CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Meeting Minutes – April 22, 2013
Shelton Civic Center - 6 P.M.

Presiding: Mayor Cronce, Commissioner Olsen, and Commissioner Pannell
Staff Present: Dave O’Leary, Vicki Look, Steve Goins, Cathy Beierle, Greg Clark, Mike Michael, and Lesleann Kangas

Mayor Cronce opened the meeting at 6:00 p.m.

Commission Reports
- Proclamation – National Volunteer Week - Administrative Assistant Kangas read the National Volunteer Week Proclamation honoring the volunteers in our community.

One or more Commissioners will attend the following activities this week:
- Senior Services for South Sound Luncheon
- Olympia Downtown Association Meeting
- Mason County Board of Health Meeting
- Veterans Committee Meeting
- Mental Health Advisory Meeting
- Mason County Transit Ride Along

General Public Comment
Mayor Cronce recognized Mr. Tom Davis who commented on his involvement with feeding the homeless. He said that he does not believe that the program to feed the homeless encourages more homeless people to locate in the City of Shelton.

Consent Agenda
1. Resolution #1047-0413 - A Resolution of the City of Shelton, Washington Establishing a List of Comprehensive Plan Amendments that will be Considered During the 2013 Comprehensive Plan Amendment Cycle

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

Old Business
1. City of Shelton Design and Construction Standards – Community and Economic Development Director Goins brought this forward at the meeting of April 8, 2013 where he introduced and discussed frontage improvement proposals. DH Goins said tonight he would review comments and current suggestions that were included in his hand-out of the City of Shelton Sidewalk Master Plan Summary of Comments Received and the Retreat Report from March 14, 2013. DH Goins said the discussion included from the retreat is:
   - Whether to have descriptive standards, as we have now, or to allow administrative discretion
   - How to construct a full block of sidewalk improvements associated with the construction of a single house
   - Minimum sidewalk width, is six feet too wide
   - Whether to require engineering design approval
   - Whether to require street improvements in addition to pedestrian improvements
   - Tying into existing storm systems
   - Meeting American Disability Act Accessibility standards
   - Establishing curbing to keep cars from parking on areas intended for pedestrians
   - What kind of curbing would be appropriate
   - Whether to build sidewalks on both sides or one side of the street
• Whether to require builders to construct sidewalks everywhere we issued a building permit(even remodeling permit), or in limited situations
• What was considered “new development” as opposed to “infill” development, which would oblige full street section improvements

DH Goins said the elements that were discussed at the April 8, 2013 meeting were:
• Incorporating four frontage improvement design options within the Standards for Residential Development within existing neighborhoods
• A Master Mobility Map
• Revising the definition of development, or provision a statement of intent and a list of activities exempt for the Standards
• The process to change or revise the Standards
• Amending annexation requirements for new service when continuous to City Limits
• References to required contribution to the City “I and I development fund,” “water source development fund”
• New Traffic Impact Analysis requirements
• Not requiring full frontage improvements for maintenance activities and when constructing system improvements
• Intent for retaining half street provision
• Surfacing and ballast requirements
• Standard materials for water mains

He said today he wanted to review all comments and present frontage improvements proposals developed by Commissioner Olsen and Mayor Cronce, and introduce a new concept for the design and construction of frontage improvements on infill sites.

DH Goins explained that the City currently has a parking strip program where the resident pays for the gravel and the City does the work. Commissioner Olsen proposed enhancing on this program by allowing full frontage improvements providing a four foot sidewalk with a curb, providing designated parking with the homeowner and the City sharing the cost, replacing the parking strip program.

Mayor Cronce proposed to move away from a concept where we are permitting sixty foot improvements and move toward the ability to either provide full frontage improvements for an entire full block or allow a process where the developer that would have made the frontage improvements pays for future improvements with an impact fee. He said if a residential lot has no sidewalk to connect to on either side, he believes no sixty foot wide strip should be required. His proposal included when the City can afford sidewalks on every City street we should put them in, until then we should look at each block on an individual basis and site improvements should match the existing surroundings producing a consistent theme.

DH Goins stated an alternative could be if we have in infill development we could coordinate an improvement where we ask the developer to make certain improvements with the City assisting in certain ways. The City would help with engineering analysis providing a grade using topographic information to analyze where the sidewalk and curb would be placed, making sure there would be no stormwater or street problems. If that results in some required stormwater enhancements those costs would be provided by the stormwater utility and if engineering design is needed costs would be shared between the City’s General funds.

DH Goins presented a “Mobility Plan” map with proposed sidewalks in residential areas. The current standards would continue to require full frontage improvement in non-residential areas. He used Capital Hill as an example on how sidewalks would connect pedestrians with the downtown and Northliff area. He said this plan focuses on where improvements should be and defends the position that the City is trying to accommodate pedestrian activity in neighborhoods.
City Administrator O’Leary said for consideration is the big decision, where do we do this. Do we do it everywhere or focus on specific streets or where there are existing sidewalks? Recognizing is if we do it everywhere then it will be generations before the City is filled up with sidewalks. On the other hand, the houses that are in residential neighborhoods have life spans and if the trigger is when you upgrade the house, you put in a sidewalk then sidewalks will happen.

Commissioner Olsen said his intent is to get safe routes everywhere. He said we need to start somewhere and build sidewalks anywhere we can, any chance we can, and eventually they will connect up.

Mayor Cronce said it does not make sense to put in sixty foot sidewalk chunks with nothing to connect to. He suggested putting money in a fund to do one block at a time.

Commissioner Pannell said this has been a long time issue. She said that we have tried to make things work for all the people in every situation. Her conclusion is every infill lot builds a sidewalk which will increase the property value and walk ability in the neighborhood. Rather than trying to make “this all things for all people” it is time in Shelton we believe in sidewalks, edges to our property and walk ability in our neighborhoods. The City participating in engineering and stormwater.

Mayor Cronce recognized Mr. Gary Miner who said he has worked with several developers who have stated they will never build in the City of Shelton due to the very restrictive costs associated with frontage improvements. Mr. Miner said the economy is not what stopped building in the City of Shelton, it’s the restrictions and the costs associated. He said that the sidewalks that do not connect do not make sense.

Mayor Cronce recognized Mr. Tom Davis who said that he has never met a contractor who did not complain about restrictions. He said the outside of your home belongs to the neighbors and if the City is going to help with sidewalks people should take advantage of that.

Mayor Cronce recognized Ms. Marilyn Vogler who said she has heard encouraging things tonight talking about a sidewalk that does not have anything to do with curbs and streets. She said if a developer puts in a sidewalk and the rest of the residents on the same block have an opportunity to have the City help them put in a sidewalk, she would be interested on her property. She said this would be a good opportunity to complete a block of sidewalk.

CA O’Leary said he is hearing from two Commissioners to move forward with sidewalks everywhere and the program that DH Goins has brought forward with the idea of the City paying for the finishing of a block. He asked DH Goins to come back with the cost associated with

Director of Public Works Clark said that the City is not alone in this topic. In Tacoma, they set the grades and alignment for the sidewalk, which would allow the neighborhood to finish as a whole, to become continuous and complete.

CA O’Leary clarified the sidewalk would not be done for the whole block but the engineering would be done for the whole block.

DH Goins added that the Commission has moved away from the policy of frontage improvements for all lots. We currently have an exception where if you are demolishing an existing structure you are not required to do frontage improvements. The object was to encourage redevelopment, this is a change of course on that policy.

Mayor Cronce recognized Mr. Gary Miner who said there are a lot of places in the City where sidewalks would not work. The expense to the City for engineering grades could be large and difficult.

DH Goins said he is hearing there is a desire that we uniformly apply frontage standards for all new development, try to develop a process for the City to share that cost through providing a grade and alignment for the developer through stormwater enhancements billing the Stormwater Utility.
CA O’Leary said this will be brought back at the meeting of May 13, 2013.

DH Goins wanted to insure that the difference between the current parking strip program and the type of work required to do sidewalks would be a level of commitment that would be worthy of consideration.

DH Goins said the current proposal is to provide clarification of the definition of development. Our current standards are not consistent when annexation is required for connecting to City utilities. There are places where the City requires annexation, at the time of connection, when adjacent to City boundaries and times where the code says you can agree not to protest future annexation. DH Goins said we need to make that consistent as we are making updates.

CA O’Leary said there are no annexations at this time.

He said there is a section that dealt with the Transportation Impact Analysis, the intent for retaining half street improvements, surfacing and ballast requirements, and standard materials for watermains.

**The Commission concurred to bring the back for the meeting of May 13, 2013.**

**New Business**

1. **Dayton Airport Road Water System Expansion Change Order #3 & #4** – City Engineer Michael said that in an effort to facilitate the construction process, staff made a field design change in early January, moving the watermain alignment, along Shelton Springs Road, south approximately 10’ into the traveled lane. This change in the design lead to discussions with Mason County regarding the restoration requirements leading to a plan that ultimately adds a small net increase to the contract, but provides for a much improved product. Instead of rebuilding the north half of the roadway, the City and County have agreed a more reasonable and effective solution is to perform a mill and overlay of the entire road width. In addition, the Washington State Patrol has asked to add paving work to the onsite portion of the project. They have requested and approved a price to fully repave the areas disturbed by the construction on their site. The change in pavement restoration along Shelton Springs Road (#4) is valued at $243,430.60, with a net impact of approximately $60,000. The new onsite paving (#3) is valued at $209,460.34. CE Michael said that this is being brought forward due to the net change being in excess of the signing authorities of the Department Director and City Administrator. CE Michael requested the Commission approve Dayton Airport Road Water System Expansion Change Order #3 & #4 tonight to allow the work to be completed and meeting the commitment of completion by June 30, 2013.

*Commissioner Pannell moved to approve Change Order #3 and #4 for the Dayton Airport Road Water System Expansion Project authorizing the Mayor to sign, Commissioner Olsen seconded the motion. A vote was taken and the motion passed.*

**Administration Reports**

1. **Update on I-502 regarding Marijuana Initiative** – DH Goins presented a map and the Association of Washington Cities Frequently Asked Questions on Marijuana Initiative I-502. The initiative specifies that state-licensed locations for production, processing and sale of marijuana facilities must be at least 1,000 feet from elementary and secondary schools, playgrounds, recreation centers, daycares, parks, transit centers, libraries and arcades. The presented map had only a small area where these facilities could be located. Other cities are finding locations to be very limited due to the criteria, so there is some talk of it being changed to 500 feet.

*The Commission thanked Director Goins for the update.*

City Administrator Dave O’Leary said he would be on vacation for two weeks beginning April 29, 2013, and Management Assistant Look will be in charge during his absence.
Public Comment
Mayor Croce recognized Mr. Forrest Cooper who thanked staff for their response to his request of painting the crosswalk at Goldsborough Creek going to Kneeland Park. Mr. Cooper said that City staff has always listened and responded to his concerns and comments and he is very appreciative.

Mayor Croce recognized Ms. Tracy Moore who said she is very happy to hear indication that the Commission is moving forward with sidewalks. Ms. Moore said if there is an area that a sidewalk is not feasible maybe the money for that area could be designated to another area where a sidewalk is needed.

Administrative Final Touches
• MA Look – Mason County Senior Citizen Letter of Support for purchase of the Pavilion at Sentry Park

Announcement of Next Meeting
Mayor Crone announced the next regular meeting of Monday, April 29, 2013 at 2:00 p.m.

Adjournment
As there was no further business the meeting was adjourned at 7:40 p.m.

Mayor Crone

City Clerk Look