

**CITY OF SHELTON, WASHINGTON - CITY COMMISSION**  
Business Meeting Minutes – April 25, 2011 6:00 p.m.  
Shelton Civic Center

Presiding: Mayor Tarrant, Commissioner Byrne and Commissioner Pannell  
Staff Present: Dave O’Leary, Vicki Look, Steve Goins, Cathy Beierle, Mark Ziegler, Jason Dose, Dennis McDonald and Lesleann Kangas

Mayor Tarrant called the meeting to order at 6:12 p.m., following the Shelton Metropolitan Park District Board Meeting.

**Commission Reports**

One or more Commissioners will attend the following activities this week:

- Memorial Hall Meeting
- Community Action Council Meeting
- Special Commission Meeting/Staff Update

Mayor Tarrant announced a change to the agenda, move Item #1 under New Business to Item #1 under Old Business and Item # 1 under Old Business to Item #2.

**Public Comment** - None

*Mayor Tarrant recessed out of the regular meeting and opened the Public Hearing at 6:15 p.m.*

**Public Hearing** - Disposition of Parcel representing a portion of vacated East G Street – Public Works and Community and Economic Development Director Goins said that on March 14, 2011, the Commission adopted Ordinance No. 1780-0311, which vacated approximately 210 feet of unopened East G Street between Sherwood Lane and 13<sup>th</sup> Street. The City subsequently acquired an additional 30 feet of land in this area for improving the proposed right-of-way to a desired width. The City has decided not to extend the right-of-way, so Mason General Hospital has offered to purchase the property. DH Goins presented an Agreement for Intergovernmental Disposition of Property that describes the terms and conditions for this purchase and requested this be placed on the consent agenda for the Mayor to sign on May 2, 2011.

**Public Testimony** – None

*Commissioner Byrne moved to close the Public Hearing at 6:19 p.m.; Commissioner Pannell seconded the motion. A vote was taken and the motion passed.*

*The Commission concurred to place the Disposition of a Parcel Representing a Portion of Vacated East G Street on the consent agenda for May 2, 2011 and authorize the Mayor to sign.*

**Consent Agenda**

1. Shelton Civic Center Rotating Art Recommendations – David McCrae, photography – Deb Hart, photography and mixed media
2. Layton D550 Super Paver – Vendor Award Form Clyde West and authorize the Mayor to sign the Quotation/Acceptance Form
3. Commission Meeting Minutes from:
  - Business Meeting of March 28, 2011
  - Business Meeting of April 4, 2011

*Commissioner Byrne moved to approve the consent agenda as read; Commissioner Pannell seconded the motion. A vote was taken and the motion passed.*

## **Old Business**

1. **Resolution #1020-0411 – A Resolution of the City of Shelton, Washington Establishing Policy Making Responsibilities Between the City of Shelton City Commission and The Shelton Metropolitan Park District Board** – Parks and Recreation Director Ziegler presented this draft resolution that would establish policy making responsibilities between the City of Shelton City Commission and the Shelton Metropolitan Park District.

The City Commission responsibilities would be as follows:

- Employment of staff
- Park use scheduling
- Recreation program administration
- Park maintenance, renovation, and development
- Park land purchase
- Long range planning
- Grant applications
- Fee schedule approval

The Shelton Metropolitan Park District responsibilities would be as follows:

- District budget and financial policies
- District expense voucher approval
- Citizen advisory committee oversight
- Volunteer recruitment
- Park use policy & regulations
- Financial audit entrance/exit meetings

DH Ziegler requested approval of Resolution #1020-0411.

*Mayor Tarrant requested a reading of Resolution #1020-0411 as follows:*

***A Resolution of the City of Shelton, Washington Establishing Policy Making Responsibilities Between the City of Shelton City Commission and The Shelton Metropolitan Park District Board***

***Commissioner Byrne moved to approve Resolution #1020-0411; Commissioner Pannell seconded the motion. A vote was taken and the motion passed.***

2. **Ordinance No. 1784-0411 – Second Reading - An Ordinance of the City of Shelton, Washington, Amending the City's Zoning Map to Rezone 160 acres of Real Property from Commercial Industrial to Neighborhood Residential** – Senior Planner Dose reported that the City held a public hearing April 11, 2011, to consider this rezone and receive public comment. At the public hearing, staff received several comments, which were largely focused on: noise; the accuracy of the previously presented BRC sound analysis; and, informing the City that airports receive complaints from areas that lie outside of the 55 DNL contour. At the meeting of April 18, 2011, BRC presented a detailed Powerpoint and written responses to concerns received relative to the sound analysis developed by the firm. City Staff and the City Attorney responded to letters received including one from the Port of Shelton Attorney. The Commission concurred to hold a First Reading of Ordinance 1784-0411 and requested a Second Reading and adoption tonight, which would rezone the Hall Equities Group 160 acres from Commercial Industrial to Neighborhood Residential.

Mayor Tarrant said he was absent from last week's meeting, has read all the material, and supports the Commission's decision last week to move forward. He stated he believes this project needs to move forward with respect to rezone, and that staff has done due diligence with efforts in presenting the necessary information.

Commissioner Byrne said it is in the City's budget and financial strategy to promote economic development in order to reach financial stability. To achieve this goal, voters stepped up with the library and EMS Levy; contracted with Mason Fire District #5 and Metropolitan Parks District, all of which are key achievements in reaching financial stability. Economic Development such as this project, which is a mix of commercial and residential, and is in the best interest of the public.

***Mayor Tarrant requested a Second Reading of Ordinance No. 1784-0411 as follows:***

***An Ordinance of the City of Shelton, Washington, Amending the City's Zoning Map to Rezone 160 acres of Real Property from Commercial Industrial to Neighborhood Residential***

***Commissioner Pannell moved to adopt Ordinance No. 1784-0411; Commissioner Byrne seconded the motion. A vote was taken and the motion passed.***

### **New Business**

1. Goldsborough Creek Sanitary Sewer Improvement Project – City Utilities Easement for Kneeland Park Pump Station – Regional Projects Manager McDonald reported that the City has completed the construction of the Goldsborough Creek Sanitary Sewer Improvement Project's two phases. Public Works is coordinating with the Finance Department to close out final details, including the final disposition of assets. The pump station in Kneeland Park requires a transfer of ownership, with the preferred approach being the establishment of a permanent easement. Staff recommends a one-time payment from the Sewer Fund in the amount of \$14,542.67 to the General Fund for the permanent location of the Kneeland Park Pump Station. Calculating the proportion, the pump station took-up in the park, and using the Park's land-assessed value from Mason County Mapping and Assessor database has determined the valuation of the easement.

Commissioner Byrne asked if there is a meets and bounds description for this parcel. Staff responded they would include this for the meeting next week.

***The Commission concurred to place the Goldsborough Creek Sanitary Sewer Improvement Project – City Utilities Easement for Kneeland Park Pump Station under Old Business for May 2, 2011 to include a description.***

2. Ordinance No. 1785-0511 – An Ordinance of the City of Shelton, Washington, Amending Chapter 20.13 of the Shelton Municipal Code Relating to the PR-A Professional Office/Residential Mixed Use Zoning District, and Amending Portions of Chapters 20.06, 20.13 and 20.64 – Public Works and Community and Economic Development Director Goins reported that this district consists of the northern half block on Alder Street, between First (which is where Mickey's Deli is located) and Seventh Streets (which is an office building across from the library). It is bound on the north by an established neighborhood residential area and on the south by a mix of uses, including the Mason County Campus. DH Goins said the proposed changes are dealing with the intent, design requirements, exterior materials, traffic mitigation, adaptive re-use of historic buildings and land use matrixes. The proposed changes and additions are intended to expand the allowed, and conditionally allowed uses within this district while continuing to complement and protect the adjoining neighborhoods, and makes regulations (particularly the design guidelines) easier to apply. DH Goins requested a public hearing for May 2, 2011 to receive comments from the public.

Commissioner Byrne asked about balancing the parking with a business located on Alder Street. DH Goins said that alley access and side street access could be on a case-by-case basis. Commissioner Byrne requested a larger map of the area for the public hearing.

Mayor Tarrant requested clarification on the permitted uses at the public hearing.

Commissioner Pannell asked for discussion and explanation on development coverage at the public hearing.

The Commission concurred to hold a public hearing on May 2, 2011.

**Public Comment**

Mayor Tarrant recognized Ms. Tracy Moore who said she believes that the neighborhood has not been notified of the text amendments. She stated this does not allow them much time for comments. DH Goins said a packet was sent to the property owners in the zoning history, but an extensive list has not been sent to surrounding property owners.

City Administrator O'Leary asked what the legal standards are for legal notices. DH Goins responded our code is not clear, and the Commission may chose to make these text amendments as they deem fit.

DH Goins recommended that the Commission hold a public hearing May 2, 2011, and continue the hearing to a later date to allow time for comments.

**Administration Reports**

City Administrator O'Leary said he has reserved 30 minutes for the April 29, 2011, Special Meeting to address works being done on strategic planning and the economic plan.

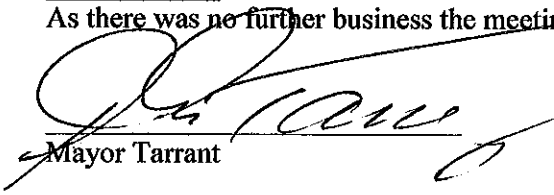
**Administrative Final Touches** - None

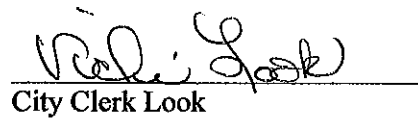
**Announcement of Next Meeting**

Mayor Tarrant announced the next Commission meeting of Monday, May 2, 2011, 6:00 p.m.

**Adjournment**

As there was no further business the meeting was adjourned at 7:11 p.m.

  
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Mayor Tarrant

  
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City Clerk Look