CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes – June 23, 2014
Shelton Civic Center - 6:00 p.m.

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore
Staff Present: Dave O’Leary, Vicki Look, Steve Goins, Cathy Beierle, Greg Clark, Les Watson, Tracy Wilson and Lesleann Kangas

Mayor Cronce called the meeting to order at 6:00 p.m.

Commission Reports
• Shelton Police Department 2013 Annual Report – Acting Police Chief Les Watson presented a Power Point on the 2013 Shelton Police Department Annual Report. The complete report is available on the City of Shelton’s website.

One or more Commissioners will attend the following activities this week:
• Mason Matters Meeting
• Lynn Lorgan/Economic Development Council
• Mason Transit Authority Meeting
• Mental Health and Substance Abuse Meeting
• Mason County Historical Society Car Show
• Meet with State Building Industry Association in Tri-Cities concerning other funding sources to help small cities pay the millions of sewer dollars back

Commissioner Moore recognized staff for their WellCity Award achievement. She said at the conference she attended classes focusing on communications and planning for the future.

Commissioner Olsen said he wanted to recognize other entities such as Mason County PUD #3, Mason General Hospital and Mason Transit who are important to the citizens of this community by providing a benefit of a better quality of life.

Mayor Cronce said he met with Association of Washington Cities lobbyist team talking about forming a sewer coalition addressing the sewer rate funding issues that is hard on small cities. He said he also attended the Mayor’s Exchange, open meetings act meeting and was a speaker on the Poverty Task Force.

Public Comment - None

Consent Agenda
1. Commission Meeting Minutes of:
   • Business Meeting of June 2, 2014
   • Study Session of June 9, 2014
   • Business Meeting of June 16, 2014
2. WWTP Phase II and Front Street Improvements – Award contract to Prospect Construction and authorize the Mayor to sign when returned from contractor
3. WWTP Equipment Purchase – Trailer Mounted Vacuum Excavation System Award to J.F. Sahlberg Co. Inc. – Portable Trailer Mounted 6 inch Pump Award to Dewatering Solutions, authorize the Public Works Director to issue purchase orders
4. Equipment Purchase – Paint Stripe Machine – Award to Alpine Products, Inc.

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

1. Ordinance No. 1848-0614 – Second Reading - An Ordinance of the City of Shelton, Washington, Amending Chapters 2.36 and 20.32 of the Shelton Municipal Code and Ordinances 1750-0709 and 1713-1207 Relating to Powers of the Hearings Examiner and Planned Unit Development – Community and Economic Development Director Goins reported that all of the items under Old Business this evening have had Public Hearings and briefings that will address statutory requirements, changes in policies and activities that are related to land use. In this particular ordinance changes were made delegating authority to the hearings examiner related to planned use development applications and a series of amendments to those regulations themselves. There have been questions concerning the changes. DH Goins presented an ordinance with comment boxes intending to provide details on the changes and the reasons for them. The underlying goal is to make a better project. In response to Commission comments the State Environmental Policy Act (SEPA) requirements are unchanged but the process is being streamlined. There are no changes to parking requirements and it is a separate process for Historic Districts. DH Goins requested a Second Reading and approval of Ordinance No. 1848-0614.

Public Comment on Action Item

Mayor Cronce recognized Ms. Marilyn Vogler who said she had spoken with DH Goins and has had some of her questions answered. She said she would like clarification on the immediate impact of the changes concerning the Shelton Hills project. She said she was happy with the return of the language, providing that the City may request additional materials and reports. Ms. Vogler still has concerns with chapter 20.32.150 B which specifically limits the input the City Commission has on zoning questions.

DH Goins said the Hearings Examiner acts as a judge. City Administrator O’Leary added that the City Attorney should be involved with applying the law.

The Commission thanked DH Goins for the explanations on the side of the ordinance.

Mayor Cronce requested a Second Reading of Ordinance No. 1848-0614 as follows:
An Ordinance of the City of Shelton, Washington, Amending Chapters 2.36 and 20.32 of the Shelton Municipal Code and Ordinances 1750-0709 and 1713-1207 Relating to Powers of the Hearings Examiner and Planned Unit Development

Commissioner Moore moved to approve Ordinance No. 1848-0614 Amending Chapters 2.36 and 20.32 of the Shelton Municipal Code and Ordinances 1750-0709 and 1713-1207 Relating to Powers of the Hearings Examiner and Planned Unit Development; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.

2. Ordinance No. 1850-0614 – Second Reading - An Ordinance of the City of Shelton, Washington, Amending Chapter 20.66 of the Shelton Municipal Code and Ordinance 1483-1197 Relating to Wireless Communications Facilities – Community and Economic Development Director Goins reported this has been submitted to the State for a 60-day review and also reviewed by our City Attorney. The amendment is to focus on discrimination language among potential providers, be consistent with the State Environmental Policy Act and different codes with the State of Washington. There has been no public comment to date with this ordinance. DH Goins requested a Second Reading and approval of Ordinance No. 1850-0614.

Public Comment on Action Item – None

Mayor Cronce requested a Second Reading of Ordinance No. 1850-0617 as follows:

Commissioner Olsen moved to approve Ordinance No. 1850-0614 Amending Shelton Municipal Code Chapter 20.66 Wireless Communication Facilities, Commissioner Moore seconded the motion. A vote was taken and the motion passed.
3. **Ordinance No. 1851-0614 – Second Reading - An Ordinance of the City of Shelton, Washington, Amending Chapter 20.49 of the Shelton Municipal Code and Ordinance 1311-191 Relating to Site Plan Review Procedures** – Community and Economic Development Director Goins said that in the ordinance presented today, comments received from the Public Hearing and briefing are attached that respond to concerns and questions received. This ordinance allows a process that facilitates early review of development projects (exceptions include single-family or duplex units) to assist developers and designers as plans are prepared and are intended to:

1. More clearly state the intent and purpose for Site Plan Review;
2. More clearly state when Site Plan Review is required;
3. Refine and update the application submittal requirements and processing;
4. More clearly state the effect of Site Plan Review approval;
5. Remove impractical revocation procedures, and;
6. Clarify the appeal process.

DH Goins requested a Second Reading and approval of Ordinance No. 1851-0614.

**Public Comment on Action Item** - None

**Mayor Cronce requested a Second Reading of Ordinance No. 1851-0617 as follows:**

*An Ordinance of the City of Shelton, Washington, Amending Chapter 20.49 of the Shelton Municipal Code and Ordinance 1311-191 Relating to Site Plan Review Procedures*

**Commissioner Moore moved to approve Ordinance No. 1851-0614 Amending Shelton Municipal Code Chapter 20.49 Relating to Site Plan Review Procedures; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.**

**G. New Business**

1. **Upper Mt. View Pressure Zone Tank Site Easement** – Public Works Director Clark reported that the two new water storage tanks associated with the Upper Mountain View Pressure Zone (UMVPZ) will ultimately be located on Mason County’s Public Works site and we will need the Easement/Agreement to clearly define the Water Utility’s long term use of the property, as they have stated they do not want to sell this property. A certified appraisal of the property was done and the value of the easement is $90,000. The Mason County Commission approved this easement/agreement and its value at their meeting of June 10, 2014. Control of the property is a requirement of Department of Health prior to awarding a contract for Phase 1A of the UMVPZ project. DH Clark requested the Commission authorize the Public Works Director to sign the Easement/Agreement and the Finance Department to issue a $90,000 voucher to the Mason County Treasurer by placing on the consent agenda for June 30, 2014.

*The Commission concurred to place the Easement/Agreement with Mason County on the consent agenda for June 30, 2014, authorizing the Public Works Director to sign and Finance Department to issue a $90,000 voucher.*

**Administration Reports**

City Administrator O’Leary said he also attended the Association of Washington Cities Conference last week and is now trying to get caught up.

**General Public Comment** - None

**Administrative Final Touches** - None
Announcement of Next Meeting
Mayor Cronce announced the next regular Commission meeting of Monday, June 30, 2014 at 2:00 p.m.

Adjournment
Mayor Cronce adjourned the meeting at 7:20 p.m.

Mayor Cronce

City Clerk Look