission Meeting: Monday, August 7th, 2023 7:00pm

7. NEW BUSINESS.

None.

8. OLD BUSINESS.

1. Dumpster Violations

City Administrator Scott Larson briefed that Code Enforcement Officer Jorge Martinez contacted the property owner on Grinnell and they are currently working on building an enclosure for their dumpster. He is also working on contacting the owner on Whitesell about their dumpster.

2. Sign Code Violations

City Administrator Scott Larson briefed that a 10-day letter has been issued to Shell Station to remove their current signage. He stated that he has scheduled a time to meet with the owner of Shell Station to discuss further steps. Chair Cochran stated a citizen had reached out via email with concern about the Shell Station Signage. Chair Cochran responded to the email stating the City is aware of the signage at Shell Station and is currently working to bring said sign into compliance.

9. GOOD OF THE ORDER.

1. Planned Absences.

Commissioner Jeffery Sproul will be absent. Commissioner Chris Rule may be absent, but will confirm before the August meeting.

2. Report on Council Meetings.

City Administrator Scott Larson briefed that the City Planner had prepared two documents for Council to review, which included a resolution outlining a proposed Public Participation Plan and an amendment to how the City will accept comprehensive plan amendments during the update process. He stated the Public Participation Plan aims to meet the requirements of the Washington State Growth Management Act (GMA) to ensure the community is well-informed and engaged in the decision-making process. City Administrator Scott Larson briefed the second item prepared was a project memorandum outlining the bills passed by state legislature in 2023 that will impact the City's work on the Comprehensive Plan Update which would mainly be housing policies.

City Administrator Scott Larson briefed the June Council Meetings stating the 6-year TIP was approved, Sign Code 13-7-9B was officially approved and codified, and Public Works has purchased a new dump truck.

3. Agenda Setting.

The Planning Commission requested to add Planning Commission Rules Review to New Business and leave dumpsters and sign code violations under Old Business.

10. ADJOURNMENT.

Commissioner Rule made a motion to adjourn. Seconded by Commissioner Sproul.

Motion passed (3-0).

Chair Cochran adjourned the meeting at 8:09pm.

ATTEST:

Kelly Cochran, Commission Chair

Danielle Charchenko, Planning Commission Secretary

Next Planning Commission Meeting: Monday, August 7th, 2023 7:00pm

City of Orting Staff Report

Planning Commission

City of Orting
ADR 2023-06
Shell Station – Signage

APPLICANT / OWNER

Prince Golen, Owner
Dan Bunker, Business Solutions Center

LOCATION OF PROPOSAL

204 Washington Ave N, WA 98360

DESCRIPTION OF PROPOSAL: The applicant proposes a new signage design 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 regulations in OMC 13-7 “Sign Regulations”.

- The applicant submitted a sign design with the application; the design is attached.
- The sign dimensions are 40’ x 451.6” equaling 125.4 square feet.
- The building frontage is approximately 75’ x 22’ equaling 1,650 square feet. Height measurement calculated from top of eaves, per OMC 13-7-2 Façade definition.
- The sign dimensions are within the 10% allowed in size per OMC.
- The PT Barnum lettering is constructed with flat cut Alupanel – aluminum composite panel, using shadow design utilizing two (2) flat finish colors; black lettering with white shading.
- The LED linear fascia light fixture on existing building will be utilized for sign lighting.
- Applicant notes Business Solutions Center as the Sign Builder and installer.

STAFF RECOMMENDATION: Staff recommends approval of ADR 2023-06.

PREPARED BY: Danielle Charchenko

****PLANNING COMMISSION DECISION – August 7th, 2023****

Kelly Cochran, Planning Commission Chair

Scott Larson, City Administrator

City of Orting Department of Planning & Community Development ARCHITECTURAL DESIGN REVIEW APPLICATION FORM		File No. <u>2023-06</u> App. Type <u>Sign</u> Fee Paid \$ <u>60</u> Date Rec'd <u>4/27/23</u>
Name of Project/Development:		
APPLICANT/CONTACT PERSON		
Name: <u>Prince Golen</u>		
Address: <u>204 Washington Ave N, @</u>		
City: <u>Orting</u>	State: <u>WA</u> Zip: <u>98360</u>	Phone: <u>206-788-7884</u>
DESCRIPTION OF PROPOSED ACTION		
<u>Proposes a new signage design for an existing business</u>		
PROPERTY DESCRIPTION		
Location of subject property: <u>204 Washington Ave N</u>		
Legal Description (attach additional pages as required):		
Tax Parcel No.	1/4 Sec.	Sec.
		Twn.
		R.
Size (ac./sq. ft.)	Comp. Plan designation	Zone
Current Use		
AUTHORIZATION TO FILE: SIGNATURE OF ALL PERSONS WITH AN INTEREST IN THE PROPERTY		
Name		Name
Signature		Signature
Tax No or Lot & Subdivision		Tax No or Lot & Subdivision
<input type="checkbox"/> Owner <input type="checkbox"/> Contract Purchase <input type="checkbox"/> Option Purchaser* Option Expiration Date _____ *Owners signature also required		<input type="checkbox"/> Owner <input type="checkbox"/> Contract Purchase <input type="checkbox"/> Option Purchaser* Option Expiration Date _____ *Owners signature also required
CERTIFICATION		
I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the signatories of the above authorization.		
Signature: <u>Prince Golen</u>		Date: <u>May 5, 2023</u>



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

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

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

Sign Builder: Business Solutions Center **Phone #:** 360-893-5900

Sign Installer: Dan Bunker, BSC **Phone #:** 360-893-5900

- 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: 3'4" x 51'5" = 171.5 SF~~
Updated Dimensions: 40" x 451.6" = 125.4 SF
- C) 1) Provide picture/drawing of lighting type and signage proposed.
See attached Signage Exhibit
- 2) Provide drawing to scale showing the location of proposed lighting in relation to the sign and the structure.
See attached Signage Exhibit

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.) 88'

Building frontage (lineal ft.) 75' x 22' Height measured using eaves.

G) Material used for sign construction Alupanel - Aluminum Composite Panel

H) Size and font of lettering and graphics Font: PT Barnum - See attached

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.


Signature

May 5, 2023
Date

City use only

ADR #: _____

Date Received: _____

Fee Paid: _____

Review Date: _____



CITY OF ORTING

**ARCHITECTURAL DESIGN REVIEW
CRITERIA**

The following criteria will be used by the Planning Commission in its decision making on your proposed project. Please carefully review the criteria, respond to each criterion (if applicable), and describe how your site plans and building elevations meet the criteria. If the space provided for response is insufficient, use extra space on last page or use blank paper to complete response and attach to this form.

1. RELATIONSHIP TO BUILDING SITE

The site shall be planned to accomplish a desirable transition with the streetscape; facilitate pedestrian movement; locate parking areas behind buildings, screen service areas; and be compatible with adjoining building in height and scale.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

2. RELATIONSHIP OF BUILDING AND SITE TO ADJOINING AREA

The site shall be planned to accomplish a harmony in texture, line and mass; and attractive landscape transitions with adjoining areas.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

3. LANDSCAPE AND SITE TREATMENT

The site shall be planned to accomplish the preservation of existing topographic patterns; inviting and stable appearing walks and parking areas; landscaping that enhances architectural features and provide shade. Service yards shall be screened, in

winter and summer, by the use of walls, fencing, planting or a combination of these. Exterior lighting shall be of a design and size compatible with the building's "Turn of the Century/Western-Victorian" theme. Excessive brightness and brilliant colors shall be avoided.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

4. BUILDING DESIGN

The site shall be planned to accomplish the architectural style of "Turn of the Century/Western-Victorian". Evaluation of a project will be based on quality of its design and relationship to the natural setting of the valley and mountain surroundings.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

5. SIGNAGE ✖

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 shall be illuminated by indirect lighting; internally illuminated sign are prohibited. All materials used in 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.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

letters are 40" tall
entire sign is 617.25" Long Updated: 451.6" Long
Sign is 171.5 SQ FT Updated: 125.4 SQ FT
Sign Construction → AluPanel

6. PAINTING

Exterior paint colors shall be planned to reflect the architectural concept of the "Turn of the Century/Western-Victorian" style. All exterior paint colors shall be characteristic of the early 1900's.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

7. LIGHTING *

Exterior lighting shall be planned to reflect the architectural concept of the "Turn of the Century/Western-Victorian" style. All exterior lighting shall be characteristic of the early 1900's in size, material, color, lettering, location, number, and arrangement. All materials used must 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.

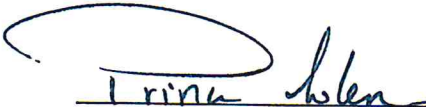
DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:

LED Linear Fascia Light Fixture on existing Building -

8. MISCELLANEOUS STRUCTURES AND STREET FURNITURE

All miscellaneous structures and street furniture shall be planned to reflect the architectural concept of the "Turn of the Century/Western-Victorian" style.

DESCRIBE HOW YOUR PLANS MEET THIS CRITERIA:


Signature

4-13-23
Date

City use only	
ADR #	2023-06
Fee Paid	\$50
Date Received	4/27/23

ORTING LIQUOR & FOOD MART



LIQUOR & FOOD MART



CITY OF ORTING
110 TRAIN ST. SE • P.O. BOX 489
ORTING, WA 98360-0489
(360) 893-2219
Small Town Big View

Receipt Number: **26630**

Fifty-Two and 0/100's Dollars
Received From:
Prince Golen
PO Box 334
Orting, WA 98360

Date	Receipt Number	Amount
5/8/2023	26630	\$52.00

Printed By jcorona	Credit Card	5	\$52.00
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001.345.83.03.00/001.341.43.00.00 - ADR fee + Credit Card fee

DEPARTMENT COPY



PLANNING COMMISSION PROCEDURAL RULES

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Planning Commission Role

Planning Commission is comprised of seven (7) volunteers who live within the city limits and/or own property within the city limits. Planning Commission applicants are selected by the Mayor and approved by Council for four (4) year terms.

The primary charge of the Planning Commission is to make legislative recommendations to the City Council on matters relating to long-range use planning including the Comprehensive Plan updates and amendments, zoning amendments, area-wide rezones, other long range planning including the Shoreline Master Program, the Best Available Science and Critical Areas Ordinance, capital and transportation improvement plans.

The Planning Commission also functions as the Architectural Design Review Board and makes recommendations to Councils on current planning matters including site plans, preliminary plats (subdivisions) and other development applications.

Functions of the Planning Commission

The Planning Commission has three (3) distinct functions:

1. Advisory Body on Legislative Issues: The first function involves preparation and revision of the community's comprehensive plan and local land use regulations, such as the zoning or subdivision code. This role is advisory to the Orting City Council, with the planning commission forwarding a recommended plan, ordinance or code to the governing body for consideration.
2. Quasi-Judicial: The second involves the review of development proposals, such as site plans and subdivisions. The Planning Commission performs this role, providing recommendations to the Orting City Council. The Planning Commission holds Open Record Hearings and provides recommendations to the City Council who then hold Close Record Hearings and render decisions.
3. Administrative: The third involves the review and approval of all Architectural Designs for various types of buildings and signage as it relates to the architectural design code. The Planning Commission reviews and either approves or disapproves submittals. The Planning Commission's administrative decision is subject to appeal to the Orting City Council.
Finally, the City Council may refer to the Planning Commission, for its recommendation and report, any ordinance, resolution, or other proposal relating to any of the matters and subjects referred to in RCW Chapter 35A.63.

Applicable Codes of Ethics and Conduct

Members of the Planning Commission shall fully comply with Chapter 42.23 RCW, Code of Ethics for Municipal Officers, Chapter 42.36 RCW, Appearance of Fairness, and such other rules and regulations as may be adopted from time to time by the City Council regulating the conduct of any person holding appointive office within the City, including but not limited to the City Council's Code of Conduct and City of Orting Policy No. 2017-04 (as may be amended), pertaining to ethical conduct by elected and appointed officials, which are adopted by reference herein.

Commissioner Policies

Absenteeism

If a Commissioner is unable to attend a scheduled meeting, Commissioners are requested to contact the Planning Secretary prior to the meeting. The secretary will announce during the roll call that contact was made. At that time the Commissioners may motion and vote to excuse the absent Commissioner.

Appearance of Fairness/Conflict of Interest

The Commission shall adhere to the applicable requirements of the appearance of fairness doctrine, RCW Chapter 12.36.

Any Commission member having a direct financial or property or indirect familial or other interest in, or who would benefit from any decision by the Commission, shall disclose this interest and shall, if deemed appropriate by the Commissioner, the larger Commission or required by law, refrain from participating or voting on the matter. Any member of the public may also call for the Commission to decide if a Commissioner should recuse themselves from any quasi-judicial or administrative decision. The interest may be a private gain, financial or personal, and it may benefit the member, a relative, a friend, or an employer. Any disqualified member must leave the room when the matter is presented. The minutes shall show that the member left the room.

Vacant Position

Vacant Planning Commission positions are filled by appointment by the Mayor, subject to confirmation by City Council.

The Planning Commission is a seven (7) member board. Five (5) of the members must currently reside within the Orting city limits. The remaining two (2) positions may be filled by non-resident owner(s) of property within Orting city limits. This policy is intended to facilitate the membership of Orting business owners who may reside outside the city's limits.

Election of Officers

Officers of the Commission shall be elected by the Commission from its membership. The two officer positions are the Chair and Vice Chair. All other members are Commissioners at large. Election of officers occurs at a meeting in January of each year.

Chair – The Chair shall preside over the meetings of the Planning Commission and will exercise all powers incidental to the office.

Vice Chair – The Vice chair shall, in the absence of the Chair, perform all duties of the Chair at the regular or special meeting.

Temporary Chair – If both the Chair and Vice Chair are absent from a meeting, the Commission shall, by a majority of those members present, elect a temporary Chair for that meeting.

Removal of Commissioner

In the event that a Commissioner is absent for three (3) consecutive meetings, without advance notice to the Planning Commission's Secretary, the Commission may vote to recommend removal of the Commissioner from Planning Commission. This recommendation will be forwarded to the Mayor.

Members may be removed by the Mayor for inefficiency, neglect of duty or malfeasance in office, after a public hearing, with the approval of the City Council. (Ord. 641, 4-14-1994)

Length of Terms

Terms shall be for a period of four (4) years. (Ord. 641, 4-14-1994)

Temporary Committees

With the approved vote of the Commission, a temporary committee may be established to develop, update or review a portion of the Orting Municipal Code. Said committee will present their findings to the full Commission during a regularly scheduled meeting for review, motion and vote to make a recommendation to the City Council for action. A Temporary Committee will have no more than (3) Commissioners assigned to it.

Communication

Open Public Meeting Act

All Planning Commission meetings are open to the public pursuant to Chapter 42.30 RCW, except for Temporary Committee meetings conducting internal discussions for the sole purpose of providing advice or information to the Planning Commission.

Electronic Mail

All Commission related email correspondence shall be sent to all Commissioners and included as Exhibits in the next public Planning Commission meeting. Commissioners may receive information by email, but may not reply to or discuss issues relevant to the Commission outside of publicly noticed Planning Commission meetings.

Media Representation

No member of the Commission may speak to the media regarding City or Commission business. The Commissioners shall refer the media to the Mayor and City Administrator for comment.

Personal/Slandorous Remarks

Any person making personal, offensive, impertinent or slanderous remarks or who shall become boisterous while addressing the Planning Commission may be requested to leave the meeting and may be barred from further audience participation. Any Planning Commissioner making

personal, offensive, impertinent or slanderous remarks to a member of the audience, city staff member or another Commissioner will be asked to refrain. If the remarks continue he/she may be asked to leave the meeting. See also City Council's Code of Conduct and City of Orting Policy No. 2017-04 (as may be amended), pertaining to ethical conduct by elected and appointed officials, which are adopted by reference herein.

Social Media

See City of Orting Policy No. 2017-06, Social Media Policy (as may be amended), adopted by reference herein.

Meetings

Regular Meeting

The Planning Commission meets on the first Monday of each month, at the Public Safety Building, commencing at 7:00 p.m. unless otherwise noticed.

Special Meeting

The Planning Commission shall meet for special meetings at the call of the Chair or a majority of the Planning Commission.

Agenda

The Planning Commission general order of business is as follows. The order of business may be changed during the meeting by the Chair with the consent of a majority of the Planning Commission members present.

1. Call to order; Pledge of allegiance and Roll Call.
2. Agenda Approval.
3. Public Comments.
4. Approval of Minutes.
5. Architectural Design Review.
6. New Business. (Includes Hearings)
7. Old Business.
8. Good of the Order.
9. Adjourn.

Minutes

The Planning Commission Secretary will prepare minutes of each meeting and hearings that include all pertinent information, motions, decisions made, and actions and votes taken

Public Comments

Public Comments from the audience may be address to the Chairperson on any topic that is not on the agenda and will be limited to 3 minutes per speaker.

Roberts Rules

The Planning Commission may refer to the applicable provision of Roberts Rules of Order for guidance for items not addressed by these Rules and Procedures.

Public Hearings

Order of Operations

The order of operations for public hearings on land development (quasi-judicial and administrative decisions) shall be as follows. All presentation, questions and motions shall be addressed to the Chair of the Commission.

1. The Chair shall declare the Public Hearing open.
2. The Staff shall give a presentation.
3. The Applicant shall give a presentation.
4. The Chair shall seek comments from members of the public.
5. The Planning Commission may ask questions of Staff and the Applicant. The Applicant is given the last word.
6. The Commission Chair will then close the public hearing and the Planning Commission will deliberate.
7. In the case of Administrative decisions, a member of the Commission will move to approve, deny, or approve the land use action with conditions. After a second, the Commission will discuss the Motion and take action. In the case of Quasi-judicial decisions, the Commission will move to recommend approval, denial or approval with conditions to the City Council.
8. Continuance. After closure of the public hearing, the Planning Commission may continue the matter to a specific date by an affirmative vote of a majority of the members present. The Planning Commission may also agree to keep the public hearing open solely for written comments to be submitted by an agreed upon date. However, in no event shall additional oral comments be permitted unless the Commission decides to re-open the public hearing following additional public noticing. Written comments provided after the close of the public hearing shall be forwarded by the Planning Secretary to all parties of record including the Applicant, all members of the Commission, the relevant City staff and any member of the public who attended the hearing, provided written or oral comments at the hearing or prior to the hearing and anyone who requests party of record status.

Written Comments

Any person wishing to comment on an application may do so by submitting his/her written comments to the Planning Secretary prior to the hearing or the Chair during the hearing. These comments will become part of the official record and shall be considered by the Planning Commission in its action.

Oral Comments

The Chair shall permit any person to make a brief oral presentation at the hearing. Comments are limited to three (3) minutes per speaker unless otherwise authorized by the Chair. The speaker shall first give his/her name and address.

Procedural Rules

Quorum

A majority of the membership of the Planning Commission shall constitute a quorum for the transaction of business. A quorum must be in attendance or participating via a conference call or other electronic media before business can be transacted. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Planning Commission shall be deemed taken as the action of the Commission. The commission may adopt such other rules governing its procedures and conduct of business as it deems appropriate.

Motions & Voting

Each member present at a meeting shall cast one vote on each motion. Voting may be by voice call or by roll call. Although it is the duty of every member to vote, a member may abstain. An abstention will not be counted as a “yes” or a “no” vote. The Planning Chair will vote only for two (2) reasons; first, if there is a tie vote among the other Commissioners and when there is only four (4) members (quorum) at the meeting. A quorum of the Commission must be in attendance to vote. Commissioners attending via telephone must be in attendance for the entire meeting in order to be able to vote. .

Commission Secretary

The Mayor shall designate a city staff member to serve as secretary to the Planning Commission. The secretary shall be responsible for taking the minutes of each Commission meeting and for assisting the Commission with other administrative duties as assigned by the presiding member of the Commission.

Public Records

See City of Orting Policy 2017-03, Public Records Request Policy (as may be amended).

All Commissioners will be required to attend training on the Washington State Public Records Act within 90 days of assignment to the commission and then every four (4) years.

Suspension & Amendment of these Rules

The rules of procedure may be suspended or amended at any regular meeting of the Planning Commission by a majority vote of the appointed members.

PASSED by the Planning Commission on the 7th day of January 2019.

Commissioner Jennifer Sargent

Commissioner Dennis Paschke

Commissioner Kelly Cochran

Commissioner Jeff Craig

Commissioner Tyler Daniels

Commissioner Tony Belot

Commissioner Karen Wilson