



Shelton City Council
Study Session Agenda
November 8, 2022 – 6:00 p.m.
Civic Center & Virtual Platform

A. Call to Order

B. Roll Call

C. Study Agenda

1. Land Use Regulations – Presented by Community & Economic Development Director Jae Hill

D. New Items for Discussion

E. Adjourn

The City of Shelton is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please call (360) 432-5103 at least 48 hours in advance of the meeting.



2022/23 Looking Ahead

(Items and dates are subject to change)

<p>Tues. 11/15 5:45 p.m.</p>	<p>Special SMPD Meeting</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Meeting Minutes <p>Business Agenda</p> <ul style="list-style-type: none"> • <p>Action Agenda</p> <ul style="list-style-type: none"> • Resolution No. SMPD 36-0922 2023 Budget • Resolution No. SMPD 37-0922 2023 Ad Valorem Taxes <p>Administration Report</p> <ul style="list-style-type: none"> • 	<p>Packet Items Due: 11/4 – 5:00 p.m.</p>
<p>Tues. 11/15 6:00 p.m.</p>	<p>Regular Meeting</p>	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • September Financial Status Report <p>Presentations</p> <ul style="list-style-type: none"> • Mason County Historical Society Museum 3rd Quarter LTAC Report • Overlook Park Murals LTAC Report <p>Business Agenda</p> <ul style="list-style-type: none"> • Public Hearing Ordinance No. 1994-0922 Parks and Open Space Standards for Development of Land • Community Calendar Policy • Public Hearing Ordinance No. 1995-1022 Updates to Shelton Municipal Code - Code Enforcement • Nisqually Jail Contract <p>Action Agenda</p> <ul style="list-style-type: none"> • Civic Center Rotating Art Gallery • Public Hearing Ordinance No. 1991-0922 2023 Budget Adoption • Public Hearing Ordinance No. 1992-0922 2023 Regular & Ad Valorem Taxes • Resolution No. 1246-1022 C Street Landfill Cleanup Construction Contract Award • Resolution No 1248-1122 Declaration of Emergency for the WWTP RAS Pump <p>Administration Report</p> <ul style="list-style-type: none"> • 	<p>Packet Items Due: 11/4 – 5:00 p.m.</p>
<p>Tues. 11/22 6:00 p.m.</p>	<p>Study Session</p>	<p>Study Agenda</p> <ul style="list-style-type: none"> • Homelessness Task Force Recommendations • No sit/No lie 	<p>Packet Items Due: 11/18 @ noon</p>
<p>Tues. 12/6</p>	<p>Regular Meeting</p>	<p>Consent Agenda</p>	<p>Packet Items Due:</p>

6:00 p.m.		<ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • Pacific Coast Shellfish Growers Assn. • Great Bend Center for Music LTAC Report Business Agenda <ul style="list-style-type: none"> • Resolution No. xxxx-xxxx DOC Grant Acceptance for Well 1 Rehab • Resolution No. xxxx-xxxx Well 1 Rehab Design Contract Amend. No. 3 • Resolution No. xxxx-xxxx DOC Grant Acceptance for WWTP Reclaimed Tank • Resolution No. xxxx-xxxx WWTP Reclaimed Tank Design Contract Amend. No. 2 • Resolution No. xxxx-xxxx Local Road Safety Plan Project Approval and Authorization • Resolution No. 1243-0822 Brockdale Road Resurfacing Improvements Project Award • Resolution No. xxxx-xxxx Consultant Contract Amend No 1 for Brockdale Road Improvement Project Action Agenda <ul style="list-style-type: none"> • Ordinance No. 1994-0922 Parks and Open Space Standards for Development of Land • Community Calendar Policy • Ordinance No. 1995-1022 Updates to Shelton Municipal Code - Code Enforcement • Nisqually Jail Contract Administration Report • 	11/23 @ 5:00 p.m.
Tues. 12/6 After regular meeting	Special Meeting	Executive Session <ul style="list-style-type: none"> • Performance of a Public Employee 	N/A
Tues. 12/13 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 12/9 @ noon
Tues. 12/20 5:45 p.m.	SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 12/9 @ 5:00 p.m.
Tues. 12/20 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • October Financial Status Report Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 12/9 @ 5:00 p.m.
Tues. 12/27	Study Session	Study Agenda	Packet Items Due:

6:00 p.m.			12/23 @ noon
Tues. 1/3/23 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes <p>Business Agenda</p> <ul style="list-style-type: none"> Resolution No. XXXX-XXXX Master Fee Schedule Update Ordinance No. 1996-1022 Council Protocol Manual Revisions <p>Action Agenda</p> <ul style="list-style-type: none"> Resolution No. XXXX-XXXX Master Fee Schedule Update Resolution No. XXXX-XXXX DOC Grant Acceptance for Well 1 Rehab Resolution No. XXXX-XXXX Well 1 Rehab Design Contract Amend. No. 3 Resolution No. XXXX-XXXX DOC Grant Acceptance for WWTP Reclaimed Tank Resolution No. XXXX-XXXX WWTP Reclaimed Tank Design Contract Amend. No. 2 Resolution No. XXXX-XXXX Local Road Safety Plan Project Approval and Authorization Resolution No. 1243-0822 Brockdale Road Resurfacing Improvements Project Award Resolution No. XXXX-XXXX Consultant Contract Amend No 1 for Brockdale Road Improvement Project <p>Administration Report</p> <ul style="list-style-type: none"> 	Packet Items Due: 12/23 @ 5:00 p.m.
Tues. 1/10 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 1/6 @ noon
Tues. 1/17 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes November Financial Status Report <p>Business Agenda</p> <ul style="list-style-type: none"> <p>Action Agenda</p> <ul style="list-style-type: none"> Resolution No. XXXX-XXXX Master Fee Schedule Update Ordinance No. 1996-1022 Council Protocol Manual Revisions <p>Administration Report</p> <ul style="list-style-type: none"> 	

Other – TBD

- UGA/Annexation Policy (Water/Sewer Extensions)
- More Standing Committees by the Council
- Water and Sewer Fee Schedule Revisions (Ordinance removing rates from SMC)
- Public Hearing Ordinance No. 1968-0321 Water Comp Plan Adoption
- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- Resolution No. 1247-1022 Bostrom Lane Public Utility & Access Easement

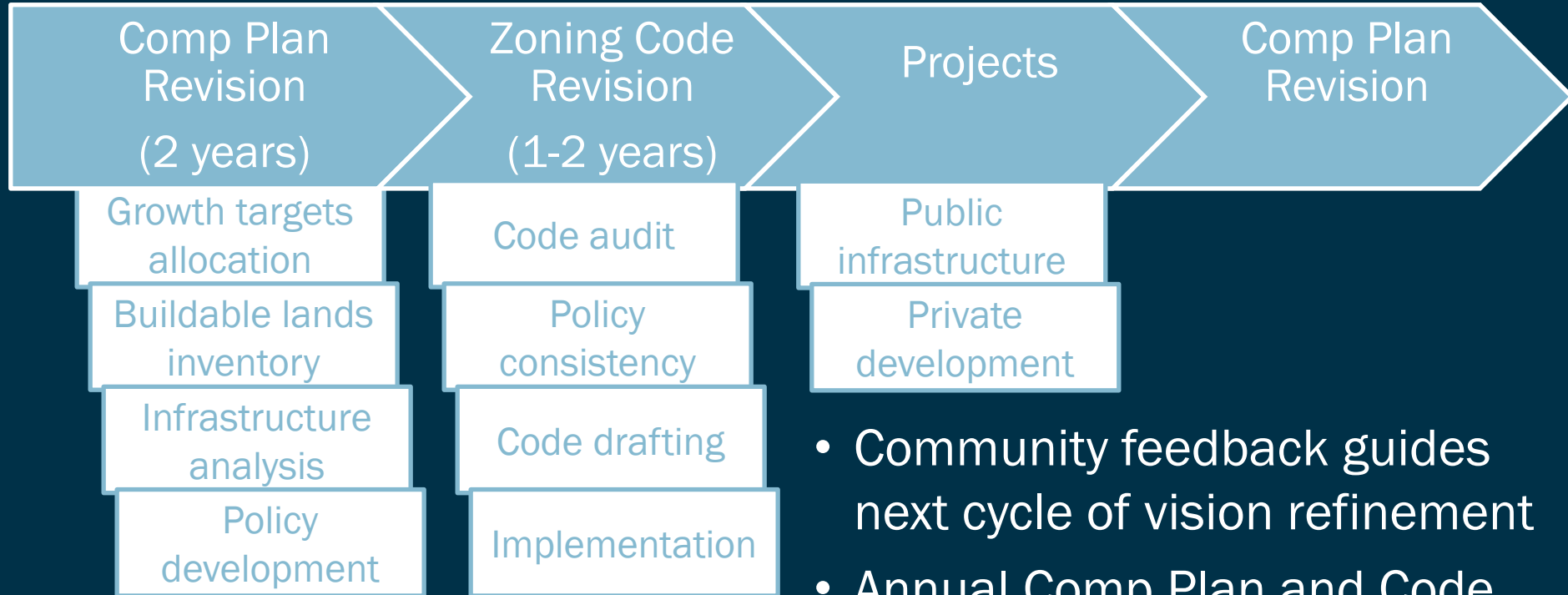
Land-Use Planning Fundamentals



Planning Hierarchy

- State Law (SEPA, GMA, SMA)
 - Countywide Planning Policies
 - Comprehensive Plans (County and City)
 - Functional Plans (Water, Sewer, Stormwater)
 - Subarea Plans
 - Zoning Code
 - Development Standards
 - Policies and Procedures (Interpretations, Applications)
 - » Project-Level Plans and Entitlements

Local Planning Cycle



- Community feedback guides next cycle of vision refinement
- Annual Comp Plan and Code updates allow mid-cycle review

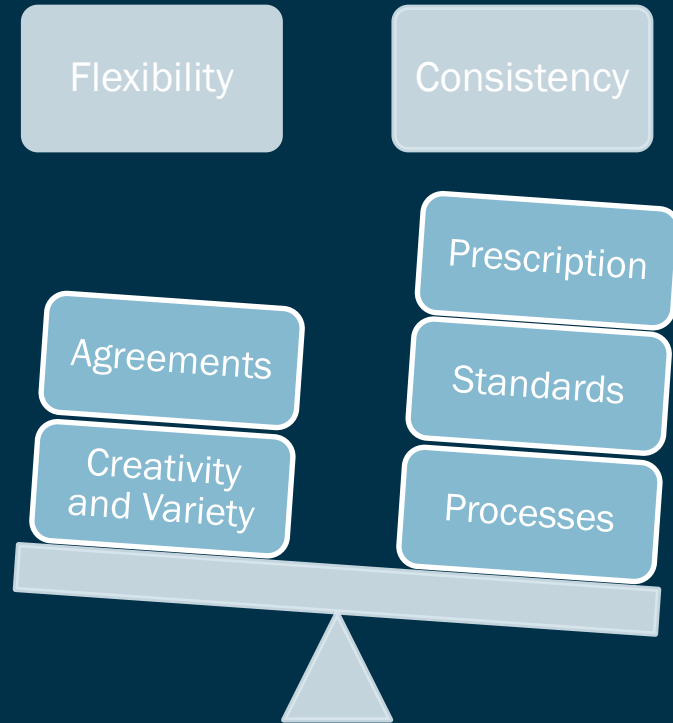
Comprehensive Plans

- Enshrining a vision for City's growth
 - Required updates every 10 years per GMA
 - Shelton to start in 2023, due 2025
- Required elements: land use, housing, capital facilities, utilities, transportation, economic development, parks
- Guides development of code

Municipal Code and Policies

- The specific guidelines and processes to achieve Comp Plan goals.
- Staff policies and interpretations supplement Code language

Striking a Balance



Project-level Entitlements

- Includes: permits, site plans, development agreements, planned unit developments, etc.
- These are the application of the Code processes and a realization of the Comp Plan vision.

Shelton Application Types

Type I: Administrative Ministerial



Type II: Administrative Discretionary



Type III: Quasi-judicial



Type IV: Legislative

Type 1: Administrative Ministerial	Type 2: Administrative Discretionary	Type 3: Quasi-Judicial	Type 4: Legislative
<ul style="list-style-type: none"> • Address request • Administrative Exceptions • Boundary line adjustments/ parcel combination • Certificate of Continued Use • Clearing and grading permits • Commercial building permit • FEMA Elevation Certificates • Fence Permit • Fire permits • Floodplain Development Permits • Landscaping and Lighting • Residential building permit • Shoreline exemption • Sign Permit • Special Event Permits • Street-use and right-of-way Permits • Zoning verification letter 	<ul style="list-style-type: none"> • Comprehensive Sign Review • Critical area permits: permitted alterations and exemptions • Critical area: reasonable use exception • Minor variance • SEPA threshold determination • Shoreline substantial development permits • Short subdivisions • Site/Civil Plan Review • Stormwater Management Manual exceptions 	<ul style="list-style-type: none"> • Conditional Use Permit • Preliminary subdivision plat • Planned Unit Development (PUD) • Rezoning implementing comp plan • Shoreline Conditional Use and Variance Permit • Variance • Zone boundary determination 	<ul style="list-style-type: none"> • Annexations • Comprehensive Plan Amendments / Adoption • Development Agreements • Final subdivision plat • Rezoning requiring comp plan amendment • Special Use Permits (recommended by hearing examiner) • Street vacations • Zoning code amendments

Shelton Application Process

Application Intake



Planning and Public Works Review



SEPA, Required Notices



Decisions

General Review Timeframes for Type II-IV Processes





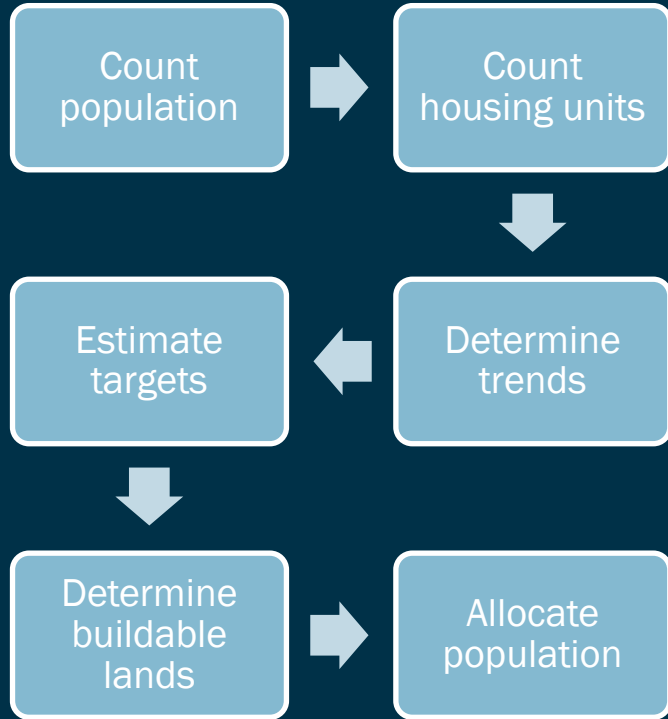
Jae Hill, AICP, CFM

Community & Economic Development

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How Growth is Forecast



- Consider national and regional economic trends
- Regional growth forecast
- Allocate growth across and within jurisdictions