

OLYMPIA SITE PLAN REVIEW COMMITTEE

RULES OF PROCEDURE

[Final draft - 10/11/00]

Pursuant to Olympia Municipal Code 18.60.080(B)(1) 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, Senior (a.k.a. Principal) Planner, Development Services Engineer (a.k.a. Engineering Supervisor), Environmental Review Officer, and Fire Chief, 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

Except as otherwise determined by the facilitator, regular meetings begin at 8:15 a.m. each Wednesday in the Smith Building and continue so long as necessary. Special meetings may be called by the facilitator as deemed necessary with timely notice to all members. The facilitator will notify the SPRC of any meeting cancellation.

FACILITATOR

The SPRC facilitator will be selected by the Director of the Department of Community Planning and Development. In the absence of the facilitator, the SPRC will select a facilitator. The facilitator will establish a preliminary agenda, and serve as a neutral 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.

MEETING RECORDS

Written records of meetings will be limited to notes taken by the staff and other parties attending. Staff notes will be placed in the appropriate file and will be available for public review. No minutes are required and will ordinarily not be kept. SPRC decisions 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.

QUORUM

No quorum is required to reach a decision. However, no decision will be final until each member has been consulted.

CONDUCT OF BUSINESS

Each meeting will be conducted in accordance with these Rules of Procedures and OMC 18.60. Decisions will be made by consensus. Members will give due deference to the experience and expertise of each member and of the urban forester, the Design Review Board, and other advisors.

Only those portions of a meeting where decisions are to be rendered are open to the public. At an applicant's discretion, members of the public or media may attend a pre-submission meeting. Public or media attendance at all other sessions will be subject to the discretion and judgment of the facilitator. Everyone attending a SPRC meeting should be identified by name and association.

AGENDA

A preliminary agenda will be prepared and distributed for each meeting at least nine calendar days before the meeting. That agenda is subject to being revised five days before 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 the 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.

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.