CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Minutes – August 11, 2014 2:00 p.m.
Shelton Civic Center

Presiding: Mayor Cronce, Commissioner Olsen and Commissioner Moore
Staff Present: Acting City Administrator Vicki Look, Steve Goins, Greg Clark, Mike Michael, Jason Dose, Jerry Hauth and Lesleann Kangas

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

Commission Reports

• Shelton Mason County Historical Museum 2nd Quarter Report - Mr. Justin Cowling, Executive Director
  Shelton Mason County Historical Society, presented the 2nd Quarter Report in accordance with their Tourism
  Grant Contract for 2014. Mr. Cowling’s report contained the visitors from the second quarter of 2014. He
  reported on the remodel of the facility and upcoming events for 2014. Mr. Cowling thanked the City for the
  lodging tax funds and is appreciative of the continued support of their organization

• Mason County Historical Society Downtown Car Show Annual Report – Mr. Justin Cowling reported that this
  was one of the best years for this event, raising approximately $8,000. He said that they do not have vendors
  and encourage the downtown businesses to stay open for this event. Mr. Cowling presented the Northwest
  Throttle magazine that include two full pages of pictures and story regarding this event. He thanked the
  Commission for their continued support of this event.

Mayor Cronce recognized the following, who thanked the City for the continued support they give to this event:
Ms. Annette McGee, Mr. Ray Kimble and Ms. Terry Holman.

Public Comment

Mayor Cronce recognized Ms. Marilyn Vogler who suggested that the proposed tent city ordinance should not
impose regulations that make it impossible for churches to meet them. Ms. Vogler said that the churches should
decide and apply regulations.

Old Business - None

New Business

1. Shelton Municipal Code (SMC) Update Section 20.06.030B – Permitted and Conditional Land Uses – Senior
   Planner Dose reported that in late 2013 and early 2014, the Community and Economic Development Department
   held three Downtown forums to discuss some identified (by staff) concerns relative to existing uses as it relates to
   allowances in the Downtown zone. Specifically, staff asked the question to those in attendance about several
   existing (legal) non-conforming uses within the downtown zone and how to best address them. In the end, staff
   determined that a fairly minor zoning change would be required to address the zoning items cited and a number
   of minor changes to the Shelton Municipal Code are requested. Some of these requests are to correct existing
   discrepancies, some are requested to address cited uses within the Downtown, and some are requested to allow for
   some additional uses within other zones in the City. The recommended changes are:

   1. Numerous footnote addition/clarifications in the NR zone as it relates to “Neighborhood Commercial”
      uses. Staff noticed that footnote 1 was missing on all identified “Neighborhood Commercial” uses in the
      NR zone. Footnote 1 clarifies that the use can be considered through the Conditional Use Permit process.

   2. Allow for some Auto oriented uses (Auto Reconditioning, painting, upholstering, repair, service, and
      sales) within the Downtown Zone to be considered with a Conditional Use Permit in areas south of
      Grove Street and east of Second Street. This would allow existing auto oriented uses (CFM Auto body
      and Mell Chevrolet) an avenue to become conforming and/or expand in the future. Currently, they are
      considered legal non-conforming. It was noted by many at the Downtown forums that this area of First
      Street used to be recognized as “Auto Row”.

   3. Allow for “eating and drinking places, with drive-thrus” in the Downtown Zone and CR/V zone if the
      parcel has frontage along First Street/Olympic Highway South. This would allow for additional options
      on this very busy vehicle access as well as allow for existing uses such as the Ritz Drive-In an avenue to
      expand, if desired.

   4. Amend the table to allow for residential uses above Commercial uses in the Downtown zone. The table
indicates a Conditional Use Permit is required while Chapter 20.20 (Downtown Zoning) of the SMC allows for the use outright.

5. **Amend the table to allow for “Machine and welding shops” to be considered within the General Commercial zone through the Conditional Use Permit process.** There is currently one machine shop within the General Commercial zone and staff has been contacted regarding location of another in the last year. Currently, the SMC limits such uses to the Industrial and Commercial Industrial zones (neither of which we have a large supply of). Staff considers this type of use to be very similar to many of the automotive repair uses which are allowed within the zone. The Conditional Use Permit process would allow staff to review the uses for compatibility with neighboring uses.

6. **Amend footnotes 3, 4, 5, and 10 of the table to reflect verbiage within the zoning code and amend appropriate footnotes throughout the table as they apply to specific zoning/uses.**

7. **Clarify footnote 2 to better reflect actual language in the Shelton Municipal Code (regarding duplex/triplex uses).**

8. **Amend the table to allow for retail lumber yard uses to be considered in the General Commercial zone with a Conditional Use permit.** This would allow ProBuild (formerly Lumberman’s) an avenue to become legal and also expand in the future if desired. It would also allow for similar uses to be considered within the General Commercial zone.

SP Dose requested the Commission set a public hearing for September 2, 2014 to consider the presented changes.

**The Commission concurred to set a public hearing for September 2, 2014 to consider the proposed changes to the Shelton Municipal Code regarding permitted and conditional land uses.**

2. **Human Services Committee Appointments** – Community and Economic Development Director Goins said in April 2014, the Commission adopted Resolution 1065-0414, establishing an advisory committee, charged with addressing the recommendations in the Poverty Task Force Report and determining the process for implementation. Most recently, the City Commission adopted Resolution 1072-0814 which modified the membership structure of this committee and allowed for a range of membership (five to seven) rather than a fixed number (seven). DH Goins reported the City received communications from five members of the community expressing interest in serving on this committee. He believes all of the applicants have knowledge and experience that would serve this committee well, and recommends their appointments. The appointments could fulfill the committee membership structure requirements of the enacting resolution as follows:

- Members representing the health care, affordable housing, social services, business community, and education sectors of the community: Toby Kevin, Charles Orthmann, Tamra Inwaldson, and Linda Amar
- Members-at-large: Marilyn Vogler

DH Goins requested the Commission place the recommended three year appointments on the consent agenda for August 18, 2014.

**The Commission concurred to place the appointments of Mr. Toby Kevin, Mr. Charles Orthmann, Ms. Tamra Inwaldson, Ms. Linda Amar and Ms. Marilyn Vogler on the consent agenda for August 18, 2014 for a term of three years.**

3. **Ordinance No. 1856-0814 – First Reading – An Ordinance of the City of Shelton, Mason County, Washington, Amending Chapters 14.16, 15.24, and 16.06 and Adding a New Chapter 17.14 to the Shelton Municipal Code, Relating to Utility Latecomer Agreements** – Public Works Director Clark said that during the 2014 session, the Washington State Legislature amended the statutes relating to latecomer agreements. Due to the amended state law, it is necessary to update the Shelton Municipal Code (SMC) to be consistent with these amendments. DH Clark said as the City wishes to ensure that essential detail related to processes and requirements for development of utility latecomer agreements is set forth in the SMC, and as the economy is showing signs of recovery, he recommends that now is the time to get the new ordinance in place. Legal counsel prepared this draft ordinance mending the city of Shelton amending chapters 14.16, 15.24, and 16.06 and adding a new chapter 17.14, relating to utility latecomer agreements. DH Clark requested a First Reading of Ordinance No. 1856-0814 and the Second Reading be placed on the consent agenda for August 18, 2014.
Mayor Cronce requested a First Reading of Ordinance No. 1856-0814 as follows: An Ordinance of the City of Shelton, Mason County, Washington, Amending Chapters 14.16, 15.24, and 16.06 and Adding a New Chapter 17.14 to the Shelton Municipal Code, Relating to Utility Latecomer Agreements

The Commission concurred to place Ordinance No. 1856-0814 on the consent agenda for August 18, 2014 for a Second Reading and adoption.

Administration Reports

• SR3 Corridor Enhancements – Community and Economic Development Director Goins and Civil Engineer Hauth provided an update to this project. CE Hauth presented the scope and schedule on this project. He provided maps of the previously proposed enhancements based on grants at that time and after reviewing the current funding with Washington State Department of Transportation (WSDOT) trying to find a compromise due to problems with the original plan. He presented a new map without the added amenities in the first proposal. With the current funding we will fabricate half of the parking, construct the walkway halfway through the wetlands with viewing platform at the end of the walkway. WSDOT said this is sufficient to meet the intent of the grants the City was provided ten years ago. As far as the schedule, Monday the City will receive the draft of the drawings and the Environmental Classification Summary. The intent is to have this project out to bid early next year. This project is presently a sizeable wetland and due to measures the City will take, over time will not be wetlands. WSDOT is supportive of this project. DH Goins handed out a spreadsheet providing an overview of where we are at in terms of the cost of the project as we are currently moving forward utilizing the scope presented and the funding secured. The project, from a cost prospective is about 67% park and ride and 33% enhancement of the wetland area. DH Goins said that there is about $130,000 gap in the funding right now. We need to secure property belonging to the Navy easement, move a sweepings pile, and decommission wells and the pear trees that are dying so we are preserving that heritage by grafting them. DH Goins said as we do budget discussions the SR3 Corridor Enhancements will need to be addressed.

The Commission thanked staff for the presentation.

• Overlay/In-house Paving Schedule Adjustment – Public Works Director Clark said this request is related to the project that was just previously presented. DH Clark said there are three overlays in the approved budget for Turner Avenue, H Street from Madison to Monroe, and Monroe from H to I streets. He explained that, as we looked at trying to find money to support the SR3 Enhancements, REET Money that we are using for Turner can be used for overlays only. The other one time money is eligible to be used for the SR3 projects. Staff is recommending carrying over to the 2015 budget the money for the two smaller overlays. The crews will use the REET 2 money of $29,721.00 that can be spent on Turner this year and doing more in next year’s budget. This will free up monies for the SR3 project.

• Police Chief Search – Acting City Administrator Look reported that five applicants to be interviewed have been selected and we are now compiling a diverse group of individuals from our community to participate in the interview process. The interviews will be August 27, 2014, all day at the Civic Center. There will be a “meet and greet” at the Colonial House from 6:00-8:00 p.m., August 26, 2014.

General Public Comment – None

Administrative Final Touches

• CE Michael – Downtown Creek Design Contract
• DH Clark – Rate Ordinance Amendment

Announcement of Next Meeting
Mayor Cronce announced the next regular meeting of August 18, 2014, at 6:00 p.m.

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

Mayor Cronce

City Clerk Look