CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Meeting Minutes – April 29, 2013
Shelton Civic Center - 2 P.M.

Presiding: Mayor Cronce, Commissioner Olsen, and Commissioner Pannell
Staff Present: Acting City Administrator Vicki Look, Steve Goins, Greg Clark, Mike Michael, and Lesleann Kangas

Mayor Cronce opened the meeting at 2:00 p.m.

Commission Reports
- Mason County Senior Activities Association Letter of Support – Purchase of Pavilion at Sentry Park – Commissioner Pannell read and presented this letter of support from the Shelton City Commission to the Mason County Senior Activities Association in their proposed purchase of the Pavilion at Sentry Park.

Mr. John Wyatt thanked the City and the Commission for their continued support of the seniors in this community.


- Shelton Mason County Chamber of Commerce – First Quarter Report – Shelton-Mason County Chamber of Commerce Executive Director Ms. Heidi McCutcheon presented a report on the number of visitors served in the first quarter of 2013. The report highlighted the tourism efforts made on behalf of the City of Shelton by the Shelton-Mason County Chamber of Commerce. Ms. McCutcheon thanked the City of Shelton for the opportunity to partner with them in promoting tourism. She presented the first quarter receipts for lodging and tax funds as per the Shelton-Mason County Chamber of Commerce contract with the City of Shelton for 2013.

General Public Comment
Mayor Cronce recognized Mr. Tom Davis who said we should think like a tourist to determine what we should have in our City to promote tourism.

Consent Agenda
1. Manual Warrant numbered 80830 in the amount of $19,029.39 to Department of Revenue

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

Old Business - None

New Business
1. SAVER Committee recommendation to amend the Sign Code – Community and Economic Development Director Goins presented a request from the Shelton Alliance for Viable Economic Revitalization (SAVER) Committee to amend the Sign Code by extending the time frame in which new businesses within the Downtown (DT) and Commercial/Residential Valley (C/RV) Zoning Districts would be exempt from compliance with the Sign Code for 180 days. At this time the Shelton Municipal Code 20.138. 100 (B) defines temporary signs including signs for new businesses, and allows these signs to be displayed up to 15 days, after which time they must be removed. SAVER’S recommendation would help new businesses stay open during the first critical months, and reduce the number of businesses that do not survive. One of the concerns regarding this proposal is
allowing low-quality signage, which may adversely affect the commercial district and retract from present businesses, most of which are in compliance with the Sign Code.

Commissioner Pannell commented her concern is that signage is an important part of business and should be one of the things in place before opening but if the business owners are saying this is important to extend for new businesses then we should listen to them.

Commissioner Olsen said he thinks that 15 days is a short time and is not sure if 180 days is appropriate. He said that there should be some regulation on the temporary signs. He is generally not opposed to the SAVER recommendation to help the new small businesses.

Mayor Cronce said small businesses sometimes have small budgets and this will allow time to establish their business. He thanked the SAVER group for researching this and he supports encouraging new businesses and how we can help them.

DH Goins said he would bring this SAVER recommendation back at a future meeting to include the suggestions of regulations of these temporary signs.

**Administration Reports**
Acting City Administrator Look recognized DH Goins who reported that a bank has contacted the City with a property they would like to donate to the City. He said he would be bringing a briefing to the Commission on this at the meeting of May 6, 2013.

**Public Comment**
Mayor Cronce recognized Ms. Mary Hrbacek who said there are many opportunities to engage community organizations to showcase what we do in Mason County.

**Administrative Final Touches**
- DH Clark – Polymer Sole Source purchase
- ACA Look – Police Contract
- ACA Look - IT Network Infrastructure Upgrade Contract

**Announcement of Next Meeting**
Mayor Cronce announced the next regular meeting of Monday, May 6, 2013 at 6:00 p.m.

**Adjournment**
As there was no further business the meeting was adjourned at 2:30 p.m.

Mayor Cronce
City Clerk Look