

# **OLYMPIA SITE PLAN REVIEW COMMITTEE**

## **RULES OF PROCEDURE**

Draft Amendments Discussed on 04/09/14

Pursuant to Olympia Municipal Code 18.60.080(B)(1), the Open Public Meetings 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, Senior (a.k.a. Principal) Planner, Development Services Engineer (a.k.a. Engineering Supervisor), 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 begin at 9:00 a.m. each Wednesday in the Olympia City Hall Conference Room 207 (unless otherwise specified in the public notice) 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 or notes prepared by the staff and other parties attending. Staff checklists and notes will be placed in the appropriate project file and will be available for public review. 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.

## 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 18.60. 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 public agency advisors such as Public Works or a state agency .

Meetings are open to the public. Members of the public or media may attend meetings. Everyone attending a SPRC meeting should, but are not required to, be identified by name and association.

## AGENDA

A preliminary agenda will be prepared and distributed and posted on the web-site 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 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 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

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SPRC Facilitator