

CITY OF ORTING
WASHINGTON

ORIGINAL

RESOLUTION NO. 2019-31

A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, ADOPTING COMPREHENSIVE PLAN
AMENDMENT PROCEDURES.

WHEREAS, RCW 36.70A, the Growth Management Act (“GMA”) requires a public participation process for updates, proposed amendments, or revisions of the City’s Comprehensive Plan; and

WHEREAS, the City’s process for annual amendments to the Comprehensive Plan is set out in the Orting Municipal Code (“OMC”) at Section 15-12-5; and

WHEREAS, the City Council has determined it is necessary to set out a timeline and procedure for the 2020 review and amendment of the Comprehensive Plan to ensure early and continuous public participation and an efficient process; and

WHEREAS, the City Council finds that the timeline and procedures set out in Exhibit A to this Resolution are consistent with OMC 15-2-5 and the GMA, and other relevant state and local laws, and meets the needs of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORTING AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are incorporated herein by this reference.

Section 2. Adoption. The City Council of the City of Orting adopts the Comprehensive Plan Amendment Timeline and Process for 2020, set out in Exhibit A hereto and incorporated herein by this reference.

Section 3. Corrections. The City Clerk and the codifiers of this resolution are authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener’s errors, references, numbering, section/subsection numbers and any references thereto.

Section 4. Effective date. This Resolution shall become effective immediately upon adoption and signature as provided by law.

**RESOLVED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF
ON THE 25th DAY OF NOVEMBER, 2019.**

CITY OF PORTING



Joshua Penner, Mayor

ATTEST/AUTHENTICATED:



Jane Montgomery, City Clerk, CMC

Approved as to form:



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



CITY OF ORTING

110 TRAIN ST SE, PO BOX 489, ORTING WA 98360
Phone: (360) 893-2219 FAX: (360) 893-6809
www.cityoforting.org

EXHIBIT A

November 12, 2019

Mayor Joshua Penner
Orting City Hall
110 Train St SE
Orting, WA 98360

Subject: Comprehensive Plan Amendment Docketing Proposal

Dear Mayor Penner:

The City Council just passed the 2019 Comprehensive Plan Amendments and Zoning Amendments. Now we must look forward to the next cycle of potential amendments for the 2020 year.

With some exceptions related to new subarea plans, RCW 36.70A.130(2), stipulates that cities and counties may consider proposed amendments no more frequently than once per year. This is reflected in OMC 15-12-5.

We are recommending a docketing process for reviewing and considering annual requests to amend the Comprehensive Plan so that the cumulative effect of all citizen- and staff-initiated proposals can be ascertained. Most local communities have established a docketing process that provides certainty to applicants and the public related to deadlines for submitting amendment requests, the timetable for substantive review of the requests by City staff, and to the anticipated schedule for review and consideration by the Planning Commission and City Council.

Historically it seems the City of Orting has opened the docket in January and closed it in April, and occasionally opening it again past April. Moving forward into 2020 a docketing open and close date need to be established and adhered to. In compliance with City and State law, we are proposing the following for 2020 Comprehensive Plan amendment requests:

- **January–February:** The City will advertise the Comprehensive Plan amendment docketing process, inviting the public to propose amendments. Advertisement should be included in the newspaper, newsletter, on the City website as well as at City Hall to provide for maximum exposure to the citizens.
 - The notice will specify the deadline that all docketing proposal letters must be received by February 28, 2020 by 5:00 pm. Docketing proposals received shall be

“Small Town – Big View”

in the form of a letter stating the proposed changes, and addressing the following items:

- Whether the same area or issue was studied during the last amendment process and conditions in the immediate vicinity have significantly changed so as to make the requested change within the public interest.
 - Whether the proposed amendment meets existing state and local laws, including the Growth Management Act (GMA).
 - In the case of text amendments or other amendments to goals or policies, whether the request benefits the city as a whole versus a selected group. The application fee shall be paid at the time of letter submittal.
- **March–Mid April:** Following deadline closure staff will perform an initial review of proposed amendments. A brief memo for each amendment will be provided by staff for Council consideration addressing:
 1. Whether the same area or issue was studied during the last amendment process and conditions in the immediate vicinity have significantly changed so as to make the requested change within the public interest.
 2. Whether the proposed amendment meets existing state and local laws, including the Growth Management Act (GMA).
 3. In the case of text amendments or other amendments to goals or policies, whether the request benefits the city as a whole versus a selected group.

If the request meets the criteria set forth in 1-3 above, it shall be further evaluated according to the following criteria:

4. Whether the proposed amendment can be incorporated into planned or active projects.
5. Amount of analysis necessary to reach a recommendation on the request. If a large-scale study is required, a request may have to be delayed until the following year due to workloads, staffing levels, etc.
6. Volume of requests received. A large volume of requests may necessitate that some requests be reviewed in a subsequent year.

Following examination of this criteria City Council shall then decide which proposed amendments will be carried forward during the current cycle. Any amendments that are not chosen to move forward shall be refunded their original application fee.

- **Mid-April–May:** Each proposed amendment that Council decides should be carried forward will undergo analysis prepared by City staff. Staff will prepare a draft staff report and issue SEPA determination.
- **June – July:** The Planning Commission will begin reviewing the staff analysis report, hold a public hearing, and then resubmit findings to staff.

- **August:** Proposals recommended for further processing by the Planning Commission will be sent to the City Council. The City Council shall adopt a resolution directing the administrator to proceed with the selected amendments for the current cycle. Proposed amendments that are eliminated from further consideration may be resubmitted in the next cycle.
- **July–November:** The City Council will conduct additional public hearings as deemed necessary.
- **December:** The City Council will adopt the final selected amendments.

Looking farther into the future, to the 2021 amendment cycle, it is our recommendation that the City open the docket to accept comprehensive plan amendment applications between September 1, 2020 and December 1, 2020. This schedule, utilized by many cities in Washington, provides staff time to perform the initial review of the proposed amendments before the year is over, allowing for the substantive review to begin in January of the amendment year. This allows for the whole year (if necessary) to be dedicated to thorough staff, Planning Commission, City Council and public review.

Thank you,



Emily Adams
City Planner
City of Orting