

## Commissioners

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



## City of Orting Planning Commission Agenda

Monday, March 4<sup>th</sup>, 2024  
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/89914925812?pwd=wbVc2CjCvIvcCadGBFU69TGhx1zpa0.1>

Meeting ID: 899 1492 5812  
Password: 208441

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### 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](mailto: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 February 5<sup>th</sup>, 2024 meeting correct and accurate?

### 5. ARCHITECTURAL DESIGN REVIEW

A. ADR 2023-05 – Tugboat Willy’s – Stationary Vendor

### 6. NEW BUSINESS

A. Open Public Meetings Act & Public Records Act Training

### 7. OLD BUSINESS

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

### 8. GOOD OF THE ORDER

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

### 9. ADJOURN

**NEXT PLANNING COMMISSION MEETING: Monday, April 1<sup>st</sup>, 2024**

## **Commissioners**

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



**ORTING PLANNING COMMISSION**  
Planning Commission Meeting Minutes  
104 Bridge Street S, Orting, WA  
Zoom – Virtual  
February 5<sup>th</sup>, 2024  
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. Co-Chair Craig led the pledge of allegiance.

**Commissioners present:** Chair Kelly Cochran, Co-Chair Jeff Craig, Commissioners Erika Bartholomew, Dan Swanson and Joe Pestinger.

**Absent:** Commissioners Chris Rule.

**Staff present:** City Administrator Scott Larson, Planning Commission Secretary Danielle Charchenko, and City Planner MillieAnne VanDevender, AHBL.

### **2. AGENDA APPROVAL.**

*Co-Chair Craig made a motion to approve the agenda as prepared. Seconded by Commissioner Bartholomew.*

*Motion passed (4-0).*

### **3. PUBLIC COMMENTS.**

No public comments were made.

### **4. APPROVAL OF MINUTES**

*Co-Chair Craig made a motion to approve the January 4<sup>th</sup>, 2024 minutes as presented. Seconded by Commissioner Pestinger.*

*Motion passed (4-0).*

### **6. ARCHITECTURAL DESIGN REVIEW**

#### **A. ADR 2024-03 – AT&T – Signage**

Planning Commission Secretary Danielle Charchenko read the staff report for ADR 2024-03 and stated that recommendation was approval as presented.

Planning Commission discussion followed.

*Co-Chair Craig made a motion to approve ADR 2024-03 as presented. Seconded by Commissioner Swanson.*

*Motion passed (4-0).*

*Next Planning Commission Meeting: Monday, February 5<sup>th</sup>, 7:00pm*

## **7. NEW BUSINESS.**

### **A. Public Hearing – SEPA Amendments**

Chair Cochran laid out the rules for the public hearing.

Chair Cochran opened the public hearing at 7:05pm.

City Planner MillieAnne VanDevender gave a presentation to brief the proposed SEPA amendments. She stated the proposed changes are to OMC 10-16 and OMC 15-14 regarding local administration of the State Environmental Protection Act (SEPA). She stated the chapter was last updated in 2003 and since then there have been numerous changes to state law that have outdated the local code. The proposed changes are for the following project types; residential, agricultural structures, commercial parking facilities, parking lots, and fill or excavation.

Planning Commission discussion followed.

Chair Cochran closed the public hearing at 7:39pm.

***Co-Chair Craig made a motion that fill and excavation remains at a 500 cubic yards threshold. Seconded by Commissioner Swanson.***

***Motion passed (4-0).***

***Co-Chair Craig made a motion to forward a recommendation of approval on the draft ordinance and code amendments for OMC 10-16 as proposed. Seconded by Commissioner Swanson.***

***Motion passed (4-0).***

***Co-Chair Craig made a motion to forward a recommendation of approval on the draft ordinance and code amendments for OMC 15-14 as proposed with the condition that fill and excavation thresholds remain at 500 cubic yards. Seconded by Commissioner Swanson.***

***Motion passed (4-0).***

## **8. OLD BUSINESS.**

### **A. Dumpster Violations**

City Administrator Scott Larson stated the City has hired a new Code Enforcement Officer. He stated the Code Enforcement Officer is currently being brought up to speed on dumpster and sign violations.

### **B. Sign Code Violations**

Chair Cochran asked for a status update on 130 Corrin Ave NW. City Administrator Scott Larson stated the City is currently addressing building code violations with the business. Co-Chair Craig stated The Wellness Shop has business signage posted that needs an ADR review. Chair Cochran asked for a status update on Tugboat Willy's plan submission. City Administrator Scott Larson stated Tugboat Willy's is working through the process with the Code Enforcement Officer. Co-Chair Craig stated Los Pinos lights are currently in compliance and will need to remain in a non-moving/flashing state.

## **9. GOOD OF THE ORDER.**

### **1. Planned Absences.**

None.

**2. Report on Council Meetings.**

City Administrator Scott Larson gave an update for replacing the manual readerboard. He stated the City is negotiating a lease with Pierce County for the readerboard sign property. He stated Council is also working on renegotiating a franchise agreement with Murrey’s Disposal. He asked that the Planning Commission submit any general garbage or dumpster concerns that they may have. City Administrator Scott Larson stated that Council has approved the Mayor to sign a contract for the right-of-way phase for the Kansas Street reconstruction project and construction for the project is expected to begin in fall or winter of this year.

**3. Agenda Setting.**

The Planning Commission requested to leave Tugboat Willy’s under Architectural Design Review and dumpsters and sign code violations under Old Business.

**10. ADJOURNMENT.**

*Co-Chair Craig made a motion to adjourn. Seconded by Commissioner Pestinger.*

*Motion passed (4-0).*

Chair Cochran adjourned the meeting at 8:09pm.

**ATTEST:**

\_\_\_\_\_  
Kelly Cochran, Commission Chair

\_\_\_\_\_  
Danielle Charchenko, Planning Commission Secretary

# City of Orting Staff Report

## Planning Commission

### Tugboat Willy's ADR 2023-05 Stationary Food Vendor

**APPLICANT / OWNER:**

Willy Halbert, Stationary Vendor  
Chad Woehrle, Texaco Owner

**LOCATION OF PROPOSAL:**

221 Washington Ave N, Orting, WA 98360

**DESCRIPTION OF PROPOSAL:** The applicant is proposing to place a stationary food vending unit in the Texaco parking lot.

**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 13-6-7 "Architectural Design Review".

- The applicant submitted an ADR application and ADR Criteria form for a Stationary Food Vendor Unit.
- The stationary food vending unit will be located on the south side of the Texaco building and will utilize the existing drive-thru dedicated to the building.
- The stationary vending unit is 22" x 7" 2'.
- The stationary food vending unit will use the existing LED lighting on the Texaco building and LED rope lights installed along the top and bottom of the vending unit.
- The trim around the enclosure and windows will be constructed with 1" x 4" cedar trim, painted stagecoach red.
- A lattice trim, painted stagecoach red, will be placed around the base of the vending unit.
- Texaco's freestanding sign square footage does not allow for additional signage.
- The City has been notified that the Tacoma Pierce County Health Department has issued a compliance order to remove the shed from the vending unit by 03/20/2024.

**STAFF RECOMMENDATION:** Staff does not recommend approval until architectural design themes are received and reviewed.

**PREPARED BY:** Danielle Charchenko

**\*\*PLANNING COMMISSION DECISION – March 4<sup>th</sup>, 2024\*\***

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Kelly Cochran, Planning Commission Chair

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Scott Larson, City Administrator

**City of Orting**  
 Department of Planning & Community Development  
 ARCHITECTURAL DESIGN REVIEW APPLICATION FORM

File No. 2023-05  
 App. Type Stationary vendor  
 Fee Paid \$ 250  
 Date Rec'd 4/17/23

Name of Project/Development:

**APPLICANT/CONTACT PERSON**

Name: Willy HALBERT  
 Address: 221 WASHINGTON AVE N  
 City: Orting State: WA Zip: 98360

Phone: 253-686-2842

**DESCRIPTION OF PROPOSED ACTION**

**PROPERTY DESCRIPTION**

Location of subject property:

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 Orting TEXACO

**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: Willy Halbert

Date: 4-17-23

**City of Orting**  
 Department of Planning & Community Development  
 ARCHITECTURAL DESIGN REVIEW APPLICATION FORM

File No. \_\_\_\_\_  
 App. Type \_\_\_\_\_  
 Fee Paid \$ \_\_\_\_\_  
 Date Rec'd \_\_\_\_\_

Name of Project/Development:

**APPLICANT/CONTACT PERSON**

Name:

Address:

City:

State:

Zip:

Phone:

**DESCRIPTION OF PROPOSED ACTION**

**PROPERTY DESCRIPTION**

Location of subject property: 221 WASHINGTON AVE N. 98360

Legal Description (attach additional pages as required):

Tax Parcel No. <sup>7001940010</sup> V 1/4 Sec. Sec. 29 Twn. 19 R. 05

Size (ac./sq. ft.) \_\_\_\_\_ Comp. Plan designation \_\_\_\_\_ Zone COMMERCIAL

Current Use GAS STATION & CONVENIENCE STORE

**AUTHORIZATION TO FILE:  
 SIGNATURE OF ALL PERSONS WITH AN INTEREST IN THE PROPERTY**

Name CHAD WOENGLER

Name

Signature *[Handwritten Signature]*

Signature

Tax No or Lot & Subdivision

Tax No or Lot & Subdivision

Owner \_\_\_\_\_ Contract Purchase  
 Option Purchaser\*

\_\_\_\_\_ Owner \_\_\_\_\_ Contract Purchase  
 \_\_\_\_\_ Option Purchaser\*

Option Expiration Date \_\_\_\_\_

Option Expiration Date \_\_\_\_\_

\*Owners signature also required

\*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:

*[Handwritten Signature]*

Date: 4/17/23



**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:

EXISTING DRIVE THRU NO PARKING NEEDED

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**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:

FOOD TRUCK OUT EXIT OF EXISTING DRIVE THRU  
THAT ALLOWS FOR CARS TO STOP GET AROUND  
THE BUILDING

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**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:

Very little outside lighting what is  
There is the same as other building  
in town  
All lighting is L.E.D.

#### 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:

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#### 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:

None of my signs are lit

#### 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:

White

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:

All lights are L.E.D. THE TRUCK HAS A LAND I STICKER ON IT. MY LIGHTING IS THE SAME AS ANOTHER COFFEE SHOP IN TOWN.

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:

I would like to put in a bike rack and picnic table. Is this possible?

Wm Hallot  
Signature

4-17-23  
Date

City use only	
ADR #	_____
Fee Paid	_____
Date Received	_____

Adult temp=150 Childs temp=120

Flavors= 12 oz: 2-3 pumps 16oz: 3-4 pumps 20oz: 4-5 pumps

Shots= 12 oz: 1 shot 16 oz: 2 shots 20 oz: 2 shots

Americano= Shots, Hot water-leave 1in room in HOT drinks.

- 12oz: 2 shots

- 16oz: 3 shots

- 20oz: 4 shots

Americano ICED= Shots, ice, cream (optional)

-1 shot water into craft

- shots into craft

- ice in cup, pour over ice

Caramel Macchiato= Shots, Milk, Flavor

\*12 oz= -2 pumps Vanilla syrup  
-1 pump Caramel sauce

16 oz= -3 pumps vanilla syrup  
-1.5 pump caramel sauce

\*16 oz & 20 oz ICED= Syrup & sauce in cup, shots, stir, milk, ice in cup, caramel drizzle, top off with milk.

Mocha= Sauce, Syrup in cup, Steam milk, shots in cup, stir, milk.

\* 12oz: -1/2 pump vanilla

-1 pump chocolate

\* 16 oz: -1 pump vanilla

-1.5 pump chocolate

White Chocolate Mocha= Powder in cup, steam milk,shots in cup, stir well, milk.

\* 12 oz: -1 tbsp powder

\* 16 oz- 2 tbsp powder

\*16 oz & 20 oz ICED= Powder in cup, shots, stir well, milk, ice.

Latte= Shots, milk, flavor (optional)

White Chocolate Americano= Shots, WC powder, Water

\*12 oz:-1 tbsp powder

-2 shots -Hot water

\*16 oz- 2 tbsp powder

-3 shots -hot water



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

Receipt Number: **26503**

Two Hundred Fifty and 0/100's Dollars  
Received From:

Willy Halbert  
221 Washington Ave N  
Orting, WA 98360

Date	Receipt Number	Amount
4/17/2023	26503	\$250.00

Printed By	Debit	4	\$250.00
DCharchenko			

001.345.83.03.00 - ADR Fee - Willy Halbert - 04.17.2023

DEPARTMENT COPY



City of Orting

104 Bridge St. S., PO BOX 489, ORTING WA 98360

Phone: (360) 893-2219 - FAX: (360) 893-6809

)893-9002 • FAX: (360)893-6809 www.cityoforting.org

Mobile Vendor	\$250
Stationary Mobile Vendor	\$250

BUSINESS LICENSE APPLICATION  
MOBILE/ITINERANT/STATIONARY MOBILE VENDORS  
LICENSE YEAR: 2024

Please check all boxes that apply:

New Business  Existing Business/New Owner  Change in Business Location  License Renewal

Mobile vendor

Stationary mobile vendor: Location of mobile station: 221 Washington Ave. N.

Business is located inside city limits  Business is located outside city limits  Home Occupation

BUSINESS INFORMATION		
Legal Business Name: <u>Tugboat Willys</u>	WA State UBI #: <u>604613875</u>	
Doing Business As:	Federal Tax ID #: <u>85-1118670</u>	
Professional License#:	Expiration:	Type of Professional Lic:
Pierce County Health Department License: # <u>FA0028296</u>		

Business Mailing Address: <u>27920 146<sup>th</sup> Ave E</u>		
City: <u>Graham</u>	State: <u>WA</u>	Zip Code: <u>98338</u>
Phone: <u>(253) 686-2842</u>		Fax: ( )

Business Location Address: <u>221 Washington Ave N</u>		
City: <u>Orting</u>	State: <u>WA</u>	Zip Code: <u>98360</u>
Phone: <u>(360) 893-1510</u>		Fax: ( )
Vehicle Identification Number:		

BUSINESS OWNERSHIP		
Emergency Contact/Owner Name: <u>Willy Halbert</u>	Phone: <u>(253) 686-2842</u>	
Mailing Address: <u>27920 146<sup>th</sup> Ave E</u>		
City: <u>Graham</u>	State: <u>WA</u>	Zip Code: <u>98338</u>
E-mail: <u>tugboatwillys@yahoo.com</u>		Fax: ( )

## DESCRIPTION OF BUSINESS

**TYPE OF BUSINESS:** Please select all that apply:

Construction    Food Service    Light Industrial    Medical    Personal Services    Professional Services  
Real Estate    Retail Sales    Wholesale    Mobile Vendor    Stationary Mobile Vendor  
Other: \_\_\_\_\_

Nature of your business: Food truck, Breakfast, Burgers, Fish n Chips

Total # of Employees, Managers & Owners: 3

## BUSINESS OWNER'S INFORMATION

Applicants Full Name: William C Halbert

Known By / Prior Names: Willy Halbert

Date of birth: 09/27/1960      Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Home Address: 27920 146<sup>th</sup> Ave E

City: Graham      State: WA      Zip Code: 98338

Mailing Address: same as home address

City: \_\_\_\_\_      State: \_\_\_\_\_      Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_      Email: \_\_\_\_\_

## BACKGROUND INFORMATION

Within the ten year period prior to the date of the application, has the applicant been convicted of a violation of a felony under the laws of this state or any other state or federal law of the United States?  NO     YES

If YES, state nature and circumstances of offense: \_\_\_\_\_  
\_\_\_\_\_

Within the five year period prior to the date of the application, has the applicant been convicted of a violation of a misdemeanor or gross misdemeanor under the laws of this state or any other state or federal law of the United States?  NO     YES

If YES, state nature and circumstances of offense: \_\_\_\_\_  
\_\_\_\_\_

**OTHER DATA:**

1) Do you buy and/or sell used goods? YES  NO

2) Is there gambling activity? YES  NO

If YES, List State License # \_\_\_\_\_

3) Is there a charge for admission? YES  NO

4) Is liquor served? YES  NO

If YES, List State License # \_\_\_\_\_

5) Is there dancing or live entertainment? YES  NO

6) Is there music? YES  NO

**CERTIFICATE OF LIABILITY INSURANCE**

Furnish to the City proof that the mobile/itinerant/stationary vendor business is carrying the following minimum amounts of insurance: (1) general comprehensive liability insurance in an amount of not less than \$500,000 for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident; and (2) property damage insurance in an amount of not less than \$25,000 for damages on account of any one accident or occurrence.

**ARCHITECTURAL DESIGN REVIEW BY THE CITY PLANNING COMMISSION**

**(stationary mobile vendors only)**

Provide a letter of approval from the City of Orting Planning Commission for architectural design review.

**A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THE APPLICATION**

I hereby declare under penalty of perjury, that the statements furnished by me on this application, including any accompanying information, are true, correct and complete. I hereby declare that I have been provided with a copy of Orting Municipal Code (OMC) Chapter 3-2-25. I also hereby authorize the City of Orting or an independent investigating agency to conduct a background investigation, as described and required by OMC Chapter 3-2-25.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Attested by (City Official): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**Applications must be completed in full and returned with the applicable non-refundable application fee.** Incomplete applications will not be processed. A new license is required if a business changes location or ownership. Please notify the City of Orting if the business closes. The City's acceptance of your application and fee does not constitute approval or authorization to conduct business. Other permits and/or licenses may be required.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hiscox Inc. 520 Madison Avenue 32nd Floor New York, New York 10022	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (888) 202-3007		<b>FAX (A/C. No.):</b>
	<b>E-MAIL ADDRESS:</b> contact@hiscox.com		<b>INSURER(S) AFFORDING COVERAGE</b>
<b>INSURED</b> Tugboat Willy's Fish and Chips 27920 146th Ave E Graham, WA 98338	<b>INSURER A:</b> Hiscox Insurance Company Inc		<b>NAIC #</b> 10200
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	P100.366.362.3	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/12/2022

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<b>PRODUCER</b> Hiscox Inc. 520 Madison Avenue 32nd Floor New York, New York 10022	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (888) 202-3007		FAX (A/C, No):
	E-MAIL ADDRESS: contact@hiscox.com		
<b>INSURED</b> Tugboat Willy's Fish and Chips 27920 146th Ave E Graham, WA 98338	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Hiscox Insurance Company Inc		10200
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	P100.366.362.2	07/01/2022	07/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Brisco, Inc.  
 221 Washington Ave. N.  
 Orting, WA 98360

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City of Orting  
 PO Box 489  
 Orting, WA 98360

Assurer's Rec - CK/Cash

2024-TRCK-1183

Receipt #: 2024-TRCK-1183 For: Business License for Tugboat Willy's  
 Receipt Date: 02/21/2024  
 Received By: Danielle Charchenko  
 Received From: Halburt, Willy Account: 2210

Fund	BARS	Description	Amount
001.000.000	321 99 00 000	Licenses - Business & Permits	250.00

**RECEIPT TOTAL 250.00**  
 CHECK 1149 250.00  
 CASH  
 CC/EFT  
 CHANGE

← 7' 2" →

Food  
Truck

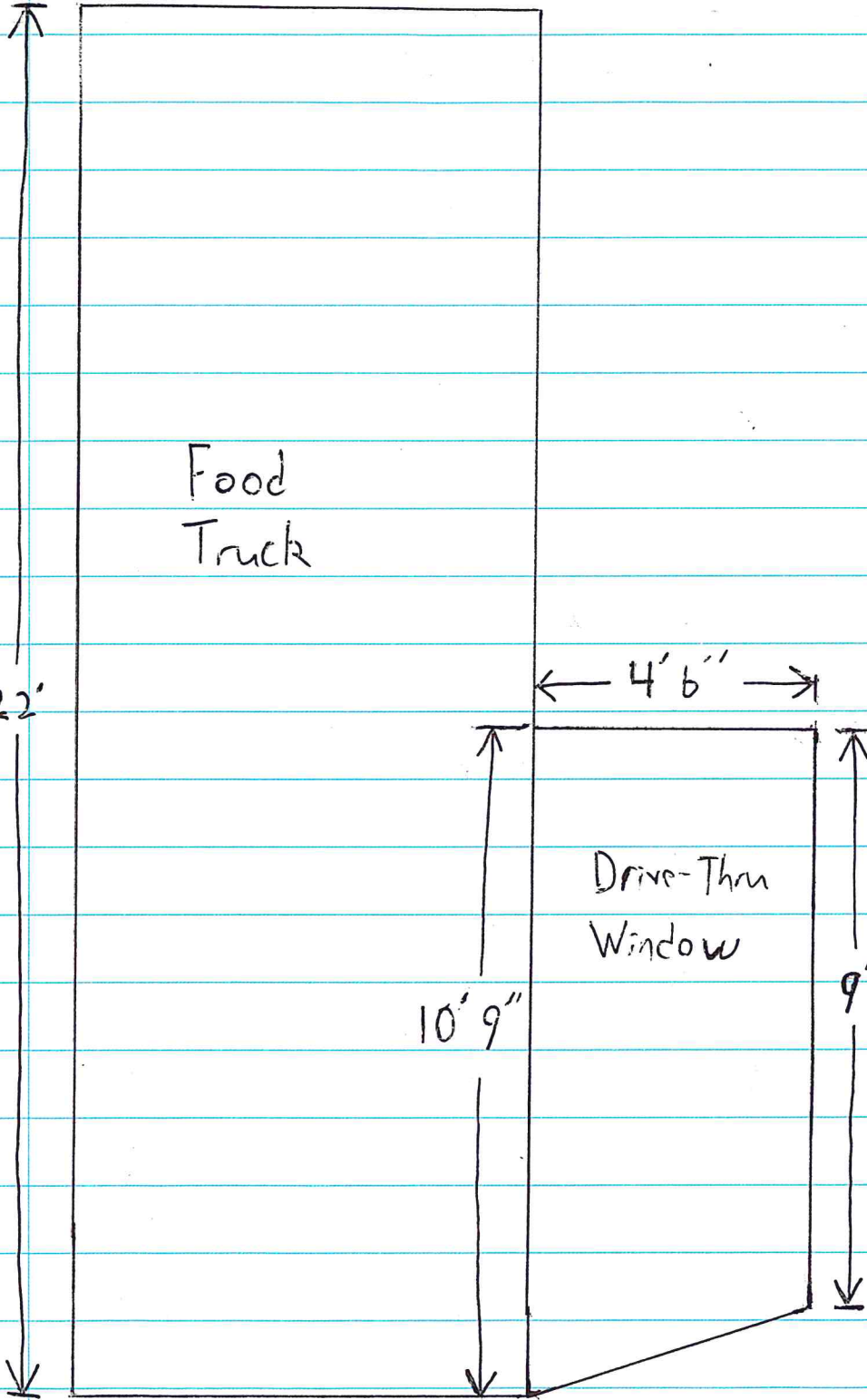
22'

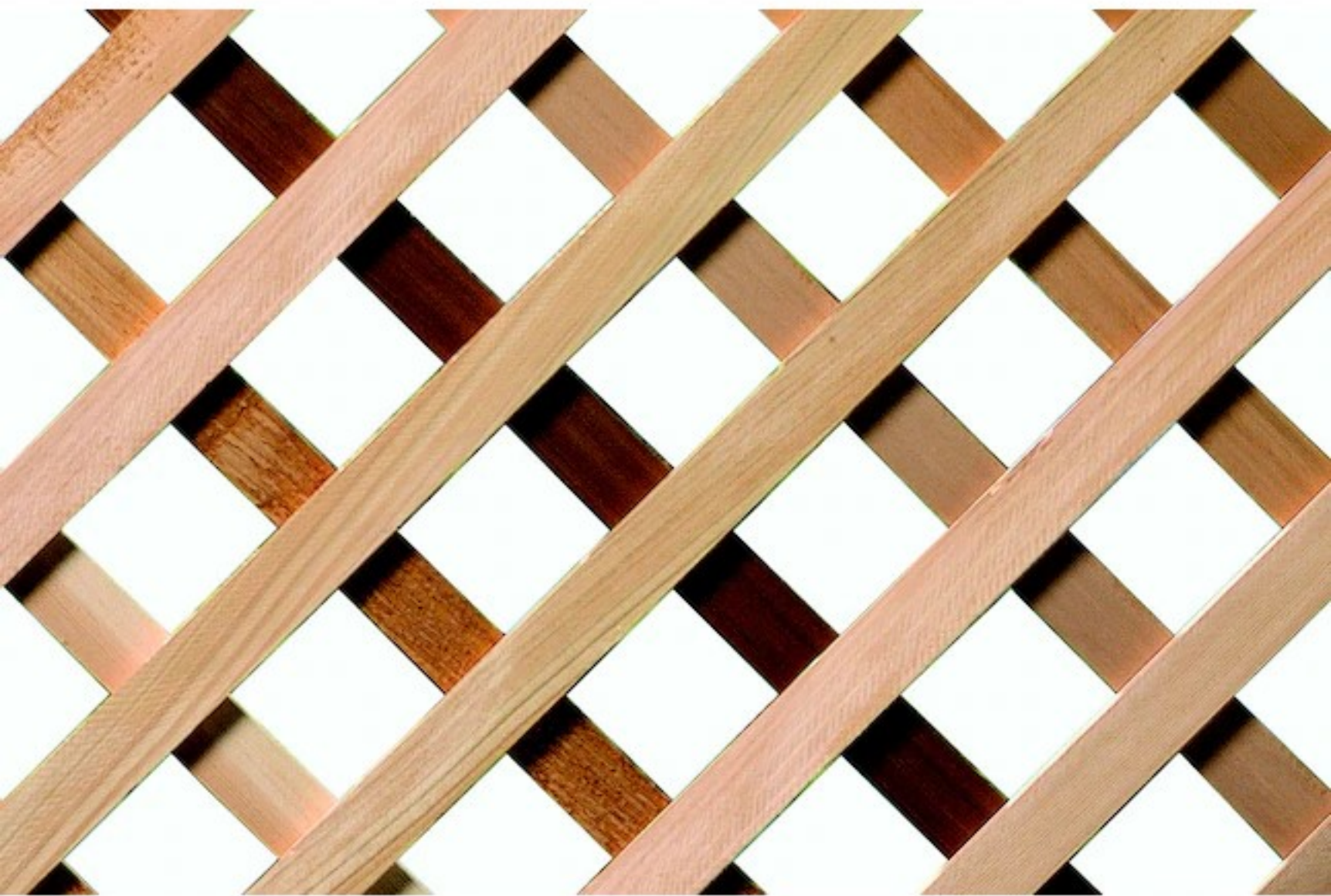
← 4' 6" →

Drive-Thru  
Window

10' 9"

9' 2"





Close 



1 in. x 4 in. x 8 ft. Cedar Board  
by **Unbranded**

Related Videos & 360° View



Product Images



Hover Image to Zoom



with  
**TECHRON**

**Gasoline**

**Self Serve**

**Cash/Texaco Card**

**Credit/Debit**

Unleaded **489**<sup>9</sup>/<sub>10</sub> **499**<sup>9</sup>/<sub>10</sub>

Diesel **485**<sup>9</sup>/<sub>10</sub> **495**<sup>9</sup>/<sub>10</sub>



**TUGBOAT WILLY'S  
AMERICAN FOOD**

## Open Public Meetings Act Basics

This page provides a general overview of the Washington State Open Public Meetings Act (OPMA) as applied to local government agencies, including checklists and tips created in collaboration with the State Auditor's Office [Center for Government Innovation](#).

It is part of MRSC's series on the [Open Public Meetings Act](#).

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### Overview

The Washington Open Public Meetings Act (OPMA), codified in [chapter 42.30 RCW](#), requires that all meetings of governing bodies of public agencies, including cities, counties, and special purpose districts, be open to the public.

The OPMA contains specific provisions regarding regular and special meetings, executive sessions, the types of notice that must be given for meetings, the conduct of meetings, and the penalties and remedies for violations.

---

### What Is a "Meeting"?

A "meeting" under the OPMA occurs when a quorum (majority) of a city council, board of county commissioners, or other governing body (including certain kinds of committees) gathers with the collective intent of transacting the governing body's business. In order to be valid, ordinances, resolutions, rules, regulations, orders, and directives must be adopted at meetings conducted in compliance with the OPMA.

Meetings do not have to be in person to be subject to the OPMA. Meetings can occur by telephone, email, or other [electronic media](#).

---

### Who Is Required to Comply?

The following local government bodies are required to comply with the OPMA:

- **Governing bodies of public agencies:** city and town councils, boards of county commissioners or county councils, or special purpose district boards of commissioners.
  - **Governing bodies of subagencies,** including planning commissions, library boards, parks boards, and civil service commissions.
  - **Certain committees of governing bodies** that act on behalf of (exercise actual or de facto decision-making authority for) the governing body, conduct hearings, or take testimony or public comment.
- 

### Penalties for Noncompliance

Any action taken at a meeting held in violation of the OPMA is **null and void**. See [RCW 42.30.060\(1\)](#).



Any member of a governing body who attends a meeting knowing that it violates the OPMA is subject to a potential **personal liability** of \$500 for the first violation and \$1,000 for a subsequent one. See [RCW 42.30.120\(1\)\(2\)](#).

Any person who prevails against an agency in any action in the courts for a violation of the OPMA will be awarded all costs, including **attorney fees**, incurred in connection with such legal action. See [RCW 42.30.120\(2\)](#).

---

## Training Requirements

All members of governing bodies must complete OPMA training within **90 days** of taking the oath of office or assuming duties ([RCW 42.30.205](#)). A refresher OPMA training is also required **every four years**. For more information, see the Washington State Attorney General's webpage on [Open Government Training](#).

MRSC and the Association of Washington Cities (AWC) have created an [OPMA online course](#) to help mayors and councilmembers fulfill these training requirements.

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## Basic Procedural Requirements for All Meetings

The OPMA establishes some basic procedural requirements that apply to all meetings, whether they are regular or special meetings.



**Agency Obligations: A Starting Point.** Use these practice tips to guide your agency's OPMA compliance. *Updated to reflect legislative changes as of June 2023.*

[Download in PDF](#)

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## Notice Requirements for Regular and Special Meetings

To ensure that agency deliberations and other actions are conducted and taken openly, agencies are required under the OPMA to provide sufficient public notice of meetings of their governing bodies.



**Notice Requirements.** Use these practice tips as a starting guide for OPMA notice requirements for both regular and special meetings. *Updated to reflect legislative changes as of June 2023.*

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**Notification Checklist for Special Meetings**

Use the following notification checklist to ensure that your agency provides the required notice for special meetings. This checklist was revised to reflect legislative changes as of June 2023.

- [Special Meeting Notification Checklist \(Updated June 2023\)](#)

**Examples**

- [Clark County County Council Special Meeting Notice \(2023\)](#) – Provides notice of a special meeting with a state agency, identifying the topic to be discussed and providing information on how the public can participate either in person or remotely.
- [Covington City Council Notice of Special Meeting \(2023\)](#) – Identifies commission interviews as the topic to be discussed during a special meeting, provides information on how the public can attend in-person, telephonically, or virtually.
- [Mount Vernon City Council Notice of Special Meeting \(2023\)](#) – Identifies ARPA funding as the topic to be discussed during the special meeting and includes a brief staff report and a copy of the resolution being proposed for approval. Also notes that copies of the notice were provided to named councilmembers and named media outlets.

Meeting agendas must be posted on most agency websites no later than 24 hours in advance of all regular and special meetings ([RCW 42.30.077](#) and [RCW 42.30.080](#)). But, who drafts the agenda? And, can it be modified after it's posted online? If so, how does an agency accomplish this modification? Use the below practice tips for guidance on these questions.



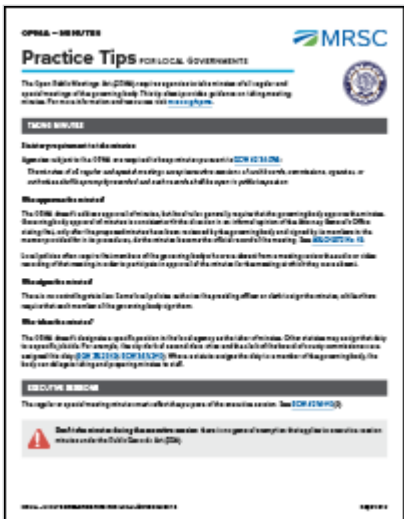
**Developing and Modifying Agendas.**

Use these practice tips as a starting guide for agenda development and modification for both regular and special meetings. *Published June 2023.*

[Download in PDF](#)

**Minutes**

Minutes must be taken at all regular and special meetings. See [RCW 42.30.035](#).



**Minutes.** Use these practice tips to review legal and practical tips for taking minutes of special and regular meetings. *Published June 2023.*

[Download in PDF](#)

**Executive Sessions**

Members of a governing body may also meet in executive session during an open public meeting, but only for one of the reasons specified in and in

accordance with the procedures identified in [RCW 42.30.110](#). For further information on executive sessions, see:

- [Executive Session Basics](#) – Provides a general overview of executive sessions as allowed by the Washington State Open Public Meetings Act (OPMA), including a procedural requirements checklist with practice tips, as well as an executive session script template.
- [Executive Session FAQs](#) – Browse answers to frequently asked questions regarding holding executive sessions as allowed by the Open Public Meetings Act (OPMA).

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## Electronic Communications

Electronic communications by members of a local government’s governing body can implicate the OPMA.



**Electronic Communications Practice Tips.** Use these practice tips to guide your agency’s OPMA compliance in the context of electronic communications. *Updated to reflect legislative changes as of June 2023.*

[Download in PDF](#)

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## Recommended Resources

### MRSC

- [Open Public Meetings Act publication](#) – This downloadable publication offers a detailed look at the OPMA, including who is subject to the OPMA, procedural requirements, executive sessions, exemptions, penalties, and more.
- [Public Hearings](#) – Provides an overview of the legal requirements for conducting public hearings in Washington State and describes the basic procedures that should be followed for a proper public hearing.

## Washington State Office of the Attorney General

- [Open Government Resource Manual](#) (2016) – This online manual was last updated in 2016, but it provides a good overview of the OPMA's general legal requirements.
- [OPMA Guidance on Frequently Asked Questions About Processes to Fill Vacant Positions by Public Agency Governing Boards](#) (2016) – This guidance is intended to assist public agency governing bodies in complying with the OPMA when filling vacant positions in their agencies.

Last Modified: February 23, 2024

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## Public Records Act Basics

This page provides a general overview of the Public Records Act (PRA) for state and local government agencies in Washington State, including what records are public, what records are exempt, and basic procedural requirements.

It is part of MRSC's series on the [Public Records Act](#).

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[What Records Are Exempt?](#)

[Basic Procedural Requirements](#)

[Tracking Records Requests](#)

[Examples of PRA Policies](#)

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### Overview

The Public Records Act (PRA) requires that all public records maintained by state and local agencies be made available to all members of the public, with very narrow statutory exemptions.

[Chapter 42.56 RCW](#) provides the statutory framework for disclosure of public records, while the Washington State Attorney General's [Model Rules on Public Disclosure \(chapter 44-14 WAC\)](#) provide practical, non-binding, advisory guidance on many issues that may not be clear in the language of the PRA itself.

State and local government agencies are required by [chapter 40.14 RCW](#) to retain records for different lengths of time depending on the content, function, and purpose of the record. The [State Agencies Records Retention Schedules](#) and [Local Government Records Retention Schedules](#), approved by the state and local records committees and published by the Washington State Archives (a division of the Office of the Secretary of State), establish the time frames for records retention, archiving and destruction.

Individual agencies do have the option of requesting the state or local records committee approve an agency-specific records retention schedule.

If a public records request is made at a time when the record exists but is scheduled for destruction in the near future pursuant to the records retention schedule, the agency cannot destroy or delete the record until the records request is resolved ([RCW 42.56.100](#)).

Criminal penalties can be assessed for the intentional destruction of public records ([RCW 40.16.010](#) and [40.16.020](#)).

---

## What Records Are Public?

A public record is defined in [RCW 42.56.010\(3\)](#) as any writing that is prepared, owned, used, or retained by any state or local government agency, and which contains information that relates to the conduct of government, or the performance of any governmental or proprietary function.

The term “writing” is broadly defined to include not only traditional written records, but also photos, maps, videos, voicemails, webpage and social media content, emails, text messages and tweets ([RCW 42.56.010\(4\)](#)).

The state Attorney General’s Office has produced a helpful flowchart: [When is a “Writing” a “Public Record” under the Public Records Act?](#)

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## What Records Are Exempt?

Public Records Act exemptions are found in [RCW 42.56.230-475](#). Numerous other exemptions and disclosure prohibitions are sprinkled throughout other state and federal statutes.

For a comprehensive list of exemptions, see [Appendix C of MRSC’s PRA publication](#). The Code Reviser’s Office also annually publishes a list of exemptions contained in the RCW, which can be accessed on the Attorney General’s [Sunshine Committee](#) webpage.

Statutory exemptions must be narrowly applied and (in addition to prohibitions) provide the only basis for withholding public records. Agencies cannot withhold records based on an assertion that release of the records will cause embarrassment to an agency official or employee, and, as a general matter, cannot withhold records based solely upon the identity of the requester ([RCW 42.56.080](#) and [42.56.550\(3\)](#)).

For further guidance on exemptions and a quick summary of the exemptions most frequently encountered by local government agencies, see MRSC's page on [Exemptions and Prohibitions for Local Government Records](#).

### Basic Procedural Requirements

The PRA identifies basic first steps all agencies must take in establishing their PRA program.



### PRA - Agency Obligations: a Starting Point

MRSC has developed a concise checklist detailing the basic PRA procedural requirements. Use this checklist as a starting point for creating an agency's PRA program. *Updated March 2021.*

[Download in PDF](#)

Below is a list of the basic requirements provided in the checklist above, with some additional details.

#### Step 1: Identify the Agency's Public Records Officer (PRO)

Identifying the PRO is critical for the ease and efficiency of receiving and processing PRA requests. The PRO is responsible for overseeing the agency's PRA compliance. The PRO's contact information must be visibly posted on the agency website, relevant publications, and at the agency's place of business.

#### Step 2: Adopt an Agency PRA Policy

The PRA requires state and local government agencies adopt an agency-specific PRA policy; that policy must facilitate public access to public records,



while at same time “prevent interference with other essential functions of the agency” ([RCW 42.56.100](#) and [42.56.040](#)).

For examples of how some jurisdictions have approached meeting this requirement, see the Examples section at the bottom of this page.

**Step 3: Publish and Maintain a List of Exemptions Outside the PRA**

Each agency is obligated to “publish and maintain a current list containing every law, other than those listed [in the PRA] that the agency believes exempts or prohibits disclosure of specific information or records of the agency” ([RCW 42.56.070\(2\)](#)).

Some agencies, like Prosser ([Municipal Code Sec. 1.30.060](#)) and Port of Kingston ([PR Policy Appendix A](#)), publish their own list; others, like Issaquah ([Municipal Code Sec. 1.28.090](#)), adopt by reference MRSC’s list of exemptions found in [Appendix C of MRSC's PRA publication](#). The Code Reviser’s Office also annually publishes a list of exemptions contained in the RCW, which can be accessed on the Attorney General’s [Sunshine Committee](#) webpage.

**Step 4: Maintain an Index**

Although one of the basic PRA requirements is to maintain a public records index, [RCW 42.56.070\(4\)](#) establishes that agencies do not have to maintain an index of public records, if it is unduly burdensome to do so. Instead, agencies may adopt a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with their operations. For example, see [Port Townsend Municipal Code Sec. 2.76.050](#) and [Spokane's executive order \(2008\)](#).

**Step 5: Adopt a PRA Fee Schedule**

An agency must publish the fees it charges for copying public records; agencies may charge actual copying costs supported by a statement of factors or can charge the PRA’s default charges if calculating actual costs is unduly burdensome. For a more in-depth review of this topic, see our webpage [Copying Charges for Public Records](#).

**Step 6: Provide for a Review Procedure for Denials**

An internal agency review procedure must be available to any person who objects to the agency’s denial of a records request ([RCW 42.56.520\(4\)](#)). The petitioner must provide their objection in writing and reasonably identify the agency’s denial so the agency can adequately respond.

## **Step 7: Ensure All Members of Governing Bodies and Public Records Officers Complete PRA Training**

PRA training for all members of governing bodies and public records officers must be completed **within 90 days** of taking the oath of office or assuming duties. A refresher PRA training is also required every four years ([RCW 42.56.150](#) and [42.56.152](#)). For more information, see the Washington State Attorney General's webpage on [Open Government Training](#).

### **Training for Mayors and Councilmembers**

MRSC and the Association of Washington Cities (AWC) have created a [Public Records online course](#) to help mayors and councilmembers fulfill these training requirements.

### **Additional Training Requirement for Public Record Officers**

PRA and records retention training for public record officers must include training on retention, production, and disclosure of electronic documents, including updating and improving technology information systems. For further information, see the Office of the Attorney General's [Open Government Trainings Act supplemental information sheet](#), and [RCW 42.56.152](#).

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### **Tracking Records Requests**

All agencies are required to track and log information with regard to public records requests per [RCW 40.14.026\(4\)](#) and report PRA metrics to the Joint Legislative Audit and Review Committee (JLARC) per [RCW 40.14.026\(5\)](#).

For more information on this topic, see our page [Tracking Records Requests and Reporting PRA Metrics](#).

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### **Examples of PRA Policies**

Below are examples of how some jurisdictions have approached adopting PRA policies. Some policies cover the basic policy requirements, while others provide some unique approaches such as restricting PRA response times or providing a system for categorizing requests to facilitate their processing.

#### **Policies Covering Basic Requirements**

- [Olympia Public Records Policy](#) – Provides a very detailed and complete policy.

- [Othello Public Records Policy and Procedure \(2020\)](#) – Provides a clear and concise policy.
- [Lake Stevens Public Records Act Policy \(2023\)](#) – Good comprehensive policy. Includes adopting resolution.

#### Policies Limiting the Time Spent on Responding

- [Ilwaco Public Records Act Policy \(2016\)](#) – Restricts the time allocated to processing public records requests to a maximum of 22 hours per month.
- [Port Orchard Policies and Procedures \(2017\)](#) – Provides that the city will not dedicate more than 20% of the city clerk department's time for responding to public records requests.
- [Snoqualmie Resolution No. 1501 \(2019\)](#) – Limits the amount of time spent on PRA requests to 16 hours/month for the Public Records Officer (PRO) and 8 hours/month for department-designated staff.

#### Policies with Unique Response Approaches

- [Bainbridge Island PRA Administrative Rules \(2020\)](#) – Separates public records requests into four different categories according to their complexity (see section 8) and offers a standard time period for response based on that category (see section 9).
- [Kirkland Public Records Act Rules \(2019\)](#) – Sets up a procedure with a records request queue consisting of five different request categories with standard response time periods established for each category (see PRA Rules O70 and O80).
- [Pasco Public Records Request Resolution No. 3460 \(2020\)](#) – Provides that public records requests be categorized as routine or complex using an evaluation sheet (see section 3.C. and Attachment A).
- [Snohomish County Public Records Request Policy \(2017\)](#) – Document Delivery section (p. 3) establishes different delivery methods for public records. Requests with electronic records that are up to 25 MB in size are emailed; those over 25 MB (exceeding file size limit for most major email accounts) are provided in CD/DVD or USB format in installments that can be mailed or picked up in person. Departments shall determine if they are able to provide records via online transfer sites.

#### Other Policies

For additional PRA policy examples, see MRSC's [Sample Document Library](#).

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## Recommended Resources

- **Washington State Attorney General's Office:**
  - [Open Government Resource Manual](#) (2016) – This online manual was last updated in 2016, but it provides a good overview of the PRA's general legal requirements.
  - [Local Government Public Records Consultation Program](#) – Helps local governments develop best practices for complying with the PRA.
- **Washington State Archives:**
  - [Basics of Records Management](#) – Online training program
  - [Local Government Records Grant Program](#) – Helps local governments improve their records retention, management, and disclosure; preference is given to smaller agencies but is also based upon agency's need.
- **[WA Association of Public Records Officers \(WAPRO\): PRA Toolkit](#)**  
(WAPRO members only)

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