CITY OF SHELTON, WASHINGTON - CITY COMMISSION  
Study Session Minutes – March 30, 2015  
Shelton Civic Center - 2:00 p.m.

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore  
Staff Present: Dave O’Leary, Vicki Look, Greg Clark, Mike Michael, Darrin Moody, Mark Ziegler, Steve  
Goins, Jerry Hauth, Jason Dose and Lesleann Kangas

Mayor Cronce called the meeting to order at 2:00 p.m.

Commission Reports
One or more Commissioners will attend the following activities this week:
- Mason Transit Community Center Rededication Ceremony
- City of Shelton Budget Retreat
- Meeting with Governor Inslee

Public Comment
Mayor Cronce recognized Ms. Diane Jones who asked if the leash law applies to cats. She said she has stray cats damaging her yard and inquired if she can trap them. Chief Moody said it is legal to trap them but the City of Shelton Animal Shelter does not accept cats. Chief Moody said he would meet with Ms. Jones after the meeting for further discussion.

Mayor Cronce recognized Mr. Forrest Cooper who expressed several concerns on the new one-way street in front of the Mason Transit Community Center.

Mayor Cronce recessed the regular meeting and opened the Public Hearing at 2:07 p.m.

Public Hearing – Ordinance No. 1870-0415 – First Reading – An Ordinance of the City of Shelton, Washington, Relating to Frontage Improvements on Existing Lots: Adding a New Chapter 12.36 to the Shelton Municipal Code – City Engineer Michael reported that this has been a work in progress for a long time. This current proposal is to implement a Frontage Improvement Charge (FIC) in addition to the proposed changes to the standards for “in-fill” lots within the City’s Neighborhood Residential (NR) Zones. The FIC will be a “fee in lieu” of formal improvement for existing NR zoned lots. The fee paid for a particular project will be based on the current “base fee” recommended to start at $50/LF, in combination with the nature of the project and other factors associated with the amount of basic right-of-way improvement (clearing and grading) that can reasonably be completed by the project proponent. CE Michael said the FIC revenues will be deposited in the Capital Improvement Fund and tracked similar to the current Traffic Impact Fees. FIC revenues will be available for maintenance, repair, replacement, construction of new, and upgrades to existing pedestrian facilities. These funds will be used to directly pay for needed work (repairs or replacement), or may be used as grant match on larger projects. CE Michael requested a first reading today and place the Second Reading on the consent agenda for April 6, 2015.

Public Testimony
Mayor Cronce recognized Ms. Marilyn Vogler who said she has concerns with parking. She said in no case should parking be prohibited on both sides of a residential street.

Mayor Cronce recognized Mr. Forrest Cooper who said these should all be site specific. He said an example would be Turner - where it would be best if a wide sidewalk would go up one side of the street under the streetlights.

Commissioner Moore said this is a great compromise and plan.

Mayor Cronce said this is a step in the right direction.

Mayor Cronce closed the Public Hearing at 2:20 p.m. and returned to the regular meeting.
Mayor Cronce requested a First Reading of Ordinance No. 1870-0415 as follows:
An Ordinance of the City of Shelton, Washington, Relating to Frontage Improvements on Existing Lots; Adding a New Chapter 12.36 to the Shelton Municipal Code

The Commission concurred to place the Second Reading and approval of Ordinance No. 1870-0415 on the consent agenda for April 6, 2015.

Consent Agenda
1. Manual Warrant numbered 85484 in the amount of $5,049.42 to Department of Revenue
2. Manual Warrant numbered 85485 in the amount of $20,672.13 to Department of Revenue
3. Manual Warrant numbered 85486 in the amount of $689.72 to AT&T
4. Manual Warrant numbered 85487 in the amount of $5,985.51 to Key Bank
6. Resolution #1078-0315 - A Resolution of the City of Shelton, Washington Declaring City Vehicles Surplus to the Needs of the City, and Disposing of Such Vehicles for the Common Benefit
7. WestNET Interlocal Drug Task Force Agreement Renewal – Authorize the Mayor and Chief Moody to sign
8. Forterra Planning Consultant – Downtown Visioning – Authorize Mayor to sign when returned from contractor
9. Resolution #1079-0315 - A Resolution to the City of Shelton, Washington, Authorizing a Funding Agreement Between the City of Shelton and the State of Washington Department of Ecology from the Washington State Department Water Pollution Control Fund Agreement No. WQC-2015-ShelPW-00077 for the Basin 3 Sewer Rehabilitation Project

Commissioner Moore said she would like to address item #5 on the consent agenda. She said the requested language change that is not reflected in the presented ordinance. Public Works Director Clark requested pulling item #5 from the consent agenda and placing under Old Business allowing time for him to get the correct Ordinance No. 1869-0315 for approval and signature.

The Commission concurred with this request.

Commissioner Olsen moved to approve the consent agenda as read; Commissioner Moore seconded the motion. A vote was taken and the motion passed.

Old Business
5. Ordinance No. 1869-0315 – Second Reading - An Ordinance of the City of Shelton, Washington, Creating a New Chapter 12 of the Shelton Municipal Code, for the Purpose of Establishing a Transportation Benefit District (TBD) – Public Works Director Clark said the incorrect ordinance was printed for the packet and he handed out the correct version eliminating the Mayor as chair of the TBD, changing to “Any Commissioner may serve as chair of the TBD. DH Clark requested a Second Reading and approval of Ordinance No. 1869-0315.

Commissioner Olsen moved to approve Ordinance No. 1869-0315; Commissioner Moore seconded the motion. A vote was taken and the motion passed.

New Business

The Commission concurred to place the Civic Center Rotating Art Gallery Artist Recommendation on the consent agenda for April 6, 2015.
2. **Shoreline Master Plan Update – DOE Conditional Approval Letter Response** – Senior Planner Jason Dose said the City of Shelton is required by State law to update its Shoreline Master Program regulations in compliance with the Washington State Shoreline Management Act. To aid in that effort, the State awarded the City of Shelton a grant to complete the update. Two public committees were formed. One, the Joint Technical Advisory Committee (JTAC), consisting of local, tribal, specific resource experts and State agency representatives. The JTAC aided in development of a report which evaluated existing condition to help establish a baseline to be used in future reviews to meet the state requirement of “no net loss” of habitat values within Shoreline Jurisdiction. The second, the Citizens Advisory Committee (CAC) consisted of seven members representing a cross section of interests who reviewed draft regulations, focusing on the use regulations aiding staff in developing the final draft of the Shoreline Master Program. City staff submitted the final draft to the Washington State Department of Ecology (DOE) for review. DOE staff reviewed comments received and discussed them with City staff prior to sending a Conditional Approval letter dated November 13, 2014. SP Dose said staff has reviewed the required and recommended changes. He requested the Commission concur with both the required and recommended changes to the City of Shelton Shoreline Master program Update as identified in the DOE letter, direct staff to draft a letter, for signature by the Mayor, to DOE indicating concurrence with their recommendations by placing on the consent agenda for April 6, 2015.

*The Commission concurred to place the Shoreline Master Plan Update – DOE Conditional Approval Letter Response on the consent agenda for April 6, 2015.*

3. **Well #4 Pump Failure Emergency Repair – Arcadia Drilling** – Public Works Director Greg Clark requested this be moved to Old Business next week to ensure that contract work being done at this time will be included in the money total if applicable.

*The Commission concurred to place Well #4 Pump Failure Emergency Repair – Arcadia Drilling under Old Business for the meeting of April 6, 2015.*


*Commissioner Moore moved to approve the 2014 Budget modifications as presented and City Administrator to make the necessary budget adjustments; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.*

**Administration Reports**

City Administrator O’Leary reported he will be at the Mason Transit Community Center Rededication Ceremony on Wednesday and is continuing to work on the upcoming Friday Retreat.

**General Public Comment**

Mr. Forrest Cooper reminded all of the dedication of the new Shelton Historic Preservation Welcome Sign at 12th & Railroad, Monday, April 6, 2015, at 3:30 p.m.

**Administrative Final Touches**

Community and Economic Development Director Goins presented an informational handout on the downtown visioning. These will be provided as placemats in local restaurant allowing people to learn about the City.

DH Goins introduced Project Manager Jerry Hauth who reported on the SR3 Project. PM Hauth said WSDOT did not quite understand what the City was trying to accomplish with the supplemental agreement. As a result, staff met with their representatives and was able to make notes on the supplemental agreement to clarify what we were doing. One of the issues that arose in the project is that a portion of the property that this project was
scheduled to be on is actually owned by Simpson/Green Diamond. However, there is funding in the agreement for project design that can be moved to the right of way line to pay for the property acquisition. The project overall seems to be happening, hopefully this summer.

Mr. Forrest Cooper reminded everyone of the unveiling/installation of the Welcome to Shelton sign at 12th and Railroad, Monday, April 6, 2015 at 3:30 p.m.

**Announcement of Next Meeting**
Mayor Cronce announced the next regular Commission meeting of Monday, April 6 2015, at 6:00 p.m.

**Adjournment**
Mayor Cronce adjourned the meeting at 2:57 p.m.

[Signatures]
Mayor Cronce
City Clerk Look