

**CITY OF SHELTON, WASHINGTON – CITY COMMISSION**  
Study Session Meeting Minutes – November 23, 2009  
Shelton Civic Center – 2:00 P.M.

Presiding: Mayor Tarrant, Commissioner Byrne and Commissioner Pannell

Staff Present: Dave O’Leary, Cathy Beierle, Steve Goins, Mike Michael, Dennis McDonald, Erik Birk, John Ozga, Lori Heinzen and Lesleann Kangas

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

**Commission Reports**

- **Support Our Sheltonians (SOS) – Finance** – Staff Accountant Heinzen updated the Commission on this fund that helps low-income families and individuals pay their City of Shelton utility bill. The balance of this fund is at an all time low of \$290. The City is encouraging citizens and community groups to donate to the program. A donation may be made by paying extra on your utility bill, sending a check to the City of Shelton dedicated to the Support Our Sheltonians or drop off donations at the Shelton Civic Center.

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

- Mason County Fire District #5
- Regional Contract and Finance Work Group

**Public Comment** – None

**Consent Agenda**

1. **Goldsborough Creek – Simpson Ingress & Maintenance Easement** – Authorize the Mayor to sign when received with Simpson’s signature

*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. **Wastewater Treatment Plant Update** – Public Works and Community and Economic Development Director Goins reported that the bid opening for the Wastewater Treatment Plant is tomorrow. Staff anticipates receiving 23 bids and is hoping for a good bid climate. Staff will continue to update the Commission on the progress of this project.
2. **Moratorium on Development Applications and Allocation of Sewer Connections – Update** - Public Works and Community and Economic Development Director Goins reported that there have been five ERUs claimed of the forty eligible for allocation under the moratorium. A triplex on C Street, one single family residence in the Shelton Springs Subdivision and one single family residence on G Street equal the five ERUs. The anticipated Graystone Apartment project will secure building permits soon, requiring an allocation of 9.6 ERUs. Once these apartment permits are issued there will be 25.4 ERUs remaining for allocation. With the current pace of capacity allocation, there is limited need to consider amending the moratorium. The Commission will be required to lift or extend the moratorium in the near future. Public Works staff will continue to update the Commission and the public on the moratorium.

Mayor Tarrant recognized Ms. Terri Jeffreys, Executive Director of the Shelton Mason County Chamber of Commerce, who asked DH Goins if any applicants have been denied and how to put a positive face on a possible new business applicant. DH Goins said questions have been answered pertaining to the moratorium but to his knowledge no one has requested an ERU and been denied. Staff said there is always room for discussion if a new applicant comes along.

**New Business**

1. **North Sheltonville Historic Neighborhood Local Historic District (LHD)** – Associate Planner Birk presented maps of the previously and newly requested LHD. The newly proposed LHD is smaller than the originally proposed area. The original district had 114 properties in downtown Shelton north of Alder between First and Eighth. The newly

proposed LHD had 31 properties in about five blocks on Birch and Laurel Streets between Fifth and Eighth that includes the William G. Reed Library. In this revised District, 16 of the 31 property owners support the District with six against. With these numbers of support the City is requesting to move forward with the process to create the North Sheltonville Historic Neighborhood Local Historic District. The District includes mainly residential homes, a couple of vacant lots, and one City public facility, the Shelton Timberland Regional Library. Staff requested the Commission set a date for a Public Hearing for the LHD to include the new Design Criteria.

***The Commission concurred to set a Public Hearing date of January 4, 2010 for the North Sheltonville Historic Neighborhood Local Historic District and Design Criteria.***

2. **Fats Oils & Grease (FOG) Ordinance** - Public Works and Community and Economic Development Director Goins, Operator Ozga and City Engineer Michael reported that Ordinance No. 1757-1109 will establish regulations for the installation, maintenance, generation, and disposal of gravity grease waste for the protection of the Public Owned Treatment Works (POTW) and the environment. The new regulations would require all food service establishments to implement Best Management Practices (BMP), such as installation of grease interceptors in new and existing development. These practices will limit the potential for sewer line stoppages resulting in flooding of businesses, residences and overflows into public spaces and storm drains that discharge into the waters as well as reduce the quantity of fats, oils and grease that can not be treated at the treatment plant. These facilities will have twelve months to become compliant. City staff is coordinating with Mason County Health Department to educate food service facilities and facilities that impact the operation and maintenance of the City's POTW. DH Goins requested the Commission set a public hearing date for the FOG Ordinance.

***The Commission set the date of December 7, 2009 for a Public Hearing on the Fats, Oils & Grease Ordinance.***

**Administration Reports** - None

**Public Comment** - None

**Administrative Touches**

- Regional Projects Manager (RPM) McDonald – Parcel Combination Simpson/Green Diamond
- RPM McDonald – Community Development Block Grant
- RPM McDonald – IGA 17 Wastewater Treatment Plant Construction Costs
- Staff was advised to review the Touches included in the Looking Ahead presented at the meeting.

**Announcement of Next Meeting**

Mayor Tarrant announced that the next regular Commission meeting will be Monday, November 30, 2009, 2:00 p.m.

**Adjournment**

As there was no further business the meeting was adjourned at 3:22 p.m.

  
Mayor Tarrant

  
City Clerk Look