



MEMORANDUM

TO: Olympia Site Plan Review Committee
FROM: Tim Smith, Community Planning & Development Deputy Director
DATE: January 19, 2024
SUBJECT: Site Plan Review Committee Rules of Procedure Amendments

Please find attached proposed amendments to the Site Plan Review Committee (SPRC) Rules of Procedure. The rules were first adopted in 2000 and last amended in 2014. The rules serve as operating procedures for SPRC to carry out the responsibilities for making timely recommendations on certain types of project permit applications. In addition to making recommendations, the committee reviews Presubmission Conference applications and holds meetings with applicants to discuss applicable development standards and the permit review process.

Proposed amendments to the Rules of Procedure are in response to changes to the Olympia Municipal Code that removed SPRC from making decisions on permit applications. Code changes in 2016 and more recently in 2023 (Ordinance 7364 – Consolidating Land Use Permit Processes) clarified SPRC’s role as a committee that serves only in an advisory capacity to the Community Planning & Development Director on certain types of administrative permits (OMC Tables 18.70-1 and 18.70-2).

Proposed amendments also recognize changes in meeting format and permit submittal and review procedures. The option for holding virtual SPRC meetings via Zoom or other similar platform is now incorporated into the proposed rules. The rules also recognize the City’s online permit portal that was activated in 2016. The permit portal allows for applicants and community members to apply for and access project information online.

The current Rules of Procedure state that the rules may be amended by a consensus of the SPRC at a regular or called meeting if the proposed amendments are presented in writing at a preceding meeting. Presentation of the proposed amendments will occur at your January 31, 2024 SPRC meeting. This will allow for formal action by SPRC at the next meeting on February 7th. Please contact me with any questions (tsmith@ci.olympia.wa.us ; 360.570.3915).

Attachment: Proposed Amendments

OLYMPIA SITE PLAN REVIEW COMMITTEE RULES OF PROCEDURE

Pursuant to Olympia Municipal Code 18.70.050(B), the Site Plan Review Committee consists of the Building Official, Planner, City Engineer, SEPA Official, and Fire Chief or their designees. The Committee serves in an advisory capacity to the Community Planning and Development (CP&D) Director on land use related decisions. The committee shall adopt rules of procedure for the purpose of ensuring fair, lawful and timely recommendations. In addition to making land use recommendations, the committee reviews Presubmission Conference applications and holds meetings with applicants to discuss applicable development standards and the permit review process. Meetings are open and can be observed by the public.

~~Pursuant to Olympia Municipal Code 19.60.080(B)(1), the Open Public Meeting Act and to ensure fair, lawful and timely formal decisions and recommendations, the members of the Site Plan Review Committee (SPRC) of the City of Olympia, being the Building Official, Planner, City Engineer, Environmental Review Officer (a.k.a. SEPA Official), and Fire Chief or their designees, do hereby adopt these rules of procedure. These rules will govern the conduct of the members of SPRC, their designees and advisors, and the facilitator.~~

MEETING SCHEDULE

~~SPRC meetings are open public meetings. Except as otherwise determined by the facilitator, regular meetings~~SPRC meetings normally begin at 9:00 a.m. each Wednesday ~~in the~~at Olympia City Hall ~~Conference Room 207 (unless otherwise specified in the public notice) or will be held virtually via Zoom or other similar platform~~ and continue so long as necessary. Special meetings may be called by the facilitator as deemed necessary with timely public notice to the news media, all members and posting on the City website. The facilitator will notify the SPRC members of any meeting cancellation.

FACILITATOR

The SPRC facilitator will be selected by the director of the Department of Community Planning and Development and may be one of the SPRC members. In the absence of the facilitator, the SPRC will select a facilitator. The facilitator will establish a preliminary agenda that may or may not include specific time as needed, and serve as a facilitator during meetings by leading introductions, assisting in discussions, monitoring time requirements, and identifying points of confusion or misunderstanding. In the unusual event of a severe lack of civil behavior by any party, the facilitator may immediately suspend or adjourn the meeting.

MEMBERS

~~SPRC exists as SPRC only on Wednesdays between 9:00 a.m. until meeting adjournment. Staff serving on the SPRC are acting as Committee members only during the regular Wednesday SPRC meeting for conducting pre-submission conferences, Land Use decisions or other items as may be referred to the Committee. After the adjournment of the SPRC meeting and until the beginning of the next regular meeting of the SPRC, staff resume their individual roles and responsibilities of administrative work and are no longer working in the capacity as SPRC members.~~

MEETING RECORDS

Written records of meetings will be limited to the application materials submitted by the applicant; ~~checklists worksheets~~ or notes prepared by the staff ~~and other parties attending~~. Staff ~~checklists-worksheets~~ and notes will be placed in the appropriate project file and will be available for public review via the online permit portal. Summary meeting minutes will be prepared and the pre-submission conference worksheets ~~or the final Land Use decision~~ will represent the detailed summary of the meeting discussion. ~~SPRC Land Use actions will be documented by issuance of written decisions~~. No transcribable record will be kept by the staff. However, upon giving notice and agreeing to provide a copy to the City at no charge, meetings may be recorded by other parties present or by members of the SPRC.

LAND USE RECOMMENDATIONS

Unanimous consent of the five members of SPRC is required to forward a recommendation to the CP&D Director. A recommendation will be documented in the formal issuance of either a decision by the CP&D Director for administrative decisions, or a recommendation to the Hearing Examiner for land use applications requiring a public hearing. All project records including formal recommendations and decisions are available to the public using the City's online permit portal.

QUORUM

~~A quorum of five members is required to reach a decision or recommendation. Unanimous consent of the full Committee is required to reach a decision or recommendation.~~

CONDUCT OF BUSINESS

Each meeting will be conducted in accordance with these Rules of Procedures and OMC ~~18-6018.70~~. ~~Decisions will be made by consensus~~. Members will give due deference to the experience and expertise of each member and of the urban forester, historic preservation officer, ~~the~~ Design Review Board, and other public agency advisors such as Public Works or a state agency.

AGENDA

A preliminary agenda will be prepared and distributed and posted on the ~~web-site~~website for each meeting at least five calendar days before the meeting. That agenda is subject to being revised either 24-hours before or at the beginning of the meeting. Items of business may include pre-submission meetings with potential applicants, ~~procedural and substantive discussion of projects subject to staff review, confirmation and announcement of recommendations and final decisions of SPRC~~, and any other matters deemed appropriate by the members. At the beginning of each meeting, the facilitator will seek a consensus regarding the meeting agenda as published or revised.

AMENDMENT

These rules of Procedure supersede all prior rules and may be amended at any regular or called meeting of the SPRC by a consensus of the SPRC if the proposed amendment is presented in writing at a preceding regular or called meeting.

ADOPTED: The Site Plan Review Committee, October 11, 2000

Amendments Adopted by the Site Plan Review Committee, April 16, 2014
Amendments Adopted by the Site Plan Review Committee, January **, 2024

Nicole Floyd, Principal Planner
SPRC Facilitator

Leonard Bauer, Director
Community Planning and Development