



Shelton City Council
Meeting Agenda
February 7, 2023 at 6:00 p.m.
Civic Center & Virtual Platform

A. Call to Order

- Pledge of Allegiance
- Roll Call
- Late Changes to the Agenda

B. Council Reports

C. Consent Agenda (Action)

1. Vouchers numbered 107970 through 108016 in the total amount of \$114,467.33
2. Vouchers numbered 108017 through 108020 in the total amount of \$124,285.58
3. Vouchers numbered APA001900 through APA001936 in the total amount of \$212,783.78
4. Vouchers numbered 108027 through 108029 in the total amount of \$3,089.36
5. Vouchers numbered 108030 through 108032 in the total amount of \$38,706.93
6. Vouchers numbered APA001937 through APA001973 in the total amount of \$1,076,076.35
7. Vouchers numbered 108033 through 108036 in the total amount of \$23,113.11
8. Vouchers numbered APA001974 through APA002006 in the total amount of \$263,188.78
9. Minutes:
 - Business Meeting of January 3, 2023
 - Study Session of January 10, 2023

D. Presentations

1. Mason County Historical Society Museum 4th Quarter LTAC Report – Presented by Director Liz Arbaugh
2. Shelton-Mason County Chamber 4th Quarter LTAC Report – Presented by Board Chair Kyle Skarra

E. General Public Comment (3-minute time limit)

*The City Council invites members of the public to provide comment on any topic at this time. To make comments in person, please sign in on the public comment sheet and keep an instruction card. If you would like to comment on a Business or Action item, please list the agenda item number on the list. To comment virtually using Zoom, please use the "Raise Hand" feature to alert the City Clerk. If you have joined Zoom on your telephone, dial *9 to use the "Raise Hand" feature. City Councilmembers and City Staff will not enter into a dialogue during public comment. If the Council feels an issue requires follow up, Staff will be directed to respond at an appropriate time.*

F. Business Agenda (Study/No Action/Public Comment Taken)

1. Resolution No. 1247-1022 Bostrom Lane Public Utility & Access Easement – Presented by Public Works Director Jay Harris
2. Council Protocol Manual Revisions – Presented by City Manager Jeff Niten
3. Public Hearing Ordinance No. 1999-1222 Amending SMC Relating to Rooming Houses – Presented by Community & Economic Development Director Jae Hill
4. Public Hearing Ordinance No. 2000-1222 Shoreline Master Program Periodic Review – Presented by Senior Planner Jason Dose
5. Public Hearing Ordinance No. 2001-1222 Flood Damage Prevention Standards Update – Presented by Senior Planner Jason Dose
6. Public Hearing Ordinance No. 1998-1222 Peacock Ridge Annexation Request – Presented by Senior Planner Jason Dose

G. Action Agenda (Action/Public Comment Taken)

1. Resolution No. 1253-1122 Master Fee Schedule Update – Presented by Finance Director Mike Githens
2. Resolution No. 1262-0123 Repealing Resolution No. 1157-0320 – Presented by Finance Director Mike Githens
3. Resolution No. 1257-1222 Water/Sewer Rate & GFC Study Consultant Contract – Presented by Public Works Director Jay Harris
4. Resolution No. 1258-1222 Public Works Laydown Yard Consultant Design Contract – Presented by Public Works Director Jay Harris
5. Parks & Recreation Advisory Committee Appointments – Presented by Parks & Facilities Director Mark Ziegler
6. Designated Crisis Responder – Presented by City Manager Jeff Niten

H. Administration Reports

1. City Manager Report

I. New Items for Discussion

J. Announcement of Next Meeting – February 21, 2023 at 6:00 p.m.

K. Adjourn

Special Note for Virtual Public Participation

The meeting can be viewed at: <https://www.youtube.com/user/cityofshelton>

The public can provide comments virtually by:

Email: donna.nault@sheltonwa.gov (before 5:00pm the day of the meeting)

Telephone: (360) 432-5103 (before 5:00pm the day of the meeting)

Join the Zoom meeting by clicking on the link posted on the City Council's webpage

Your comments will be relayed directly to the Council.



2023 Looking Ahead

(Items and dates are subject to change)

Tues 2/14 6:00 p.m. No D.P.	Study Session	Study Agenda	Packet Items Due: 2/10 @ noon
Tues. 2/21 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • December Financial Status Report <p>Business Agenda</p> <ul style="list-style-type: none"> • Resolution No. 1260-0123 Asphalt Patch Truck Replacement Purchase • Resolution No. 1261-0123 Camera Van Replacement Purchase • Resolution No. 1263-0123 Angleside Pressure Zone Prelim. Design • Purchase & Sale Agreement – 13th Street <p>Action Agenda</p> <ul style="list-style-type: none"> • Resolution No. 1247-1022 Bostrom Lane Public Utility & Access Easement • Council Protocol Manual Revisions • Ordinance No. 1999-1222 Rooming Houses • Ordinance No. 2000-1222 Shoreline Master Program Periodic Review • Ordinance No. 2001-1222 Flood Damage Prevention Standards Update • Ordinance No. 1998-1222 Peacock Ridge Annexation Request • Civic Center Rotating Art Gallery <p>Administration Report</p> <ul style="list-style-type: none"> • 	Packet Items Due: 2/10 @ 5:00 p.m.
Tues 2/28 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 2/24 @ noon
Tues. 3/7 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"> • <p>Action Agenda</p> <ul style="list-style-type: none"> • Resolution No. 1260-0123 Asphalt Patch Truck Replacement Purchase • Resolution No. 1261-0123 Camera Van Replacement Purchase • Resolution No. 1263-0123 Angleside Pressure Zone Prelim. Design • Purchase & Sale Agreement – 13th Street <p>Administration Report</p>	Packet Items Due: 2/24 @ 5:00 p.m.

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Tues. 3/14 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 3/10 @ noon
Tues. 3/21 5:45 p.m.	Regular 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: 3/10 @ 5:00 p.m.
Tues. 3/21 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • January 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: 3/10 @ 5:00 p.m.
Tues. 3/28 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 3/24 @ noon
Tues. 4/4 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/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: 3/24 @ 5:00 p.m.
Tues. 4/11 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 4/7 @ noon
Tues. 4/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • February 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: 4/7 @ 5:00 p.m.

Other – TBD

- UGA/Annexation Policy (Water/Sewer Extensions)
- Water and Sewer Fee Schedule Revisions (Ordinance removing rates from SMC)
- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number 107970 through number 108016 in the total amount of \$114,467.33 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 13th of January, 2023.


Finance Director

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2023.

Mayor Eric Onisko

Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02578 - DECEMBER 31, 2022 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000401	A T & T	12/31/2022	Regular	0.00	56.90	107970
000401	A T & T	12/31/2022	Regular	0.00	56.07	107971
VEN02298	ADOPT-A-PET	12/31/2022	Regular	0.00	400.00	107972
002982	APP	12/31/2022	Regular	0.00	2,419.62	107973
002520	ARAMARK	12/31/2022	Regular	0.00	62.42	107974
2901	ASPECT CONSULTING, LLC	12/31/2022	Regular	0.00	12,888.45	107975
VEN02383	BROWN AND CALDWELL	12/31/2022	Regular	0.00	490.26	107976
005900	CAPITAL BUSINESS MACHINES	12/31/2022	Regular	0.00	855.90	107977
006233	CAROLLO ENGINEERS	12/31/2022	Regular	0.00	816.35	107978
006400	CASCADE NATURAL GAS	12/31/2022	Regular	0.00	6,083.47	107979
008300	CODE PUBLISHING COMPANY	12/31/2022	Regular	0.00	424.68	107980
009251	DATAPROSE LLC	12/31/2022	Regular	0.00	2,478.55	107981
VEN01592	EDGAR JERONIMO PABLO	12/31/2022	Regular	0.00	140.00	107982
018001	EMPLOYMENT SECURITY DEPT	12/31/2022	Regular	0.00	6.13	107983
VEN01797	ENVIROTECH SERVICES INC.	12/31/2022	Regular	0.00	3,301.18	107984
023078	FASTENAL COMPANY	12/31/2022	Regular	0.00	67.48	107985
VEN01406	FERGUSON WATERWORKS	12/31/2022	Regular	0.00	3,260.78	107986
VEN01299	GRAY & OSBORNE	12/31/2022	Regular	0.00	26,764.22	107987
085995	LANGUAGE LINE SERVICES	12/31/2022	Regular	0.00	133.28	107988
087799	LEMAY MOBILE SHREDDING	12/31/2022	Regular	0.00	28.14	107989
087799	LEMAY MOBILE SHREDDING	12/31/2022	Regular	0.00	28.14	107990
VEN01286	MASON CONSERVATION DISTRICT	12/31/2022	Regular	0.00	5,170.34	107991
VEN01755	MASON COUNTY GARBAGE	12/31/2022	Regular	0.00	1,323.25	107992
108850	MASON COUNTY GARBAGE CO.-A V	12/31/2022	Regular	0.00	3,622.53	107993
VEN02330	MILES RESOURCES LLC	12/31/2022	Regular	0.00	2,119.44	107994
132235	MOUNTAIN MIST WATER	12/31/2022	Regular	0.00	45.65	107995
142952	NORTH CENTRAL LABORATORIES	12/31/2022	Regular	0.00	385.96	107996
VEN02141	NORTHWEST CASCADE, INC.	12/31/2022	Regular	0.00	131.00	107997
VEN02312	ODP BUSINESS SOLUTIONS LLC	12/31/2022	Regular	0.00	204.04	107998
151000	P. U. D. # 3	12/31/2022	Regular	0.00	14,833.42	107999
155541	PARAMETRIX, INC.	12/31/2022	Regular	0.00	10,776.38	108000
168450	RH2 ENGINEERING INC	12/31/2022	Regular	0.00	2,545.04	108001
178231	SEAN CARNEY	12/31/2022	Regular	0.00	36.00	108002
187000	SHELTON-MASON COUNTY JOURNA	12/31/2022	Regular	0.00	450.00	108003
194635	SQUAD ROOM EMBLEMS	12/31/2022	Regular	0.00	345.00	108004
VEN01947	STANLEY CONVERGENT SECURITY S	12/31/2022	Regular	0.00	322.92	108005
195599	STATE AUDITORS OFFICE	12/31/2022	Regular	0.00	4,809.03	108006
VEN01645	TALLAN SYTSMA	12/31/2022	Regular	0.00	150.00	108007
VEN02199	TERMINIX PROCESSING CENTER	12/31/2022	Regular	0.00	1,240.54	108008
189670	THE SHOPPER	12/31/2022	Regular	0.00	153.24	108009
VEN01656	TRACTOR SUPPLY CREDIT PLAN	12/31/2022	Regular	0.00	1,882.26	108010
VEN01877	TRANSPGROUP	12/31/2022	Regular	0.00	243.75	108011
VEN02381	TRENDLINE ENVIRONMENTAL CHEM	12/31/2022	Regular	0.00	1,500.00	108012
202340	UTILITIES UNDERGROUND LOCATIO	12/31/2022	Regular	0.00	43.86	108013
145325	VALVOLINE LLC	12/31/2022	Regular	0.00	97.07	108014
202392	VERIZON WIRELESS	12/31/2022	Regular	0.00	860.34	108015

Check Register

Packet: APPKT02578-DECEMBER 31, 2022 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
203030	WASHINGTON STATE PATROL	12/31/2022	Regular	0.00	414.25	108016

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	98	47	0.00	114,467.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	98	47	0.00	114,467.33

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2022	114,467.33
			<u>114,467.33</u>



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Bank Code: APBNK-Main-APBNK-Main						
000401	A T & T	12/31/2022	Regular	0.00	56.90	107970
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
03026599230015	Invoice	09/03/2022	0302659923001SEP22	0.00	56.90	
001-142-000-51890-4215		Communication-Civic Cen		0302659923001SEP22	36.88	
402-400-000-53580-4200		Communication		0302659923001SEP22	20.02	
000401	A T & T	12/31/2022	Regular	0.00	56.07	107971
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0302659923001D	Invoice	12/03/2022	0302659923001DEC22	0.00	56.07	
402-400-000-53580-4200		Communication		0302659923001DEC22	56.07	
VEN02298	ADOPT-A-PET	12/31/2022	Regular	0.00	400.00	107972
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4-NOVEMBER-20	Invoice	12/03/2022	NOVEMBER 2022 DOGS RECEIVED	0.00	400.00	
001-140-000-55430-4100		Professional Services/Adv		NOVEMBER 2022 DOGS RE	400.00	
002982	APP	12/31/2022	Regular	0.00	2,419.62	107973
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
22-722165	Invoice	12/28/2022	ACCT#AP7500158 FUEL	0.00	2,419.62	
503-250-000-58900-0001		Inventory-Gas		ACCT#AP7500158 FUEL	2,419.62	
22-722446	Invoice	12/21/2022	ACCT#AP7500158 FUEL	0.00	814.36	
503-250-000-58900-0001		Inventory-Gas		ACCT#AP7500158 FUEL	814.36	
22-722446C	Credit Memo	01/01/2023	ACCT#AP7500158 CREDIT MEMO	0.00	-814.36	
503-250-000-58900-0001		Inventory-Gas		ACCT#AP7500158 CREDIT	-814.36	
002520	ARAMARK	12/31/2022	Regular	0.00	62.42	107974
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120153227	Invoice	12/28/2022	ACCT#792105973 MATS,TOWELS,COVERA	0.00	62.42	
402-400-000-53580-4900		Miscellaneous		ACCT#792105973 MATS,T	62.42	
2901	ASPECT CONSULTING, LLC	12/31/2022	Regular	0.00	12,888.45	107975
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
49544	Invoice	01/06/2023	C ST LANDFILL SERVICES THROUGH 12/31	0.00	12,888.45	
403-000-000-53780-4103		Prof Services - "C" Street	"C" St. Landfill	C ST LANDFILL SERVICES T	12,888.45	
VEN02383	BROWN AND CALDWELL	12/31/2022	Regular	0.00	490.26	107976
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
B&OREFUND	Invoice	12/31/2022	B&OREFUND	0.00	490.26	
001-000-000-316100000		B & O Tax		B&OREFUND	490.26	
005900	CAPITAL BUSINESS MACHINES	12/31/2022	Regular	0.00	855.90	107977
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV134996	Invoice	01/06/2023	CONTRACT#12223-01	0.00	302.14	
001-111-000-51423-4500		Operating Rentals		CONTRACT#12223-01	181.28	
001-130-000-51810-4500		Operating Rentals		CONTRACT#12223-01	120.86	

Check Register

Packet: APPKT02578-DECEMBER 31, 2022 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INV134997	Invoice	01/06/2023	CONTRACT#12512-01 CUST SVC	0.00	327.88	
001-110-000-51160-4500	Operating Rentals		CONTRACT#12512-01 CUS		80.99	
001-111-000-51421-4500	Operating Rentals		CONTRACT#12512-01 CUS		3.08	
001-111-000-51423-4500	Operating Rentals		CONTRACT#12512-01 CUS		11.48	
001-115-000-51896-4500	Operating Rentals		CONTRACT#12512-01 CUS		109.68	
001-120-000-51310-4500	Operating Rentals		CONTRACT#12512-01 CUS		3.71	
001-121-000-51430-4500	Operating Rentals		CONTRACT#12512-01 CUS		0.92	
001-130-000-51810-4500	Operating Rentals		CONTRACT#12512-01 CUS		0.27	
001-132-000-51888-4500	Operating Rentals		CONTRACT#12512-01 CUS		13.12	
001-140-000-55860-4500	Operating Rentals		CONTRACT#12512-01 CUS		84.43	
001-141-000-57680-4500	Operating Rentals		CONTRACT#12512-01 CUS		9.12	
001-142-000-51830-4500	Operating Rental		CONTRACT#12512-01 CUS		10.69	
001-143-000-57320-4500	Operating Rentals		CONTRACT#12512-01 CUS		0.39	
INV134998	Invoice	01/06/2023	CONTRACT#12533-01	0.00	89.22	
401-000-000-53480-4500	Operating Rentals		CONTRACT#12533-01		89.22	
INV134999	Invoice	01/06/2023	CONTRACT#CN1866-01	0.00	63.22	
402-400-000-53580-4500	Operating Rentals		CONTRACT#CN1866-01		63.22	
INV135013	Invoice	01/06/2023	CONTRACT#12221-01	0.00	62.04	
001-112-000-51251-4500	Operating Rentals		CONTRACT#12221-01		62.04	
INV135014	Invoice	01/06/2023	CONTRACT#CN1692-01	0.00	11.40	
001-112-000-51251-4500	Operating Rentals		CONTRACT#CN1692-01		11.40	
006233	CAROLLO ENGINEERS	12/31/2022	Regular	0.00	816.35	107978
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
FB31270	Invoice	01/04/2023	WATER COMP PLAN	0.00	816.35	
401-000-000-53480-4102	Prof Serv-Water Comp Pl	Water System Compre	WATER COMP PLAN		816.35	
006400	CASCADE NATURAL GAS	12/31/2022	Regular	0.00	6,083.47	107979
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
01912100003JAN	Invoice	01/05/2023	01912100003JAN23	0.00	253.67	
001-140-000-55430-4700	Utility Services-Animal Sh		01912100003JAN23		253.67	
07912100000JAN	Invoice	01/05/2023	07912100000JAN23	0.00	724.12	
001-142-000-57250-4700	Utility Services-Library		07912100000JAN23		724.12	
31538372017JAN	Invoice	01/05/2023	31538372017JAN23	0.00	1,886.26	
402-400-000-53580-4700	Utility Services-Sewer Ma		31538372017JAN23		1,886.26	
53617506497JAN	Invoice	01/05/2023	53617506497JAN23	0.00	140.40	
401-000-000-53480-4701	Utility Services - Shop		53617506497JAN23		140.40	
70912100008JAN	Invoice	01/05/2023	70912100008JAN23	0.00	1,274.52	
401-000-000-53480-4701	Utility Services - Shop		70912100008JAN23		1,274.52	
80912100007JAN	Invoice	01/05/2023	80912100007JAN23	0.00	96.40	
401-000-000-53480-4701	Utility Services - Shop		80912100007JAN23		96.40	
88112100008JAN	Invoice	01/05/2023	88112100008JAN23	0.00	484.21	
001-142-000-51890-4715	Utility Services-Civic Ctr		88112100008JAN23		484.21	
90912100006JAN	Invoice	01/05/2023	90912100006JAN23	0.00	1,223.89	
401-000-000-53480-4701	Utility Services - Shop		90912100006JAN23		1,223.89	
008300	CODE PUBLISHING COMPANY	12/31/2022	Regular	0.00	424.68	107980
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
GC0009602	Invoice	12/31/2022	CUST#SH4639 WEB UPDATE	0.00	424.68	
001-110-000-51160-4100	Professional Services/Adv		CUST#SH4639 WEB UPDAT		424.68	
009251	DATAPROSE LLC	12/31/2022	Regular	0.00	2,478.55	107981

Check Register

Packet: APPKT02578-DECEMBER 31, 2022 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DP2205554	Invoice	12/31/2022	ACCT#1397 DEC 2022 STATEMENTS	0.00	2,478.55	
001-111-000-51421-4100		Professional Services/Adv		ACCT#1397 DEC 2022 STAT	487.93	
001-111-000-51421-4200		Communication		ACCT#1397 DEC 2022 STAT	1,990.62	
VEN01592	EDGAR JERONIMO PABLO	12/31/2022	Regular	0.00	140.00	107982
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
458	Invoice	01/03/2023	MAM INTERPRETATION 12/2/22	0.00	140.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		MAM INTERPRETATION 12	140.00	
018001	EMPLOYMENT SECURITY DEPT	12/31/2022	Regular	0.00	6.13	107983
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
000945041109DE	Invoice	12/01/2022	000945041109DEC22	0.00	6.13	
502-000-000-51778-2000		Payment to Claimants-Un		000945041109DEC22	6.13	
VEN01797	ENVIROTECH SERVICES INC.	12/31/2022	Regular	0.00	3,301.18	107984
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
CD202302257D	Invoice	11/18/2022	CUST#17686 DE ICER	0.00	3,301.18	
101-000-000-54266-3100		Office and Operating		CUST#17686 DE ICER	3,301.18	
023078	FASTENAL COMPANY	12/31/2022	Regular	0.00	67.48	107985
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM210101	Invoice	12/28/2022	CUST#WATUM1991 GLOVES,BATTERY	0.00	67.48	
001-118-000-52122-3100		Office and Operating		CUST#WATUM1991 GLOVE	67.48	
VEN01406	FERGUSON WATERWORKS	12/31/2022	Regular	0.00	3,260.78	107986
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1166868	Invoice	12/29/2022	CUST#55599 IPERL & 520M	0.00	3,260.78	
401-000-000-53480-3100		Office and Operating		CUST#55599 IPERL & 520	3,260.78	
VEN01299	GRAY & OSBORNE	12/31/2022	Regular	0.00	26,764.22	107987
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
38JAN23	Invoice	01/03/2023	WESTERN GATEWAY PROJECT	0.00	21,150.59	
302-000-000-59530-6300		CAPITAL IMPROVEMENT-	18-WGATE (formerly)	WESTERN GATEWAY PROJE	9,940.78	
411-000-000-59434-6300		Construction	18-WGATE (formerly)	WESTERN GATEWAY PROJE	9,094.75	
414-000-000-59431-6300		Construction	18-WGATE (formerly)	WESTERN GATEWAY PROJE	2,115.06	
40JAN23	Invoice	01/04/2023	ENGINEERING SERVICES DECEMBER 2022	0.00	5,613.63	
001-115-000-51896-4100		Professional Services/Adv		ENGINEERING SERVICES D	214.67	
001-115-000-51896-4100		Professional Services/Adv		ENGINEERING SERVICES D	1,017.87	
101-000-000-54230-4100		Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES D	23.96	
101-000-000-54261-4100		STREETS-Sidewalks - Prof		ENGINEERING SERVICES D	3,237.44	
302-000-000-59565-6300		PARKING FACILITIES-Cons	19-CITYPRKLOT	ENGINEERING SERVICES D	632.05	
401-000-000-53480-4100		Professional Services/Adv		ENGINEERING SERVICES D	224.14	
401-000-000-53480-4100		Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES D	23.96	
402-400-000-53580-4100		Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES D	23.96	
404-000-000-53180-4100		Prof Serv-Stormwater Im		ENGINEERING SERVICES D	191.62	
404-000-000-53180-4105		Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES D	23.96	
085995	LANGUAGE LINE SERVICES	12/31/2022	Regular	0.00	133.28	107988

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10715270	Invoice	12/31/2022	ACCT#9020943082	INTERPRETATION	0.00	133.28
001-118-000-52122-4100		Patrol-Professional Servic		ACCT#9020943082 INTERP		133.28
087799	LEMAY MOBILE SHREDDING	12/31/2022	Regular	0.00	28.14	107989
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4777429S185	Invoice	01/01/2023	ACCT#2185-952778-1207		0.00	28.14
001-111-000-51423-4100		Professional Services/Adv		ACCT#2185-952778-1207		7.04
001-121-000-51430-4900		Miscellaneous		ACCT#2185-952778-1207		21.10
087799	LEMAY MOBILE SHREDDING	12/31/2022	Regular	0.00	28.14	107990
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4777288S185	Invoice	01/01/2023	ACCT#2185-952778-1166		0.00	28.14
001-112-000-51251-4109		Other Professional Servic		ACCT#2185-952778-1166		28.14
VEN01286	MASON CONSERVATION DISTRICT	12/31/2022	Regular	0.00	5,170.34	107991
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4254	Invoice	12/30/2022	CUST#50 GRANT INVOICING Q4 2022		0.00	5,170.34
404-000-000-53180-4100		Prof Serv-Stormwater Im		CUST#50 GRANT INVOICIN		5,170.34
VEN01755	MASON COUNTY GARBAGE	12/31/2022	Regular	0.00	1,323.25	107992
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DECEMBER/2022	Invoice	12/31/2022	DECEMBER 2022 DEBT		0.00	1,323.25
657-000-000-58940-0000		Mason County Garbage C		DECEMBER 2022 DEBT		1,323.25
108850	MASON COUNTY GARBAGE CO.-A V	12/31/2022	Regular	0.00	3,622.53	107993
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7429728S149	Invoice	01/01/2023	ACCT#2149-30135		0.00	323.26
001-142-000-51890-4715		Utility Services-Civic Ctr		ACCT#2149-30135		323.26
7429806S149	Invoice	01/01/2023	ACCT#2149-30714		0.00	114.00
001-142-000-57250-4700		Utility Services-Library		ACCT#2149-30714		114.00
7429908S149	Invoice	01/01/2023	ACCT#2149-56141		0.00	38.00
001-142-000-51890-4715		Utility Services-Civic Ctr		ACCT#2149-56141		38.00
7430827S149	Invoice	01/01/2023	ACCT#2149-204368		0.00	32.30
402-400-000-53580-4700		Utility Services-Sewer Ma		ACCT#2149-204368		32.30
7430845S149	Invoice	01/01/2023	ACCT#2149-204402		0.00	149.63
402-640-000-53580-4700		Utility Services-Sewer Sat		ACCT#2149-204402		149.63
7431043S149	Invoice	01/01/2023	ACCT#2149-204783		0.00	193.68
001-119-000-52250-4700		Utility Services		ACCT#2149-204783		193.68
7431366S149	Invoice	01/01/2023	ACCT#2149-205337		0.00	949.52
402-400-000-53580-4700		Utility Services-Sewer Ma		ACCT#2149-205337		949.52
7431516S149	Invoice	01/01/2023	ACCT#2149-205584		0.00	32.30
402-400-000-53580-4700		Utility Services-Sewer Ma		ACCT#2149-205584		32.30
7432092S149	Invoice	01/01/2023	ACCT#2149-206560		0.00	48.42
001-142-000-57530-4700		Utility Services-Museum		ACCT#2149-206560		48.42
7432220S149	Invoice	01/01/2023	ACCT#2149-206771		0.00	598.53
001-142-000-51890-4715		Utility Services-Civic Ctr		ACCT#2149-206771		598.53
7432458S149	Invoice	01/01/2023	ACCT#2149-207155		0.00	299.26
001-142-000-57250-4700		Utility Services-Library		ACCT#2149-207155		299.26
7432582S149	Invoice	01/01/2023	ACCT#2149-207351		0.00	48.42
001-140-000-55430-4700		Utility Services-Animal Sh		ACCT#2149-207351		48.42

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
7432652S149	Invoice	01/01/2023	ACCT#2149-207565	0.00	661.39	
001-141-000-57680-4700	Utility Services-Park		ACCT#2149-207565		198.42	
101-000-000-54230-4700	Road & Street Maint - Util		ACCT#2149-207565		92.59	
401-000-000-53480-4700	Utility Services-Water		ACCT#2149-207565		92.59	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT#2149-207565		92.59	
404-000-000-53180-4700	Utility Services		ACCT#2149-207565		92.59	
503-000-000-54865-4700	Equip Maint & Rental - U		ACCT#2149-207565		92.61	
7432653S149	Invoice	01/01/2023	ACCT#2149-207568	0.00	83.80	
001-141-000-57680-4700	Utility Services-Park		ACCT#2149-207568		13.97	
101-000-000-54230-4700	Road & Street Maint - Util		ACCT#2149-207568		13.97	
401-000-000-53480-4700	Utility Services-Water		ACCT#2149-207568		13.97	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT#2149-207568		13.97	
404-000-000-53180-4700	Utility Services		ACCT#2149-207568		13.97	
503-000-000-54865-4700	Equip Maint & Rental - U		ACCT#2149-207568		13.95	
7432729S149	Invoice	01/01/2023	ACCT#2149-209143	0.00	50.02	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT#2149-209143		50.02	
VEN02330	MILES RESOURCES LLC	12/31/2022	Regular	0.00	2,119.44	107994
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
PAYESTIMATE03	Invoice	12/29/2022	PAY ESTIMATE 03 CITY PRK LOT	0.00	2,119.44	
302-000-000-59565-6300	PARKING FACILITIES-Cons	19-CITYPRKLOT	PAY ESTIMATE 03 CITY PRK		2,119.44	
132235	MOUNTAIN MIST WATER	12/31/2022	Regular	0.00	45.65	107995
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
005131292	Invoice	12/19/2022	ACCT#050147 WWTP	0.00	44.65	
402-400-000-53580-3100	Office and Operating		ACCT#050147 WWTP		44.65	
005152147	Invoice	12/29/2022	ACCT#050147 SHOP	0.00	1.00	
401-000-000-53480-3100	Office and Operating		ACCT#050147 SHOP		1.00	
142952	NORTH CENTRAL LABORATORIES	12/31/2022	Regular	0.00	385.96	107996
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
480958	Invoice	12/27/2022	ACCT#42215 BAGS, AMPULES	0.00	385.96	
402-400-000-53580-3100	Office and Operating		ACCT#42215 BAGS, AMPU		385.96	
VEN02141	NORTHWEST CASCADE, INC.	12/31/2022	Regular	0.00	131.00	107997
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
0553208606	Invoice	12/14/2022	CUST#228916 799 W HARVARD AVE	0.00	131.00	
001-141-000-57680-4500	Operating Rentals		CUST#228916 799 W HAR		131.00	
VEN02312	ODP BUSINESS SOLUTIONS LLC	12/31/2022	Regular	0.00	204.04	107998
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
282977645001	Invoice	12/29/2022	ACCT#28972108 CHAIR	0.00	226.63	
401-000-000-53480-3100	Office and Operating		ACCT#28972108 CHAIR		226.63	
283795493001	Credit Memo	12/27/2022	ACCT#28972108 DESKPAD CREDIT MEMO	0.00	-22.59	
001-141-000-57680-3100	Office and Operating		ACCT#28972108 DESKPAD		-22.59	
151000	P. U. D. # 3	12/31/2022	Regular	0.00	14,833.42	107999
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
26551001JAN23	Invoice	01/06/2023	26551001JAN23	0.00	2,528.35	
402-400-000-53580-4700	Utility Services-Sewer Ma		26551001JAN23		2,528.35	
27837001JAN23	Invoice	01/06/2023	27837001JAN23	0.00	2,117.17	
101-000-000-54263-4700	Utility Services		27837001JAN23		2,117.17	
27839002JAN23	Invoice	01/06/2023	27839002JAN23	0.00	10,024.42	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
101-000-000-54263-4700		Utility Services	27839002JAN23		10,024.42	
32453001JAN23	Invoice	01/06/2023	32453001JAN23	0.00	76.82	
001-141-000-57680-4700		Utility Services-Park	32453001JAN23		76.82	
35337001JAN23	Invoice	01/06/2023	35337001JAN23	0.00	86.66	
101-000-000-54264-4700		Utility Services	35337001JAN23		86.66	
155541	PARAMETRIX, INC.	12/31/2022	Regular	0.00	10,776.38	108000
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
41338	Invoice	01/03/2023	SCADA SERVICES	0.00	122.50	
401-000-000-53480-4100		Professional Services/Adv		SCADA SERVICES	122.50	
41339	Invoice	12/29/2022	SCADA SERVICES	0.00	657.50	
402-400-000-53580-4100		Professional Services/Adv		SCADA SERVICES	657.50	
41346	Invoice	01/03/2023	GOLDSBOROUGH CREEK PIPE REMOVAL	0.00	9,996.38	
412-000-000-59435-4101		Sewer-Capital Exp-Pro Svc	21-FRONTSTPIPE	GOLDSBOROUGH CREEK PI	9,996.38	
168450	RH2 ENGINEERING INC	12/31/2022	Regular	0.00	2,545.04	108001
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
88880	Invoice	01/04/2023	SRTS CROSSWALK IMPROVEMENTS	0.00	2,545.04	
302-000-000-59561-4101		CAPITAL Streets/Sidewalk	22-SAFERTE2SCHOOL	SRTS CROSSWALK IMPROV	2,545.04	
178231	SEAN CARNEY	12/31/2022	Regular	0.00	36.00	108002
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
KIMUDO/DEC202	Invoice	01/04/2023	KIMUDO DEC 2022	0.00	36.00	
001-141-000-57120-4100		Professional Services/Adv		KIMUDO DEC 2022	36.00	
187000	SHELTON-MASON COUNTY JOURNA	12/31/2022	Regular	0.00	450.00	108003
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
117268	Invoice	12/22/2022	DNS SEPA COMMENT PERIOD	0.00	450.00	
001-141-000-57680-4100		Professional Services/Adv		DNS SEPA COMMENT PERI	450.00	
194635	SQUAD ROOM EMBLEMS	12/31/2022	Regular	0.00	345.00	108004
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0210	Invoice	12/29/2022	SHOULDER PATCHES	0.00	345.00	
001-118-000-52122-3101		Uniforms		SHOULDER PATCHES	345.00	
VEN01947	STANLEY CONVERGENT SECURITY S	12/31/2022	Regular	0.00	322.92	108005
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6003009292	Invoice	11/25/2022	ACCT#10685173 MONITORING CHGS	0.00	322.92	
001-140-000-55430-4100		Professional Services/Adv		ACCT#10685173 MONITO	322.92	
195599	STATE AUDITORS OFFICE	12/31/2022	Regular	0.00	4,809.03	108006
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1152084	Invoice	01/12/2023	AUDIT#55599 DEC 2022	0.00	4,809.03	
001-111-000-51423-4145		Professional Services - Sta		AUDIT#55599 DEC 2022	4,809.03	
VEN01645	TALLAN SYTSMA	12/31/2022	Regular	0.00	150.00	108007
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PHYSICALREIMBD	Invoice	12/16/2022	PHYSICALREIMBDEC22	0.00	150.00	
001-141-000-57680-4900		Miscellaneous		PHYSICALREIMBDEC22	150.00	
VEN02199	TERMINIX PROCESSING CENTER	12/31/2022	Regular	0.00	1,240.54	108008

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
428463219	Invoice	12/28/2022	CUST#13633877 1000 W PINE ST	0.00	97.70	
401-000-000-53480-4101	Professional Services - Sh		CUST#13633877 1000 W P		97.70	
428463667	Invoice	12/28/2022	CUST#13638825 907 W BIRCH ST	0.00	65.28	
401-000-000-53480-4100	Professional Services/Adv		CUST#13638825 907 W BI		65.28	
428464021	Invoice	12/28/2022	CUST#13632896 10891 N HWY 101	0.00	140.35	
402-640-000-53580-4100	Professional Services/Adv		CUST#13632896 10891 N		140.35	
428464276	Invoice	12/28/2022	CUST#13638801 51 PUBLIC WORKS DR	0.00	65.30	
401-000-000-53480-4100	Professional Services/Adv		CUST#13638801 51 PUBLI		65.30	
428464512	Invoice	12/28/2022	CUST#13634026 2401 N SHELTON SPRING	0.00	65.37	
401-000-000-53480-4100	Professional Services/Adv		CUST#13634026 2401 N S		65.37	
428464614	Invoice	12/28/2022	CUST#13634265 2001 N 13TH ST	0.00	65.28	
401-000-000-53480-4100	Professional Services/Adv		CUST#13634265 2001 N 1		65.28	
428464783	Invoice	12/28/2022	CUST#13638814 100 MUNCASTER DR	0.00	65.30	
401-000-000-53480-4100	Professional Services/Adv		CUST#13638814 100 MUN		65.30	
428464966	Invoice	12/28/2022	CUST#13638768 626 MAGNOLIA AVE	0.00	65.28	
401-000-000-53480-4100	Professional Services/Adv		CUST#13638768 626 MAG		65.28	
428465094	Invoice	12/28/2022	CUST#13638789 553 BEAR ST	0.00	65.30	
401-000-000-53480-4100	Professional Services/Adv		CUST#13638789 553 BEAR		65.30	
428465264	Invoice	12/28/2022	CUST#13634000 311 S FRONT ST	0.00	65.37	
402-400-000-53580-4100	Professional Services/Adv		CUST#13634000 311 S FR		65.37	
428465418	Invoice	12/28/2022	CUST#13634073 100 TURNER AVE	0.00	65.30	
402-400-000-53580-4100	Professional Services/Adv		CUST#13634073 100 TUR		65.30	
428465942	Invoice	12/28/2022	CUST#13632853 1701 FAIRMOUNT AVE	0.00	218.67	
402-400-000-53580-4100	Professional Services/Adv		CUST#13632853 1701 FAIR		218.67	
428466104	Invoice	12/28/2022	CUST#13634151 811 S 15TH ST	0.00	65.30	
401-000-000-53480-4100	Professional Services/Adv		CUST#13634151 811 S 15T		65.30	
428466152	Invoice	12/28/2022	CUST#13634132 1437 W HARVARD ST	0.00	65.37	
401-000-000-53480-4100	Professional Services/Adv		CUST#13634132 1437 W H		65.37	
428466409	Invoice	12/28/2022	CUST#13634102 900 WALLACE KNEELAN	0.00	65.37	
401-000-000-53480-4100	Professional Services/Adv		CUST#13634102 900 WALL		65.37	
189670	THE SHOPPER	12/31/2022	Regular	0.00	153.24	108009
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
54587	Invoice	10/19/2022	BUSINESS CARDS	0.00	153.24	
402-400-000-53580-3100	Office and Operating		BUSINESS CARDS		153.24	
VEN01656	TRACTOR SUPPLY CREDIT PLAN	12/31/2022	Regular	0.00	1,882.26	108010
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
60353012051239	Invoice	12/30/2022	6035301205123985DEC22	0.00	1,882.26	
401-000-000-53480-3500	Small Tools/Equipment		6035301205123985DEC22		1,882.26	
VEN01877	TRANSPGROUP	12/31/2022	Regular	0.00	243.75	108011
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
29515	Invoice	12/30/2022	CITY PARKING LOT CONST. SERVICES	0.00	243.75	
302-000-000-59565-4100	PARKING FACILITIES-Profe	19-CITYPRKLOT	CITY PARKING LOT CONST.		243.75	
VEN02381	TRENDLINE ENVIRONMENTAL CHEM	12/31/2022	Regular	0.00	1,500.00	108012

Check Register

Packet: APPKT02578-DECEMBER 31, 2022 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
8761	Invoice	11/22/2022	IDDE CLASS INVESTIGATION	0.00	1,500.00	
404-000-000-53180-4100		Prof Serv-Stormwater Im		IDDE CLASS INVESTIGATIO	1,500.00	
202340	UTILITIES UNDERGROUND LOCATIO	12/31/2022	Regular	0.00	43.86	108013
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2120226	Invoice	12/31/2022	ACCT#100100 EXCAVATION	NOTIES DEC 2	0.00	43.86
401-000-000-53480-4100		Professional Services/Adv		ACCT#100100 EXCAVATIO	14.61	
402-400-000-53580-4100		Professional Services/Adv		ACCT#100100 EXCAVATIO	14.61	
404-000-000-53180-4105		Professional Services/Adv		ACCT#100100 EXCAVATIO	14.64	
145325	VALVOLINE LLC	12/31/2022	Regular	0.00	97.07	108014
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
257798	Invoice	12/30/2022	67807D OIL/AIR FILTER CHANGE		0.00	97.07
001-118-000-52122-4805		Repairs and Maintenance		67807D OIL/AIR FILTER CH	97.07	
202392	VERIZON WIRELESS	12/31/2022	Regular	0.00	860.34	108015
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9923750774	Invoice	12/23/2022	ACCT#942084392		0.00	860.34
001-110-000-51160-4200		Communication		ACCT#942084392	368.89	
001-111-000-51423-4200		Communication		ACCT#942084392	52.80	
001-112-000-51251-4200		Communication		ACCT#942084392	52.80	
001-112-000-51251-4200		Communication	22 - ITC	ACCT#942084392	52.80	
001-120-000-51310-4200		Communication		ACCT#942084392	145.61	
001-121-000-51430-4200		Communication		ACCT#942084392	52.80	
001-130-000-51810-4200		Communication		ACCT#942084392	52.80	
001-140-000-55850-4200		Communication		ACCT#942084392	52.80	
001-142-000-51830-4200		Communication		ACCT#942084392	29.04	
203030	WASHINGTON STATE PATROL	12/31/2022	Regular	0.00	414.25	108016
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
123003315	Invoice	01/03/2023	DECEMBER 2022 BACKGROUND CHECKS		0.00	414.25
001-118-000-52122-4100		Patrol-Professional Servic		DECEMBER 2022 BACKGR	414.25	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	98	47	0.00	114,467.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	98	47	0.00	114,467.33

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2022	114,467.33
			<u>114,467.33</u> /

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number 108017 through number 108020 in the total amount of \$124,285.58 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims. Signed this 13th of January, 2023.


Finance Director

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2023.

Mayor Eric Onisko

Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02579 - JANUARY 13, 2023 MANUAL AP
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000401	A T & T	01/13/2023	Regular	0.00	56.92	108017
VEN02369	QUIXOTE COMMUNITIES	01/13/2023	Regular	0.00	123,285.81	108018
164899	QWEST DBA CENTURYLINK	01/13/2023	Regular	0.00	903.56	108019
VEN01624	STEPHEN GREER	01/13/2023	Regular	0.00	39.29	108020

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	4	0.00	124,285.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	4	4	0.00	124,285.58

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	124,285.58
			<u>124,285.58</u>



Shelton, WA

Check Register

Packet: APPKT02579 - JANUARY 13, 2023 MANUAL AP
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000401	A T & T	01/13/2023	Regular	0.00	56.92	108017
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0302659923001J	Invoice	01/03/2023	0302659923001JAN23	0.00	56.92	
402-400-000-53580-4200		Communication		0302659923001JAN23	56.92	
VEN02369	QUIXOTE COMMUNITIES	01/13/2023	Regular	0.00	123,285.81	108018
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
VETERNSVILLAGE	Invoice	01/13/2023	VETERNSVILLAGEGRANTJAN23	0.00	123,285.81	
107-100-000-56520-4100		Professional Services - Ve		VETERNSVILLAGEGRANTJA	123,285.81	
164899	QWEST DBA CENTURYLINK	01/13/2023	Regular	0.00	903.56	108019
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
360Z260219722B	Invoice	12/26/2022	360Z260219722BDEC22	0.00	903.56	
401-000-000-53480-4201		Communication - Shop		360Z260219722BDEC22	135.43	
402-300-000-53580-4200		Communication		360Z260219722BDEC22	56.84	
402-400-000-53580-4200		Communication		360Z260219722BDEC22	327.81	
402-400-000-53580-4200		Communication		360Z260219722BDEC22	191.74	
402-640-000-53580-4200		Communication		360Z260219722BDEC22	191.74	
VEN01624	STEPHEN GREER	01/13/2023	Regular	0.00	39.29	108020
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
ITCGRADUATION	Invoice	01/09/2023	ITC GRADUATION CEREMONY	0.00	39.29	
001-112-000-51251-4900		Miscellaneous	22 - ITC	ITC GRADUATION CEREMO	39.29	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	4	0.00	124,285.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	4	4	0.00	124,285.58

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	124,285.58
			<u>124,285.58</u>

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number APA001900 through number APA001936 in the total amount of \$212,783.78 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 13th of January, 2023.


Finance Director

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2023.

Mayor Eric Onisko

Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02580 - JANUARY 13, 2023 AP AUTOMATION
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000050	AAA SEPTIC LLC	01/13/2023	Virtual Pay	0.00	100.00	APA001900
002520	ARAMARK	01/13/2023	Virtual Pay	0.00	70.94	APA001901
003003	ASSOC OF WA CITIES	01/13/2023	Virtual Pay	0.00	8,172.00	APA001902
VEN02340	BLT SHELTON PONY, LLC	01/13/2023	Virtual Pay	0.00	78.07	APA001903
098000	BUILDERS FIRSTSOURCE	01/13/2023	Virtual Pay	0.00	227.01	APA001904
VEN02063	CARL TANNE	01/13/2023	Virtual Pay	0.00	140.00	APA001905
108679	CENTRAL MASON FIRE AND EMS	01/13/2023	Virtual Pay	0.00	124,832.42	APA001906
008800	CUT-RATE AUTO PARTS	01/13/2023	Virtual Pay	0.00	58.73	APA001907
009231	DARREN PARSE	01/13/2023	Virtual Pay	0.00	300.00	APA001908
009351	DELAGE LANDEN FINANCIAL SVCS	01/13/2023	Virtual Pay	0.00	472.90	APA001909
010900	E.J.'S GLASS	01/13/2023	Virtual Pay	0.00	957.44	APA001910
VEN01592	EDGAR JERONIMO PABLO	01/13/2023	Virtual Pay	0.00	140.00	APA001911
023078	FASTENAL COMPANY	01/13/2023	Virtual Pay	0.00	206.39	APA001912
VEN02382	FOXIT SOFTWARE INCORPORATED	01/13/2023	Virtual Pay	0.00	1,228.31	APA001913
VEN01612	GENSCO, INC.	01/13/2023	Virtual Pay	0.00	834.62	APA001914
VEN01845	GOVERNMENTJOBS.COM, INC.	01/13/2023	Virtual Pay	0.00	9,141.30	APA001915
045150	HACH COMPANY	01/13/2023	Virtual Pay	0.00	247.98	APA001916
079581	KCDA PURCHASING COOPERATIVE	01/13/2023	Virtual Pay	0.00	132.83	APA001917
VEN01821	KITSAP GARAGE DOOR CO	01/13/2023	Virtual Pay	0.00	244.13	APA001918
112000	MASON COUNTY SHERIFF DEPT	01/13/2023	Virtual Pay	0.00	21,717.50	APA001919
132235	MOUNTAIN MIST WATER	01/13/2023	Virtual Pay	0.00	149.41	APA001920
149070	OLYMPIC REGION CLEAN AIR AGENC	01/13/2023	Virtual Pay	0.00	9,046.29	APA001921
150076	OWEN EQUIPMENT COMPANY	01/13/2023	Virtual Pay	0.00	4,710.50	APA001922
VEN02070	PAPE MACHINERY	01/13/2023	Virtual Pay	0.00	812.15	APA001923
114040	PETTYJOHN ENTERPRISES, LLC	01/13/2023	Virtual Pay	0.00	10.00	APA001924
VEN01513	PHILLIPS BURGESS GOVERNMENT R	01/13/2023	Virtual Pay	0.00	3,000.00	APA001925
165704	R & D SUPPLY	01/13/2023	Virtual Pay	0.00	707.65	APA001926
VEN02198	RAM ELECTRIC	01/13/2023	Virtual Pay	0.00	685.44	APA001927
903584	RIGHT SYSTEMS	01/13/2023	Virtual Pay	0.00	12,002.82	APA001928
186500	SHELTON MASON COUNTY CHAMBE	01/13/2023	Virtual Pay	0.00	500.00	APA001929
192800	SOUTHGATE FENCE, INC.	01/13/2023	Virtual Pay	0.00	315.36	APA001930
196341	STEVEN R. BUZZARD	01/13/2023	Virtual Pay	0.00	150.00	APA001931
178252	TASCHNER LAW, PLLC	01/13/2023	Virtual Pay	0.00	9,083.00	APA001932
VEN01972	THOMAS A FURRER	01/13/2023	Virtual Pay	0.00	1,552.50	APA001933
201300	TOZIER BROS INC.	01/13/2023	Virtual Pay	0.00	198.69	APA001934
053987	WESTBAY NAPA AUTO PARTS	01/13/2023	Virtual Pay	0.00	44.17	APA001935
204069	WESTERN STEEL & SUPPLY, INC.	01/13/2023	Virtual Pay	0.00	513.23	APA001936

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	58	37	0.00	212,783.78
	58	37	0.00	212,783.78

Virtual Payments	58	37	0.00	212,783.78
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	212,783.78
			<u>212,783.78</u>



Shelton, WA

Check Register

Packet: APPKT02580 - JANUARY 13, 2023 AP AUTOMATION
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000050	AAA SEPTIC LLC	01/13/2023	Virtual Pay	0.00	100.00	APA001900
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
110119	Invoice	01/01/2023	SHELTON SPRINGS COURSE RENTAL JAN 2	0.00	100.00	
001-141-000-57680-4500		Operating Rentals		SHELTON SPRINGS COURSE	100.00	
002520	ARAMARK	01/13/2023	Virtual Pay	0.00	70.94	APA001901
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120157289	Invoice	01/04/2023	ACCT#792105972 MATS,TOWELS,COVERA	0.00	70.94	
401-000-000-53480-4901		Miscellaneous - Shop		ACCT#792105972 MATS,T	70.94	
003003	ASSOC OF WA CITIES	01/13/2023	Virtual Pay	0.00	8,172.00	APA001902
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
104577	Invoice	01/01/2023	2023 AWC CITY MEMBERSHIP	0.00	8,022.00	
001-120-000-51310-4902		Misc-Assoc. of Wa Cities		2023 AWC CITY MEMBERS	8,022.00	
112301	Invoice	12/07/2022	ONISKO, NITEN WINTER 2023 MAYORS EX	0.00	150.00	
001-110-000-51160-4907		Miscellaneous-Training		ONISKO, NITEN WINTER 20	150.00	
VEN02340	BLT SHELTON PONY, LLC	01/13/2023	Virtual Pay	0.00	78.07	APA001903
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
641215	Invoice	01/04/2023	2022 FORD INT. VIN# 9619 MAINTENANC	0.00	78.07	
001-118-000-52122-4805		Repairs and Maintenance		2022 FORD INT. VIN# 9619	78.07	
098000	BUILDERS FIRSTSOURCE	01/13/2023	Virtual Pay	0.00	227.01	APA001904
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
86674347	Invoice	01/05/2023	ACCT#671668 SHELF, HARDWARE	0.00	183.11	
401-000-000-53480-3100		Office and Operating		ACCT#671668 SHELF, HAR	183.11	
86674721	Invoice	01/05/2023	ACCT#671668 SHELF	0.00	26.10	
401-000-000-53480-3100		Office and Operating		ACCT#671668 SHELF	26.10	
86694637	Invoice	01/10/2023	ACCT#671668 CONCRETE MIX	0.00	17.80	
001-141-000-57680-3100		Office and Operating		ACCT#671668 CONCRETE	17.80	
VEN02063	CARL TANNE	01/13/2023	Virtual Pay	0.00	140.00	APA001905
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0105-2023-SHELT	Invoice	01/06/2023	INTERPRETATION 1/5/23	0.00	140.00	
001-112-000-51251-4106		Interpreter Expenses	22 - ITC	INTERPRETATION 1/5/23	140.00	
108679	CENTRAL MASON FIRE AND EMS	01/13/2023	Virtual Pay	0.00	124,832.42	APA001906
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JANUARY/2023	Invoice	01/01/2023	JANUARY 2023 FIRE SERVICES	0.00	124,832.42	
001-119-000-52220-4103		Prof FF Services-Fire Dist		JANUARY 2023 FIRE SERVI	86,291.18	
001-119-000-52221-4103		Prof EMS Services-Fire Di		JANUARY 2023 FIRE SERVI	28,763.74	
001-119-000-52230-4103		Prof Svcs Fire Prevention-		JANUARY 2023 FIRE SERVI	5,000.00	
001-119-000-52260-4100		Professional Serv - CMFE		JANUARY 2023 FIRE SERVI	4,777.50	
008800	CUT-RATE AUTO PARTS	01/13/2023	Virtual Pay	0.00	58.73	APA001907

Check Register

Packet: APPKT02580-JANUARY 13, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
300359637	Invoice	01/10/2023	CUST#34491 TIE DOWN	0.00	58.73	
001-141-000-57680-3100		Office and Operating		CUST#34491 TIE DOWN	58.73	
009231	DARREN PARSE	01/13/2023	Virtual Pay	0.00	300.00	APA001908
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	01/04/2023	INTERPRETATION01042023	0.00	300.00	
001-112-000-51251-4106		Interpreter Expenses		INTERPRETATION0104202	300.00	
009351	DELAGE LANDEN FINANCIAL SVCS	01/13/2023	Virtual Pay	0.00	472.90	APA001909
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
78653380	Invoice	01/07/2023	CONTRACT#500-50411706	0.00	201.98	
001-118-000-52122-4500		Operating Rentals		CONTRACT#500-50411706	201.98	
78729192	Invoice	01/07/2023	CONTRACT#25501728	0.00	270.92	
001-111-000-51423-4500		Operating Rentals		CONTRACT#25501728	162.55	
001-130-000-51810-4500		Operating Rentals		CONTRACT#25501728	108.37	
010900	E.J.'S GLASS	01/13/2023	Virtual Pay	0.00	957.44	APA001910
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
70546	Invoice	01/06/2023	WWTP	0.00	957.44	
402-400-000-53580-4100		Professional Services/Adv		WWTP	957.44	
VEN01592	EDGAR JERONIMO PABLO	01/13/2023	Virtual Pay	0.00	140.00	APA001911
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
40	Invoice	01/06/2023	1/4/23 MAM INTERPRETATION	0.00	140.00	
001-112-000-51251-4106		Interpreter Expenses	22 - ITC	1/4/23 MAM INTERPRETAT	140.00	
023078	FASTENAL COMPANY	01/13/2023	Virtual Pay	0.00	206.39	APA001912
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM210231	Invoice	01/04/2023	CUST#WATUM1962 MISC SUPPLIES	0.00	206.39	
401-000-000-53480-3100		Office and Operating		CUST#WATUM1962 MISC	206.39	
VEN02382	FOXIT SOFTWARE INCORPORATED	01/13/2023	Virtual Pay	0.00	1,228.31	APA001913
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV2135317	Invoice	12/18/2022	FOXIT PDF EDITOR SUBSCRIPTION 2023	0.00	1,228.31	
001-115-000-51895-4100		Prof Svcs/Advertising-P		FOXIT PDF EDITOR SUBSCR	307.05	
401-000-000-53480-4100		Professional Services/Adv		FOXIT PDF EDITOR SUBSCR	511.86	
402-400-000-53580-4100		Professional Services/Adv		FOXIT PDF EDITOR SUBSCR	409.40	
VEN01612	GENSCO, INC.	01/13/2023	Virtual Pay	0.00	834.62	APA001914
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
855542690	Invoice	01/10/2023	ACCT#31310 PLEATED FILTERS	0.00	51.87	
401-000-000-53480-3100		Office and Operating		ACCT#31310 PLEATED FILT	51.87	
855542693	Invoice	01/10/2023	ACCT#31310 PLEATED FILTERS	0.00	492.61	
001-142-000-51890-3115		Office and Operating-Civi		ACCT#31310 PLEATED FILT	492.61	
855542702	Invoice	01/10/2023	ACCT#31310 PLEATED FILTER	0.00	42.08	
001-140-000-55430-3100		Office and Operating - Ani		ACCT#31310 PLEATED FILT	42.08	
855542711	Invoice	01/10/2023	ACCT#31310 PLEATED FILTERS	0.00	248.06	
402-400-000-53580-3100		Office and Operating		ACCT#31310 PLEATED FILT	248.06	
VEN01845	GOVERNMENTJOBS.COM, INC.	01/13/2023	Virtual Pay	0.00	9,141.30	APA001915

Check Register

Packet: APPKT02580-JANUARY 13, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV-24044	Invoice	01/01/2023	2023 SUBSCRIPTION	0.00	9,141.30	
001-130-000-51810-4100	Professional Services/Adv		2023 SUBSCRIPTION		9,141.30	
045150	HACH COMPANY	01/13/2023	Virtual Pay	0.00	247.98	APA001916
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
13409756	Invoice	01/05/2023	ACCT#341640	0.00	247.98	
402-400-000-53580-3100	Office and Operating		ACCT#341640		247.98	
079581	KCDA PURCHASING COOPERATIVE	01/13/2023	Virtual Pay	0.00	132.83	APA001917
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
300688171	Invoice	01/03/2023	CUST#101367 OFFICE SUPPLIES	0.00	132.83	
001-118-000-52122-3100	Office and Operating		CUST#101367 OFFICE SUP		132.83	
VEN01821	KITSAP GARAGE DOOR CO	01/13/2023	Virtual Pay	0.00	244.13	APA001918
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
112215	Invoice	01/06/2023	122 FRANKLIN ST DOOR REPAIR	0.00	244.13	
001-141-000-57680-4100	Professional Services/Adv		122 FRANKLIN ST DOOR RE		244.13	
112000	MASON COUNTY SHERIFF DEPT	01/13/2023	Virtual Pay	0.00	21,717.50	APA001919
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
JANUARY/2023	Invoice	01/01/2023	JANUARY 2023	0.00	21,717.50	
001-123-000-52360-4103	Professional Services/Adv		JANUARY 2023		21,717.50	
132235	MOUNTAIN MIST WATER	01/13/2023	Virtual Pay	0.00	149.41	APA001920
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
005156538	Invoice	01/04/2023	ACCT#088436 SHOP	0.00	16.56	
401-000-000-53480-3100	Office and Operating		ACCT#088436 SHOP		16.56	
005156539	Invoice	01/04/2023	ACCT#088436 ANIMAL CONTROL	0.00	16.56	
001-140-000-55430-3100	Office and Operating - Ani		ACCT#088436 ANIMAL CO		12.21	
001-140-000-55430-4500	Operating Rentals - Anim		ACCT#088436 ANIMAL CO		4.35	
005156542	Invoice	01/04/2023	ACCT#074484 SHOP	0.00	5.95	
401-000-000-53480-3100	Office and Operating		ACCT#074484 SHOP		5.95	
005156554	Invoice	01/04/2023	ACCT#088436 POLICE	0.00	35.33	
001-118-000-52122-3100	Office and Operating		ACCT#088436 POLICE		30.98	
001-118-000-52122-4500	Operating Rentals		ACCT#088436 POLICE		4.35	
005156555	Invoice	01/04/2023	ACCT#088436 ADMIN	0.00	58.45	
001-130-000-51810-3100	Office and Operating		ACCT#088436 ADMIN		49.75	
001-130-000-51810-4500	Operating Rentals		ACCT#088436 ADMIN		8.70	
005156556	Invoice	01/04/2023	ACCT#088436 MUNI COURT	0.00	16.56	
001-112-000-51251-3100	Office and Operating		ACCT#088436 MUNI COUR		12.21	
001-112-000-51251-4500	Operating Rentals		ACCT#088436 MUNI COUR		4.35	
149070	OLYMPIC REGION CLEAN AIR AGENC	01/13/2023	Virtual Pay	0.00	9,046.29	APA001921
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
24969	Invoice	01/03/2023	PER CAPITA ASSESSMENT FY2023	0.00	9,046.29	
001-140-000-55370-4100	Natural Resources-Prof Sv		PER CAPITA ASSESSMENT F		9,046.29	
150076	OWEN EQUIPMENT COMPANY	01/13/2023	Virtual Pay	0.00	4,710.50	APA001922

Check Register

Packet: APPKT02580-JANUARY 13, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
00108971	Invoice	01/03/2023	ACCT#35941 HOSE 67806D	0.00	4,710.50	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	ACCT#35941 HOSE 67806		4,710.50	
VEN02070	PAPE MACHINERY	01/13/2023	Virtual Pay	0.00	812.15	APA001923
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
14141669	Invoice	01/05/2023	CUST#6101822 FILTERS, SCREEN	0.00	812.15	
001-141-000-57680-3100		Office and Operating	CUST#6101822 FILTERS, SC		812.15	
114040	PETTYJOHN ENTERPRISES, LLC	01/13/2023	Virtual Pay	0.00	10.00	APA001924
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3098	Invoice	01/01/2023	LIMBS	0.00	10.00	
001-141-000-57680-3100		Office and Operating	LIMBS		10.00	
VEN01513	PHILLIPS BURGESS GOVERNMENT R	01/13/2023	Virtual Pay	0.00	3,000.00	APA001925
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1945	Invoice	01/10/2023	JAN 2023 CONSULTING	0.00	3,000.00	
001-120-000-51310-4100		Professional Services/Adv	JAN 2023 CONSULTING		3,000.00	
165704	R & D SUPPLY	01/13/2023	Virtual Pay	0.00	707.65	APA001926
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
245558	Invoice	01/03/2023	CUST#60CS18 SUPPLIES	0.00	576.67	
001-142-000-51830-3100		Office and Operating	CUST#60CS18 SUPPLIES		139.69	
001-142-000-51830-3100		Office and Operating	CUST#60CS18 SUPPLIES		49.54	
001-142-000-51830-3100		Office and Operating	CUST#60CS18 SUPPLIES		1.08	
001-142-000-51830-3100		Office and Operating	CUST#60CS18 SUPPLIES		0.54	
001-142-000-51890-3115		Office and Operating-Civi	CUST#60CS18 SUPPLIES		117.48	
001-142-000-51890-3115		Office and Operating-Civi	CUST#60CS18 SUPPLIES		130.98	
001-142-000-51890-3115		Office and Operating-Civi	CUST#60CS18 SUPPLIES		22.80	
001-142-000-51890-3115		Office and Operating-Civi	CUST#60CS18 SUPPLIES		1.08	
001-142-000-57250-3100		Office and Operating	CUST#60CS18 SUPPLIES		78.32	
001-142-000-57250-3100		Office and Operating	CUST#60CS18 SUPPLIES		9.12	
001-142-000-57250-3100		Office and Operating	CUST#60CS18 SUPPLIES		1.08	
401-000-000-53480-3100		Office and Operating	CUST#60CS18 SUPPLIES		4.56	
401-000-000-53480-3100		Office and Operating	CUST#60CS18 SUPPLIES		1.08	
402-400-000-53580-3100		Office and Operating	CUST#60CS18 SUPPLIES		18.24	
402-400-000-53580-3100		Office and Operating	CUST#60CS18 SUPPLIES		1.08	
245591	Invoice	01/05/2023	CUST#60CS18 SUPPLIES	0.00	130.98	
001-142-000-57250-3100		Office and Operating	CUST#60CS18 SUPPLIES		87.32	
401-000-000-53480-3100		Office and Operating	CUST#60CS18 SUPPLIES		43.66	
VEN02198	RAM ELECTRIC	01/13/2023	Virtual Pay	0.00	685.44	APA001927
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5376	Invoice	01/03/2023	NEW PUMP INSTALL	0.00	685.44	
402-400-000-53580-4800		Repairs and Maintenance	NEW PUMP INSTALL		685.44	
903584	RIGHT SYSTEMS	01/13/2023	Virtual Pay	0.00	12,002.82	APA001928
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SI-178990	Invoice	01/04/2023	CUST#COS006 MANAGED SERVICES JAN 2	0.00	12,002.82	
001-132-000-51888-4100		Data Processing-Prof Svcs	CUST#COS006 MANAGED		12,002.82	
186500	SHELTON MASON COUNTY CHAMBE	01/13/2023	Virtual Pay	0.00	500.00	APA001929

Check Register

Packet: APPKT02580-JANUARY 13, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
6492	Invoice	12/07/2022	MEMBERSHIP MEETING SPONSOR	0.00	500.00	
001-120-000-51310-4900	Miscellaneous		MEMBERSHIP MEETING SP		500.00	
192800	SOUTHGATE FENCE, INC.	01/13/2023	Virtual Pay	0.00	315.36	APA001930
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
33331	Invoice	01/10/2023	LATCHES	0.00	315.36	
001-141-000-57680-3100	Office and Operating		LATCHES		315.36	
196341	STEVEN R. BUZZARD	01/13/2023	Virtual Pay	0.00	150.00	APA001931
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
JUDGEPROTEMJA	Invoice	01/09/2023	JUDGEPROTEMJAN23	0.00	150.00	
001-112-000-51251-4101	Judge Pro-Tem		JUDGEPROTEMJAN23		150.00	
178252	TASCHNER LAW, PLLC	01/13/2023	Virtual Pay	0.00	9,083.00	APA001932
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
JANUARY/2023	Invoice	01/01/2023	JANUARY 2023 PUBLIC DEFENSE SVCS	0.00	9,083.00	
001-122-000-51593-4100	Public Defense/Adult Mis		JANUARY 2023 PUBLIC DEF		9,083.00	
VEN01972	THOMAS A FURRER	01/13/2023	Virtual Pay	0.00	1,552.50	APA001933
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
JANUARY/2023	Invoice	01/01/2023	JANUARY 2023 SECURITY SERVICES	0.00	1,552.50	
001-112-000-51251-4109	Other Professional Servic		JANUARY 2023 SECURITY S		1,552.50	
201300	TOZIER BROS INC.	01/13/2023	Virtual Pay	0.00	198.69	APA001934
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
461232	Invoice	01/05/2023	CUST#20090 NUTS & BOLTS	0.00	36.96	
001-141-000-57680-3100	Office and Operating		CUST#20090 NUTS & BOLT		36.96	
461239	Invoice	01/05/2023	CUST#20090 TORCH KIT, CM WET/DRY	0.00	202.55	
401-000-000-53480-3100	Office and Operating		CUST#20090 TORCH KIT, C		202.55	
461244	Invoice	01/05/2023	CUST#20090 MOISTURE ABSORB, BULB, LI	0.00	29.04	
101-000-000-54264-3100	Office and Operating		CUST#20090 MOISTURE A		29.04	
461256	Credit Memo	01/05/2023	CUST#20090 CM WET/DRY	0.00	-124.02	
401-000-000-53480-3100	Office and Operating		CUST#20090 CM WET/DRY		-124.02	
461305	Invoice	01/09/2023	CUST#20090 NUTS&BOLTS, FENCE TIE, BA	0.00	16.83	
001-141-000-57680-3100	Office and Operating		CUST#20090 NUTS&BOLTS		16.83	
461311	Invoice	01/10/2023	CUST#20090 MOISTURE ABSORBER	0.00	13.09	
101-000-000-54264-3100	Office and Operating		CUST#20090 MOISTURE A		13.09	
461338	Invoice	01/11/2023	CUST#20090 BALL VALVE	0.00	19.57	
402-640-000-53580-3100	Office and Operating		CUST#20090 BALL VALVE		19.57	
461341	Invoice	01/11/2023	CUST#20090 CAP PVC	0.00	4.67	
402-640-000-53580-3100	Office and Operating		CUST#20090 CAP PVC		4.67	
053987	WESTBAY NAPA AUTO PARTS	01/13/2023	Virtual Pay	0.00	44.17	APA001935
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
015220	Credit Memo	11/29/2022	ACCT#4296 CORE DEPOSIT CREDIT 67805	0.00	-19.58	
503-000-000-54865-3102	Oper Supplies-Parts		ACCT#4296 CORE DEPOSIT		-19.58	
019250	Invoice	01/04/2023	ACCT#4296 UNIT 19 BATTERY	0.00	63.75	
001-118-000-52122-3110	Office & Operating-Auto		ACCT#4296 UNIT 19 BATTE		63.75	
204069	WESTERN STEEL & SUPPLY, INC.	01/13/2023	Virtual Pay	0.00	513.23	APA001936

Check Register

Packet: APPKT02580-JANUARY 13, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
204957	Invoice	01/10/2023	EXPANDED STEEL, TUBING	0.00	513.23	
401-000-000-53480-3100		Office and Operating		EXPANDED STEEL, TUBING	513.23	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	58	37	0.00	212,783.78
	58	37	0.00	212,783.78

Virtual Payments	58	37	0.00	212,783.78
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	212,783.78
			<u>212,783.78</u> ✓

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number 108027 through number 108029 in the total amount of \$3,089.36 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 19th of January, 2023.


Finance Director

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2023.

Mayor Eric Onisko

Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02586 - DECEMBER 28, 2022 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
002982	APP	12/28/2022	Regular	0.00	2,965.30	108027
203080	ST OF WASHINGTON FUEL TAX	12/28/2022	Regular	0.00	36.06	108028
202195	U.S. BANK N.A.-CUSTODY	12/28/2022	Regular	0.00	88.00	108029

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	3	0.00	3,089.36
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	3	3	0.00	3,089.36

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2022	3,089.36
			<u>3,089.36</u>



Shelton, WA

Check Register

Packet: APPKT02586 - DECEMBER 28, 2022 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
002982	APP	12/28/2022	Regular	0.00	2,965.30	108027
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
22-722446A	Invoice	01/01/2023	ACCT#AP7500158 FUEL	0.00	2,965.30	
503-250-000-58900-0001		Inventory-Gas		ACCT#AP7500158 FUEL	2,965.30	
203080	ST OF WASHINGTON FUEL TAX	12/28/2022	Regular	0.00	36.06	108028
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
QTR4/2022	Invoice	01/01/2023	QTR4 2022 FUEL TAX	0.00	36.06	
503-250-000-58900-0001		Inventory-Gas		QTR4 2022 FUEL TAX	36.06	
202195	U.S. BANK N.A.-CUSTODY	12/28/2022	Regular	0.00	88.00	108029
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
CUSTODYCHARGE	Invoice	12/31/2022	CUSTODYCHARGESDEC2022	0.00	88.00	
001-111-000-51423-4102		Prof Services-Banking Fee		CUSTODYCHARGESDEC202	88.00	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	3	3	0.00	3,089.36
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	3	3	0.00	3,089.36

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	12/2022	3,089.36
			<u>3,089.36</u>

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number 108030 through number 108032 in the total amount of \$38,706.93 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims. Signed this 20th of January, 2023.


Finance Director

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2023.

Mayor Eric Onisko

Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02588 - JANUARY 20, 2022 ³ MANUAL AP
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
009595	DEPT. OF LICENSING	01/20/2023	Regular	0.00	54.00	108030
018001	EMPLOYMENT SECURITY DEPT	01/20/2023	Regular	0.00	12,123.97	108031
151000	P. U. D. # 3	01/20/2023	Regular	0.00	26,528.96	108032

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	3	0.00	38,706.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	31	3	0.00	38,706.93

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	38,706.93
			<u>38,706.93</u>



Shelton, WA

Check Register

Packet: APPKT02588 - JANUARY 20, 2022 ²MANUAL AP
³PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
009595	DEPT. OF LICENSING	01/20/2023	Regular	0.00	54.00	108030
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHP220056	Invoice	01/02/2023	RONALD LASTIMOZA FLORES		18.00	
657-000-000-58600-0007		Concealed Pistol Permits		RONALD LASTIMOZA FLOR	18.00	
SHP230001	Invoice	01/09/2023	JUANITA ANNE HAMRE		18.00	
657-000-000-58600-0007		Concealed Pistol Permits		JUANITA ANNE HAMRE	18.00	
SHP230002	Invoice	01/13/2023	THEADOREA M WIGGINS		18.00	
657-000-000-58600-0007		Concealed Pistol Permits		THEADOREA M WIGGINS	18.00	
018001	EMPLOYMENT SECURITY DEPT	01/20/2023	Regular	0.00	12,123.97	108031
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
QTR4/2022	Invoice	12/31/2022	QTR 4 2022 PFMLA		12,123.97	
657-000-000-58930-0000		PFMLA Taxes		QTR 4 2022 PFMLA	12,123.97	
151000	P. U. D. # 3	01/20/2023	Regular	0.00	26,528.96	108032
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
101001JAN23	Invoice	01/06/2023	101001JAN23		97.36	
101-000-000-54264-4700		Utility Services		101001JAN23	97.36	
113939001JAN23	Invoice	01/13/2023	113939001JAN23		160.51	
401-000-000-53480-4700		Utility Services-Water		113939001JAN23	160.51	
18515001JAN23	Invoice	01/06/2023	18515001JAN23		77.99	
402-300-000-53580-4700		Utility Services-Sewer Ma		18515001JAN23	77.99	
250321001JAN23	Invoice	01/06/2023	250321001JAN23		60.49	
101-000-000-54270-4700		Utility Services-Roadside		250321001JAN23	60.49	
25911002JAN23	Invoice	01/06/2023	25911002JAN23		101.65	
101-000-000-54264-4700		Utility Services		25911002JAN23	101.65	
25911003JAN23	Invoice	01/06/2023	25911003JAN23		107.53	
001-141-000-57680-4700		Utility Services-Park		25911003JAN23	107.53	
25911005JAN23	Invoice	01/10/2023	25911005JAN23		66.30	
402-640-000-53580-4700		Utility Services-Sewer Sat		25911005JAN23	66.30	
259409001JAN23	Invoice	01/06/2023	259409001JAN23		14,982.90	
402-400-000-53580-4700		Utility Services-Sewer Ma		259409001JAN23	14,982.90	
26717001JAN23	Invoice	01/06/2023	26717001JAN23		139.00	
401-000-000-53480-4701		Utility Services - Shop		26717001JAN23	139.00	
26729001JAN23	Invoice	01/06/2023	26729001JAN23		652.56	
401-000-000-53480-4700		Utility Services-Water		26729001JAN23	652.56	
26857001JAN23	Invoice	01/06/2023	26857001JAN23		28.68	
101-000-000-54265-4700		Utility Services		26857001JAN23	28.68	
27639001JAN23	Invoice	01/06/2023	27639001JAN23		508.67	
001-142-000-57530-4700		Utility Services-Museum		27639001JAN23	508.67	
277201001JAN23	Invoice	01/09/2023	277201001JAN23		209.23	
401-000-000-53480-4700		Utility Services-Water		277201001JAN23	209.23	
277201002JAN23	Invoice	01/10/2023	277201002JAN23		149.84	
401-000-000-53480-4700		Utility Services-Water		277201002JAN23	149.84	
28249001JAN23	Invoice	01/09/2023	28249001JAN23		3,435.29	

Check Register

Packet: APPKT02588-JANUARY 20, 2022 MANUAL AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-142-000-51890-4715		Utility Services-Civic Ctr	28249001JAN23		3,435.29	
30003001JAN23	Invoice	01/06/2023 30003001JAN23		0.00	202.60	
001-141-000-57680-4700		Utility Services-Park	30003001JAN23		202.60	
30003002JAN23	Invoice	01/06/2023 30003002JAN23		0.00	2,047.72	
402-400-000-53580-4700		Utility Services-Sewer Ma	30003002JAN23		2,047.72	
35199001JAN23	Invoice	01/06/2023 35199001JAN23		0.00	188.09	
001-140-000-55430-4700		Utility Services-Animal Sh	35199001JAN23		188.09	
35201001JAN23	Invoice	01/06/2023 35201001JAN23		0.00	1,830.58	
401-000-000-53480-4700		Utility Services-Water	35201001JAN23		1,830.58	
35665001JAN23	Invoice	01/06/2023 35665001JAN23		0.00	642.75	
001-142-000-57250-4700		Utility Services-Library	35665001JAN23		642.75	
45451001JAN23	Invoice	01/06/2023 45451001JAN23		0.00	227.35	
401-000-000-53480-4700		Utility Services-Water	45451001JAN23		227.35	
46051001JAN23	Invoice	01/06/2023 46051001JAN23		0.00	145.98	
401-000-000-53480-4700		Utility Services-Water	46051001JAN23		145.98	
47009001JAN23	Invoice	01/06/2023 47009001JAN23		0.00	69.80	
402-300-000-53580-4700		Utility Services-Sewer Ma	47009001JAN23		69.80	
82241001JAN23	Invoice	01/13/2023 82241001JAN23		0.00	104.91	
001-141-000-57680-4700		Utility Services-Park	82241001JAN23		104.91	
85079001JAN23	Invoice	01/13/2023 85079001JAN23		0.00	66.18	
402-300-000-53580-4700		Utility Services-Sewer Ma	85079001JAN23		66.18	
8511001JAN23	Invoice	01/09/2023 8511001JAN23		0.00	161.16	
401-000-000-53480-4700		Utility Services-Water	8511001JAN23		161.16	
85183001JAN23	Invoice	01/13/2023 85183001JAN23		0.00	63.84	
404-000-000-53180-4700		Utility Services	85183001JAN23		63.84	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	3	0.00	38,706.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	31	3	0.00	38,706.93

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	38,706.93
			<u>38,706.93</u> ✓

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number APA001937 through number APA001973 in the total amount of \$1,076,076.35 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims. Signed this 20th of January, 2023.


Finance Director

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2023.

Mayor Eric Onisko

Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02589 - JANUARY 20, 2023 AP AUTOMATION
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
002982	APP	01/20/2023	Virtual Pay	0.00	2,854.21	APA001937
002520	ARAMARK	01/20/2023	Virtual Pay	0.00	70.94	APA001938
VEN02340	BLT SHELTON PONY, LLC	01/20/2023	Virtual Pay	0.00	78.07	APA001939
024990	BRIDGESTONE RETAIL OPERATIONS,	01/20/2023	Virtual Pay	0.00	693.20	APA001940
098000	BUILDERS FIRSTSOURCE	01/20/2023	Virtual Pay	0.00	8.26	APA001941
005900	CAPITAL BUSINESS MACHINES	01/20/2023	Virtual Pay	0.00	122.00	APA001942
VEN01214	CINTAS CORPORATION	01/20/2023	Virtual Pay	0.00	165.04	APA001943
007570	CIT	01/20/2023	Virtual Pay	0.00	401.48	APA001944
008310	CODEPROS, LLC	01/20/2023	Virtual Pay	0.00	2,022.23	APA001945
VEN01782	COURTESY AUTO SERVICE & TIRE IN	01/20/2023	Virtual Pay	0.00	189.93	APA001946
VEN02078	DELICATE CHINESE TRANSLATIONS,	01/20/2023	Virtual Pay	0.00	150.00	APA001947
VEN02319	DENALI WATER SOLUTIONS LLC	01/20/2023	Virtual Pay	0.00	7,245.75	APA001948
023078	FASTENAL COMPANY	01/20/2023	Virtual Pay	0.00	255.07	APA001949
159001	FERGUSON ENTERPRISES LLC #3325	01/20/2023	Virtual Pay	0.00	76.36	APA001950
VEN01406	FERGUSON WATERWORKS	01/20/2023	Virtual Pay	0.00	220,532.16	APA001951
VEN01612	GENSCO, INC.	01/20/2023	Virtual Pay	0.00	342.08	APA001952
044700	GUARDIAN SECURITY SYSTEM	01/20/2023	Virtual Pay	0.00	59.85	APA001953
045150	HACH COMPANY	01/20/2023	Virtual Pay	0.00	559.18	APA001954
070000	JIM'S AUTO REPAIR & TOWING	01/20/2023	Virtual Pay	0.00	248.72	APA001955
079581	KCDA PURCHASING COOPERATIVE	01/20/2023	Virtual Pay	0.00	180.36	APA001956
VEN01821	KITSAP GARAGE DOOR CO	01/20/2023	Virtual Pay	0.00	244.13	APA001957
132235	MOUNTAIN MIST WATER	01/20/2023	Virtual Pay	0.00	64.70	APA001958
142952	NORTH CENTRAL LABORATORIES	01/20/2023	Virtual Pay	0.00	671.31	APA001959
VEN01996	NORTH COAST ELECTRIC	01/20/2023	Virtual Pay	0.00	6.04	APA001960
VEN02141	NORTHWEST CASCADE, INC.	01/20/2023	Virtual Pay	0.00	117.90	APA001961
153500	PACIFIC LAMP & SUPPLY CO	01/20/2023	Virtual Pay	0.00	467.84	APA001962
159300	POLYDYNE, INC.	01/20/2023	Virtual Pay	0.00	12,711.87	APA001963
903584	RIGHT SYSTEMS	01/20/2023	Virtual Pay	0.00	3,877.61	APA001964
178231	SEAN CARNEY	01/20/2023	Virtual Pay	0.00	260.00	APA001965
196300	STERICYCLE, INC.	01/20/2023	Virtual Pay	0.00	10.36	APA001966
200985	THURSTON CO PUBLIC HEALTH	01/20/2023	Virtual Pay	0.00	630.00	APA001967
201300	TOZIER BROS INC.	01/20/2023	Virtual Pay	0.00	32.15	APA001968
202919	WA CITIES INSUR AUTHORITY	01/20/2023	Virtual Pay	0.00	819,184.00	APA001969
VEN01983	WA LAW ENFORCEMENT INFORMA	01/20/2023	Virtual Pay	0.00	100.00	APA001970
203780	WATER MGMNT LABORATORIES INC	01/20/2023	Virtual Pay	0.00	320.00	APA001971
203900	WESMAR COMPANY, INC	01/20/2023	Virtual Pay	0.00	1,018.37	APA001972
053987	WESTBAY NAPA AUTO PARTS	01/20/2023	Virtual Pay	0.00	105.18	APA001973

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	42	37	0.00	1,076,076.35
	42	37	0.00	1,076,076.35

Virtual Payments	42	37	0.00	1,076,076.35
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	1,076,076.35
			<u>1,076,076.35</u>



Shelton, WA

Check Register

Packet: APPKT02589 - JANUARY 20, 2023 AP AUTOMATION
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
002982	APP	01/20/2023	Virtual Pay	0.00	2,854.21	APA001937
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
22-724720	Invoice	01/04/2023	ACCT# AP7500158 FUEL	0.00	2,854.21	
503-250-000-58900-0001	Inventory-Gas		ACCT# AP7500158 FUEL		2,854.21	
002520	ARAMARK	01/20/2023	Virtual Pay	0.00	70.94	APA001938
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5120162804	Invoice	01/11/2023	ACCT#792105972 MATS,TOWELS,COVERA	0.00	70.94	
401-000-000-53480-4901	Miscellaneous - Shop		ACCT#792105972 MATS,T		70.94	
VEN02340	BLT SHELTON PONY, LLC	01/20/2023	Virtual Pay	0.00	78.07	APA001939
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
641313	Invoice	01/09/2023	19919D MAINTENANCE	0.00	78.07	
001-118-000-52122-4805	Repairs and Maintenance		19919D MAINTENANCE		78.07	
024990	BRIDGESTONE RETAIL OPERATIONS,	01/20/2023	Virtual Pay	0.00	693.20	APA001940
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
170542	Invoice	01/17/2023	VIN#3775 TIRES	0.00	693.20	
001-118-000-52122-4805	Repairs and Maintenance		VIN#3775 TIRES		693.20	
098000	BUILDERS FIRSTSOURCE	01/20/2023	Virtual Pay	0.00	8.26	APA001941
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
86708536	Invoice	01/12/2023	ACCT#671668 CONNECTOR	0.00	8.26	
101-000-000-54264-3100	Office and Operating		ACCT#671668 CONNECTO		8.26	
005900	CAPITAL BUSINESS MACHINES	01/20/2023	Virtual Pay	0.00	122.00	APA001942
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV135816	Invoice	01/06/2023	CONTRACT# CN2621-01	0.00	100.61	
001-118-000-52122-4500	Operating Rentals		CONTRACT# CN2621-01		100.61	
INV135817	Invoice	01/06/2023	CONTRACT#CN2736-01	0.00	21.39	
001-118-000-52122-4500	Operating Rentals		CONTRACT#CN2736-01		21.39	
VEN01214	CINTAS CORPORATION	01/20/2023	Virtual Pay	0.00	165.04	APA001943
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5140379387	Invoice	01/11/2023	CUST#10690213 FIRST AID SUPPLIES	0.00	165.04	
001-118-000-52122-3100	Office and Operating		CUST#10690213 FIRST AID		165.04	
007570	CIT	01/20/2023	Virtual Pay	0.00	401.48	APA001944
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
41440333	Invoice	12/25/2022	CUST#2300086269 COPIER	0.00	401.48	
001-118-000-52122-4500	Operating Rentals		CUST#2300086269 COPIER		401.48	
008310	CODEPROS, LLC	01/20/2023	Virtual Pay	0.00	2,022.23	APA001945

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Packet: APPKT02589-JANUARY 20, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHL-010423	Invoice	01/04/2023	301 W B ST- SFR W/ GARBAGE	0.00	2,022.23	
001-140-000-55850-4100		Professional Services/Adv		301 W B ST- SFR W/ GARB	2,022.23	
VEN01782	COURTESY AUTO SERVICE & TIRE IN	01/20/2023	Virtual Pay	0.00	189.93	APA001946
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
307678	Invoice	01/10/2023	CUST#7566900209 UNIT 91 TIRE	0.00	189.93	
001-118-000-52122-4805		Repairs and Maintenance		CUST#7566900209 UNIT 9	189.93	
VEN02078	DELICATE CHINESE TRANSLATIONS,	01/20/2023	Virtual Pay	0.00	150.00	APA001947
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
HMC011123	Invoice	01/11/2023	CASE #54139C INTERPRETATION	0.00	150.00	
001-112-000-51251-4106		Interpreter Expenses		CASE #54139C INTERPRET	150.00	
VEN02319	DENALI WATER SOLUTIONS LLC	01/20/2023	Virtual Pay	0.00	7,245.75	APA001948
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV380877	Invoice	12/30/2022	CUST#599121378 DEC 2022 TRANSPORTA	0.00	7,245.75	
402-400-000-53580-4100		Professional Services/Adv		CUST#599121378 DEC 202	7,245.75	
023078	FASTENAL COMPANY	01/20/2023	Virtual Pay	0.00	255.07	APA001949
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM210235	Invoice	01/04/2023	CUST#WATUM1991 GLOVES, FLASH DRIV	0.00	255.07	
001-118-000-52122-3100		Office and Operating		CUST#WATUM1991 GLOVE	255.07	
159001	FERGUSON ENTERPRISES LLC #3325	01/20/2023	Virtual Pay	0.00	76.36	APA001950
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0229707	Invoice	01/12/2023	CUST#1143 CUTTING GRSE	0.00	76.36	
401-000-000-53480-3100		Office and Operating		CUST#1143 CUTTING GRSE	76.36	
VEN01406	FERGUSON WATERWORKS	01/20/2023	Virtual Pay	0.00	220,532.16	APA001951
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1127800-6	Invoice	01/10/2023	CUST#75310 AMI PROJECT	0.00	220,401.60	
411-000-000-59434-3100		Water Capital Exp-Supplie	21-AMR	CUST#75310 AMI PROJECT	110,200.80	
412-000-000-59435-3100		Sewer-Capital Exp-Oper P	21-AMR	CUST#75310 AMI PROJECT	110,200.80	
1170449	Invoice	01/10/2023	CUST#57007 PTSS PKG HSG TRPL BLCK	0.00	130.56	
401-000-000-53480-3100		Office and Operating		CUST#57007 PTSS PKG HS	130.56	
VEN01612	GENSCO, INC.	01/20/2023	Virtual Pay	0.00	342.08	APA001952
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
855558458	Invoice	01/12/2023	ACCT#31310 FILTER	0.00	342.08	
001-119-000-52250-3100		Office and Operating		ACCT#31310 FILTER	342.08	
044700	GUARDIAN SECURITY SYSTEM	01/20/2023	Virtual Pay	0.00	59.85	APA001953
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1319026	Invoice	01/01/2023	CUST#313901 LIBRARY FIRE ALARM FEB 2	0.00	59.85	
001-142-000-57250-4100		Professional Services/Adv		CUST#313901 LIBRARY FIR	59.85	
045150	HACH COMPANY	01/20/2023	Virtual Pay	0.00	559.18	APA001954

Check Register

Packet: APPKT02589-JANUARY 20, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
13421420	Invoice	01/12/2023	ACCT#341640 STABLCAL STD	0.00	559.18	
402-400-000-53580-3100		Office and Operating		ACCT#341640 STABLCAL S	559.18	
070000	JIM'S AUTO REPAIR & TOWING	01/20/2023	Virtual Pay	0.00	248.72	APA001955
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
VIN#2438	Invoice	01/11/2023	19989D TOW	0.00	248.72	
503-000-000-54865-4101		Professional Services/Adv		19989D TOW	248.72	
079581	KCDA PURCHASING COOPERATIVE	01/20/2023	Virtual Pay	0.00	180.36	APA001956
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
300689278	Invoice	01/06/2023	CUST#101367 CAN LINERS	0.00	180.36	
101-000-000-54230-3100		Office and Operating		CUST#101367 CAN LINERS	180.36	
VEN01821	KITSAP GARAGE DOOR CO	01/20/2023	Virtual Pay	0.00	244.13	APA001957
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
112337	Invoice	01/12/2023	DOOR REPAIR	0.00	244.13	
001-119-000-52250-4800		Repairs and Maintenance		DOOR REPAIR	244.13	
132235	MOUNTAIN MIST WATER	01/20/2023	Virtual Pay	0.00	64.70	APA001958
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
005112468	Invoice	12/07/2022	ACCT#088436 ADMIN	0.00	64.70	
001-130-000-51810-3100		Office and Operating		ACCT#088436 ADMIN	56.00	
001-130-000-51810-4500		Operating Rentals		ACCT#088436 ADMIN	8.70	
142952	NORTH CENTRAL LABORATORIES	01/20/2023	Virtual Pay	0.00	671.31	APA001959
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
481343	Invoice	01/06/2023	ACCT#42215 PRIMARY CALIB KIT	0.00	336.40	
402-400-000-53580-3100		Office and Operating		ACCT#42215 PRIMARY CAL	336.40	
481344	Invoice	01/06/2023	ACCT#42215 GRID FILTERS	0.00	334.91	
402-400-000-53580-3100		Office and Operating		ACCT#42215 GRID FILTERS	334.91	
VEN01996	NORTH COAST ELECTRIC	01/20/2023	Virtual Pay	0.00	6.04	APA001960
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5012289801.001	Invoice	12/31/2022	CUST# 146663 SERVICE CHARGE	0.00	6.04	
402-400-000-53580-3100		Office and Operating		CUST# 146663 SERVICE CH	6.04	
VEN02141	NORTHWEST CASCADE, INC.	01/20/2023	Virtual Pay	0.00	117.90	APA001961
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0553237674	Invoice	12/30/2022	CUST#228916 HUFF & PUFF TRAIL	0.00	117.90	
001-141-000-57680-4500		Operating Rentals		CUST#228916 HUFF & PUF	117.90	
153500	PACIFIC LAMP & SUPPLY CO	01/20/2023	Virtual Pay	0.00	467.84	APA001962
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
862174	Invoice	01/10/2023	CUST#23733-1 LIGHTS	0.00	467.84	
401-000-000-53480-3100		Office and Operating		CUST#23733-1 LIGHTS	467.84	
159300	POLYDYNE, INC.	01/20/2023	Virtual Pay	0.00	12,711.87	APA001963

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Packet: APPKT02589-JANUARY 20, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1703009	Invoice	01/04/2023	CUST#100860 CLARIFLOC	0.00	12,711.87	
402-400-000-53580-3100		Office and Operating		CUST#100860 CLARIFLOC	12,711.87	
903584	RIGHT SYSTEMS	01/20/2023	Virtual Pay	0.00	3,877.61	APA001964
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SI-179171	Invoice	01/13/2023	CUST#COS006 MSFT CSP BILLING	0.00	3,877.61	
001-132-000-51888-4100		Data Processing-Prof Svcs		CUST#COS006 MSFT CSP B	3,877.61	
178231	SEAN CARNEY	01/20/2023	Virtual Pay	0.00	260.00	APA001965
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
REISSUEOCTOBER	Invoice	01/18/2023	REISSUE STALE DATED PMT APA001630	0.00	260.00	
001-141-000-57120-4100		Professional Services/Adv		REISSUE STALE DATED PMT	260.00	
196300	STERICYCLE, INC.	01/20/2023	Virtual Pay	0.00	10.36	APA001966
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3006307451	Invoice	12/31/2022	CUST#6060343 MONTHLY SVCS	0.00	10.36	
001-118-000-52122-4100		Patrol-Professional Servic		CUST#6060343 MONTHLY	10.36	
200985	THURSTON CO PUBLIC HEALTH	01/20/2023	Virtual Pay	0.00	630.00	APA001967
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
LABFEESDEC2022	Invoice	01/10/2023	DEC 2022 LAB FEES	0.00	630.00	
401-000-000-53480-4100		Professional Services/Adv		DEC 2022 LAB FEES	630.00	
201300	TOZIER BROS INC.	01/20/2023	Virtual Pay	0.00	32.15	APA001968
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
461423	Invoice	01/18/2023	CUST#20090 TOTE,AMMONIA,MOP	0.00	32.15	
401-000-000-53480-3100		Office and Operating		CUST#20090 TOTE,AMMO	32.15	
202919	WA CITIES INSUR AUTHORITY	01/20/2023	Virtual Pay	0.00	819,184.00	APA001969

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Packet: APPKT02589-JANUARY 20, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>15758</u>	Invoice	01/01/2023	2023 LIABILITY/PROGRAM ASSESSMENT	0.00	819,184.00	
<u>001-110-000-51160-4600</u>	LEGISLATIVE-Insurance		2023 LIABILITY/PROGRAM		2,442.00	
<u>001-111-000-51421-4600</u>	UTILITIES-Insurance		2023 LIABILITY/PROGRAM		13,225.00	
<u>001-111-000-51423-4600</u>	Accounting-Insurance		2023 LIABILITY/PROGRAM		20,751.00	
<u>001-112-000-51251-4600</u>	JUDICIAL-Insurance		2023 LIABILITY/PROGRAM		16,208.00	
<u>001-112-000-52360-4600</u>	Insurance		2023 LIABILITY/PROGRAM		4,042.00	
<u>001-115-000-51895-4600</u>	PW ADMIN-Insurance		2023 LIABILITY/PROGRAM		11,788.00	
<u>001-115-000-51896-4600</u>	Insurance		2023 LIABILITY/PROGRAM		20,438.00	
<u>001-118-000-52110-4600</u>	POLICE ADMIN-Insurance		2023 LIABILITY/PROGRAM		15,529.00	
<u>001-118-000-52121-4600</u>	POLICE INVESTIGATIONS-I		2023 LIABILITY/PROGRAM		16,745.00	
<u>001-118-000-52122-4600</u>	Insurance		2023 LIABILITY/PROGRAM		127,274.00	
<u>001-118-000-52125-4600</u>	POLICE-OTHER OPS-Insur		2023 LIABILITY/PROGRAM		6,340.00	
<u>001-118-000-52130-4600</u>	POLICE-SRO-Insurance		2023 LIABILITY/PROGRAM		4,656.00	
<u>001-119-000-52220-4600</u>	FIRE-Insurance		2023 LIABILITY/PROGRAM		14,673.00	
<u>001-120-000-51310-4600</u>	EXECUTIVE-Insurance		2023 LIABILITY/PROGRAM		13,064.00	
<u>001-121-000-51160-4600</u>	CITY CLERK - Insurance		2023 LIABILITY/PROGRAM		2,987.00	
<u>001-121-000-51310-4600</u>	CITY MANAGER - Insuranc		2023 LIABILITY/PROGRAM		1,493.00	
<u>001-121-000-51430-4600</u>	CITY CLERK RECORDS- Ins		2023 LIABILITY/PROGRAM		2,987.00	
<u>001-130-000-51810-4600</u>	HR-Insurance		2023 LIABILITY/PROGRAM		9,872.00	
<u>001-131-000-51900-4600</u>	RISK MANAGMENT - Insu		2023 LIABILITY/PROGRAM		44,887.00	
<u>001-131-000-51900-4600</u>	RISK MANAGMENT - Insu		2023 LIABILITY/PROGRAM		3,959.00	
<u>001-132-000-51888-4600</u>	IT-Insurance		2023 LIABILITY/PROGRAM		7,822.00	
<u>001-140-000-52460-4600</u>	CODE ENF - Insurance		2023 LIABILITY/PROGRAM		1,963.00	
<u>001-140-000-52460-4600</u>	CODE ENF - Insurance		2023 LIABILITY/PROGRAM		5,012.00	
<u>001-140-000-55430-4600</u>	Property Insurance - Ani		2023 LIABILITY/PROGRAM		3,099.00	
<u>001-140-000-55850-4600</u>	COMMUNITY DEVELOPM		2023 LIABILITY/PROGRAM		10,341.00	
<u>001-140-000-55860-4600</u>	PLANNING-Insurance		2023 LIABILITY/PROGRAM		5,628.00	
<u>001-140-000-55870-4600</u>	ECON DEV-Insurance		2023 LIABILITY/PROGRAM		1,063.00	
<u>001-140-000-55930-4600</u>	HOUSING PROPERTY DEV		2023 LIABILITY/PROGRAM		920.00	
<u>001-141-000-57120-4600</u>	PARKS & REC - Insurance		2023 LIABILITY/PROGRAM		2,866.00	
<u>001-141-000-57680-4600</u>	PARKS - Insurance		2023 LIABILITY/PROGRAM		18,806.00	
<u>001-142-000-51830-4600</u>	FACILITIES - Insurance		2023 LIABILITY/PROGRAM		14,612.00	
<u>001-142-000-57250-4600</u>	LIBRARY-Insurance		2023 LIABILITY/PROGRAM		11,875.00	
<u>001-142-000-57530-4600</u>	MUSEUM-Insurance		2023 LIABILITY/PROGRAM		450.00	
<u>001-143-000-57320-4600</u>	SPECTATOR/COMMUNITY		2023 LIABILITY/PROGRAM		195.00	
<u>001-143-000-57550-4600</u>	CULTURAL REC COMM CT		2023 LIABILITY/PROGRAM		1,932.00	
<u>101-000-000-54230-4600</u>	STREETS-Insurance		2023 LIABILITY/PROGRAM		61,981.00	
<u>101-000-000-54261-4600</u>	STREETS-SIDEWALKS-Insu		2023 LIABILITY/PROGRAM		28.00	
<u>101-000-000-54264-4600</u>	STREETS-TRAFFIC CONTR		2023 LIABILITY/PROGRAM		1,546.00	
<u>101-000-000-54266-4600</u>	STREETS-SNOW/ICE CON		2023 LIABILITY/PROGRAM		780.00	
<u>101-000-000-54267-4600</u>	STREETS-CLEANING-Insur		2023 LIABILITY/PROGRAM		591.00	
<u>101-000-000-54270-4600</u>	STREETS-ROADSIDE/PARK		2023 LIABILITY/PROGRAM		37.00	
<u>101-000-000-54271-4600</u>	STREETS-ROADSIDE/ST-In		2023 LIABILITY/PROGRAM		2,706.00	
<u>101-000-000-54290-4600</u>	Insurance		2023 LIABILITY/PROGRAM		4,195.00	
<u>401-000-000-53480-4600</u>	Insurance		2023 LIABILITY/PROGRAM		68,202.00	
<u>402-300-000-53580-4600</u>	Insurance		2023 LIABILITY/PROGRAM		10,077.00	
<u>402-400-000-53580-4600</u>	Insurance		2023 LIABILITY/PROGRAM		142,649.00	
<u>402-400-000-53580-4600</u>	Insurance		2023 LIABILITY/PROGRAM		131.00	
<u>402-500-000-53580-4600</u>	SEWER-OTHER MAIN-Insu		2023 LIABILITY/PROGRAM		6,270.00	
<u>402-640-000-53580-4600</u>	Insurance		2023 LIABILITY/PROGRAM		32,061.00	
<u>402-650-000-53580-4600</u>	SEWER-OTHER SATELLITE-		2023 LIABILITY/PROGRAM		2,670.00	
<u>404-000-000-53180-4600</u>	Insurance		2023 LIABILITY/PROGRAM		20,335.00	
<u>503-000-000-54865-4600</u>	Insurance		2023 LIABILITY/PROGRAM		24,981.00	
VEN01983	WA LAW ENFORCEMENT INFORMA	01/20/2023	Virtual Pay	0.00	100.00	APA001970

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Packet: APPKT02589-JANUARY 20, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2131	Invoice	01/12/2023	MEMBERSHIP 2023	0.00	50.00	
001-118-000-52122-4900		Miscellaneous		MEMBERSHIP 2023	50.00	
2320	Invoice	01/12/2023	MEMBERSHIP 2023	0.00	50.00	
001-118-000-52122-4900		Miscellaneous		MEMBERSHIP 2023	50.00	
203780	WATER MGMNT LABORATORIES INC	01/20/2023	Virtual Pay	0.00	320.00	APA001971
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
208890	Invoice	01/13/2023	ACCT#AS201R TESTS	0.00	320.00	
401-000-000-53480-4100		Professional Services/Adv		ACCT#AS201R TESTS	320.00	
203900	WESMAR COMPANY, INC	01/20/2023	Virtual Pay	0.00	1,018.37	APA001972
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
306791	Invoice	01/13/2023	CUST#31175 SODIUM HYPOCHLORITE	0.00	1,018.37	
401-000-000-53480-3104		Office and Operating-Chl		CUST#31175 SODIUM HYP	1,018.37	
053987	WESTBAY NAPA AUTO PARTS	01/20/2023	Virtual Pay	0.00	105.18	APA001973
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
020934	Invoice	01/16/2023	ACCT#4296 WIPERS	0.00	64.28	
001-118-000-52122-3110		Office & Operating-Auto		ACCT#4296 WIPERS	64.28	
020976	Invoice	01/17/2023	ACCT#4296 PULLER	0.00	40.90	
001-141-000-57680-3100		Office and Operating		ACCT#4296 PULLER	40.90	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	42	37	0.00	1,076,076.35
	42	37	0.00	1,076,076.35

Virtual Payments	42	37	0.00	1,076,076.35
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	1,076,076.35
			<u>1,076,076.35</u> ✓

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number 108033 through number 108036 in the total amount of \$23,113.11 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 27th of January, 2023.

Michael A. Hithens
Finance Director

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2023.

Mayor Eric Onisko

Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02594 - JANUARY 27, 2023 MANUAL AP
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	01/27/2023	Regular	0.00	7,087.09	108033
082096	KEYBANK NATIONAL ASSOCIATION	01/27/2023	Regular	0.00	8,295.93	108034
151000	P. U. D. # 3	01/27/2023	Regular	0.00	7,330.09	108035
VEN02385	WILLIAM GOSSE-GARDEC	01/27/2023	Regular	0.00	400.00	108036

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	4	0.00	23,113.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	10	4	0.00	23,113.11

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	23,113.11
			<u>23,113.11</u>



Shelton, WA

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Packet: APPKT02594 - JANUARY 27, 2023 MANUAL AP
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	01/27/2023	Regular	0.00	7,087.09	108033

Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount
Account Number		Account Name	Project Account Key	Item Description	Dist Amount
<u>JAN/2023</u>	Invoice	01/17/2023	JAN/2023 UTILITY BILLS	0.00	7,087.09
001-140-000-55430-4700		Utility Services-Animal Sh		JAN/2023 UTILITY BILLS	142.90
001-141-000-57680-4700		Utility Services-Park		JAN/2023 UTILITY BILLS	459.05
001-141-000-57680-4700		Utility Services-Park		JAN/2023 UTILITY BILLS	16.11
001-141-000-57680-4700		Utility Services-Park		JAN/2023 UTILITY BILLS	19.33
001-141-000-57680-4700		Utility Services-Park		JAN/2023 UTILITY BILLS	87.91
001-141-000-57680-4700		Utility Services-Park		JAN/2023 UTILITY BILLS	15.66
001-141-000-57680-4700		Utility Services-Park		JAN/2023 UTILITY BILLS	302.93
001-141-000-57680-4700		Utility Services-Park		JAN/2023 UTILITY BILLS	263.55
001-141-000-57680-4700		Utility Services-Park		JAN/2023 UTILITY BILLS	213.98
001-141-000-57680-4700		Utility Services-Park		JAN/2023 UTILITY BILLS	12.94
001-142-000-51890-4715		Utility Services-Civic Ctr		JAN/2023 UTILITY BILLS	147.32
001-142-000-51890-4715		Utility Services-Civic Ctr		JAN/2023 UTILITY BILLS	738.71
001-142-000-51890-4715		Utility Services-Civic Ctr		JAN/2023 UTILITY BILLS	149.01
001-142-000-57250-4700		Utility Services-Library		JAN/2023 UTILITY BILLS	510.26
001-142-000-57530-4700		Utility Services-Museum		JAN/2023 UTILITY BILLS	124.47
101-000-000-54265-4700		Utility Services		JAN/2023 UTILITY BILLS	154.81
401-000-000-53480-4700		Utility Services-Water		JAN/2023 UTILITY BILLS	15.66
401-000-000-53480-4700		Utility Services-Water		JAN/2023 UTILITY BILLS	49.85
401-000-000-53480-4700		Utility Services-Water		JAN/2023 UTILITY BILLS	19.37
401-000-000-53480-4700		Utility Services-Water		JAN/2023 UTILITY BILLS	38.55
401-000-000-53480-4700		Utility Services-Water		JAN/2023 UTILITY BILLS	15.66
401-000-000-53480-4700		Utility Services-Water		JAN/2023 UTILITY BILLS	22.87
401-000-000-53480-4701		Utility Services - Shop		JAN/2023 UTILITY BILLS	620.38
401-000-000-53480-4701		Utility Services - Shop		JAN/2023 UTILITY BILLS	151.40
401-000-000-53480-4701		Utility Services - Shop		JAN/2023 UTILITY BILLS	90.89
401-000-000-53480-4701		Utility Services - Shop		JAN/2023 UTILITY BILLS	115.97
401-000-000-53480-4701		Utility Services - Shop		JAN/2023 UTILITY BILLS	397.66
402-300-000-53580-4700		Utility Services-Sewer Ma		JAN/2023 UTILITY BILLS	15.66
402-400-000-53580-4700		Utility Services-Sewer Ma		JAN/2023 UTILITY BILLS	70.31
402-400-000-53580-4700		Utility Services-Sewer Ma		JAN/2023 UTILITY BILLS	25.95
402-400-000-53580-4700		Utility Services-Sewer Ma		JAN/2023 UTILITY BILLS	25.95
402-400-000-53580-4700		Utility Services-Sewer Ma		JAN/2023 UTILITY BILLS	19.47
402-400-000-53580-4700		Utility Services-Sewer Ma		JAN/2023 UTILITY BILLS	590.76
402-500-000-53580-4700		Utility Services-Sewer Ma		JAN/2023 UTILITY BILLS	44.15
402-640-000-53580-4700		Utility Services-Sewer Sat		JAN/2023 UTILITY BILLS	15.66
402-640-000-53580-4700		Utility Services-Sewer Sat		JAN/2023 UTILITY BILLS	642.23
402-640-000-53580-4700		Utility Services-Sewer Sat		JAN/2023 UTILITY BILLS	18.11
402-640-000-53580-4700		Utility Services-Sewer Sat		JAN/2023 UTILITY BILLS	668.59
404-000-000-53180-4700		Utility Services		JAN/2023 UTILITY BILLS	53.05

082096	KEYBANK NATIONAL ASSOCIATION	01/27/2023	Regular	0.00	8,295.93	108034
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2212000082	Invoice	01/11/2023	DECEMBER 2022 ANALYSIS	0.00	8,295.93	
001-111-000-51423-4102		Prof Services-Banking Fee		DECEMBER 2022 ANALYSIS	8,295.93	

151000	P. U. D. # 3	01/27/2023	Regular	0.00	7,330.09	108035
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Packet: APPKT02594-JANUARY 27, 2023 MANUAL AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
101097001JAN23	Invoice	01/13/2023	101097001JAN23		0.00	86.11
101-000-000-54264-4700		Utility Services		101097001JAN23		86.11
101155001JAN23	Invoice	01/13/2023	101155001JAN23		0.00	5,369.11
401-000-000-53480-4700		Utility Services-Water		101155001JAN23		5,369.11
109397001JAN23	Invoice	01/13/2023	109397001JAN23		0.00	87.22
101-000-000-54264-4700		Utility Services		109397001JAN23		87.22
109413001JAN23	Invoice	01/13/2023	109413001JAN23		0.00	60.50
101-000-000-54264-4700		Utility Services		109413001JAN23		60.50
25911001JAN23	Invoice	01/13/2023	25911001JAN23		0.00	1,490.17
401-000-000-53480-4700		Utility Services-Water		25911001JAN23		1,490.17
25913001JAN23	Invoice	01/13/2023	25913001JAN23		0.00	156.46
401-000-000-53480-4700		Utility Services-Water		25913001JAN23		156.46
26197001JAN23	Invoice	01/13/2023	26197001JAN23		0.00	80.52
101-000-000-54264-4700		Utility Services		26197001JAN23		80.52

VEN02385	WILLIAM GOSSE-GARDEC	01/27/2023	Regular	0.00	400.00	108036
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
LEAKREIMBURSE	Invoice	01/20/2023	LEAKREIMBURSEMENT		0.00	400.00
401-000-000-53480-4800		Repairs and Maintenance		LEAKREIMBURSEMENT		400.00

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	4	0.00	23,113.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	0	0	0.00	0.00
	10	4	0.00	23,113.11

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	23,113.11
			<u>23,113.11</u>

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number APA001974 through number APA002006 in the total amount of \$263,188.78 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 27th of January, 2023.


Finance Director

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2023.

Mayor Eric Onisko

Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02593 - JANUARY 27, 2023 AP AUTOMATION
PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
002520	ARAMARK	01/27/2023	Virtual Pay	0.00	383.04	APA001974
002555	ARCADIA DRILLING, INC	01/27/2023	Virtual Pay	0.00	1,169.60	APA001975
098000	BUILDERS FIRSTSOURCE	01/27/2023	Virtual Pay	0.00	111.66	APA001976
VEN02063	CARL TANNE	01/27/2023	Virtual Pay	0.00	140.00	APA001977
007570	CIT	01/27/2023	Virtual Pay	0.00	429.77	APA001978
008800	CUT-RATE AUTO PARTS	01/27/2023	Virtual Pay	0.00	117.46	APA001979
009231	DARREN PARSE	01/27/2023	Virtual Pay	0.00	150.00	APA001980
009351	DELAGE LANDEN FINANCIAL SVCS	01/27/2023	Virtual Pay	0.00	595.16	APA001981
VEN01797	ENVIROTECH SERVICES INC.	01/27/2023	Virtual Pay	0.00	2,319.62	APA001982
023078	FASTENAL COMPANY	01/27/2023	Virtual Pay	0.00	1,182.65	APA001983
023500	FERGUSON ENTERPRISES, INC.	01/27/2023	Virtual Pay	0.00	113.52	APA001984
045000	H.D. FOWLER COMPANY	01/27/2023	Virtual Pay	0.00	1,734.97	APA001985
VEN02255	HARBOR SAW & SUPPLY INC	01/27/2023	Virtual Pay	0.00	590.97	APA001986
VEN01652	LADUE FENCING, INC.	01/27/2023	Virtual Pay	0.00	1,632.00	APA001987
113004	MASON COUNTY - UTILITIES/WASTE	01/27/2023	Virtual Pay	0.00	2,166.55	APA001988
114350	MASON GENERAL HOSPITAL	01/27/2023	Virtual Pay	0.00	46.17	APA001989
VEN02330	MILES RESOURCES LLC	01/27/2023	Virtual Pay	0.00	235,621.28	APA001990
129030	MILES SAND & GRAVEL CO.	01/27/2023	Virtual Pay	0.00	824.13	APA001991
132235	MOUNTAIN MIST WATER	01/27/2023	Virtual Pay	0.00	140.32	APA001992
VEN02077	NATURAL SELECTION FARMS, INC.	01/27/2023	Virtual Pay	0.00	3,888.60	APA001993
142952	NORTH CENTRAL LABORATORIES	01/27/2023	Virtual Pay	0.00	627.52	APA001994
VEN02141	NORTHWEST CASCADE, INC.	01/27/2023	Virtual Pay	0.00	131.00	APA001995
VEN02312	ODP BUSINESS SOLUTIONS LLC	01/27/2023	Virtual Pay	0.00	291.43	APA001996
153500	PACIFIC LAMP & SUPPLY CO	01/27/2023	Virtual Pay	0.00	107.98	APA001997
VEN02070	PAPE MACHINERY	01/27/2023	Virtual Pay	0.00	256.89	APA001998
VEN02266	PERFORMANCE MOTORSPORTS MA	01/27/2023	Virtual Pay	0.00	300.00	APA001999
VEN02384	PUGET SOUND PLANTS, INC	01/27/2023	Virtual Pay	0.00	5,914.91	APA002000
165704	R & D SUPPLY	01/27/2023	Virtual Pay	0.00	280.67	APA002001
190080	SIMPLOT PARTNERS	01/27/2023	Virtual Pay	0.00	260.00	APA002002
201300	TOZIER BROS INC.	01/27/2023	Virtual Pay	0.00	131.99	APA002003
203780	WATER MGMNT LABORATORIES INC	01/27/2023	Virtual Pay	0.00	1,230.00	APA002004
053987	WESTBAY NAPA AUTO PARTS	01/27/2023	Virtual Pay	0.00	67.36	APA002005
220000	ZUMAR INDUSTRIES INC	01/27/2023	Virtual Pay	0.00	231.56	APA002006

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
Virtual Payments	63	33	0.00	263,188.78
	63	33	0.00	263,188.78

Virtual Payments	63	33	0.00	263,188.78
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2023	263,188.78
			<u>263,188.78</u>



Shelton, WA

Payment Register

APPKT02593 - JANUARY 27, 2023 AP AUTOMATION PAYMENTS

01 - Vendor Set 01

Bank: APBNK-Main - APBNK-Main

Vendor Number	Vendor Name	Total Vendor Amount			
002520	ARAMARK	383.04			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/27/2023	383.04		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
5120117755	ACCT#792105973 MATS,TOWELS,COVERALLS	11/02/2022	11/02/2022	0.00	62.42
5120121842	ACCT#792105973 COVERALLS,TOWELS,MATS	11/09/2022	11/09/2022	0.00	62.42
5120140012	ACCT#792105973 MATS,TOWELS,COVERALLS	12/07/2022	12/07/2022	0.00	62.42
5120157293	ACCT#792105973 MATS,COVERALLS,TOWELS	01/04/2023	01/04/2023	0.00	62.42
5120162810	ACCT#792105973 TOWELS,MATS,COVERALLS	01/11/2023	01/11/2023	0.00	62.42
5120168165	ACCT#792105972 MATS,TOWELS,COVERALLS	01/18/2023	01/18/2023	0.00	70.94

Vendor Number	Vendor Name	Total Vendor Amount			
002555	ARCADIA DRILLING, INC	1,169.60			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/27/2023	1,169.60		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
21719-1	CITY PRK LOT DECOMMISSION/DOE	10/05/2022	11/04/2022	0.00	1,169.60

Vendor Number	Vendor Name	Total Vendor Amount			
098000	BUILDERS FIRSTSOURCE	111.66			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/27/2023	111.66		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
86727124	ACCT#194680 TIEDOWN,SCREWS,LUMBER	01/17/2023	01/17/2023	0.00	86.44
86753685	ACCT#671668 WOOD SPADE BIT PRO	01/24/2023	01/24/2023	0.00	25.22

Vendor Number	Vendor Name	Total Vendor Amount			
VEN02063	CARL TANNE	140.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/27/2023	140.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0118-2023-SHELTONMUNI	0118-2023-SHELTONMUNI	01/18/2023	01/18/2023	0.00	140.00

Vendor Number	Vendor Name	Total Vendor Amount			
007570	CIT	429.77			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/27/2023	429.77		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41595262	CUST#2000176406 COPIER	01/18/2023	01/18/2023	0.00	429.77

Vendor Number	Vendor Name	Total Vendor Amount			
008800	CUT-RATE AUTO PARTS	117.46			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/27/2023	117.46		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
300360599	CUST#34491 TIE DOWN	01/18/2023	01/18/2023	0.00	117.46

Payment Register

APPKT02593 - JANUARY 27, 2023 AP AUTOMATION PAYMENTS

Vendor Number 009231	Vendor Name DARREN PARSE					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 01/27/2023	Payment Amount 150.00			
Payable Number INTERPRETATION01112023	Description INTERPRETATION01112023	Payable Date 01/25/2023	Due Date 01/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 009351	Vendor Name DELAGÉ LANDEN FINANCIAL SVCS					Total Vendor Amount 595.16
Payment Type Check	Payment Number	Payment Date 01/27/2023	Payment Amount 595.16			
Payable Number 78801894	Description CONTRACT#25532691	Payable Date 01/21/2023	Due Date 03/01/2023	Discount Amount 0.00	Payable Amount 270.92	
78801920	CONTRACT#25536642	01/21/2023	03/01/2023	0.00	162.12	
78806328	CONTRACT#500-50265514	01/21/2023	02/15/2023	0.00	162.12	
Vendor Number VEN01797	Vendor Name ENVIROTECH SERVICES INC.					Total Vendor Amount 2,319.62
Payment Type Check	Payment Number	Payment Date 01/27/2023	Payment Amount 2,319.62			
Payable Number CD202307224	Description CUST#17686 BOOST WITH CACL	Payable Date 01/17/2023	Due Date 02/16/2023	Discount Amount 0.00	Payable Amount 2,319.62	
Vendor Number 023078	Vendor Name FASTENAL COMPANY					Total Vendor Amount 1,182.65
Payment Type Check	Payment Number	Payment Date 01/27/2023	Payment Amount 1,182.65			
Payable Number WATUM210470	Description CUST#WATUM1039 MISC SUPPLIES	Payable Date 01/18/2023	Due Date 02/17/2023	Discount Amount 0.00	Payable Amount 462.23	
WATUM210472	CUST#WATUM1962 MISC SUPPLIES	01/18/2023	02/17/2023	0.00	60.57	
WATUM210564	CUST#WATUM1962 MISC SUPPLIES	01/18/2023	02/17/2023	0.00	659.85	
Vendor Number 023500	Vendor Name FERGUSON ENTERPRISES, INC.					Total Vendor Amount 113.52
Payment Type Check	Payment Number	Payment Date 01/27/2023	Payment Amount 113.52			
Payable Number 1192643	Description CUST#146629 TOILET SEATS	Payable Date 01/17/2023	Due Date 01/17/2023	Discount Amount 0.00	Payable Amount 113.52	
Vendor Number 045000	Vendor Name H.D. FOWLER COMPANY					Total Vendor Amount 1,734.97
Payment Type Check	Payment Number	Payment Date 01/27/2023	Payment Amount 1,734.97			
Payable Number I6296182	Description ACCT#194680 VALVE	Payable Date 01/05/2023	Due Date 01/05/2023	Discount Amount 0.00	Payable Amount 314.77	
I6299435	ACCT#194680 BALL VALVE	01/11/2023	01/11/2023	0.00	368.60	
I6300877	ACCT#194680 NETTING, CHLORINE TABLETS	01/13/2023	01/13/2023	0.00	337.43	
I6300879	ACCT#194680 ANGLE BALL VALVE	01/13/2023	01/13/2023	0.00	714.17	
Vendor Number VEN02255	Vendor Name HARBOR SAW & SUPPLY INC					Total Vendor Amount 590.97
Payment Type Check	Payment Number	Payment Date 01/27/2023	Payment Amount 590.97			
Payable Number 738884	Description CUST#21758 PRESSURE WASHER REPAIR	Payable Date 01/24/2023	Due Date 01/24/2023	Discount Amount 0.00	Payable Amount 590.97	

Payment Register
APPKT02593 - JANUARY 27, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name					Total Vendor Amount
VEN01652	LADUE FENCING, INC.					1,632.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	1,632.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1879	KNEELAND PARK FENCE REPAIR	01/24/2023	01/24/2023	0.00	1,632.00	
Vendor Number	Vendor Name					Total Vendor Amount
113004	MASON COUNTY - UTILITIES/WASTE MGT					2,166.55
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	2,166.55			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
006107	CUST#SW-C030 DEC 2022	01/11/2023	01/11/2023	0.00	364.42	
006108	CUST#SW-C035 DEC 2022	01/11/2023	01/11/2023	0.00	134.03	
720138	REFUSE	04/30/2016	04/30/2016	0.00	1,668.10	
Vendor Number	Vendor Name					Total Vendor Amount
114350	MASON GENERAL HOSPITAL					46.17
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	46.17			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4001657362	PEDRO MATIAS PABLO	12/25/2022	12/25/2022	0.00	46.17	
Vendor Number	Vendor Name					Total Vendor Amount
VEN02330	MILES RESOURCES LLC					235,621.28
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	235,621.28			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PAYESTIMATE5	PAY ESTIMATE 5- WESTERN GATEWAY	01/26/2023	01/26/2023	0.00	235,621.28	
Vendor Number	Vendor Name					Total Vendor Amount
129030	MILES SAND & GRAVEL CO.					824.13
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	824.13			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1979812	CUST#050775 SHOP	01/18/2023	01/18/2023	0.00	824.13	
Vendor Number	Vendor Name					Total Vendor Amount
132235	MOUNTAIN MIST WATER					140.32
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	140.32			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
005056090	ACCT#088436 MUNI COURT	11/03/2022	11/03/2022	0.00	16.56	
005182235	ACCT#088436 ADMIN	01/18/2023	01/18/2023	0.00	30.97	
005182236	ACCT#088436 MUNI COURT	01/18/2023	01/18/2023	0.00	12.21	
005182249	ACCT#088436 SHOP	01/18/2023	01/18/2023	0.00	80.58	
Vendor Number	Vendor Name					Total Vendor Amount
VEN02077	NATURAL SELECTION FARMS, INC.					3,888.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	3,888.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6907	DECEMBER 2022 BIOSOLIDS	12/31/2022	12/31/2022	0.00	3,888.60	
Vendor Number	Vendor Name					Total Vendor Amount
142952	NORTH CENTRAL LABORATORIES					627.52
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	627.52			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
481701	ACCT#42215 MISC	01/13/2023	01/13/2023	0.00	582.74	
481827	ACCT#42215 NALGENE AUTOCLAVABLE WASH	01/17/2023	01/17/2023	0.00	44.78	

Payment Register

APPKT02593 - JANUARY 27, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name					Total Vendor Amount
VEN02141	NORTHWEST CASCADE, INC.					131.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	131.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0553258331	CUST#228916 799 W HARVARD AVE	01/11/2023	02/10/2023	0.00	131.00	
Vendor Number	Vendor Name					Total Vendor Amount
VEN02312	ODP BUSINESS SOLUTIONS LLC					291.43
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	291.43			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
285809416001	ACCT#28972108 MISC SUPPLIES	01/04/2023	01/04/2023	0.00	291.43	
Vendor Number	Vendor Name					Total Vendor Amount
153500	PACIFIC LAMP & SUPPLY CO					107.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	107.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
861041.2	CUST#23733-1 LIGHTS	12/30/2022	12/30/2022	0.00	44.46	
862970	CUST#23733-1 STEP DOWN	01/18/2023	01/18/2023	0.00	63.52	
Vendor Number	Vendor Name					Total Vendor Amount
VEN02070	PAPE MACHINERY					256.89
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	256.89			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
14162423	CUST#6101822 BALL BEARINGS,SEAL,SPACER	01/17/2023	01/17/2023	0.00	143.51	
14162494	CUST#6101822 BALL BEARING,SPACER	01/18/2023	01/18/2023	0.00	113.38	
Vendor Number	Vendor Name					Total Vendor Amount
VEN02266	PERFORMANCE MOTORSPORTS MANAGEMENT INC					300.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	300.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3781	BANQUET HALL RENTAL	01/20/2023	01/27/2023	0.00	300.00	
Vendor Number	Vendor Name					Total Vendor Amount
VEN02384	PUGET SOUND PLANTS, INC					5,914.91
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	5,914.91			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15304	CITY PARKING LOT PLANTS	01/18/2023	01/18/2023	0.00	5,914.91	
Vendor Number	Vendor Name					Total Vendor Amount
165704	R & D SUPPLY					280.67
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	280.67			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
245671	CUST#60CS18 SUPPLIES	01/12/2023	01/12/2023	0.00	280.67	
Vendor Number	Vendor Name					Total Vendor Amount
190080	SIMPLOT PARTNERS					260.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/27/2023	260.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
212113796	CUST#98997 PESTICIDE TRAINING	01/12/2023	02/25/2023	0.00	260.00	

Payment Register

APPKT02593 - JANUARY 27, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name						Total Vendor Amount
201300	TOZIER BROS INC.						131.99
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				01/27/2023	131.99		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
461457	CUST#20090 NUTS & BOLTS, TAPE	01/19/2023	02/10/2023	0.00	40.98		
461464	CUST#20090 WIRE WNG CONNECTOR	01/19/2023	02/10/2023	0.00	8.61		
461474	CUST#20090 LIGHT BULB	01/20/2023	02/10/2023	0.00	7.82		
461533	CUST#20090 NUTS & BOLTS	01/24/2023	02/10/2023	0.00	90.27		
461547	CUST#20090 GLOVES	01/24/2023	02/10/2023	0.00	5.70		
461550	CUST#20090 NUTS & BOLTS	01/25/2023	01/25/2023	0.00	-71.88		
461557	CUST#20090 SHRINK WRAP,PUTTY,NUTS/BOLTS	01/25/2023	01/25/2023	0.00	20.72		
461559	CUST#20090 SCRAPER,KNIFE,NUTS/BOLTS	01/25/2023	01/25/2023	0.00	29.77		
Vendor Number	Vendor Name						Total Vendor Amount
203780	WATER MGMNT LABORATORIES INC						1,230.00
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				01/27/2023	1,230.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
209074	ACCT#AS201R TESTS	01/23/2023	01/23/2023	0.00	715.00		
209084	ACCT#AS201R TESTS	01/23/2023	01/23/2023	0.00	515.00		
Vendor Number	Vendor Name						Total Vendor Amount
053987	WESTBAY NAPA AUTO PARTS						67.36
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				01/27/2023	67.36		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
021737	ACCT#4296 BRAKE PARTS	01/23/2023	01/23/2023	0.00	44.26		
021759	ACCT#4296 THREADLOCK,GASKET MAKER	01/23/2023	01/23/2023	0.00	23.10		
Vendor Number	Vendor Name						Total Vendor Amount
220000	ZUMAR INDUSTRIES INC						231.56
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				01/27/2023	231.56		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
42156	CUST#000662	01/17/2023	01/17/2023	0.00	231.56		

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
APBNK-Main	Check	63	33	0.00	263,188.78
Packet Totals:		63	33	0.00	263,188.78

Cash Fund Summary

Fund	Name	Amount
999	Pooled Cash	-263,188.78
Packet Totals:		-263,188.78



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session Minutes
January 10, 2023 – 6:00 p.m.
Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

Mayor Eric Onisko
Deputy Mayor Joe Schmit
James Boad
Miguel Gutierrez (via Zoom)
Kathy McDowell
Deidre Peterson
Sharon Schirman

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault

CALL TO ORDER

Call to Order: 6:00 p.m.
Roll Call: City Clerk Nault – All present

STUDY AGENDA

1. Council Protocol Manual Revisions – Presented by City Manager Jeff Niten

City Manager Niten reviewed suggested revisions to the City Council Protocol Manual. Discussion followed.

NEW ITEMS FOR DISCUSSION

None

ADJOURN

Mayor Onisko adjourned the meeting at 6:21 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes
January 3, 2023 – 6:00 p.m.
Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

Mayor Eric Onisko
Deputy Mayor Joe Schmit
James Boad
Miguel Gutierrez
Kathy McDowell
Deidre Peterson
Sharon Schirman

Personnel:

City Manager Jeff Niten
City Clerk Donna Nault
Finance Director Mike Githens
City Engineer Ken Gill
Police Chief Carole Beason
Public Works Director Jay Harris

CALL TO ORDER

Call to Order: 6:00 p.m.
Pledge of Allegiance: Mayor Onisko
Roll Call: City Clerk Nault – All Present

LATE CHANGES TO THE AGENDA

None

CITY COUNCIL REPORTS

None

CONSENT AGENDA

1. Vouchers numbered 107805 through 107812 in the total amount of \$35,727.42
2. Vouchers numbered APA001698 through APA001746 in the total amount of \$143,504.16
3. Voucher number 107832 in the total amount of \$4,137.00
4. Vouchers numbered 107850 through 107859 in the total amount of \$16,436.34
5. Vouchers numbered APA001747 through APA001794 in the total amount of \$227,811.16
6. Vouchers numbered 107861 through 107866 in the total amount of \$47,590.75
7. Vouchers numbered APA001795 through APA001833 in the total amount of \$922,876.90
8. Voucher number 107877 in the total amount of \$4,758.70
9. Minutes:
 - Business Meeting of November 15, 2022
 - Study Session of November 22, 2022
 - Business Meeting of December 6, 2022
10. October Financial Status Report

A motion was made by Deputy Mayor Schmit and seconded by Councilmember Schirman to approve the Consent Agenda as published. Passed.

GENERAL PUBLIC COMMENT

In-Person:

Athena Ayers Jackie Jewett
Dean Jewett Mary Eagleson

Zoom: Colleen Carmichael

BUSINESS AGENDA

1. Resolution No. 1253-1122 Master Fee Schedule Update – Presented by Finance Director Mike Githens

Finance Director Githens discussed updates to the Master Fee Schedule. No discussion. No public comment.

A motion was made by Deputy Mayor Schmit and seconded by Councilmember Schirman to place Resolution No. 1253-1122 on the action agenda of the January 17, 2023 Council meeting for further consideration. Passed.

2. Resolution No. 1254-1222 Local Road Safety Plan Project Approval & Authorization – Presented by City Engineer Ken Gill

City Engineer Gill provided information on the local road safety plan project. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Schirman to place Resolution No. 1254-1222 on the action agenda of the January 17, 2023 Council meeting. Passed.

3. Resolution No. 1255-1222 Brockdale Road Resurfacing Improvements Project Award – Presented by City Engineer Ken Gill

City Engineer Gill provided information on the Brockdale Road resurfacing improvements project. Discussion followed. No public comments.

A motion was made by Deputy Mayor Schmit and seconded by Councilmember Gutierrez to place Resolution No. 1255-1222 on the action agenda of the January 17, 2023 Council meeting. Passed.

4. Resolution No. 1256-1222 Consultant Contract Amendment No. 1 for Brockdale Road Improvement Project – Presented by City Engineer Ken Gill

City Engineer Gill discussed an amendment to the Brockdale Road Improvement Project consultant's contract. No discussion. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schmit to place Resolution No. 1256-1222 on the action agenda of the January 17, 2023 Council meeting. Passed.

5. Mason County Jail Services – Presented by Police Chief Carole Beason

Police Chief Beason discussed changes to the jail services contract with Mason County. Discussion followed. No public comment.

A motion was made by Councilmember Peterson and seconded by Councilmember Schirman to forward the Mason County Jail Contract to the Council meeting on January 17, 2023 for further consideration. Passed.

6. Resolution No. 1259-1222 Wastewater Fund Property Acquisitions – Presented by Public Works Director Jay Harris

Public Works Director Harris discussed a proposed property acquisition. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schmit to place Resolution No. 1259-1222 on the action agenda of the January 17, 2023 Council meeting. Passed.

ACTION AGENDA

1. Resolution No. 1249-1122 DOC Grant Acceptance for Well 1 Rehab – Presented by City Engineer Ken Gill

City Engineer Gill discussed a capital agreement through the Washington State Department of Commerce. Discussion followed. No public comment. City Clerk Nault provided the reading of Resolution No. 1249-1122.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schmit to approve Resolution No. 1249-1122 as presented. Passed.

2. Resolution No. 1250-1222 DOC Well 1 Rehab Design Contract Amendment No. 3 – Presented by City Engineer Ken Gill

City Engineer Gill discussed a design and construction contract amendment. No discussion. No public comment. City Clerk Nault provided the reading of Resolution No. 1250-1222.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Peterson to approve Resolution No. 1250-1222 as presented. Passed

3. Resolution No. 1251-1122 DOC Grant Acceptance for WWTP Reclaimed Tank – Presented by City Engineer Ken Gill

City Engineer Gill discussed a Department of Commerce funding agreement. Discussion followed. No public comment. City Clerk Nault provided the reading of Resolution No. 1251-1122.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Peterson to approve Resolution No. 1251-1122 as presented. Passed.

4. Resolution No. 1252-1122 WWTP Reclaimed Tank Design Contract Amendment No. 2 – Presented by City Engineer Ken Gill

City Engineer Gill discussed a design contract amendment. Discussion followed. No public comment. City Clerk Nault provided the reading of Resolution No. 1252-1122.

A motion was made by Deputy Mayor Schmit and seconded by Councilmember Peterson to approve Resolution No. 1252-1122 as presented. Passed.

ADMINISTRATION REPORT – City Manager Jeff Niten

- City staff response to weather conditions
- City Council committee assignments
- Financial Sustainability Task Force
- State auditor exit conference
- Looking Ahead

NEW ITEMS FOR DISCUSSION

None

ANNOUNCEMENT OF NEXT MEETING

Study Session – January 10, 2023 at 6:00 p.m.

City Council Meeting – January 17, 2023 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 6:51 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



MASON COUNTY HISTORICAL MUSEUM

LODGING TAX REPORT - FOURTH QUARTER 2022

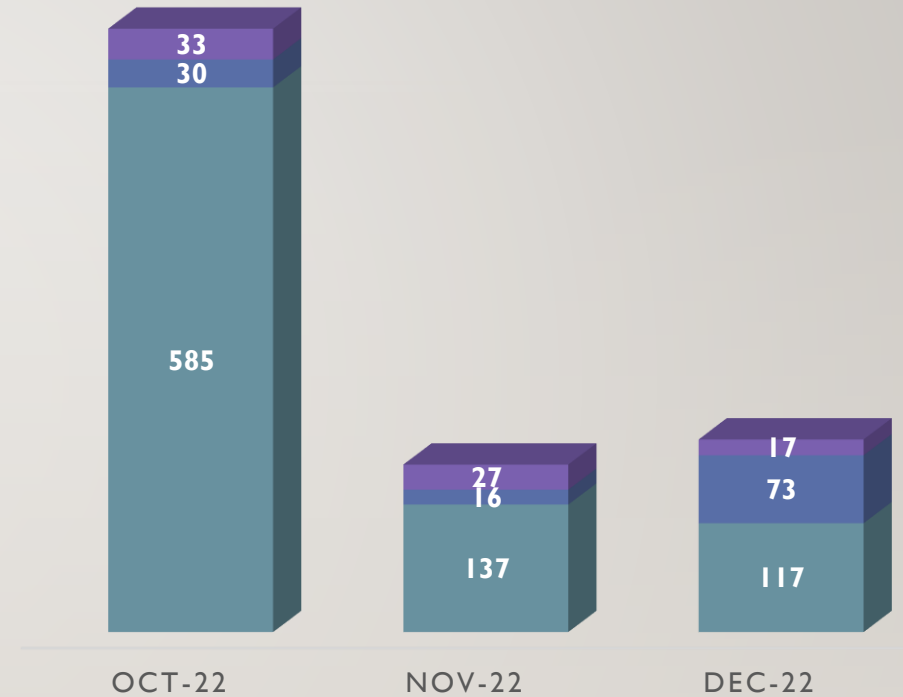
ELIZABETH ARBAUGH, EXECUTIVE DIRECTOR

QUARTER 4 - 2022

	< 50 Miles	>50 Miles	Out of State/ International	Total
October	585	30	33	648
November	137	16	27	180
December	117	73	17	<u>207</u>
			Q 4 Total	1035

MUSEUM ATTENDANCE

■ <50 Miles ■ > 50 Miles ■ Out of State/International








THE MUSEUM CONTINUES TO ENGAGE THE COMMUNITY ONLINE.

- The Historical Society Facebook top post reached over 3800 people with the other top four reaching between 1200 to 2400.

All content

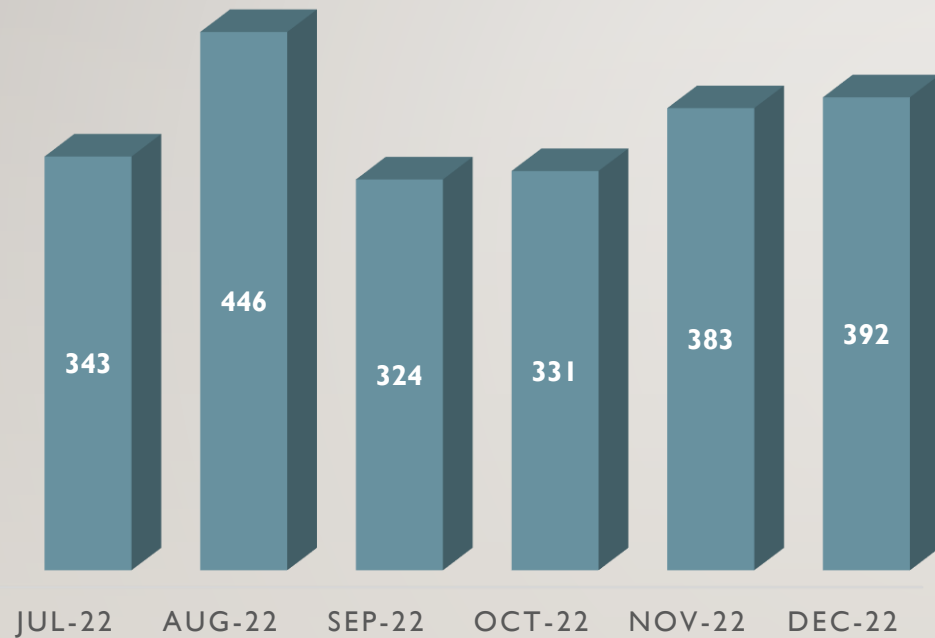
Ads, Posts and Stories

Export

Recent content	Type	Reach	Likes and reactions	Sticker taps
<div><div></div><div><div>Add to the history of Mason Count...</div><div>Dec 22, 2022</div></div></div> <div>Post</div> <div>Boost post</div> <div>3,834</div> <div>128</div>				
<div><div></div><div><div>We are working on our new exhibit...</div><div>Oct 13, 2022</div></div></div> <div>Post</div> <div>Boost post</div> <div>2,392</div> <div>102</div>				
<div><div></div><div><div>We had a visit from a Masters in Hi...</div><div>Nov 10, 2022</div></div></div> <div>Post</div> <div>Boost post</div> <div>1,400</div> <div>23</div>				
<div><div></div><div><div>Did you know we now have a Yout...</div><div>Nov 10, 2022</div></div></div> <div>Post</div> <div>Boost post</div> <div>1,254</div> <div>52</div>				
<div><div></div><div><div>The museum will close on Decemb...</div><div>Dec 22, 2022</div></div></div> <div>Post</div> <div>Boost post</div> <div>1,236</div> <div>60</div>				

WEBSITE TRAFFIC

WWW.MASONCOUNTYHISTORICALSOCIETY.ORG



- 1106 Unique Users for 4rd quarter of 2022. Five less than the previous quarter.
- Just under \$1500 in online sales of memberships, local history books and donations.
- Online sales were 7 % lower than previous quarter, but more items sold.

IMPRESSIONS OF HOOD CANAL – ART OF THE DALBY FAMILY AND FRIENDS

- This exhibit focuses on the paintings of the artist of Ethel Dalby (1893-1980) and includes the work of her son, painter Fritz Dalby, granddaughter Valerie Johnson and other artists of the period, Waldo Chase and Edgar Forkner.
- This exhibit has been extended through February 2023.





THANK YOU FOR YOUR
CONTINUED SUPPORT
OF THE MASON
COUNTY HISTORICAL
SOCIETY MUSEUM.



chamber
SHELTON MASON COUNTY

4th Quarter 2022

VISITOR INFORMATION SERVICES UPDATE

Prepared for City of Shelton Council by the
Shelton-Mason County Chamber of Commerce

Year to Date, October - December

	2019	2021	2022	Change Compared	
				2021	2019
Visitors	881	1,351	1,204	-10.9%	36.7%
Phone Calls	150	114	335	193.9%	123.3%

Totals

	2019	2021	2022	Increase over 2021
Visitors	18,382	9,750	10,353	6.2%
Phone Calls	3,237	643	1,700	164.4%

VISITOR INFORMATION CENTER Services

The total number of visitors served at the Chamber's visitor centers in 4Q 2022 has decreased by -10.9% compared to the same period last year, but it has increased 36.7% over the same period in 2019 – a year prior to the pandemic.

Visitors counted here are direct contacts with staff or volunteers. This does not include individuals or groups that access our self-serve brochures, Wild Side Guide, or those who send an emissary to the visitor center from a larger group.

Phone calls during 4Q increased over the 2021 counts and have been on an upward trend.

FACEBOOK

Chamber of Commerce Page

The **Shelton-Mason Chamber of Commerce** page continues to be an effective way to share relevant business news, community happenings, points of interest, and information on hot topics. The Chamber is also a trusted source for relevant, timely information.

Total Quarter Reach
17,291



Shelton-Mason County Chamber of Commerce
Published by Deidre Peterson · December 2, 2022 ·

The weather doesn't stop Santa, and it doesn't stop Christmas Town USA either! Events are still a GO for tonight and tomorrow. See you at 6:00!

Kristmas Town Kiwanis
December 2, 2022 ·

The show must go on. Be safe out there.

Shelton-Mason County Chamber of Commerce
Published by Jennifer Anderson · November 3, 2022 ·

Road closures in your area, make sure to plan ahead.

On Monday, November 7, the southbound lane of North 13th Street will be closed between Wallace Kneeland Boulevard and Holly Road for work on the Shelton Veterans Village project. The lane is scheduled to be closed through Wednesday, November 9. The two northbound lanes will be divided for two-way traffic. No detour or flagging delays are anticipated.

The map shows a section of North 13th Street in Shelton, WA. A red line indicates the southbound lane is closed between East Wallace Kneeland Boulevard and Holly Road. Other streets shown include East Johns Prairie Road, Johns Court, Noel Lane, Christmas Tree Lane, Dander Road, Comet Lane, Dasher Drive, Dancer Drive, and Shelton Springs Road. A creek, Shelton Creek, is also visible.

City of Shelton, WA - Government
November 2, 2022 ·

On Monday, November 7, the southbound lane of North 13th Street will be closed between Wallace Kneeland Boulevard and Holly Road for work on the [Shelton Veterans Village](#) project. The lane is scheduled to be closed through Wednesday, November 9. The two northbound lanes will be divided for two-way traffic. No detour or flagging delays are anticipated.

FACEBOOK


Hood Canal Visitor Center Page

The **Hood Canal Visitor Center** page shares releve tourism related topics. This includes suggestions for things to do and places to visit in the Hood Canal region, including City of Shelton, Mason County, Washington State Parks, and Olympic National Forest and Park.

Our unique partnership with the ONP & USFS, along with our regular interactions with the rangers provides us insights and credible information to share with the traveling public.

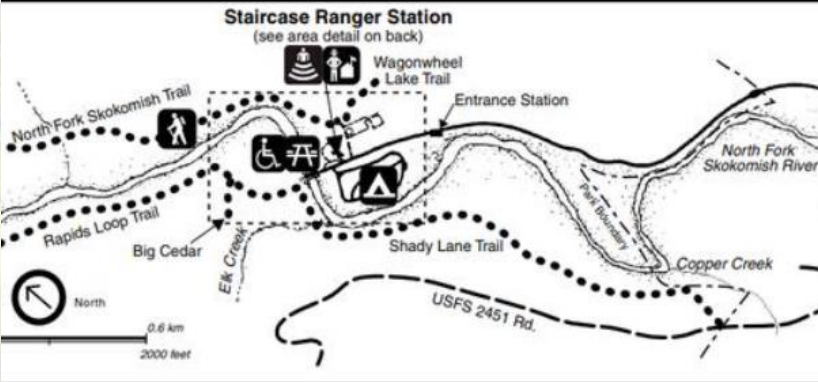
Total Quarter Reach
14,898



 **Hood Canal Visitor Center** · November 14, 2022 · 🌐

Ranger Report: [#Staircase](#) Campground is closed due to unsafe conditions. The parking lot is also closed however visitors can still walk-in to the Park through the Shady Lane Trail. The closure is likely to last until spring.

Shady Lane is a flat, 0.9 mile to Four Stream Road and Lake Cushman. The first 0.1 mile is accessible to wheelchair users.
<https://www.nps.gov/.../plan.../staircase-area-brochure.htm>
[#RangerReport](#) [#Closure](#) [#PlanAhead](#) [#AlternateRoute](#) [#OlympicNationalPark](#)



NPS.GOV
Staircase Area Brochure - Olympic National Park (U.S. National Park Service)
You will see no staircase at Staircase today. In 1890, when Lt. O'Neil and his crew blazed their t...

14,334	925	—
People reached	Engagements	Distribution score

👍👍👍 8

5 comments 19 shares

👍 Like

💬 Comment

➦ Share

Most relevant ▾

 **Hood Canal Visitor Center is at Cameo Boutique & Wine Shop.** · November 21, 2022 · Union · 🌐

Down at the bend in the canal, in Union, there's a new option to grab a beverage and enjoy water views. Enter: Hood Canalé. The inspired location opens *today* at noon. For the rest of 2022 hours will be: Sunday-Thursday 12-8; Friday-Saturday 12-10; although they will be closed Thanksgiving & Christmas .

Want to know more? Owners John & Jolica shared a few tid bits with us:
For now, it is a 21 and over only bar, with local craft draft beers, great wine, and a wine shop featuring 500+ bottles.
In spring 2023, the Napilitano-style wood-fired pizza oven will open as will outdoor dining areas (garden and waterfront).
Hood Canalé is inside the Cameo Building where Dalby Road, Highway 106, Big Bend Creek and the Canal all meet. The Building is still owned by Pam Hanson who continues to own and operate her award-winning boutique.
[#ExploreHoodCanal](#) [#WineAndBeer](#)



534	55	—
People reached	Engagements	Distribution score

👍👍👍 15

2 shares

👍 Like

💬 Comment

➦ Share

Most relevant ▾



SPECIAL EVENTS

Fourth quarter saw strong visitor presence and phone calls from out-of-town visitors inquiring about events in Shelton. Thousands of children lined the streets for Spooktacular trick or treating event.

OysterFest draws thousands of visitors from the region and from across the nation.

Holiday Magic & Christmastown draws crowds from local and out of town visitors alike. Many calls are received in anticipation of the lights, tree maze and parade.

The Chamber actively promotes events and festivals via social media, its quarterly publication, and by offering credible and easily accessible information. We also answer phone and inquiries from day visitors and those seeking lodging, dining, and activitie referrals.





Shelton Caboose Visitor Information Center



Website

Directions

Save

Call

4.3 ★★★★★ 4 Google reviews

Historical landmark in Shelton, Washington



Wyatt Colello

★★★★★ 5 months ago

Response from the owner 5 months ago
Thanks for visiting, Wyatt!

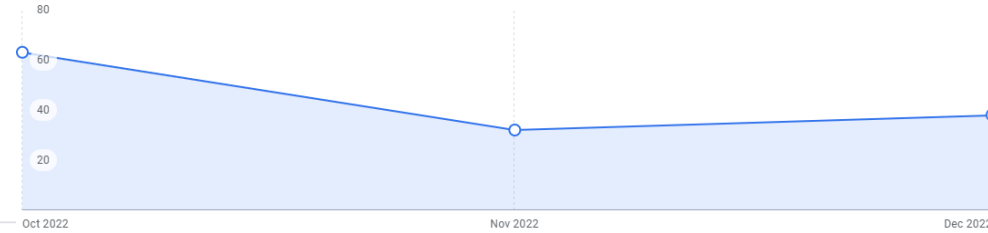
GOOGLE LANDING PAGE Analytics and Traffic



133

Business Profile interactions ⓘ

↗ +29.1% (vs Oct 2021–Dec 2021)



1,062

👁 People viewed your Business Profile

↗ +77.0% (vs Oct 2021–Dec 2021)

Platform and device breakdown

Platform and devices that people used to find your profile



● 586 • 55%

Google Maps – mobile

● 287 • 27%

Google Search – mobile

● 135 • 13%

Google Search – desktop

● 54 • 5%

Google Maps – desktop

452

🔍 Searches showed your Business Profile in the search results

↗ +96.5% (vs Oct 2021–Dec 2021)

Searches breakdown

Search terms that showed your Business Profile in the search results

1. visitor center	206
2. attractions	177
3. caboose	69
4. fun stuff to do near me	< 15
5. olympic national park, mt angeles rd, port angeles, wa	< 15

Shelton Caboose Visitor Information Center
Jul 25, 2022



We've created even more access for our visitors in a safe and welcoming way. All week, all year, simply buzz us and we'll buzz you in!

[See photos](#)
[See outside](#)

Hoodsport Visitor Information Center

[Website](#)
[Directions](#)
[Save](#)
[Call](#)

4.5 ★★★★★ 104 Google reviews

Tourist information center in Hoodsport, Washington

Andrew Kiggins
25 reviews
★★★★★ 4 months ago
Super friendly, super informative. Easy to pick up our permit. The Ranger, Lucas, was a great source of

Hoodsport Visitor Information Center
Dec 22, 2022

For the safety of the traveling public and our volunteers, the Hoodsport Visitor Information Center is currently closed during inclement weather. We will update our hours on Google each day and reassess, as conditions change.

GOOGLE LANDING PAGE Analytics and Traffic

Hoodsport Visitor Information Center

308

Business Profile Interactions ⓘ

↗ +27.8% (vs Oct 2021–Dec 2021)

2,427

👁 People viewed your Business Profile

↘ -8.2% (vs Oct 2021–Dec 2021)

Platform and device breakdown

Platform and devices that people used to find your profile

1,008 • 42%	Google Maps – mobile
538 • 22%	Google Search – desktop
447 • 18%	Google Search – mobile
434 • 18%	Google Maps – desktop

632

🔍 Searches showed your Business Profile in the search results

↗ +17.9% (vs Oct 2021–Dec 2021)

Searches breakdown

Search terms that showed your Business Profile in the search results

1. visitor center	364
2. hoodsport visitor information center, north lake cushm...	121
3. hoodsport ranger station	50
4. attractions	41
5. hoodsport wilderness information center	21



chamber
SHELTON MASON COUNTY

4th Quarter 2022

VISITOR INFORMATION SERVICES UPDATE

Prepared for City of Shelton Council by the
Shelton-Mason County Chamber of Commerce

Cooper
Industries



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 10/21/2022
Brief Date: 02/07/2023
Action Date: 02/21/2023

Department: Public Works
Presented By: Jay Harris, Public Works Director

APPROVED FOR COUNCIL PACKET:**PROGRAM/PROJECT TITLE:**

Resolution No. 1247-1022
Bostrom Lane – Public Utility &
Access Easement

Action Requested:**ROUTE TO:****REVIEWED:**

- | | | |
|-------------------------------------|------------------|---------------|
| <input checked="" type="checkbox"/> | Dept. Head | <u>J.O.H.</u> |
| <input type="checkbox"/> | Finance Director | _____ |
| <input type="checkbox"/> | Attorney | _____ |
| <input checked="" type="checkbox"/> | City Clerk | _____ |
| <input type="checkbox"/> | City Manager | _____ |

ATTACHMENTS:

1. Proposed Resolution No.1247-1022
2. Bostrom Lane 1995 License Agreement
3. Proposed Public Utility and Access Easement

- | | |
|-------------------------------------|------------|
| <input type="checkbox"/> | Ordinance |
| <input checked="" type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | Motion |
| <input type="checkbox"/> | Other |

DESCRIPTION OF THE SIGNED EASEMENT AND BACKGROUND INFORMATION:

In August 1995 the City issued a License Agreement with Thomas and Debbie Roberts, the former property owners of parcels 320072200080, 320065005011, 320065005009 and 320072200010, as shown on Exhibit B in the attached Public Utility and Access Easement. The License Agreement provided Thomas and Debbie Roberts the right to use the existing Bostrom Lane gravel road for ingress/egress to their property through the parcel owned by the City. The 1995 License Agreement does not permit the installation of utilities to serve the property owned by Thomas and Debbie Roberts and can be revoked with a 90-day written notice from City to the current property owners.

Washington Standard Land CO, LLC, the current owners of parcel 320072200000 (west of the former Roberts property), requested that the City grant a Public Utility and Access Easement to replace the License Agreement to benefit all parcels in this region of the City UGA.

ANALYSIS/OPTIONS/ALTERNATIVES:

If the public utility and access easement is not granted, public access would not be permitted on Bostrom Lane, and future public sewer and water services would not be extended to abutting properties.

BUDGET/FISCAL INFORMATION:

The estimated value of the easement is or \$0.1221 per square feet x 7,413.9 square feet= \$905.24, which will be paid by the Grantee prior to the recordation of the easement.

PUBLIC INFORMATION REQUIREMENTS:

Information regarding this Resolution can be found at the City of Shelton Public Works Engineering Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to forward Resolution No. 1247-1022 to the February 21, 2023 Action Agenda."

RESOLUTION NO. 1247-1022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHELTON, WASHINGTON, TO GRANT A PUBLIC UTILITY AND ACCESS EASEMENT ACROSS PROPERTY OWNED BY THE CITY

WHEREAS, the Shelton City Council entered into a License Agreement (LA), dated August 24, 1995. that granted the property owners of Mason County parcel numbers 320072200080, 320065005011, 320065005009 and 320072200010 a license to continue to use an existing driveway (Road) across city property as a means of ingress and egress to their property. The use of the Road may be revoked by the city with a 90-day advanced written notice. Once the 90-day written notice time period is completed filled the property owners of the aforementioned parcels shall abandon use of the Road. The LA does not permit the installation of utilities along the Road.

WHEREAS, the City received a request from the current owners of parcel 320072200000, Washington Standard Land CO., LLC, to grant them a Public Utility and Access Easement (Easement) to replace the License Agreement. The Easement will provide a permanent legal mechanism for Washington Standard Land CO., LLC and adjacent parcels owned by others to secure access to their properties and allow for future utilities to each parcel.

WHEREAS, Shelton's Municipal Code (SMC) 15.24.010.A states water main extensions shall extend to and across the full width of the property served with water and SMC 14.16.010 states sewer main extensions shall be required whenever the property to be served fails to abut a sewer main or the existing sewer main is inadequate to provide the necessary service. By granting the Easement to Washington Standard Land CO., LLC the city will be adhering to the SMC, as the Easement would provide a means for a permanent road to be constructed and bring in utilities that can serve parcel 320072200000 in the future. The city is not obligated to improve or construct a road and / or bring utilities into the property, and the roadway improvements will be maintained privately by the benefitting property owners.

THEREFORE, BE IT RESOLVED by the City Council of the City of Shelton

Council grants the Easement as submitted.

Passed by the City Council at its regular meeting held on the 21st day of February 2023.

Eric Onisko, Mayor

ATTEST:

City Clerk Nault

613387

LICENSE AGREEMENT

This agreement is dated this 24th day of August 1995 and is between the City of Shelton, hereinafter referred to as the City, and Thomas and Debbie Roberts, husband and wife, hereinafter referred to as the Roberts. In consideration of the mutual covenants and conditions hereinafter provided it is agreed as follows:

1. City owns property legally described on exhibit "A" attached hereto which is part of what is referred to as the City Watershed, hereinafter referred to as the City Property.
2. Roberts owns property legally described on exhibit "B" attached hereto, hereinafter referred to as the Roberts Property. Roberts have enjoyed, with the permission of the City, the use of an existing road which crosses the City Property, hereinafter referred to as the Road, for the purpose of ingress and egress to the Roberts Property as shown on the map attached hereto as Exhibit "C".
3. The parties hereto desire to make this arrangement more formal and therefore are entering into this agreement.
4. The City grants to the Roberts, and their successors and assigns, a license to continue to use the Road for ingress and egress. This license is non exclusive. The License may be revoked by the City after giving the Roberts, or their successors and assigns, 90 days advanced written notice at which time the Roberts, or their successor or assigns, shall abandon their use of the Road.
5. The Roberts, and their successors and assigns, in consideration of being granted this revocable license and using the Road, shall release, indemnify and hold harmless the City from any and all claims for injury to person, including death, or property (tangible or intangible, real or personal) arising out of, or in any way connected to the Roberts or their successors or assigns use of the Road, or the use of the Road by their invitees or licensees.
6. The Road shall be maintain in substantially the condition it is at present and shall not be improved with asphalt without the written consent of the City.

RECORDED 12.00 FILED
REEL 682 FRAME 734-739
AUDITOR MASON COUNTY
ALLAN T. BROTCHE

95 SEP -5 PM 12:19

REQUEST OF:

CITY OF SHELTON


GARY RHOADES,
DEVELOPMENT SERVICES MANAGER


 THOMAS ROBERTS


 DEBBIE ROBERTS

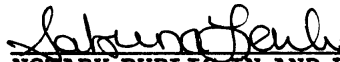
Approved as to form:


 CITY ATTORNEY

STATE OF WASHINGTON)
) ss
 COUNTY OF MASON)

On this 24th day of August, 1995 personally appeared before me GARY RHOADES, to me known to be the Development Services Manager of the the City of Shelton, that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said City of Shelton for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.

GIVEN under my hand and official seal this 24th day of August, 1995.


 NOTARY PUBLIC IN AND FOR THE STATE
 of Washington, residing at 1111 1st Ave
 My commission expires: 3-31-98

when recorded:
 return to
 Development Services
 City of Shelton
 PO Box 1277
 Shelton WA 98584

STATE OF WASHINGTON)
COUNTY OF MASON) ss

On this 20th day of August, 1995 personally appeared before me DEBBIE ROBERTS and THOMAS ROBERTS, to me known to be the individuals described in and who executed the within and foregoing instrument, and acknowledged that they signed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this 25th day of August, 1995.

Lauren Gendern
Notary Public in and for the State of
Washington, residing at Shawton
My Commission expires: 9/12/98



EXHIBIT A

REEL 682FR737

The Northwest Quarter of Section 7, Township 20 North, Range 3 West, W.M. lying westerly of the easterly right of way line of the Brockdale Raod right of way (inclusive of Brockdale Road); excepting the Northwest Quarter of the Northwest Quarter of said Section 7; and

That portion of the West half of the Northeast Quarter of Section 7, Township 20 North, Range 3 West, W.M., lying westerly of the easterly right of way line of the Brockdale Road right of way (inclusive of Brocdale Road).

EXHIBIT B

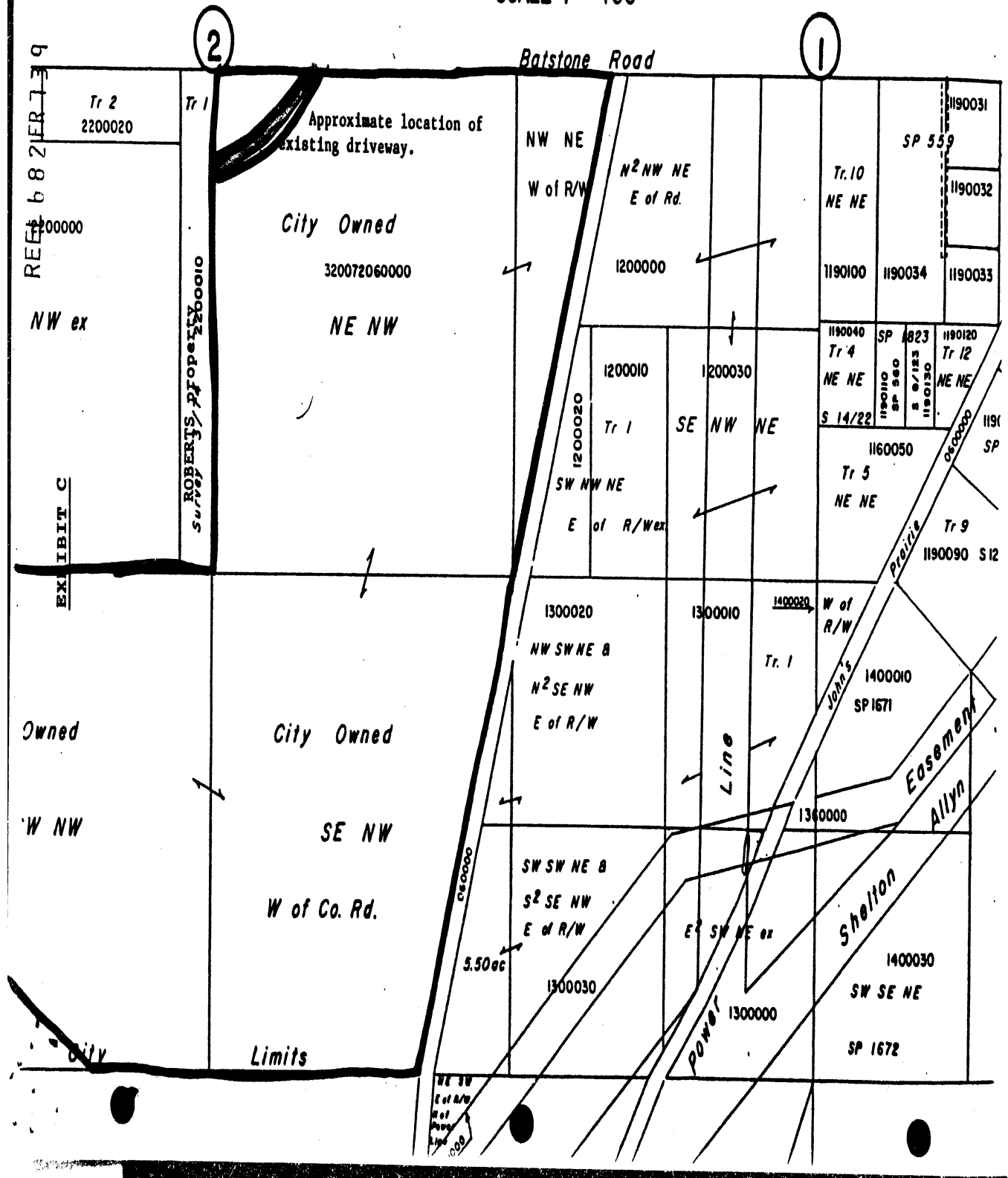
**The East 150 Feet of the N.W. 1/4 of the N.W. 1/4 of Section 7, T.W.P. 20 North,
Range 3 W., W.M., in Mason County, Washington.**

SECTION 1

TOWNSHIP 20

RANGE 1

SCALE 1" = 400'



AFTER RECORDING, RETURN TO:

City of Shelton
525 W. Cota Street
Shelton, WA 98584



NO CHANGE IN TAX STATEMENTS

GRANTOR / CITY: City of Shelton, a Washington municipal corporation
525 W COTA STREET
SHELTON, WA 98584

GRANTEE: WASHINGTON STANDARD LAND CO, LLC
2522 N PROCTOR ST #15
TACOMA WA 98406

PUBLIC UTILITY AND ACCESS EASEMENT

BACKGROUND

- A. Grantor owns real property legally described in **Exhibit A** ("Property") and depicted in **Exhibit B**, both of which are attached and incorporated by these references.
- B. The GRANTEE requests an easement on the Property to provide a means for ingress / egress to the GRANTEE's parcel number 320072200000 and to provide a means for the installation of future utilities in the location described in **Exhibit C** ("Easement Area") and depicted in **Exhibit D**, which are attached and incorporated by these references.

NOW, THEREFORE, the true consideration for this Easement is \$0.12 per square feet (SF) of easement area, totaling \$905.24, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Grant of Easement. Grantor, its heirs, successors and assigns, grants and conveys to the GRANTEE, a permanent non-exclusive Public Utility and Access Easement ("Easement") on the Property in the location described in Exhibit C and depicted in Exhibit D. Grantor also grants to the GRANTEE the right of reasonable access over any property adjacent to the Easement Area to allow the GRANTEE to exercise its rights under Section 2.
2. City's (GRANTOR's) Rights. The Easement shall be interpreted broadly to allow the City and its officers, employees, agents, assigns, public utility providers and independent contractors to use the easement for all purposes related to public utilities, including any franchised utilities. The Easement may be used for ingress and egress of personnel for the purpose of constructing, reconstructing, operating, and maintaining utilities and related facilities that are above ground

and underground. Any authorized person or entity may excavate, construct, install, place, lay, operate, inspect, maintain, relocate, add to, and remove underground pipelines and/or cables and related structures and facilities within the Easement Area; cut, trim, and remove trees or other vegetation within the Easement Area; and remove other obstructions that may endanger or interfere with the construction, reconstruction, maintenance, inspection, efficient service, or removal of all or any part of its respective utility system on or from the Easement Area without the necessity at any time of procuring the consent or permission of anyone. The City has the right to enter the Easement Area at any and all times for purposes related to utility installation and maintenance. The City's use of the easement area shall not, except on a temporary basis as necessary for utility work, restrict the Grantee's ability to utilize the easement for ingress and egress.

3. Indemnification. Each party shall defend, indemnify, and hold the other party and its officers, employees, and agents harmless from and against any and all claims, demands, liabilities, judgments, awards, fines, liens, losses, damages, and expenses of any kind, including attorneys' fees at trial or on appeal, to the extent arising either directly or indirectly from and to the extent of, any act, error, omission or negligence of the other party.
4. Grantor's Warranty. Grantor agrees that it has the right to convey this Easement to the Grantee and to provide quiet possession to the Grantee. Grantor represents that to the best of its knowledge, Grantor owns the entire fee simple interest in the Property, which is free, to the best of Grantor's knowledge, from all encumbrances (except for easements, conditions and restrictions of record)
5. Breach; Remedies; Equitable Relief. Each Party may bring an action at law or a suit in equity to obtain relief from breach of this agreement, including specific performance, injunctive relief and any other available equitable remedy.
6. Legal Effect; Shall Run with the Land. This Easement shall become effective and binding on the date signed by the Grantor and inure to the benefit of Grantor and the Grantee, and their respective heirs, personal representatives, successors and assigns. This Easement shall run with the land.
7. Attorneys' Fees. In the event any action is brought to enforce, modify or interpret the provisions of this Easement, each party shall bear the expense of its own attorney fees and costs incurred in connection with such action.
8. Severability. Nothing contained in this Easement shall be construed to require the commission of any act contrary to law, and if there is any conflict between any provisions of this Easement and any present or future statute, law, ordinance or regulation to which the parties have no legal right to contract, the latter shall prevail. However, the provision of this Easement, which is affected shall be curtailed and limited only to the extent necessary to bring it within the

requirements of the law, and all other provisions of the Easement shall remain in effect.

9. Waiver. Either Party's failure to require performance of any provision of this Easement shall not limit the party's right to enforce the provision, nor shall any waiver of any breach of any provision be a waiver of any succeeding breach of the provision or a waiver of the provision itself or any other provision.

SIGNATURES ON FOLLOWING PAGE

THIS EASEMENT is granted this ____ day of _____, 20__.

City Manager, City of Shelton

STATE OF WASHINGTON)
) ss.
County of Mason)

This instrument was acknowledged before me on _____, 20__, by

_____.

Notary Public for Washington
My commission expires: _____

Approved as to legal description:

City Engineer

THIS EASEMENT is accepted by the WASHINGTON
STANDARD LAND CO, LLC

INDIVIDUAL OWNER(S) SIGN BELOW:

Owner's Signature

Printed Name

STATE OF WASHINGTON)
)
 ss

County of _____)

This instrument was acknowledged before me on

_____, ___, 20___, by

_____ (Name).

Notary Public

for _____

My commission expires _____

**PARTNERSHIP, LLC, CORPORATION, TRUST, OR
OTHER LEGAL ENTITY SIGN BELOW:**

Entity name

Signature

Printed Name of Person, Title

STATE OF WASHINGTON)
) ss.

County of _____)

This instrument was acknowledged before me on

_____, ___, 20___, by

_____ (Name of person)

_____ (Title) of

_____ (Name of entity).

Notary Public for _____
My commission expires _____

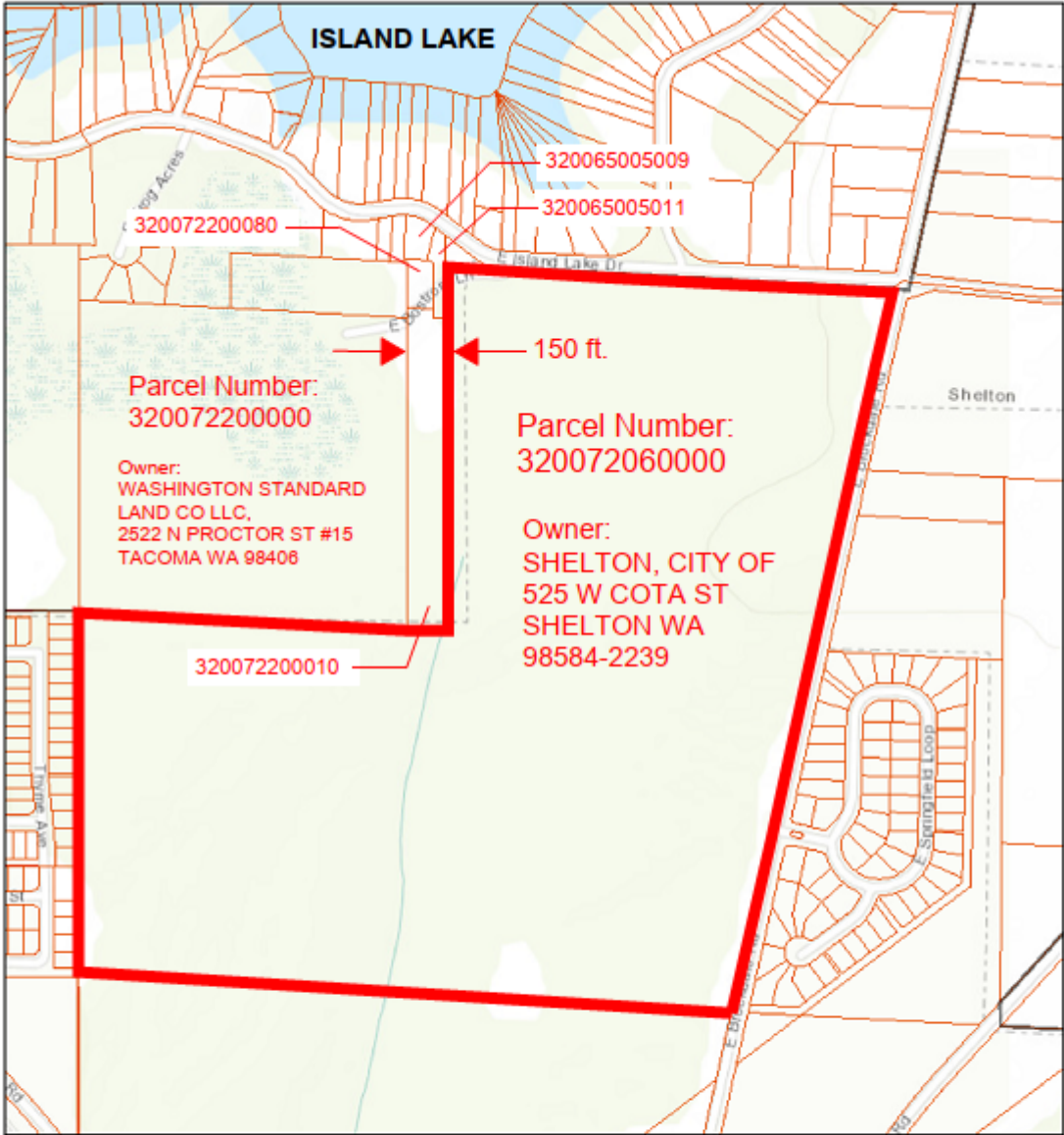
EXHIBIT A

Property Legal Description

City of Shelton property located in the NW corner of Section 32, Township 20N, Range 3W. West of E. Brockdale Road. Mason County Parcel ID #32007-20-60000

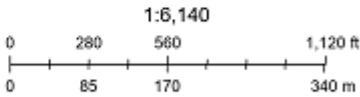
EXHBIT B

Property Legal Description Sketch



10/19/2022, 3:30:35 PM

- ☒ County Boundary
- ☐ No Filled
- ☐ Tax Parcels (Zoom in to 1:30,000)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Mason County WA GIS Web Map Application
Bureau of Land Management, Esri Canada, Esri, HERE, Garmin, GeoTechnologies, Inc., Intermap, USGS, METUNASA, EPA, USDA |

EXHIBIT C

Easement Legal Description

A 30.00 foot easement for ingress, egress and utilities located in the Northeast Quarter of the Northwest Quarter of Section 7, Township 20 North, Range 3 West, W.M., Mason County, Washington, lying 15.00 of even width on each side of the following described centerline:

Commencing at a 1" Iron Pipe at the Northeast Corner of said subdivision as shown on Record of Survey filed under Auditor's File Number 463989, in Volume 12, Pages 115-117, records of Mason County, Washington; thence N88°03'54"W along the North line of said subdivision a distance of 573.59 feet; thence N01°56'06"E a distance of 30.55 feet to a brass pin in concrete in monument case in the centerline of Island Lake Road as shown on Boundary Line Agreement filed under Auditor's Filed Number 2083075, in Volume 44, Pages 116-118, records of Mason County, Washington; thence N88°04'48"W along said centerline a distance of 531.53 feet to the centerline of an existing road; thence leaving the centerline of Island Lake Road S32°32'55"W along the centerline of said existing road a distance of 29.98 feet to the Beginning of a curve to the right whose radius point bears N57°27'05"W a distance of 90.00 feet; thence Southwesterly along said centerline and curve through a central angle of 03°28'34" an arc distance of 5.46 feet to the Southerly margin of Island Lake Road and the North line of said subdivision, being a point on a curve whose radius point bears N53°58'31"W a distance of 90.00 feet and the **True Point of Beginning** of said easement centerline; thence Southwesterly along said centerline and curve through a central angle of 61°04'20" an arc distance of 95.93 feet; thence N82°54'11"W along said centerline a distance of 63.43 feet to the beginning of a curve to the left whose radius point bears S07°05'49"W a distance of 90.00 feet; thence Southwesterly along said curve and centerline through a central angle of 55°52'38" an arc distance of 87.77 feet to the West line of said subdivision and the **terminus** of said easement centerline.

(Sidelines of Easement are to be extended and/or shortened at course changes so as to terminate at their respective intersections and/or property lines)





CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F2)

Touch Date: 01/10/2023
Brief Date: 02/07/2023
Action Date: 02/21/2023

Department: Executive
Presented By: Jeff Niten, City Manager

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

☐ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

PROGRAM/PROJECT TITLE:
City Council Protocol Manual

ATTACHMENTS:
Revised Protocol Manual

JN

☐ Ordinance

☐ Resolution

☒ Motion

☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The Council Protocol Manual was initially adopted in January 2019. Council discussed potential revisions to the manual at a study session held on January 10, 2023.

The first revision can be found on page 14 of the manual. Section 2.07 (B) Councilmembers on Outside Boards. The added language states Council members forfeit their position on advisory committees if the member fails to attend three consecutive meetings of the advisory board to which the member is assigned.

The second revision can be found at the bottom of page 25. The new language in 7.08 removes references to Attendance Via Speakerphone (AVS) and utilizes the term electronic communication which encompasses all video conferencing systems including Zoom and Microsoft Teams. The new language also removes the two times per calendar year maximum per member and removes the prohibition that only a time sensitive agenda item be considered when a member is participating via electronic communication.

The third revision in Section 8.06 is a change to the day agenda items are due to the City Clerk for inclusion into the packet Council receives. We want to make sure City Council and the community has adequate time to review and consider agenda items for consideration.

The final revision is in Section 8.07 (M) which removes the requirement to state an address and simply requirement speakers to state whether they are a city resident.

Two other items for City Council to consider as part of this Protocol Manual update. First, Council was interested in a review of changing the maximum amount of time for general public comment based on the number of speakers interested in addressing Council. Council has the authority to do this currently, under Section 8.07 (D) which states:

If an unusual number of people wish to speak during general public comment, Council may, by consensus or majority vote:

- Limit the total amount of time dedicated to a single issue of public concern; and/or
- Reduce the time allotted to every speaker
- Continue the time for public comment on that issue to a future Council meeting; and/or
- Encourage citizen groups to appoint a single spokesperson to speak for their group.

Second, a suggestion was made to move General Public Comment toward the end of the meeting which would allow Council, during the new items for discussion portion of the meeting agenda, to address concerns from the community brought up during General Public Comment. Currently, the manual requires public comment immediately after the consent agenda during a regular business meeting. If City Council desires to move public comment a suggestion would be to place it immediately following the City Manager Report, and prior to New Items for Discussion. Additionally, this change will be reflected in the Protocol Manual for your consideration on February 21, 2023.

ANALYSIS/OPTIONS/ALTERNATIVES:

Council may choose to adopt all, none or several of the proposed revisions noted above. All revisions may be considered separately, each does not affect a different revision within the Protocol Manual.

BUDGET/FISCAL INFORMATION:

No anticipated effect on budget or expenses.

PUBLIC INFORMATION REQUIREMENTS:

Information may be obtained by contacting the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to forward the City Council Protocol Manual revisions to the February 21, 2023 Action Agenda for further consideration".



CITY OF SHELTON

CITY COUNCIL PROTOCOL MANUAL

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CITY OF SHELTON

OATH OF OFFICE

STATE OF WASHINGTON)

) ss

COUNTY OF MASON)

I do solemnly swear that I will support the Constitution and laws of the United States and the State of Washington and ordinances of the City of Shelton, and that I will faithfully and impartially perform the duties of City Councilmember of the City of Shelton, to the best of my ability.

Signed _____

Term of Office:
Month/Day/Year – Month/Day/Year

Subscribed and sworn to before me this

_____ day of _____, _____.

(Name), Mayor

Attest:

City Clerk

Foreword

In the course of serving as a public official, there are myriad issues with which you will become involved. This Protocol Manual attempts to centralize information on common issues related to local government and your role as a Member of the Shelton City Council.

The issues that are addressed in this publication are often complex and subjective. This manual is intended to be a guide and is not a substitute for the counsel, guidance, or opinion of the City Manager or City Attorney.

The protocols included in this reference document have been formally adopted by the City Council. Provisions contained herein will be reviewed as needed to respond to changes in the law and the will of the Council.

Chapter 1

Introduction and Overview

As a City Councilmember, you not only establish important and often critical policies for the community, you are also a Board Member of a public corporation with a sizeable annual budget. The scope of services and issues addressed by the city organization are very significant.

1.01 Council-Manager Form of Government

The City of Shelton is a Council-Manager form of government. As described in the Shelton Municipal Code and Revised Code of Washington, a City Council's role is that of a legislative policy-making body which determines the local laws that regulate community life. Also, the City Council determines public policy and gives direction to the City Manager to administer the affairs of the city government in a businesslike and prudent manner.

1.02 Association of Washington Cities and Municipal Research & Services Center of Washington

The *Code City Handbook*, published by the Municipal Research & Services Center (MRSC), provides a wealth of general information on the major functions of a Councilmember's job as a locally elected official. Another publication that goes hand in hand with the handbook is *Knowing the Territory, Basic Legal Guidelines for Washington Municipal Officials*, published by MRSC. This report discusses basic powers; basic duties, liabilities, and immunities of officers; conflict of interest and appearance of fairness; prohibited uses of public funds, property, or credit; competitive bidding requirements; the Open Public Meetings Act; Public Records Act; and immunities from tort liability. These documents should be reviewed and considered an integral part of procedures utilized within the City.

1.03 Purpose of City Council Protocol Manual

This Protocol Manual is to assist the City Council by documenting accepted practices and clarifying expectations. Administration of City Council affairs is greatly enhanced by the agreement of the City Council and staff to abide by these practices. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Councilmembers in their actions.

1.04 Overview of Basic City Documents

This Protocol Manual provides a summary of important aspects of City Council activities. However,
City Council Protocol Manual_revised – January 2, 2019

it cannot incorporate all material and information necessary for undertaking the business of the City Council. Many other laws, plans, and documents exist which bind the City Council to certain courses of action and practices. The following is a summary of some of the most notable documents that establish City Council direction.

A. Shelton Municipal Code

The municipal code contains local laws and regulations adopted by ordinances. Title 1 of the code contains general provisions including City Classification. Title 2 of the Code addresses Administration and Personnel. In addition to these administrative matters, the municipal code contains a variety of laws including, but not limited to, zoning standards, health and safety issues, traffic regulations, building standards, and revenue and finance issues.

B. Personnel Policies and Procedures Handbook

The City has a series of Personnel Policies and Procedures that govern hiring, firing, and conditions of City employment. Under the oversight of the City Manager, these Policies are updated as needed to reflect changes in federal and state law and City policy.

C. Revised Code of Washington

The Revised Code of Washington (RCW) contains many requirements for the operation of city government and administration of meetings of city councils throughout the state. Shelton is an “optional code city,” which means it operates under Title 35A of the RCW and the “general laws” of the state. As an optional code city of the State of Washington, Shelton is vested with all the powers of incorporated cities as set forth in the RCW, Constitution of the State of Washington, and Shelton Municipal Code. As a Council/Manager Code city, Shelton is specifically governed by Chap. 35A.13 of the RCW.

D. Budget

The budget is the primary tool and road map for accomplishing the goals of the City. The budget document is the result of one of the most important processes the City undertakes. By adopting the budget, the City Council makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations.

E. Annual Financial Report

The annual financial report includes the financial statements of the City for a calendar year. It includes the financial condition of the City as reflected in the balance sheet, the results of operations as reflected in income statements, an analysis of the uses of City funds, and related footnotes. The annual financial report includes statements for the various groups of funds and a consolidated group of statements for the City as a whole.

F. Comprehensive Plan

A state-mandated Comprehensive Plan addresses the City's long-range planning needs relative to land use, transportation, economic development, and other planning elements. The City's Comprehensive Plan is reviewed on an ongoing basis, but may only be revised once a year, except as provided by State law.

G. Six-year Capital Improvement Program

The Six-year Capital Improvement Program serves as a guide for determining priorities, planning, financing, and constructing capital projects which add to, support, or improve the physical infrastructure, capital assets, or productive capacity of city services.

H. Disaster Preparedness Plan

The City maintains a disaster preparedness plan that outlines actions to be taken during times of extreme emergency. The Mayor is vested by City Resolution with the authority detailed under 35A.13.030 RCW in times of emergency. The City Council may be called upon during an emergency to establish policies related to a specific incident.

1.05 Orientation of New Councilmembers

It is important for Councilmembers to gain an understanding of the full range of services and programs provided by the City. As new Members join the City Council, the City Manager and City Clerk will host an orientation program that provides an opportunity for Members to tour municipal facilities and meet with key staff. Another training opportunity for new Members is the Association of Washington Cities-sponsored newly elected officials' orientation. At any time, if there are facilities or programs about which you would like more information, inform the City Manager and arrangements will be made to increase your awareness of these operations.

Chapter 2

Shelton City Council: General Powers and Responsibilities

2.01 City Council Generally

Fundamentally, the powers of the City Council are to be utilized for the good of the community and its residents; to provide for the health, safety and general welfare of the citizenry. The City Council is the policy making and lawmaking body of the City. State law and local ordinances grant the powers and responsibilities of the Council.

It is important to note that the Council acts as a body and speaks with one “corporate voice”. No one Member has any extraordinary powers beyond those of other Members. While the Mayor has some additional ceremonial and presiding officer responsibilities as described below, when it comes to establishing policies, voting, and in other significant areas, all Members are equal. It is also important to note that policy is established by at least a majority vote of the Council. While individual Members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. Councilmembers should respect adopted Council policy. In turn, it is staff’s responsibility to ensure the policy of the Council is upheld.

Actions of staff to pursue the policy direction established by a majority of Council do not reflect any bias against Councilmembers who held a minority opinion on an issue.

In order to uphold the integrity of the council-manager form of government, and to provide proper checks and balances, Councilmembers shall refrain from becoming directly involved in the administrative affairs of the City. RCW 35A.13.120 specifically prohibits interference by Councilmembers in the city’s administrative service, including the hiring, firing, and work of city staff, with the exception of the City Manager.

2.02 Role of Councilmembers

The following outline is a brief description of the primary duties of Councilmembers.

A. Establish Policy

- a. Adopt goals and objectives
- b. Establish priorities for public services
- c. Approve/amend the operating and capital budgets
- d. Approve contracts in excess of the dollar threshold signing authorities the Council has delegated to the City Manager and other City employees
- e. Adopt resolutions
- f. Amend the Comprehensive Plan

B. Enact Local Laws

- a. Adopt ordinances
- b. Amend the Shelton Municipal Code

C. Supervise Appointed Officials

- a. Appoint City Manager
- b. Evaluate performance of City Manager
- c. Establish advisory boards and commissions
- d. Make or confirm appointments to advisory bodies
- e. Provide direction to advisory bodies
- f. Confirm the appointment of the municipal court judge

D. Provide Public Leadership

- a. Represent the City's interest at regional, county, state, and federal levels
- b. Communicate the City's vision and goals to constituents
- c. Call special elections as necessary
- d. Relate wishes of constituents to promote representative governance

2.03 Role of Mayor

A. Presiding Officer

The Mayor serves as the presiding officer and acts as chair at all meetings of the City Council. The Mayor is vested with duties defined under RCW 35A.13.030. The Mayor may participate in all deliberations of the Council in the same manner as any other Members and is expected to vote in all proceedings, except in case of excused absence or if a conflict of interest precludes voting. The Mayor does not possess any power of veto. The Mayor may not move an action, but may second a motion.

B. Ceremonial Representative

Responsibility to act as the City Council's ceremonial representative at public events and functions has been assigned to the Mayor. The Mayor is vested with the authority to initiate and execute proclamations.

2.04 Absence of Mayor and Councilmembers

In the absence of the Mayor, the Deputy Mayor shall perform the duties of the Mayor. When both the Mayor and Deputy Mayor are absent, the Council may choose from among its Members a person to serve as acting mayor, who shall, for the term of such absence, have the powers of the Mayor.

2.05 Election of Mayor and Deputy Mayor

Biennially, at the first meeting of the new Council, the Members shall choose a Mayor from their number. If a permanent vacancy occurs in the Office of Mayor, the Members of the Council at their next regular meeting will select a Mayor from their number for the unexpired term.

Biennially at the first meeting of the new Council, the Council shall decide by majority of those present whether to appoint a Deputy Mayor, as provided in RCW 35A.13.035. If the Council chooses to appoint a Deputy Mayor, he or she shall be selected using the same process for selecting the Mayor.

The City Clerk will conduct the election for Mayor. The City Clerk will call for nominations. Each Councilmember will be permitted to nominate one (1) person, and nominations will not require a second. Any Councilmember may nominate him or herself, and Councilmembers may decline their nominations. After all nominations are received, the City Clerk shall ask each Councilmember one-by-one to state his or her vote via voice. The first nominee to receive a majority vote of members present shall be appointed the Mayor. If the Council has determined to appoint a Deputy Mayor, the Mayor-elect will conduct the election for Deputy Mayor in the same manner described for the election of the Mayor.

If, on the first voice vote, no Member garners a majority vote of members present, the nominee receiving the lowest vote total shall be dropped and a revote conducted. In the event of a tie, run-off elections shall be held.

2.06 Appointment of City Manager

The City Council is responsible for appointing the City Manager, and shall do so on the basis of his or her executive and administrative qualifications with special reference to his or her actual experience in, or his or her knowledge of, the duties of the office. The City Manager serves at the pleasure of the Council. The City Manager is responsible for the hiring, firing, and supervision of all personnel within the city. The City Manager's appointment of the Municipal Court Judge is subject to confirmation by the City Council.

2.07 Advisory Bodies and Council Participation on Outside Boards

A. Creation of Boards and Commissions

The City Council is specifically empowered to create or dissolve all advisory boards and commissions pursuant to the provisions of Title 35A RCW, or such advisory boards or commissions not specifically enumerated, as the Council deems necessary or advisable. In the exercise of this power, the City Council may act to establish a consistent policy in its decision-making role to fairly and equitably evaluate those citizens of the community who demonstrate desire to serve

on such boards or commissions. Such policy may be established in the Shelton Municipal Code or as a supplement to this Council Protocol.

B. Councilmembers on Outside Boards

The City Council is often requested to appoint Councilmembers to serve on outside boards, councils, commissions, or committees. This type of representation serves to facilitate communication and provide interaction with other governmental bodies. The City Council appoints members to some of these groups on an as-needed or as-requested basis.

Membership appointment to these groups shall be made by consensus of the Council. If more than one Councilmember desires to serve as a member of a particular outside group, the member for that group will be appointed by a majority vote of the Council. Council may appoint an alternate to attend outside boards, councils, commissions, or committees, if the main delegate to such group is unable to attend a meeting of the group.

Councilmembers participating in policy discussions at regional meetings will represent the consensus of the Council, except where regional appointment requires regional opinion. Personal positions, when given, will be identified and not represented as the position of the City. Assignment and direction of staff in relation to regional meetings are at the discretion of the City Manager.

C. Councilmembers' Role and Relationship with City Advisory Bodies

Council members shall not be appointed to City advisory bodies concurrent with their term of office as Councilmember.

Unless specifically authorized by majority vote of the full Council, no Councilmember shall state or testify to the policy or position of the Council before any advisory board or commission of the City.

Councilmembers shall police their own conduct before the City's advisory boards and commissions in order to assure public confidence in the decision-making process and avoid the appearance of bias, prejudice, or improper influence. Toward this purpose, the following minimum standards should be observed:

Council members shall not testify in quasi-judicial matters pending before any advisory board or commission that will receive, or could potentially receive, future appeal or review before the City Council.

Councilmembers shall refrain from providing testimony in legislative or administrative matters pending before any advisory board that will receive, or could potentially receive, future review or other action before the Council, unless the Councilmember declares on the

record that the Councilmember is present in his or her private capacity as an interested citizen and not speaking on behalf of the Council.

Councilmembers are expected to attend all meetings except in the cases of excused absences. A council position on appointed advisory bodies shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the council without being excused by the council.

At the following regular meeting of the City Council following a vacancy on an advisory board Council shall appoint a different representative from their members to fill the vacancy.

2.08 Dual Office Holding

State law prohibits Councilmembers from holding more than one office at a time, if those offices are considered to be “incompatible.” Questions concerning dual office holding or compatibility of offices shall be addressed to the City Manager or City Attorney on case-by-case basis.

Chapter 3

Support Provided to City Council

3.01 Staff/Clerical Support

Staff and administrative support to Councilmembers is provided through the City Manager's Office, via the City Clerk's Office. Secretarial services, including scheduling of appointments, receipt of telephone messages, and word processing, are available as needed. Sensitivity to the workload of support staff members in the City Clerk's Office is appreciated. Please note that individuals may have work assignments with high priority. Should requested tasks require significant time commitments, the City Manager may modify or reject Councilmember requests for administrative support.

3.02 Office Equipment

To enhance Councilmembers' service to the community and their ability to communicate with staff and the public, the City provides meeting facilities and office equipment for City business.

The Information Technology Department (IT) will provide a laptop or tablet, at the request of Councilmembers, for official City use. Information Technology will ensure that all appropriate software is installed and will also provide an orientation in the use of computers and related software. Personal media and programs cannot be stored on City computers. Councilmembers shall agree to follow the City of Shelton Acceptable Use of Information Technology when utilizing City-owned computers and electronic devices.

3.03 Meeting Rooms

Use of the conference room located at City Hall may be scheduled with the City Manager or City Clerk.

3.04 Mail and Deliveries

Members of the City Council receive a large volume of mail and other materials that are delivered primarily through the use of mailboxes located at the entrance to City Hall. Individual mailboxes are maintained for each Councilmember by the City Manager's staff. Councilmembers are encouraged to check mailboxes often. In addition, City staff will email or personally deliver materials that are time-sensitive to a Councilmember's home or office, if appropriate.

Chapter 4

Financial Matters

4.01 Council Compensation

The municipal code provides for payment of a salary to members of the City Council. A seated City Council may not increase or decrease its own compensation. Councils may only pass an ordinance to adjust the compensation of incoming Council members (Constitutional Article 2, Section 25 and Article 30, Section 1). However, the Council may establish a Salary Commission as provided in RCW 35.21.015, which may adjust salaries mid-term. Also see City Ordinance 1913-1217 as it pertains to the salary of elected officials either in office or elected prior to January 1, 2018.

4.02 Expenses

The City budget may include appropriations for expenses necessary for members to undertake official City business. Funding provided may include membership in professional organizations, attendance at conferences or educational seminars, purchase of publications and office supplies. Councilmembers are responsible for training and travel expenses within their budget allocation, subject to review by the City Manager.

4.03 Travel Policy

Members of the City Council, City boards and commissions are subject to the City's policies regarding travel and meal allowances:

A. Travel Involving an Overnight Stay

Reasonable transportation expenses for approved travel (as defined in City policies related to Travel and Meal Allowances) will be reimbursed if within budgeted allocations and in accordance with City policies. Councilmembers are responsible for managing their respective travel expenses within the approved budget allocations, subject to review by the City Manager.

Elected and appointed officials should endeavor to attend training and conferences within the state of Washington whenever possible, if such training or conference is of comparable value to that offered out of state.

B. Pre-authorization of Travel Involving an Overnight Stay

Anyone traveling on City business on a trip that involves an overnight stay shall submit a travel authorization form to the Finance Department. The travel authorization form will include a complete estimate of the costs of the trip, including conference registration, transportation, lodging, meals, vehicle rentals, and incidentals. The travel authorization form will also include the purpose of the trip, the dates of travel, and other pertinent details.

The completed travel authorization form, including the appropriate authorizing signatures, must be submitted to the Finance Department before departure. The City Manager will authorize travel expenses within the legislative budget approved by the Council. The City Manager must authorize in advance:

- a. Overnight travel by elected or appointed officials
- b. Use of a rental vehicle by elected or appointed officials
- c. Out-of-state travel by elected or appointed officials
- d. Any interpretations to the policies stated herein

C. Reimbursement of Travel Expenses

A fully itemized claim for expense reimbursement must be submitted to the Finance Department within 10 days of the close of the authorized travel period.

Transportation Costs

Reimbursement costs for transportation will be at the cost of the most reasonable means of transport. For example, airline costs will be reimbursed at a coach rate. If an elected or appointed official chooses to fly first class, the City will reimburse only at the coach rate and the official must pay for the difference. Efforts should be made to book air travel at least two weeks or more in advance to take advantage of lower rates. Frequent flyer miles earned accrue to the individual and not the City, but should not be the criteria for selecting a flight if lower-cost alternatives are available.

Hotel/Motel Accommodations

Reasonable expenses will be reimbursed at the rate of the single-room rate per person. Government or discount rates should be obtained wherever possible.

Individual Meals - Same Day Travel

Reasonable costs of necessary meals while conducting City business are reimbursable, in accordance with City policies and current State Per Diem rates amounts, including tip:

- a. Receipts are not required for per diem reimbursements.
- b. Reimbursement requests must specify the function attended, date and place for purposes of auditing.

- c. The cost of meals for official functions (political or professional organizations - usually include speaker and/or room rental) will be paid at full actual cost, even if the cost exceeds the rates above.
- d. Tips are allowable up to 20% and should be considered as a part of the maximum allowable amount.
- e. Reimbursement will not be paid for alcoholic beverages.
- f. Reimbursement will not be paid for expenses for spouses, guests, non-employees, or other persons not authorized to receive reimbursement under this policy or State regulations.
- g. Reimbursement may be claimed by one person for several employees or officials eating together, as long as all the names are listed on the reimbursement claim.

Per Diem for Out-of-Town, Overnight Meals

When traveling out of town overnight, officials will receive a per diem allowance for meals rather than submitting a request for individual meal reimbursements. No receipts are required for meals reimbursed under this section. The daily per diem rates for meals shall be the maximum amount as stated in paragraph 3 above. If meals are provided as part of the registration fee, no per diem will be paid for those meals. Officials can claim the daily per diem rates only for those meals they pay for directly.

Incidental Expenses

Reasonable costs for parking, taxis, buses, rental cars (if necessary), etc., will be paid if itemized on the claim form and accompanied by a receipt. Use of rental cars must have prior approval via the travel authorization form.

Personal Vehicles

Mileage for the use of personal vehicles will be reimbursed at the IRS allowable mileage rate. Officials using their personal vehicles for City business are advised to review their personal auto insurance for coverage of such use.

Reporting of Actual Expenses

All actual eligible expenses should be reported on an expense reimbursement request form to be filled out by the official within 10 days after completion of travel. Receipts must be attached for all expenses claimed, with the exception of per diem for meals. Expense reimbursement requests should be signed by the same party originally approving the travel and filed with the Finance Department for processing.

Chapter 5

Communications

5.01 Overview

Perhaps the most fundamental role of a Councilmember is communication:

- Communication with the public to assess community opinions and needs, and to share the vision and goals of the City with constituents;
- Communication with staff regarding policy direction and to gain an understanding of the implications of various policy alternatives.

Because the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when Members are expressing personal views and not those of the Council, the public should be so advised.

5.02 Correspondence from Councilmembers

Members of the City Council will often be called upon to write correspondence to citizens, businesses, or other public agencies. Typically, the Mayor will be charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. The City Clerk is available to support the Council and Councilmembers in preparing written correspondence. In the event a Councilmember self-prepares correspondence related in any way to City business, a copy of the document shall be provided to the City Clerk for Public Records purposes and for distribution to other Councilmembers.

On occasion, Councilmembers may wish to correspond on an issue on which the Council has yet to take a position, or about an issue for which the Council has no position. In these circumstances, Members should clearly indicate that they are not speaking for the City Council as a whole, but for themselves as one Member of Council. A copy of any correspondence produced should be provided to the City Clerk for Public Records purposes and for distribution to other Councilmembers.

5.03 Local Ballot Measures

State statutes prohibit the City and any elected official from using its personnel, equipment, materials, buildings, or other resources to support or oppose a candidate for office or a ballot measure. What the City can do is distribute neutral and factual information for the purpose of informing the public of the facts of an issue.

The City Council may also vote as a body to issue an official resolution supporting or opposing a ballot

measure, as long as the number and title of the ballot measure is listed on the meeting agenda and any citizens who are supporters or opponents are given an equal chance for public comment.

5.04 Proclamations

Proclamations may be issued as a ceremonial commemoration of an event or issue (e.g., National Night Out). Proclamations are not statements of policy; they are a manner in which the City can make special recognition of an individual, event, or issue.

5.05 State Public Records Act

To ensure that business communications submitted to and by elected and appointed officials comply with the State Public Records Act, Chap. 42.56 RCW, and the State Open Public Meetings Act, Chap. 42.30 RCW, the following is set forth:

A. Records – Generally

Any documents, including letters, email, social media postings, and text messages, which are received, sent, or created by City Councilmembers, the subject of which relates to the conduct of government or the performance of any governmental function, are public records.

Councilmembers must ensure that all public records are kept in City custody to enable the City to satisfy public records requirements. Councilmembers should minimize use of personal electronic devices and email accounts to create, send, receive, or modify any document that meets the definition of a public record. Any communications or records created, sent, or received by the Councilmember on a personal device or account are to be immediately transferred to City custody for retention and disclosure. Councilmembers may accomplish this by forwarding records and communications to their City-issued email accounts, with a subject line that will allow the record to be found in the event of a search.

B. Written Communications

Written letters and memoranda received by the City, addressed to a Councilmember or the Council as a body, will be provided to all City Councilmembers, and a copy kept according to the City's Records Retention Schedule.

C. Serial communications

Councilmembers should use care when communicating amongst each other via email or text message concerning any substantive issues of City business. E-mail or text communications shared among four or more Councilmembers, whether concurrently or serially, may constitute a "meeting" in violation of the Open Public Meetings Act. If the e-

mail or text includes or lead to deliberations, discussions, considerations, reviews, evaluations, or taking a collective positive or negative decision, such communications must be held at an open meeting rather than via electronic communication.

Chapter 6

Conflicts of Interest and Liability of Elected Officials

6.01 Conflicts of Interest

The Washington State Code of Ethics for Municipal Officers, Chap. 42.23 RCW, is intended to ensure that the judgment of public officers is not compromised or affected by inappropriate conflicts of interest, and that confidential matters are appropriately safeguarded. The Code of Ethics has provisions that prohibit:

- Using one's official position to obtain a special privileges or exemptions.
- Receiving compensation or gifts for the officer's services.
- Accepting employment or engaging in activities that could require or induce an officer to disclose confidential information.
- Disclosing confidential information or using such information for the officer's personal benefit.
- Being beneficially interested in a contract with the City.

The consequences of violating the Ethics Code may include: (1) a determination that an action taken by the Council is void, (2) financial penalties; (3) consequences assessed by the Council including censure; and (4) forfeiture of office through recall.

The application of the Ethics Code must be addressed on a case-by-case basis. The Ethics Code is not generally intended to preclude Council members from voting on legislation with City-wide impact, such as land use, police power, and taxation ordinances. In addition, a Council member might be found only to have a "remote interest" in a contract, such that the Council may still approve a contract if the interested Council member abstains from the vote.

Councilmembers are encouraged to consider whether public perception and trust would be best served by disclosure of individual interests or relationships that are relevant to a policy matter under consideration. To understand the effect of the Ethics Code and its applicability to any particular situation, Council members should contact the City Manager and City Attorney as questions arise.

6.02 Liability and indemnification

Chapter 2.82 of the Shelton Municipal Code addresses indemnification of employees and officers, including Councilmembers. It is important to note that violations of certain laws and regulations by an individual Member of the City Council may result in the Member being personally liable for damages which would not be covered by the City's insurance. Elected and appointed officials are to participate in risk management training to reduce liability due to actions taken.

Chapter 7

Interaction with City Staff/Officials

7.01 Council-Manager Plan of Government

Shelton has a Council-Manager plan of government. The City Council's role is to establish city policies and priorities. The Council appoints a City Manager to implement those policies and undertake the administration of the organization.

The City Manager is appointed by the City Council to enforce its laws, to direct the daily operations of city government, to prepare and monitor the principal budget, and to implement the policies and programs initiated by the City Council. The City Manager is responsible to the City Council, rather than to individual Councilmembers, and directs and coordinates the various departments. The City Manager is responsible for appointing all department directors (with confirmation of appointment of Municipal Court Judge to be provided by the City Council). The City Council authorizes positions through the budget process; based upon that authorization, the City Manager makes the appointments. The City Manager appoints members to the Civil Service Commission.

The Council-Manager plan of government is outlined in RCW 35A.13. The powers and duties of the City Manager include those defined under RCW 35A.13.080, as now existing or subsequently amended, and generally include:

- a. General supervision over the administrative affairs of the city
- b. Appoint and remove at any time all department directors and employees
- c. Attend all meetings of the Council at which the manager's attendance may be required by that body
- d. See that all laws and ordinances are faithfully executed
- e. Recommend for adoption by the Council such measures as the manager may deem necessary or expedient
- f. Prepare and submit to the Council such reports as may be required by that body, or as deemed advisable to submit
- g. Keep the Council fully advised of the financial condition of the City and its future needs
- h. Prepare and submit to the Council a proposed budget for the fiscal year, and to be responsible for its administration upon adoption
- i. Perform such other duties as the Council may determine by ordinance or resolution
- j. Implement and administer City Council policy

7.02 City Council Non-interference

The City Council is to work through the City Manager when dealing with administrative services of the City. In no manner, either directly or indirectly, shall a Councilmember become involved in, or attempt to influence, personnel matters that are under the direction of the City Manager. Except for the purpose of inquiry, the Council and its Members will deal with the administrative service solely through the City Manager or designee, and neither the Council nor any committee or member of a committee shall direct any subordinate of the City Manager. When requesting information from staff, Councilmembers shall be careful not to create new work, nor direct staff performance.

7.03 City Manager Performance evaluation

Subject to any applicable employment agreement terms, the City Council shall evaluate the City Manager on an annual basis to ensure that both the City Council and City Manager are in agreement about performance and goals based upon mutual trust and common objectives.

7.04 City Council/City Staff Relationship

City Councilmember contact with City staff members, exclusive of the City Manager, will generally be during regular business hours, except in the case of an emergency.

7.05 City Council/City Attorney Relationship

The City Attorney, similar to other Department Director positions, is appointed by the City Manager. Legal professional services performed under contract or agreement shall be consistent with the City's adopted Procurement Policy. The City Attorney is the legal advisor for the Council, its committees, commissions and boards, the City Manager, and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City. The general legal responsibilities of the City Attorney are to:

- a. Provide legal assistance necessary for formulation and implementation of legislative policies and projects;
- b. Represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings;
- c. Prepare or approve as to form ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes and intentions of the City Council; and
- d. Keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the city.

Under Washington law, the municipality as an entity is the City Attorney's client. Therefore, the City

Attorney cannot represent one individual Councilmember's interest in a manner adverse to the municipality as an entity, or in a manner adverse to the majority of the Council.

Because of the complexities and difficulties in precisely defining the identity of the client and prescribing the resulting obligations of the City Attorney, a general rule is that the City Attorney serves at the direction of the officer who has a power to decide. Generally, this means service at the direction of the City Manager. However, in the event of conflict between the majority of the Council and the City Manager, the City Attorney is to represent the interests of the majority of the Council, and the City Manager may need to obtain independent legal counsel.

7.06 Roles and Information Flow

A. Council Roles

The full City Council retains the authority to accept, reject, or amend the staff recommendation on policy matters.

Councilmembers must avoid intrusion into those areas that are the responsibility of staff. Individual Councilmembers may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Councilmembers, and to allow staff to execute priorities given by management and the Council as a whole without fear of reprisal. If a Councilmember wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that Member must prevail upon the Council to do so as a matter of Council policy.

B. Access to Information

The City Manager is the information liaison between Council and City staff. Requests for information from Councilmembers are to be directed to the City Manager and will be responded to promptly. The information requested will be copied to all Members of Council so that each Member may be equally informed. The sharing of information with City Council is one of the City Manager's highest priorities.

7.07 Council Attendance Policy

Councilmembers are expected to attend all meetings except in the cases of excused absences. A council position shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the council without being excused by the council.

Councilmembers may excuse any absent members by majority vote of those present.

Councilmembers are encouraged to call the Mayor or City Manager's Office prior to 5:00 p.m. on the day of the meeting to provide an explanation regarding an anticipated absence.

7.08 Attendance via ~~Speakerphone (AVS)~~ Electronic communication

Councilmembers should attend meetings in person if able. If a councilmember is unable to attend due to circumstances such as travel, illness, or incapacity, they may attend the meeting remotely. Councilmembers who attend remotely shall have full rights of participation, including voting."

Chapter 8

City Council Meetings

The City Council's collective policy and law-making powers are put into action at council meetings. It is here that the Council conducts its business. The opportunity for citizens to be heard, the availability of local officials to the citizenry, and the openness of council meetings all lend themselves to the essential democratic nature of local government.

8.01 Meeting Schedule

Regular meetings are held the first and third Tuesdays of each month at 6:00 p.m., in the Shelton City Hall, 525 W. Cota Street, Shelton. Special meetings shall be scheduled as needed. Study sessions are held on the second and fourth Tuesdays of each month at 6 p.m. Study sessions shall be cancelled if not needed. Public comment at study sessions is limited to and the specific items on the agenda. No final action shall be taken at any study session unless the matter has been noted for action on the agenda.

8.02 Public Notice of Meetings and Hearings

The City shall meet established legal requirements for notifying the public of meetings, special meetings, and public hearings. The public shall be notified of the agenda for forthcoming regular and special City Council meetings by posting in advance of the meeting, to include posting online and at:

Shelton City Hall
525 W Cota Street
Shelton, WA 98584

8.03 Special Meetings

Special meetings may be called by either the Mayor or Deputy Mayor, or by a majority of Councilmembers. Notice of a special meeting will be made by the City Clerk by delivering personally, by mail, or by email, written notice to each Councilmember and to each local newspaper of general circulation, and to each local radio or television station which has on file with the City a written request to be notified of such special meeting or of all special meetings at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical,

and increase the likelihood of such injury or damage.

8.04 Study Sessions

Study sessions are the forum used by Council to review forthcoming programs of the City, to receive progress reports on current issues, to conduct Council open discussion, and to receive information and presentation from the City Manager and others. Study Sessions allow Councilmembers to do concentrated preliminary work on time consuming, complex matters (i.e., budget, complex legislation or reports, etc.). One of the goals of Study Sessions is to allow a less formal atmosphere within which Councilmembers may ask questions of staff and each other, as opposed to taking time on the action agenda, thus shortening the time spent at Regular meetings.

8.05 Placing Items on the Agenda

A. Agenda Planning Committee

All matters to be presented to the City Council at its regular meetings are reviewed by the Agenda Planning Committee. The Executive Leadership Team, City Manager and City Clerk comprise the Agenda Planning Committee. The City Council may change the order of business on the Projected Agendas as deemed necessary for efficiency or public benefit. The City Manager and Mayor will review the agenda prior to the regular meeting.

B. City Council

A Councilmember may request an item be considered on a future agenda either by making an oral request at a City Council meeting or submitting the request in writing to the City Clerk or City Manager at least ten working days prior to the meeting for which the item is requested to be placed on the agenda. The item shall be presented to the Agenda Planning Committee to schedule the item.

C. Advisory Bodies, Boards and Commissions

Advisory bodies of the City Council, Boards, and Commissions may submit items for Council by submitting a request in writing to the City Clerk or City Manager at least 15 working days prior to the meeting for which the item is requested to be placed on the agenda.

D. Emergency Items

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety and welfare of the community, such as widespread civil disorder, disasters, and other severe emergencies. The reason(s) for adding an emergency item to the agenda shall be

announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

8.06 Development of the Agenda

Staff is required to submit an Agenda Briefing Request form for each topic of discussion on the City Council agenda. The deadline for submitting these forms to the City Manager's Office is 5:00 pm on ~~Wednesday~~ two Friday's prior to the date of the meeting for which the item is scheduled. The forms must include supporting documentation, including any information requested by Council at the previous Council meeting. Staff are responsible for having coordinated and completed any review as necessary with the City Attorney, Finance Director, City Manager, and other staff as appropriate prior to the Briefing Request form submittal.

Given the rigorous time frame for agenda development, it is extremely difficult for staff to compile or prepare information requested less than fifteen days in advance of the next agenda bill deadline.

The Council will generally receive follow-up information at the second Council meeting following the date it is requested. This would allow staff sufficient time to prepare reports that require additional investigative research and/or additional time due to complexity of subject matter.

8.07 Order of Business

The City Council, by adoption of this manual, establishes the general order of meetings. This section summarizes each meeting component. The Council may, at any time by simple majority of those present, vote to consider items in a different order.

A. *Call to Order; Pledge of Allegiance*

The Mayor, or in the Mayor's absence the Deputy Mayor, presides over all meetings of the City council, and after determining that a quorum is present, calls the meeting to order. Motions may be made to excuse absent Councilmembers. In the absence of the Mayor and Deputy Mayor, the City Clerk shall call the Council to order, whereupon a temporary Deputy Mayor shall be elected by the Members of the Council present. Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

B. *Agenda Modifications*

Any Councilmember may use this time to pull an item from the consent agenda for full consideration and discussion by the Council. There may be a consensus or simple majority vote to consider items in a different order or remove agenda items. To avoid surprise and

allow for staff preparation if necessary, Councilmembers are highly encouraged to notify the City Manager and Mayor of any anticipated agenda modifications in advance of the meeting.

C. Council Reports and Recognitions

During this portion of the agenda, Councilmembers will share current activities on regional, state, and federal committees, boards, or commissions on which they serve. The City Council may receive awards or special recognitions from various agencies, committees, or individuals during this segment of the meeting. Chairpersons or other representative of various municipal committees or agencies may be asked to report to the Council concerning activities for which they are responsible.

D. General Public Comment

During this portion of the meeting, the Mayor will invite citizens to comment on matters of City business that are not scheduled for public testimony on the meeting agenda. All speakers are asked to sign the “Sign-In” sheet provided, and to state their full name and whether they are a City resident on the record. Speakers shall limit their presentations to three minutes. No speaker may convey or donate his or her time for speaking to another speaker. If an unusual number of people wish to speak during general public comment, Council may, by consensus or majority vote:

- Limit the total amount of time dedicated to a single issue of public concern; and/or
- Reduce the time allotted to every speaker
- Continue the time for public comment on that issue to a future Council meeting; and/or
- Encourage citizen groups to appoint a single spokesperson to speak for their group.

Written comments may be submitted into the record of a Council meeting by presenting the written document to the Clerk of the Meeting. A copy of the document will be provided to each Councilmember; the document will not be read aloud.

E. Consent Agenda

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature are placed on the consent agenda. The individual items on the consent agenda shall be approved, adopted, or enacted by one motion of the Council. Examples of such items include: approval of Council minutes; acceptance of advisory board and commission minutes; Treasurer’s Report; approval of vouchers; setting dates for public hearings/meetings; acknowledging receipt of claims for damages against

the City; passage of resolutions and/or ordinances which the Council has given directions to place on the consent agenda; final acceptance of public works projects as complete. No discussion shall take place regarding any item on the consent agenda.

F. Business Agenda

Items presented for initial discussion and consideration, with no final action to be taken.

G. Action Agenda

Items presented for final action, including but not limited to final approval/adoption by Council; public hearings. Council shall proceed on action items in the following order: Staff brief/presentation (if applicable); public comment; motion to approve and second; Council discussion; vote.

Individuals desiring to speak during public hearings are to address the Council from the speaker podium after giving their name and address. Comments are limited to the specific matter for which the public hearing is held and are limited to three (3) minutes. No speaker may convey his or her time for speaking to another speaker. Written comments may be submitted to the City Clerk before the public hearing is closed.

In the event of single subject group comment, at the discretion of the presiding officer, single time allocation for a spokesperson greater than three (3) minutes can be allowed. Groups shall submit to the presiding officer, prior to comment, a list of present group constituents or others in agreement so that duplication will not occur.

After a public hearing is closed, no member of the public shall be permitted to address the Council or the staff. In fairness to members of the public, the City Council shall be considered to be in deliberations from that point forward. Continuance of the item shall place it on the “action” portion of any forthcoming agenda; PROVIDED that additional public testimony either that evening or at a future meeting would be precluded until public hearing notification procedures required by applicable legal authority are satisfied.

H. Ordinances and Resolutions

Prior Administrative Review

All ordinances and resolutions shall, before presentation to the Council for final action, have been approved as to form and legality by the City Attorney or the City Attorney’s authorized representative, and shall have been first referred for review to the head of the department under whose jurisdiction the administration of the subject matter of the ordinance or resolution would devolve, and shall further have been presented to the City Manager or authorized representative for review.

Ordinance Preparation

The City Attorney shall review all ordinances. The City Attorney shall prepare no ordinance unless ordered by a majority vote of the Council or requested by the City Manager.

Ordinance Passage

No ordinance shall contain more than one subject that shall be fully and clearly expressed in its title. Ordinances shall be presented to each Councilmember and the City Manager in written form prior to any vote thereon; provided, however, that amendments may be made by motion at such meeting. Ordinances must pass by at least four votes.

I. City Manager's Reports

The City Manager may use this time to provide the Council with information or updates, as requested by the Council or as deemed timely and appropriate by the City manager.

J. Upcoming Meetings

The presiding officer may use this time to briefly announce upcoming meetings of the Council.

K. Executive Session

The City Council may recess to executive session to privately discuss and consider matters for which an executive session may be held under RCW 42.30.110, including:

- Discussion with legal counsel of pending or potential litigation and agency enforcement actions
- The price at which real estate may be purchased or offered for sale or lease, when public awareness of such discussion may result in a detrimental change in price
- Matters affecting National Security
- Performance review of publicly bid contracts
- Complaints or charges brought against a public officer or employee
- Qualification/performance review of job applicants and employees
- Evaluate qualifications of candidates for appointment to an elective office

The Council may also meet in private to plan or adopt a strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in ongoing negotiations. State law specifically provides that the Open Public Meetings Act does not apply in the above-noted situations.

Before convening in Executive Session, the presiding officer shall publicly announce the purpose for the executive session, the anticipated time when the Executive Session will be concluded, and whether the Council anticipates taking action following the executive session. An Executive Session may be extended to a stated later time by announcement of the presiding officer.

L. Addressing the Council - Generally

Oral Communications

All persons may address the Council verbally, either:

- During the Public Comment portion of the Agenda for matters of City business not on the Action Agenda;
- During public hearings;
- Before the vote on items on the Action agenda that are not public hearings, following staff comments.

M. Addressing the Council - Manner & Limits

Each person addressing the Council will give his or her name ~~and address~~ and whether they are a City resident in an audible tone of voice for the record, and shall limit the address to three (3) minutes. All remarks will be addressed to the Council as a body and not to any Member thereof. Councilmembers shall not engage in discussion with citizens during the comment period. The Mayor may ask the City Manager to follow-up with members of the public concerning questions raised during the comment period.

N. Addressing the Council – Decorum

The Mayor shall preserve decorum and decide all questions of order, subject to appeal to the full Council. During Council meetings, Council members shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the legitimate orders of the chair or the rules of protocol. Any person making personal, impertinent, or slanderous remarks who creates an unreasonable disruption while addressing the Council shall be directed to cease by the mayor. If the unreasonably disruptive conduct continues, the person shall be removed from the meeting.

O. Meeting time and Adjournment

Regular meetings and study sessions are limited to two hours unless extended by majority vote of the Council. A Councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the Council. A motion to adjourn will always be in order and decided without debate.

8.08 General Meeting Procedures

A. *Signing of City Documents*

The Mayor, unless unavailable, shall sign all ordinances, resolutions, interlocal agreements, contracts and other documents which have been adopted by the City Council and require an official signature; except when the City Manager has been authorized by Council action to sign documents. In the event the Mayor is unavailable, the Deputy Mayor may sign such documents.

B. *Quorum*

Four (4) Members of the Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, no meeting may be held nor business transacted.

C. *Minutes*

The City Clerk or designee shall take minutes at all meetings of the City Council. The minutes shall be made available for public inspection.

Unless a Councilmember requests a reading of the minutes of a Council meeting, such minutes may be approved without reading, if the Clerk has previously furnished each Member with a copy thereof.

D. *Votes Required for Passage*

The passage of any ordinance, grant or revocation of a franchise or license, and any resolution for the payment of money, requires an affirmative vote of at least a majority of the whole Membership of the Council.

Public emergency ordinances, necessary for the protection of public health, public safety, public property, or public peace, may take effect immediately upon final passage (instead of after specified delay), if passed by a majority plus one of the whole Membership of the Council.

Passage of an ordinance for an emergency expenditure requires a vote of more than a majority of all Members of the Council.

Unless otherwise provided by the rules of parliamentary procedure, all other matters require a majority vote of Members in attendance.

8.09 Open Public Meetings Act

All meetings of the Council shall be open to the public, except in the special instances as provided in RCW 42.30.140, as now existing or hereafter amended. A meeting takes place when a quorum (a majority of the total number of Councilmembers currently seated on the Council) is present and information concerning City business is received, discussed, and/or acted upon as defined in Washington's Open Public Meetings Act. Whether the meeting is referred to as regular or special, workshop or study session, the notice, agenda and minute-taking requirements must be met.

No action can be taken by the Council except in a public meeting. At a Special Meeting, action can be taken only on those items appearing on the posted agenda, except for emergency items as defined herein. At a Regular Meeting of the City Council, the Council is free to take action on non-agenda items, subject to applicable notice requirements in state statutes or local ordinances for the subject matter being considered.

Chapter 9

Parliamentary Procedure

Meetings shall be conducted in accordance with traditional rules of parliamentary procedure. Parliamentary rules are intended to assist the Council in conducting business in an orderly manner, but strict adherence to parliamentary procedure shall not be required. Councilmembers are encouraged to work through discussions by consensus wherever possible. In the event that the procedure for considering a matter is unclear or in dispute, the following procedure shall be employed: (a) a motion shall be made proposing a course of action; (b) a second shall be required; (c) thereafter, each Council member shall be afforded the opportunity for discussion; and (d) the Mayor shall call for a vote. Council shall be bound by the results of the vote.

The Mayor or any Councilmember may ask the City Attorney for clarification or guidance on matters of parliamentary procedure. While the primary responsibility for points of order lies with the Councilmembers, the City Manager, City Clerk, and City Attorney shall have the ability to raise points of order as necessary to clarify the record or prevent the Council from taking illegal or legally deficient action.

Chapter 10

Protocol Administration

10.01 Review

The City Council will review and revise the City Council Protocol Manual as needed to respond to changes in state law and local policy.

10.02 Adherence to Protocol

The Council trusts that all members elected to this important office will act with integrity, honesty, and in accordance with the Oath of Office and these Protocols. Nevertheless, the Council wishes to adopt the following consequences for violations. This process should only be used for serious violations such as deliberate breaches of confidentiality; violations of the Code of Ethics; repeated overstepping of authority, abuse of office, or dishonesty; or refusal to follow open government protocols. Less serious violations should be addressed with reminders and requests for compliance.

A. Step 1: Notice and opportunity to cure

A Council member suspected of violating the Guidelines shall be provided notice and an opportunity to remediate the violation prior to the implementation of any further consequence. As a first step, one or two Council members shall discuss the violation directly with the accused Council member. Council members are discouraged from using email and text messaging to discuss suspected violations.

B. Step 2: Council meeting discussion

If Step 1 fails to remediate the violation, an executive session shall be called pursuant to RCW 42.30.110(1)(f) to consider and evaluate the complaint. All Councilmembers, including the accused, shall receive advance written notice of the general nature of the complaint and the fact that an executive session is being called to discuss it. If the accused Council member requests that the discussion be held in a public meeting in lieu of an executive session, that request shall be honored.

C. Step 3: Censure and removal from duties

If Step 2 fails to resolve the violation, a motion may be made and seconded at a regular meeting to censure the Council member. The censure motion may be made no sooner than thirty (30) days after the completion of Step 2, and the accused Councilmember must receive advance written notice that the motion will be made. The specific violations shall be publicly announced, and the accused Council member shall have a chance to make a

statement. At the conclusion of discussion, the accused Council member shall be officially censured upon an affirmative vote of at least five members of the Council.

10.03 City Attorney as Protocol Advisor

The City Attorney shall assist the Mayor and serve as an advisor for interpreting the City Council's adopted Protocol Manual.

Chapter 11

Additional Training and Resource Materials

11.01 Association of Washington Cities [(800) 562-8981]

www.awcnet.org The Association is a voluntary, nonpartisan, nonprofit association comprised of all incorporated cities and towns in Washington. The Association:

- serves as a resource for information
- provides news, reports, and reminders affecting cities and towns
- acts as liaison to State agencies
- represents the interests of cities before the state legislature
- publishes training and information manuals for municipal leaders

11.02 National League of Cities [(202) 626-3000]

www.nlc.org A non-partisan organization serving municipal governments, the NLC works to establish unified policy positions, advocates those policies forcefully, and shares information that strengthens municipal government throughout the nation. Services include:

- publications and news services
- inquiry, technical assistance, and project services
- awards program
- research programs

11.03 International City/County Management Association [(202) 289-4262]

www.icma.org ICMA is a professional and educational association of local government administrators that serves to enhance the quality of local government through professional management and to support and assist professional local government administration. The Association's *Elected Officials Handbook* series can be of great value to Councilmembers. Publications are also available through ICMA concerning every basic city service.

11.04 International Institute of Municipal Clerks [(909) 944-4162]

www.iimc.com IIMC is a professional, nonprofit association that assists its membership by providing services, resource materials, sample documents, and continuing educational development opportunities.

11.05 Government Finance Officers Association [(312) 977-9700]

www.gfoa.org GFOA is a professional association of state and local finance officers. The Association administers a broad range of services and programs related to government financial management, including:

- accounting, auditing, and financial reporting
- budgeting and financial planning
- capital finance and debt administration
- cash management and investments
- retirement administration and finance
- health care and other employee benefits

11.06 Municipal Research & Services Center of Washington [(206) 625-1300]

www.mrsc.org MRSC is a nonprofit, independent organization created in 1969 to continue programs established in 1934 under the Bureau of Governmental Research at the University of Washington. One of the principal services of MRSC is to respond to inquiries on virtually every facet of local government. MRSC's resources include professional staff members that are local government experts, a comprehensive local government reference library, and an information- packed site on the world wide web. Staff experience includes:

- budgeting and finance
- municipal law
- public management and administration
- planning and growth management
- public works and utilities
- local government policies

11.07 Appendix

Reference materials are provided in the Appendix of this manual.

11.08 Other Reference Materials

Other reference materials that may be of interest to Council may be obtained and provided to the Council by the City Manager's Office upon Council request. Materials include, but are not limited to:

- AWC's Welcome to City Hall: A Handbook for New Mayors and Council members
- NLC's Tools for Leadership: A Handbook for Elected Officials
- MRSC's Knowing the Territory: Basic Legal Guidelines for Washington Municipal Officials
- MRSC's Handbook for Councilmembers
- MRSC's Mayor's Handbook
- MRSC's Public Records Act for Washington Cities and Counties
- MRSC's Initiative and Referendum Guide for Washington City and Charter Counties
- MRSC's Annexation Handbook for Cities and Towns in Washington State
- MRSC's Code City Handbook
- MRSC's The Open Public Meetings Act – How it Applies to Washington Cities and Counties
- ICMA's Elected Officials Handbook series
- GFOA's An Elected Official's Guide series
- Robert's Rules of Order latest edition
- United States Constitution
- Washington State Constitution
- Revised Code of Washington
- Washington Administrative Code
- Shelton Municipal Code
- Shelton Adopted Budget
- Shelton Comprehensive Plan
- Shelton Capital Improvement Plan
- MRSC's Policy-Making Process

Chapter 12

Leaving Office

12.01 Return of Materials, Equipment, and records

During their service on the City Council, Members may have acquired or been provided with equipment such as computers or other items entailing a significant expense, as well as copies of the Shelton Municipal Code, Comprehensive Plan, mailbox key, building keys, etc. These items are to be returned to the City immediately at the conclusion of a Member's term. Councilmembers shall ensure that any and all public records located in personal accounts or on personal devices have been transferred to City custody for retention and disclosure.

12.02 Filling Council Vacancies

A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The Councilmember who is vacating his or her position cannot participate in the appointment process.

The City Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.

The City Clerk's Office shall prepare and submit a display advertisement to the City's official newspaper, with courtesy copies to all other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Shelton, and (b) have a one (1) year residency in the City of Shelton. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement may contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the City Council deems appropriate.

The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications may be available at City of Shelton offices, the Shelton Timberland Library, the Chamber of Commerce office, the Shelton School District administration office and such other locations that the City Council deems appropriate. Copies of the display advertisement will be provided to current members of the City of Shelton commissions, committees, task forces and other City-sponsored citizen groups.

Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office, to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly

scheduled City Council meeting, or a special City Council meeting.

The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.

Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.

A. Interview Meeting

Each interview of an applicant/candidate shall be no more than 30 minutes in length as follows:

The applicant shall present his or her credentials to the City Council. (5 minutes)

The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions, and will have 2 minutes to answer each question. (14 minutes)

An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions. (10 minutes)

The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.

The Council may reduce the 30-minute interview time if the number of applicants exceeds six (6) candidates, or alternatively, the Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

B. Voting

Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations and votes taken by the Council shall be in open public session.

APPENDIX

Tips for Successful Public Service

- Learn all you can about your city, its operation, its financing. Do your homework. Know your city ordinances.
- Devote sufficient time to your job and to studying the present and future problems of your community.
- Don't burn yourself out on the little things. Save some energy for the important matters.
- Don't act as a committee of one. Governing a city requires a team effort --practically and legally.
- Don't let honest differences of opinion degenerate into personality conflicts.
- Remember that you represent *all* the people of your community, not just neighbors and friends.
- Take your budget preparation job seriously. It determines what your city does or doesn't do for the coming year and will influence decisions and actions in future years as well. The budget is an important policy development tool available to govern a city.
- Establish policy statements. Written policy statements let the public and the city staff know where they stand. They help the City Council govern, and writing them provides a process to develop consensus. "That's the way it's always been done" is not good enough either to stay out of trouble or to get things done.
- Make decisions on the basis of public policy and be consistent. Treat similar situations similarly.
- Don't be stampeded into action. Don't be misled by the strong demands of special interest groups who want it done now, their way. Your job is to find the long-term public interest of the community as a whole, and you may be hearing from the wrong people.
- Don't be afraid of change. Don't be content just to follow the routine of your predecessors. Charge your appointed officers and their employees with being responsible for new ideas and better ways. Listen to what they have to say.
- Don't give quick answers when you're not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing and damaging to tell a person something that is wrong.
- As an individual, even if you're the mayor, don't make promises you can't deliver! Most decisions and actions require approval of the City Council, and that takes a majority vote.
- Don't spring surprises on your fellow Councilmembers or your city staff, especially at formal meetings. If a matter is worth bringing up for discussion, it is worth being on the agenda. While surprises may get you some publicity, at the embarrassment of others, they tend to erode the "team" approach to governance.
- Retain competent key employees. Pay them well. Trust their professional judgment and recognize their responsibilities.

- Don't bypass the system! You have a city manager. Councilmembers should stick to policy-making and avoid personal involvement in the day-to-day operations of the city.
- Don't let others bypass your system--insist that people such as vendors or service providers first work with your city staff. If direct contact with Councilmembers is advisable, this should be with the Council as a whole, not on a one-to-one basis.
- Learn to evaluate recommendations and alternative courses of action. Request your staff to provide options. Encourage imaginative solutions.
- Be concerned with the long-term future to avoid unnecessary expense and delay and to avoid taking short-term gains at the expense of long-term losses.
- Balance personal rights and property interests. Balance the possible harm to a few versus the good of the many.
- Be concerned with the total development (physical, economic, social) of your community.
- Visit other cities, particularly those with a reputation of being well run. Get to know the officials of neighboring and similarly sized cities.
- Don't act as if the city operates in a vacuum. Cities must work within the intergovernmental system to be effective. Keep in contact and cooperate with your federal, state, county, and school officials.
- Keep your constituents informed. Be friendly and deal effectively with the news media. Lack of good communications is one of the big problems of cities.
- Remember that what you say, privately and publicly, will often be news. Avoid over-publicizing minor problems.
- Appoint citizen advisory committees when you need them, but be prepared to follow their advice if you use them.
- Have some goals and objectives. What do you want to accomplish this year? Next year?
- What do you want the city to accomplish this year? During the next five years?
- Be a leader as well as part of the team of elected and appointed officials who were selected to make your city an even better place to live.

---from the League of Kansas Municipalities



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F3)

Touch Date: 01/24/2023
Brief Date: 02/07/2023
Action Date: 02/21/2023

Department: Community & Economic Development
Presented By: Jae Hill, Director

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
Amending Chapter 20.06 of the
Shelton Municipal Code related to
Rooming Houses

☒

Ordinance

☐

Resolution

ATTACHMENTS:
Ordinance No. 1999-1222
Public Hearing Notice

☒

Motion

☐

Other

☒ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☐ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Ordinance 1999-1222 seeks to amend Chapter 20.06 of the Shelton Municipal Code to allow rooming houses as a permitted use or conditionally-permitted use in all zoning districts within the city. The City's Title 20 Zoning Code has defined "roominghouses" in Section 20.04.730 but has not enumerated rooming houses as an allowed use in any existing zoning districts.

Rooming houses have been a traditional form of rental housing in cities and towns throughout history. The City's code currently defines them as "a building wherein furnished rooms, without cooking facilities, are rented for compensation to three or more nontransient persons not included in the family unit of the owner or tenant of the premises." It's unclear why the City's code contains a definition for "roominghouses", but that term is not applied to any of the existing zoning districts as a permitted or conditional use. This definition is also similar to that of "single room occupancy units" (SROs) which are defined separately in SMC 18.48.

Someone renting out rooms in their home to less than three individuals would be covered under standard residential uses, while this definition applies to three or more nontransient persons in addition to the primary family unit occupying the property and subletting the rooms.

Given the broad definition already adopted by the City, this term could also apply to similar types of housing, such as dormitories, but it would not apply to "group homes" or residential care facilities which are regulated separately.

Staff recommends allowing rooming houses as a permitted use in the Mixed Use (MU), Valley commercial/residential (CR-V), Professional Office/Residential (PR-A), and Downtown (DT) zoning districts where such uses already exist and are compatible with the mixed-use land use patterns and with adjacent building forms. Because this definition also covers dormitory-style living or transitional housing for new employees, Staff also recommends allowing these uses in the Public Services (PS) and Medical/educational (ME) zones outright.

Because of the potential supply and demand elsewhere in the City for this form of housing, but the need to

ensure compatibility with adjacent land uses and to minimize impacts from parking, traffic, noise, and other externalities, Staff recommends that rooming houses be conditionally permitted in the Neighborhood Residential (NR), and in the General Commercial (GC) only where located above commercial uses. Due to the incompatibility of residential uses within industrial zones, rooming houses should be prohibited in the Commercial-Industrial (CI), Industrial (I), and Light Industrial (LI-C) zones, though an argument could be made that the dormitory form possible in the rooming house definition could find limited application in those zones.

ANALYSIS/OPTIONS/ALTERNATIVES:

Uses are certainly already occurring throughout the City, this ordinance puts a bound on the number of renters in a home/building—without additional review and mitigation—which doesn't already exist.

The Council could choose to allow or disallow these uses in various zoning districts beyond the Staff recommendation.

BUDGET/FISCAL INFORMATION:

No change in expenses or budgeting. This change in permitted uses may result additional conditional use applications for rooming houses in certain zoning districts, but such increases are unquantifiable at this time.

PUBLIC INFORMATION REQUIREMENTS:

City Clerk Donna Nault coordinated posting of the Public Notice to be printed in the Shelton Mason County Journal on January 26, 2023.

STAFF RECOMMENDATION/MOTION:

Staff requests a first reading of Ordinance No. 1999-1222 and: "I move to forward Ordinance No. 1999-1222 to the February 21, 2023 Action Agenda for further consideration".

ORDINANCE NO. 1999-1222

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, AMENDING
SECTION 20.06.030 OF THE SHELTON MUNICIPAL CODE RELATED TO
ROOMING HOUSES**

WHEREAS, the City of Shelton is a noncharter code city within the State of Washington;
and

WHEREAS, the City seeks to expand housing choices and availability for residents of all
incomes and household types; and

WHEREAS, rooming houses have been a common form of rental housing in cities and
towns worldwide throughout history; and

WHEREAS, Shelton Municipal Code Section 20.04.730 defines rooming house as “a
building wherein furnished rooms, without cooking facilities, are rented for compensation to three
or more nontransient persons not included in the family unit of the owner or tenant of the
premises;” however, the Code does not enumerate rooming houses as a permitted or conditional
use in any existing zoning districts; and

WHEREAS, the City Council wishes to amend its development regulations to designate
rooming houses as permitted or conditional uses in certain zones; and

WHEREAS, the City notified the Department of Commerce of this change to its
development regulations in accordance with RCW 36.70A.106 and received no comments.

NOW, THEREFORE the Shelton City Council ordains as follows:

Section 1. The word “Roominghouse” in Shelton Municipal Code section 20.04.730 shall
be corrected to “Rooming house.”

Section 2. Table 20.06.030.B [Permitted and Conditional Land Uses] of the Shelton Municipal Code is amended to add permitted and conditional land use designations for “Rooming house,” as follows:

B. Permitted and Conditional Land Uses (“y” Permitted, “n” Not Permitted, “cu” Conditional Use).													
	ZONES:												
	NR	AI ₁₈	PS	MU	ME	CR-V	CR-G	DT	GC	CI	I	LI-C	PR-A
Land Uses:													
<u>Rooming House</u>	<u>CU</u>	-	y	y	y	y	<u>CU</u>	y	<u>CU</u>	n	n	n	y

Section 2. Effective Date. The effective date of this ordinance shall be five (5) days after passage and publication as required by law.

INTRODUCED the 7th day of February 2023.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 21st day of February 2023.

Passed this _____ day of _____ 2023.

Eric Onisko, Mayor

AUTHENTICATED:

Donna Nault, City Clerk



CITY OF SHELTON
525 W. COTA ST.
SHELTON, WA 98584

TO: Shelton-Mason County Journal

DATE: January 23, 2023

Please publish the following notice on January 26, 2023

**NOTICE OF PUBLIC HEARING
for the
CITY OF SHELTON**

ORDINANCE NO. 1999-1222

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, AMENDING
CHAPTER 20.06 OF THE SHELTON MUNICIPAL CODE RELATED TO
ROOMINGHOUSES**

The City Council will conduct a public hearing on February 7, 2023, at 6:00 p.m. to consider adopting an ordinance updating the Shelton Municipal Code to allow roominghouses as a permitted or conditional use in the City's zoning districts. The public is invited to comment on the above referenced matters or provide written testimony to the City Clerk.

Donna Nault
City Clerk
(360) 810-0351



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F4)

Touch Date: 01/17/2023
Public Hearing Date: 02/07/2023
Action Date: 02/21/2023

Department: Community Development
Presented By: Jason Dose

APPROVED FOR COUNCIL PACKET:

ROUTE TO:

- ☒ Dept. Head
- ☐ Finance Director
- ☐ Attorney
- ☒ City Clerk
- ☐ City Manager

REVIEWED:

PROGRAM/PROJECT TITLE:

Shoreline Master Program Periodic Review

ATTACHMENTS:

1. Shoreline Master Program Chapter 2 (Strikethru and Underline)
2. Shoreline Master Program Chapter 5 (Strikethru and Underline)
3. Shoreline Master Program Chapter 8 (Strikethru and Underline)
4. Ordinance No. 2000-1222

Action Requested:

- ☒ Ordinance
- ☐ Resolution
- ☐ Motion
- ☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In 1971, the Washington State Legislature enacted the Shoreline Management Act (SMA). The Act recognized the value our state's shorelines offer for the recreation, commercial, ecological, and residential needs of our residents and future generations. To meet the requirements of the SMA, the City of Shelton adopted its first Shoreline Master Program (SMP) in 1975. The city comprehensively updated the program in 1995 with a substantial grant from the Department of Ecology.

In 2003, the Washington State Legislature passed Substitute Senate Bill 6012, which required cities and counties to comprehensively update their SMPs, a task that the city completed in May 2013, also with a substantial grant from the Department of Ecology. SSB 6012 also stipulates that cities and counties regularly review and update their SMPs, generally on 8-year intervals, to ensure they remain consistent with current State law and, hopefully, negate the need for very belabored comprehensive updates such as the city undertook in 1995 and 2013.

The City undertook the required periodic review of its Shoreline Master Program in 2020-2021 resulting in amendments to nearly every Chapter in the document to bring it up to currency/consistency with State law. The City Council adopted Ordinance Number 1971-0621 on July 6, 2021 which approved the proposed changes. City staff transmitted the changes to the Washington State Department of Ecology (DOE) on August 27, 2021. After agency review of the changes, DOE staff issued a "Conditional Approval" of the Amended Shoreline Master Program on November 22, 2021 and recommended that some minor amendments be incorporated into the document prior to final filing with the agency.

Staff reviewed the recommended changes and has incorporated all of them into the attached ordinance for consideration. The final draft changes to the City of Shelton's Shoreline Master Program under consideration by the Shelton City Council can be summarized as follows (also see attached Ordinance 2000-1222 and underline and strikethrough versions of the impacted chapters for specific changes):

- 1) **Chapter 2 of the City of Shelton Shoreline Master Program.** The Department of Ecology is recommending that language originally placed in Section 2.3.2(1)q (List of Exemptions) be moved on Section 2.1(12) (Applicability). This recommended change is because, while the noted development projects are not required to obtain a Shoreline Permit, they are not listed in the list of exemptions contained in RCW 90.58 or WAC 173-27-040.

The Department of Ecology is also requesting that the City amend the cost threshold for shoreline substantial development permits, contained in Section 2.2(2) from \$6,416 to \$8,504 as adjusted recently by the Office of Financial Management.

- 2) **Chapter 5 of the City of Shelton Shoreline Master Program.** The Department of Ecology is recommending that the City make Section 5.5.2 (General Provisions), applicable to Critical Areas, more general and simply rely on the City's adopted Critical Areas Ordinances rather than list them in the section. The agency refers to as a "soft" rather than "hard" reference by the City.
- 3) **Chapter 8 of the City of Shelton Shoreline Master Program.** The changes to Chapter 8 are limited to amending the definition of the effective date of permits to rely on RCW 90.58.140(6) and WAC 173-27-130 exclusively (referenced elsewhere in the document) and to amend the cost threshold for substantial development.

Incorporation of these changes into the City's Shoreline Master Program would close out the most recent, mandatory, periodic review.

ANALYSIS/OPTIONS/ALTERNATIVES:

Update to the City of Shelton Shoreline Master Program to reflect State Guidance/Requirements is mandatory for the city to remain in compliance with State requirements and the Growth Management Act.

BUDGET/FISCAL INFORMATION:

The State of Washington awarded the city a Grant in the amount of \$16,800 to offset staff time in doing major portions of the update. Staff expended the grant during the initial update period. These follow up changes are anticipated staff expenditures in the City's budget.

PUBLIC INFORMATION REQUIREMENTS:

Notice of the public hearing was published in the Shelton Journal on January 19 and January 26, 2023. The main effort to update the master program in 2021 included copious amounts of public involvement, SEPA process, and public meetings/hearings.

STAFF RECOMMENDATION/MOTION:

"I move to place Ordinance Number 2000-1222 on the Council's Action Agenda at its regularly scheduled meeting on February 21, 2023".

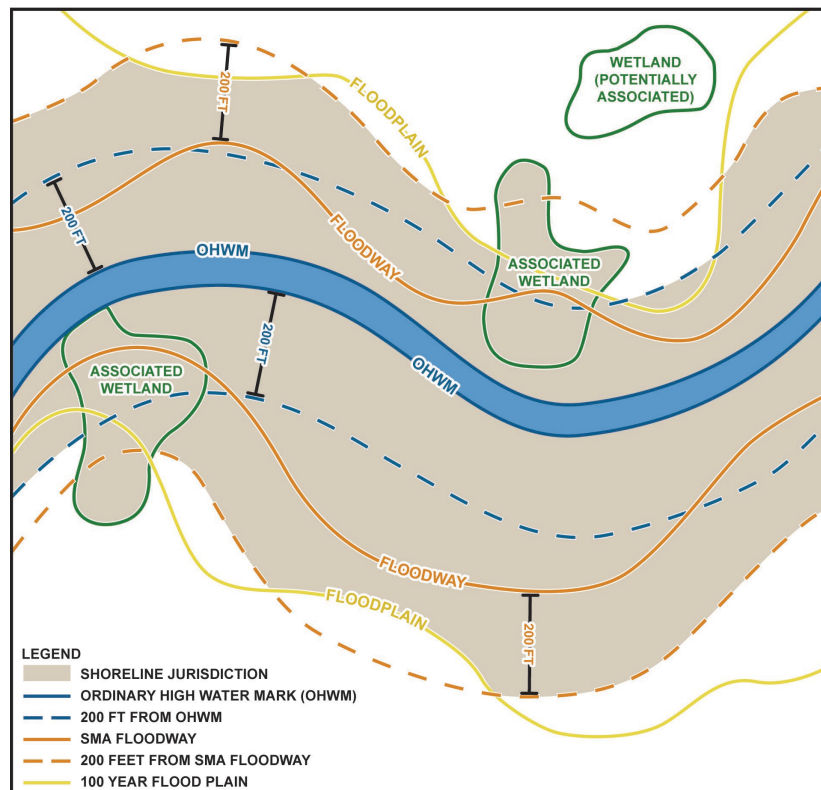
CHAPTER 2

APPLICABILITY, SHORELINE PERMITS, AND EXEMPTIONS

2.1 Applicability

1. This Program shall apply to all of the shorelands and waters within the Shelton city limits that fall under the jurisdiction of RCW 90.58 (see Figure 2-1 for illustrative purposes). Such shorelands shall include:
 - a. Those lands extending two hundred (200) feet in all directions as measured on a horizontal plane from the ordinary high water mark (OHWM),
 - b. Floodways and contiguous floodplain areas landward, two hundred (200) feet from such floodways, and all wetlands and river deltas associated with the streams, lakes and tidal waters that are subject to the provisions of this Program, as may be amended; the same to be designated as to location by Ecology, as defined by RCW 90.58.

Figure 2-1. Graphic Depiction of the SMA Shoreline Jurisdiction Limits



2. The City has predesignated shorelines within its adopted Urban Growth Area (UGA). Until annexation, development in these areas shall be regulated by the Mason County Shoreline Master Program. Once annexed, those properties shall be regulated by the City of Shelton Shoreline Master Program.
3. A copy of the Official Shoreline Environment Designation Map for the City and its UGA is shown in Chapter 4. Maps indicating the extent of shoreline jurisdiction and shoreline environment designations are for guidance only. They are to be used in conjunction with best available science, field investigations and onsite surveys to accurately establish the location and extent of shoreline jurisdiction when a project is proposed.
4. All areas meeting the definition of a shoreline of the state or a shoreline of statewide significance, whether mapped or not, are subject to the provisions of this Program.
5. This Program shall apply to every person, individual, firm, partnership, association, organization, corporation, local or state governmental agency, public or municipal corporation, or other nonfederal entity that develops, owns, leases, or administers lands, wetlands, or waters that fall under the jurisdiction of the Act; and within the external boundaries of federally-owned lands (including but not limited to, private in-holdings in national wildlife refuges).
6. Nonfederal agency actions undertaken on federal lands must comply with this Program and the Act.
7. Native American Tribe actions on tribal lands and federal agency actions on federal lands are not required, but are encouraged, to comply with the provisions of this Program and the Act. Nothing in this chapter shall affect any rights established by treaty to which the United States is a party.
8. Shoreline development occurring in or over navigable waters may require a shoreline permit in addition to other approvals required from state and federal agencies.
9. This Program shall apply whether the proposed development or activity is exempt from a shoreline permit or not.
10. The shoreline jurisdiction within the city limits of Shelton and its Urban Growth Area includes the following shoreline areas:
 - a. Oakland Bay
 - b. Johns Creek
 - c. Island Lake
 - d. Goose Lake

- e. Goldsborough Creek
- f. Mill Creek

- 11. The portion of Puget Sound in Shelton waterward from the line of extreme low tide is considered a “shoreline of statewide significance” per RCW 90.58.030(2)(f).
- 12. Developments not required to obtain shoreline permits or local reviews.

Requirements to obtain a Substantial Development Permit, Conditional Use Permit, Variance, letter of exemption, or other review to implement the Shoreline Management Act do not apply to the following:

- i. Remedial actions. Pursuant to RCW 90.58.355, any person conducting a remedial action at a facility pursuant to a consent decree, order or agreed order issued pursuant to RCW 70.105D, or to the Department of Ecology when it conducts a remedial action under RCW 70.105D.
- ii. Boatyard improvements to meet NPDES permit requirements. Pursuant to RCW 90.58.355, any person installing site improvements for storm water treatment in an existing boatyard facility to meet the requirements of a national pollutant discharge elimination system storm water general permit.
- iii. WSDOT facility maintenance and safety improvements. Pursuant to RCW 90.58.356, Washington State Department of Transportation projects and activities meeting the conditions of RCW 90.58.356 are not required to obtain a Substantial Development Permit, Conditional Use Permit, Variance, letter of exemption, or other local review.
- iv. Projects consistent with an environmental excellence program agreement pursuant to RCW 90.58.045.
- v. Projects authorized through the Energy Facility Site Evaluation Council process pursuant to RCW 80.50.
- 11.

2.2 Shoreline Substantial Development Permit

- 1. Any person wishing to undertake substantial development on shorelines shall apply to the Administrator for a shoreline substantial development permit.
- 2. A substantial development permit is required for any development with a total cost or fair market value exceeding eight thousand, five hundred and four dollars ~~six thousand, four hundred, sixteen dollars~~ (\$8,504,416) (or

the value as amended or adjusted for inflation per RCW 90.58.030 [3] [e]) or any development which materially interferes with the normal public use of the water or shorelines of the state, except those exempted developments set forth in WAC 173-27-040 (Developments Exempt from Substantial Development Permit Requirements) (also see Section 2.3.2).

3. The Shoreline Administrator may grant a substantial development permit only when the development proposed is consistent with the policies and procedures of RCW 90.58, the provisions of WAC 173-27, and this Program.
4. The Shoreline Administrator may attach conditions to the approval of permits as necessary to assure consistency of the project with the Act and the Master Program.

2.3 Exemptions from a Shoreline Substantial Development Permit

2.3.1 General Requirements

1. Except when specifically exempted by statute, all proposed uses and development occurring within the shoreline jurisdiction must conform to RCW 90.58 (Shoreline Management Act) and this Program.
2. A use or development that is listed as a conditional use pursuant to this Program or is an unclassified use or development must obtain a conditional use permit even if the development or use does not require a substantial development permit.
3. When a development or use is proposed that does not meet the bulk, dimensional, and/or performance standards of this Program, such development or use shall only be authorized by approval of a shoreline variance even if the development or use does not require a substantial development permit.
4. Before determining that a proposal is exempt, the Administrator may conduct a site inspection to ensure that the proposal meets the exemption criteria.
5. If any part of a proposed development is not eligible for an exemption as defined in RCW 90.58.030(3)(e), WAC 173-27-040 and this section, then a substantial development permit is required for the entire proposed development project.

6. Exemptions shall be construed narrowly. Only those developments that meet the precise terms of one or more of the listed exemptions may be granted exemption from the substantial development permit process.
7. The burden of proof that a development or use is exempt is on the applicant or proponent of the development action.

2.3.2 List of Exemptions

1. The following list should be considered a summary of exempt activities. Exemptions and details can be found in RCW 90.58.030 (3)(e), 90.58.147, 90.58.355, 90.58.515, and WAC 173-27-040, as amended. Exempt activities shall be considered exempt from the requirement to obtain a shoreline substantial development permit, but shall obtain a statement of exemption, as provided for in Section 2.3.3.
 - a. Any development of which the total cost or fair market value, whichever is higher, does not exceed seven thousand, forty seven dollars (\$7,047) or as adjusted by the State Office of Financial Management, if such development does not materially interfere with the normal public use of the water or shorelines of the state. For purposes of determining whether or not a permit is required, the total cost or fair market value shall be based on the value of development that is occurring on shorelines of the state as defined in RCW 90.58.030 (2)(c). The total cost or fair market value of the development shall include the fair market value of any donated, contributed or found labor, equipment or materials.
 - b. Normal maintenance or repair of existing structures or developments, including damage by accident, fire or elements. "Normal maintenance" includes those usual acts to prevent a decline, lapse, or cessation from a lawfully established condition. "Normal repair" means to restore a development to a state comparable to its original condition, including but not limited to its size, shape, configuration, location and external appearance, within a reasonable period after decay or partial destruction, except where repair causes substantial adverse effects to shoreline resource or environment. Replacement of a structure or development may be authorized as repair where such replacement is the common method of repair for the type of structure or development and the replacement structure or development is comparable to the original structure or development including but not limited to its size, shape, configuration, location and external appearance and the replacement does not cause substantial adverse effects to shoreline resources or environment.

- c. Construction of the normal protective bulkhead common to single-family residences. A "normal protective" bulkhead includes those structural and nonstructural developments installed at or near, and parallel to, the ordinary high water mark for the sole purpose of protecting an existing single-family residence and appurtenant structures from loss or damage by erosion. A normal protective bulkhead is not exempt if constructed for the purpose of creating dry land. When a vertical or near vertical wall is being constructed or reconstructed, not more than one cubic yard of fill per one foot of wall may be used as backfill. When an existing bulkhead is being repaired by construction of a vertical wall fronting the existing wall, it shall be constructed no further waterward of the existing bulkhead than is necessary for construction of new footings. When a bulkhead has deteriorated such that an ordinary high water mark has been established by the presence and action of water landward of the bulkhead then the replacement bulkhead must be located at or near the actual ordinary high water mark. Beach nourishment and bioengineered erosion control projects may be considered a normal protective bulkhead when any structural elements are consistent with the above requirements and when the project has been approved by the Department of Fish and Wildlife.
- d. Emergency construction necessary to protect property from damage by the elements. An "emergency" is an unanticipated and imminent threat to public health, safety, or the environment which requires immediate action within a time too short to allow full compliance with this chapter. Emergency construction does not include development of new permanent protective structures where none previously existed. Where new protective structures are deemed by the administrator to be the appropriate means to address the emergency situation, upon abatement of the emergency situation the new structure shall be removed or any permit which would have been required, absent an emergency, pursuant to chapter 90.58 RCW, these regulations, or the local master program, obtained. All emergency construction shall be consistent with the policies of chapter 90.58 RCW and the local master program. As a general matter, flooding or other seasonal events that can be anticipated and may occur but that are not imminent are not an emergency.
- e. Construction and practices normal or necessary for farming, irrigation, and ranching activities, including agricultural service roads and utilities on shorelands, construction of a barn or similar agricultural structure, and the construction and maintenance of irrigation structures including but not limited to head gates, pumping facilities, and irrigation

channels: Provided, That a feedlot of any size, all processing plants, other activities of a commercial nature, alteration of the contour of the shorelands by leveling or filling other than that which results from normal cultivation, shall not be considered normal or necessary farming or ranching activities. A feedlot shall be an enclosure or facility used or capable of being used for feeding livestock hay, grain, silage, or other livestock feed, but shall not include land for growing crops or vegetation for livestock feeding and/or grazing, nor shall it include normal livestock wintering operations.

- f. Construction or modification of navigational aids such as channel markers and anchor buoys.
- g. Construction on shorelands by an owner, lessee or contract purchaser of a single-family residence for their own use or for the use of their family, which residence does not exceed a height of thirty-five (35) feet above average grade level and which meets all requirements of the state agency or local government having jurisdiction thereof, other than requirements imposed pursuant to chapter 90.58 RCW. "Single-family residence" means a detached dwelling designed for and occupied by one family including those structures and developments within a contiguous ownership which are a normal appurtenance. An "appurtenance" is necessarily connected to the use and enjoyment of a single-family residence and is located landward of the ordinary high water mark and the perimeter of a wetland. Normal appurtenances include a garage; deck; driveway; utilities; fences; installation of a septic tank and drainfield and grading which does not exceed two hundred fifty cubic yards and which does not involve placement of fill in any wetland or waterward of the ordinary high water mark. Construction authorized under this exemption shall be located landward of the ordinary high water mark.
- h. Construction of a dock, including a community dock, designed for pleasure craft only, for the private noncommercial use of the owner, lessee, or contract purchaser of single-family and multiple-family residences. A dock is a landing and moorage facility for watercraft and does not include recreational decks, storage facilities or other appurtenances. This exception applies if either:
 - i. In salt waters, the fair market value of the dock does not exceed two thousand five hundred dollars (\$2,500); or
 - ii. In fresh waters the fair market value of the dock does not exceed:

a) Twenty-two thousand five hundred dollars (\$22,500) for docks that are constructed to replace existing docks, are of equal or lesser square footage than the existing dock being replaced; or

b) Eleven thousand two hundred (\$11,200) dollars for all other docks constructed in fresh waters.

However, if subsequent construction occurs within five years of the completion of the prior construction, and the combined fair market value of the subsequent and prior construction exceeds the amount specified above, the subsequent construction shall be considered a substantial development for the purpose of this chapter.

For purposes of this section salt water shall include the tidally influenced marine and estuarine water areas of the state including the Puget Sound and all bays and inlets associated.

- i. Operation, maintenance, or construction of canals, waterways, drains, reservoirs, or other facilities that now exist or are hereafter created or developed as a part of an irrigation system for the primary purpose of making use of system waters, including return flow and artificially stored groundwater from the irrigation of lands.
- j. The marking of property lines or corners on state-owned lands, when such marking does not significantly interfere with normal public use of the surface of the water.
- k. Operation and maintenance of any system of dikes, ditches, drains, or other facilities existing on September 8, 1975, which were created, developed or utilized primarily as a part of an agricultural drainage or diking system.
- l. Any project with a certification from the governor pursuant to chapter 80.50 RCW.
- m. Site exploration and investigation activities that are prerequisite to preparation of an application for development authorization under this chapter, if:
 - i. The activity does not interfere with the normal public use of the surface waters;
 - ii. The activity will have no significant adverse impact on the environment including but not limited to fish, wildlife, fish or wildlife habitat, water quality, and aesthetic values;
 - iii. The activity does not involve the installation of any structure, and upon completion of the activity the vegetation and land

- configuration of the site are restored to conditions existing before the activity;
- iv. A private entity seeking development authorization under this section first posts a performance bond or provides other evidence of financial responsibility to the local jurisdiction to ensure that the site is restored to preexisting conditions; and
 - v. The activity is not subject to the permit requirements of RCW 90.58.550.
- n. The process of removing or controlling aquatic noxious weeds, as defined in RCW 17.26.020, through the use of a herbicide or other treatment methods applicable to weed control that are recommended by a final environmental impact statement published by the Department of Agriculture or the Department of Ecology jointly with other state agencies under RCW 43.21C.
- o. Watershed restoration projects as defined below. Local government shall review the projects for consistency with the shoreline master program in an expeditious manner and shall issue its decision along with any conditions within forty-five (45) days of receiving all materials necessary to review the request for exemption from the applicant. No fee may be charged for accepting and processing requests for exemption for watershed restoration projects as used in this section.
- i. "Watershed restoration project" means a public or private project authorized by the sponsor of a watershed restoration plan that implements the plan or a part of the plan and consists of one or more of the following activities:
 - a) A project that involves less than ten (10) miles of stream-reach, in which less than twenty-five (25) cubic yards of sand, gravel, or soil is removed, imported, disturbed or discharged, and in which no existing vegetation is removed except as minimally necessary to facilitate additional plantings;
 - b) A project for the restoration of an eroded or unstable stream bank that employs the principles of bioengineering, including limited use of rock as a stabilization only at the toe of the bank, and with primary emphasis on using native vegetation to control the erosive forces of flowing water; or
 - c) A project primarily designed to improve fish and wildlife habitat, remove or reduce impediments to migration of fish, or enhance the fishery resource available for use by all of the citizens of the state, provided that any structure, other than a bridge or culvert or instream habitat enhancement structure

associated with the project, is less than two hundred (200) square feet in floor area and is located above the ordinary high water mark of the stream.

- ii. "Watershed restoration plan" means a plan, developed or sponsored by the Department of Fish and Wildlife, the Department of Ecology, the Department of Natural Resources, the Department of Transportation, a federally recognized Indian tribe acting within and pursuant to its authority, a city, a county, or a conservation district that provides a general program and implementation measures or actions for the preservation, restoration, re-creation, or enhancement of the natural resources, character, and ecology of a stream, stream segment, drainage area, or watershed for which agency and public review has been conducted pursuant to chapter 43.21C RCW, the State Environmental Policy Act.
- p. A public or private project that is designed to improve fish or wildlife habitat or fish passage, when all of the following apply:
 - i. The project has been approved in writing by the Department of Fish and Wildlife;
 - ii. The project has received hydraulic project approval by the Department of Fish and Wildlife pursuant to chapter 77.55 RCW; and
 - iii. The City of Shelton has determined that the project is substantially consistent with this shoreline master program. The City shall make such determination in a timely manner and provide it by letter to the project proponent.
 - a) Fish habitat enhancement projects that conform to the provisions of RCW 77.55.181 are determined to be consistent with this shoreline master program, as follows:
 - (a) In order to receive the permit review and approval process created in this section, a fish habitat enhancement project must meet the criteria under (p)(iii)(1)(a)(i) and (ii) of this subsection:
 - (i) A fish habitat enhancement project must be a project to accomplish one or more of the following tasks:
 1. Elimination of human-made fish passage barriers, including culvert repair and replacement;
 2. Restoration of an eroded or unstable streambank employing the principle of bioengineering, including limited use of rock as a stabilization only at the toe of

the bank, and with primary emphasis on using native vegetation to control the erosive forces of flowing water; or

3. Placement of woody debris or other in-stream structures that benefit naturally reproducing fish stocks.
4. Restoration of native kelp and eelgrass beds and restoring native oysters.

The Department of Fish and Wildlife shall develop size or scale threshold tests to determine if projects accomplishing any of these tasks should be evaluated under the process created in this section or under other project review and approval processes. A project proposal shall not be reviewed under the process created in this section if the Department of Ecology determines that the scale of the project raises concerns regarding public health and safety; and

(ii) A fish habitat enhancement project must be approved in one of the following ways:

1. By the Department of Fish and Wildlife pursuant to RCW chapter 77.95 or 77.100;
2. By the sponsor of a watershed restoration plan as provided in RCW chapter 89.08;
3. By the Department of Ecology as a Department of Fish and Wildlife-sponsored fish habitat enhancement or restoration project;
4. Through the review and approval process for the jobs for the environment program;
5. Through the review and approval process for conservation district-sponsored projects, where the project complies with design standards established by the conservation commission through interagency agreement with the United States Fish and Wildlife Service and the natural resource conservation service;
6. Through a formal grant program established by the legislature or the Department of Fish and Wildlife for fish habitat enhancement or restoration; and

7. Through other formal review and approval processes established by the legislature.
- (b) Fish habitat enhancement projects meeting the criteria of (p)(iii)(1)(A) of this subsection are expected to result in beneficial impacts to the environment. Decisions pertaining to fish habitat enhancement projects meeting the criteria of (p)(iii)(1)(A) of this subsection and being reviewed and approved according to the provisions of this section are not subject to the requirements of RCW 43.21C.030 (2)(c).
- (c)
- (i) A hydraulic project approval permit is required for projects that meet the criteria of (p)(iii)(1)(A) of this subsection and are being reviewed and approved under this section. An applicant shall use a joint aquatic resource permit application form developed by the Office of Regulatory Assistance to apply for approval under this chapter. On the same day, the applicant shall provide copies of the completed application form to the Department of Fish and Wildlife and to each appropriate local government. The City of Shelton shall accept the application as notice of the proposed project. The Department of Fish and Wildlife shall provide a fifteen-day (15) comment period during which it will receive comments regarding environmental impacts. Within forty-five (45) days, the Department of Ecology shall either issue a permit, with or without conditions, deny approval, or make a determination that the review and approval process created by this section is not appropriate for the proposed project. The Department of Ecology shall base this determination on identification during the comment period of adverse impacts that cannot be mitigated by the conditioning of a permit. If the Department of Ecology determines that the review and approval process created by this section is not appropriate for the proposed project, the Department of Ecology shall notify the applicant and the City of Shelton of its determination. The applicant may reapply for approval of the project under other review and approval processes.
 - (ii) Any person aggrieved by the approval, denial, conditioning, or modification of a permit under this section may formally appeal the decision to the hydraulic appeals board pursuant to the provisions of WAC chapter 173-27.

(d) The City of Shelton may not require permits or charge fees for fish habitat enhancement projects that meet the criteria of (p)(iii)(1)(A) of this subsection and that are reviewed and approved according to the provisions of this section.

~~q. Developments not required to obtain shoreline permits or local reviews.~~

~~Requirements to obtain a Substantial Development Permit, Conditional Use Permit, Variance, letter of exemption, or other review to implement the Shoreline Management Act do not apply to the following:~~

- ~~i. Remedial actions. Pursuant to RCW 90.58.355, any person conducting a remedial action at a facility pursuant to a consent decree, order, or agreed order issued pursuant to RCW 70.105D, or to the Department of Ecology when it conducts a remedial action under RCW 70.105D.~~
- ~~ii. Boatyard improvements to meet NPDES permit requirements. Pursuant to RCW 90.58.355, any person installing site improvements for storm water treatment in an existing boatyard facility to meet the requirements of a national pollutant discharge elimination system storm water general permit.~~
- ~~iii. WSDOT facility maintenance and safety improvements. Pursuant to RCW 90.58.356, Washington State Department of Transportation projects and activities meeting the conditions of RCW 90.58.356 are not required to obtain a Substantial Development Permit, Conditional Use Permit, Variance, letter of exemption, or other local review.~~
- ~~iv. Projects consistent with an environmental excellence program agreement pursuant to RCW 90.58.045.~~
- ~~v. Projects authorized through the Energy Facility Site Evaluation Council process pursuant to RCW 80.50.~~

~~r.q.~~ The external or internal retrofitting of an existing structure with the exclusive purpose of compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) or to otherwise provide physical access to the structure by individuals with disabilities.

2.3.3 Statements of Exemption

1. Any person claiming exemption from the substantial development permit requirements **shall be required** to make written request for such an exemption in the manner prescribed by the Shoreline Administrator.

2. The Shoreline Administrator is authorized to grant requests for statements of exemption from the shoreline substantial development permit requirement for uses and developments within shorelines that are specifically listed in Section 2.3.2. The “statement of exemption” shall be in writing and shall indicate the specific exemption of this Program that is being applied to the development. It shall also provide the Shoreline Administrator’s analysis of the consistency of the project with this Program and the Act. The statement of exemption may contain conditions and/or mitigating measures for approval to achieve consistency and compliance with the provisions of this Program and Act. The letter shall be sent to the applicant and maintained on file in the offices of the Shoreline Administrator.
3. A copy of written exemptions shall be forwarded to the Department of Ecology if federal permits are also required for the project (e.g., wetland fills, dredging and overwater/in-water structures would all require federal permits).
4. A denial of an exemption shall be in writing and shall identify the reason(s) for the denial. In accordance with Chapter 7, the Shoreline Administrator’s decision on a statement of exemption may be reconsidered or appealed.

2.4 Nonconforming Uses and Development

1. "Nonconforming use or development" means a shoreline use or development which was lawfully constructed or established prior to the effective date of the Shoreline Master Program, but which does not conform to present regulations or standards of the Program.
2. Existing uses, structures and lots, legally established prior to the effective date of this Program are allowed to continue in their current form.
3. A structure for which a variance has been issued shall be considered a legal nonconforming structure, and the requirements of this section shall apply as they apply to pre-existing nonconformities.
4. A use which is classified as a conditional use but which existed prior to adoption of this Program or any amendment thereto, and for which a conditional use permit has not been obtained, shall be considered a legal nonconforming use.

2.4.1 Nonconforming Uses

1. If a nonconforming use is discontinued for twenty-four (24) consecutive months or for twenty-four (24) months during any three (3)-year period,

any subsequent proposed use shall conform to the provisions of this Program. It shall not be necessary to show that the owner of the property intends to abandon such nonconforming use in order for the nonconforming rights to expire.

2. A structure which is being used or has been used for a nonconforming use may be used for a different nonconforming use only upon the approval of a conditional use permit. A conditional use permit may be approved only on the finding that:
 - a. No reasonable alternative conforming use is practical; and
 - b. The proposed use will be at least as consistent with the policies and provisions of the Act and the Master Program and as compatible with the uses in the area as the preexisting use.
3. In addition, such conditions may be attached to the permit as are deemed necessary to assure compliance with the above findings, the requirements of the Master Program and the Shoreline Management Act, and to assure that the use will not become a nuisance or a hazard.

2.4.2 Nonconforming Structures

1. A structure or development that is nonconforming to the standards of SMC 21.64 may be altered or renovated consistent with the requirements established in SMC 21.64.088. A structure or development that is nonconforming to the standards of the Shoreline Master Program shall comply with the following:
 - a. A nonconforming structure or development may be continued and maintained provided that it is not enlarged, intensified, increased, or altered in any way which increases its nonconformity, except for circumstances identified under SMC 21.64.
 - b. A nonconforming structure or development may be moved in a manner which does not increase its nonconformity relative to the Master Program and the Act.
 - c. If a nonconforming, nonresidential structure or development is damaged by fire or other catastrophic event to an extent not exceeding 75 percent replacement cost of the original structure, it may be reconstructed to the configuration existing immediately prior to the time the structure was damaged, provided that permits necessary to restore the development are applied for within one (1) year of the date the damage occurred, and the reconstruction is completed within two(2) years of permit issuance.

- d. If a nonconforming residential structure or development is damaged by fire or other catastrophic event, it may be reconstructed to that configuration existing immediately prior to the time the structure was damaged, provided that permits necessary to restore the development are applied for within one (1) year of the date the damage occurred, and the reconstruction is completed within two (2) years of permit issuance.
2. Legally established residential structures and associated appurtenances that are landward of the ordinary high water mark and are used for a conforming use shall be considered legal conforming structures even if they do not meet regulatory standards for setbacks, buffers, or yards; area; bulk; height; or density.
 - a. Expansion of such structures located over water or in hazardous areas, such as floodways, is prohibited.
 - b. Expansion to the main structure or the addition of a normal appurtenance shall only be accomplished by addition of space above the existing building footprint or behind the side of the main structure which is farthest away from the ordinary high water mark and in a manner consistent with SMC 21.64.

For purposes of Section 2.4.2, regulation #2, appurtenant structures means garages, sheds and other legally established structures as defined in Chapter 8. Appurtenant structures do not include bulkheads and other shoreline modifications or overwater structures such as piers and docks.

2.4.3 Nonconforming Lots

1. An undeveloped lot, tract, parcel, site, or land division located landward of the ordinary high water mark which was established in accordance with local and state subdivision requirements prior to the effective date of the Act and the Master Program but which does not conform to the present lot size or density standards may be developed if permitted by other land use regulations and as long as such development conforms to all other requirements of the Master Program and the Act.

2.5 Shoreline Variance

1. The Shoreline Management Act states that Master Programs shall contain provisions allowing for variances from the standards and provisions of the Program. These provisions should be applied in a manner that, while protecting the environment, will assure that a person will be able to use his/her property in a fair and equitable manner.

2. The purpose of a variance permit is strictly limited to granting relief to specific bulk, dimensional, or performance standards set forth in the Master Program, and where there are extraordinary or unique circumstances relating to the physical character or configuration of property such that the strict implementation of the Master Program would impose unnecessary hardships on the applicant or thwart the Shoreline Management Act policies as stated in RCW 90.58.020.
3. When a shoreline variance is requested, the Hearings Examiner shall be the approval authority for the City. However, shoreline variance permits must have approval from the Department of Ecology, which shall have final approval authority under WAC 173-27-200.
4. An application for a shoreline variance shall be submitted on a form provided by the City and accompanied by maps, completed environmental checklist, applicable fees, and any other information specified in this Master Program or requested by the Administrator.
5. Variance permits for development that will be located landward of the ordinary high water mark and/or landward of any wetland may be authorized provided the applicant can demonstrate all of the following:
 - a. That the strict requirements of the bulk, dimensional, or performance standards set forth in the Master Program preclude or significantly interfere with a reasonable use of the property;
 - b. That the hardship described above is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the Master Program, and not, for example, from deed restrictions or the applicant's own actions;
 - c. That the design of the project will be compatible with other authorized uses within the area and with uses planned for the area under the Comprehensive Plan and Master Program and will not cause adverse impacts to the shoreline environment;
 - d. That approval of the variance will not constitute a grant of special privilege not enjoyed by the other properties in the area;
 - e. That the variance requested is the minimum necessary to afford relief; and
 - f. That the public interest will suffer no substantial detrimental effect.
6. Variance permits for development and/or uses that will be located either waterward of the ordinary high water mark or within any wetland, may be authorized provided the applicant can demonstrate all of the following:

- a. That the strict application of the bulk, dimensional or performance standards set forth in the Master Program precludes all reasonable use of the property;
 - b. That the proposal is consistent with the criteria established under subsection (5)(b) through (f); and
 - c. That the public rights of navigation and use of the shorelines will not be adversely affected.
7. In the granting of all variance permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area. For example, if variances were granted to other developments and/or uses in the area where similar circumstances exist, the total of the variances should also remain consistent with the policies of RCW 90.58.020 and shall not cause substantial adverse effects to the shoreline environment.
8. The burden of proving that a proposed shoreline variance meets the criteria of this Master Program shall be on the applicant. Absence of such proof shall be grounds for denial of the application.
9. A variance from City development code requirements shall not be construed to mean a shoreline variance from use regulations in this Master Program, and vice versa.
10. Shoreline variances may not be used to permit a use or development that is specifically prohibited in a shoreline environment designation.
11. Variance review shall require a public hearing before the City of Shelton Hearings Examiner.
12. On all variance applications, the plans shall clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.
13. After the City's approval of a variance application, the Administrator shall submit the permit to the Department of Ecology for its approval, approval with conditions, or denial. Upon receipt of the Ecology decision, the Administrator shall notify those interested persons having requested notification of such decision.

2.6 Shoreline Conditional Use Permit

1. The Shoreline Management Act states that Master Programs shall contain provisions for allowing certain uses with specific limitations under a conditional use permit. These provisions should be applied in a manner

that, while protecting the environment, will assure that a person will be able to use his/her property.

2. The purpose of a conditional use permit is to provide a system within the Master Program which allows flexibility in the application of the use regulations of this Program in a manner consistent with the policies of RCW 90.58.020. In authorizing a conditional use permit, special conditions may be attached to the permit by the City or the Department of Ecology to prevent undesirable effects of the proposed use and/or to assure consistency of the project with the Act and the Master Program.
3. When a conditional use permit is requested, the Hearings Examiner shall be the approval authority for the City. However, shoreline conditional use permits must have approval from the Department of Ecology, which shall have final approval authority under WAC 173-27-200.
4. An application for a shoreline conditional use permit shall be submitted on a form provided by the City, accompanied by maps, completed environmental checklist, applicable fees, and any other information specified in this Master Program or requested by the Administrator.
5. Uses classified as conditional uses may be authorized provided that the applicant demonstrates all of the following:
 - a. That the proposed use is consistent with the policies of RCW 90.58.020 and the Master Program;
 - b. That the proposed use will not interfere with the normal public use of public shorelines;
 - c. That the proposed use of the site and design of the project are compatible with other authorized uses within the area and with uses planned for the area under the Comprehensive Plan and the Master Program;
 - d. That the proposed use will cause no significant adverse effects to the shoreline environment in which it is to be located; and
 - e. That the public interest suffers no substantial detrimental effect.
6. In the granting of all conditional use permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area. For example, if conditional use permits were granted for other developments in the area where similar circumstances exist, the total of the conditional uses shall also remain consistent with the policies of RCW 90.58.020 and shall not produce substantial adverse effects to the shoreline environment.

7. Conditional use permits shall require a public hearing before the City of Shelton Hearings Examiner.
8. Uses which are specifically prohibited by this Master Program may not be authorized through a conditional use permit process unless part of a request pursuant to Section 2.4 (Nonconforming Uses and Structures).
9. The burden of proving that a proposed shoreline conditional use meets the criteria of this Program and WAC 173-27-160 shall be on the applicant. Absence of such proof shall be grounds for denial of the application.
10. The City is authorized to impose conditions and standards to enable a proposed shoreline conditional use to satisfy the conditional use criteria.
11. Uses which are not specifically identified or set forth in this Master Program are considered unclassified and may be authorized through a conditional use permit provided the applicant can demonstrate consistency with the requirements of this section and the requirements for conditional uses contained in the City of Shelton Shoreline Master Program.
12. After the City's approval of a conditional use application, the Administrator shall submit the permit to the Department of Ecology for its approval, approval with conditions, or denial. Upon receipt of the Ecology decision, the Administrator shall notify those interested persons having requested notification of such decision.

2.7 Permit Application

1. The Administrator shall provide the necessary application forms for shoreline substantial development permits, letter of exemptions, conditional use and variance permits. The applicant shall provide, at a minimum, the following information as applicable to the proposal:
 - a. Site plan drawn to scale and including:
 - i. Site boundary
 - ii. Property dimensions
 - iii. Location of ordinary high water mark
 - iv. Location(s) of critical areas and associated buffer as designated in SMC 21.64
 - v. General direction of surface drainage
 - vi. Typical cross section or sections showing:
 - (1) existing ground elevation

- (2) proposed ground elevation
- (3) height of existing structures
- (4) height of proposed structures
- vii. Where appropriate, proposed land contours using 5-foot intervals in water area and 10-foot intervals on areas landward of ordinary high water mark; areas of proposed grading, cut, or fill should be shown with existing and proposed contours;
- viii. Existing site conditions, including: dimensions and location of existing structures (including setbacks from all property lines and critical areas), dimensions and location of parking areas (including setbacks from all property lines and critical areas), existing locations and types of landscaping/vegetation (indicate whether vegetation is proposed to be retained or removed), and location of any existing easements;
- ix. Proposed site conditions, including: dimensions and locations of proposed structures (including setbacks from all property lines, critical areas and existing structures), dimensions and locations of parking areas (including setback from all property lines and critical areas), proposed areas of landscaping/vegetation, location of proposed graveled areas or other areas of proposed property coverage;
- x. Location of proposed utilities (sewer, septic-system tank and drainfield, water, gas, electricity, stormwater management facilities, etc.).
- b. General description of the character of vegetation found on site.
- c. General description of the existing ecological functions and processes affecting, maintaining, or influencing the shoreline at/near the project site along with a summary characterization of the effects of the proposed project on existing ecological functions and processes in the vicinity of the project and a description of how the proposal complies with the mitigation sequence in section 5.4 of this Master Program. If the project is likely to have adverse effects on shoreline ecological functions or processes, a mitigation plan shall be provided demonstrating measures that will be taken to offset impacts. Depending on the proposed development and existing site conditions, this information may be required to be prepared by a qualified professional pursuant to Chapter 21.64 (Critical Areas) of the Shelton Municipal Code.
- d. Source, composition, and volume of fill material (if any).

- e. Composition and volume of any extracted materials and proposed disposal area (if any).
 - f. Shoreline environment designation according to the Master Program.
- 2. Complete application and supporting documents for all shoreline permits shall be submitted to the Administrator for processing and review. Any deficiencies in the application shall be corrected by the applicant prior to further processing. The date of application for all permits shall be the date on which the Administrator receives a **complete** permit application.

CHAPTER 5

GENERAL SHORELINE USE AND DEVELOPMENT REGULATIONS

The following general regulations apply within all shoreline environment designations. These provisions are to be used in conjunction with the more specific shoreline use and modification regulations in Chapter 6.

5.1 General Shoreline Use and Development Regulations

1. Shoreline uses and developments that are water-dependent are preferred uses in the shoreline and shall be given priority.
2. Nonwater-oriented uses shall not adversely impact or displace water-oriented shoreline uses.
3. All shoreline developments and uses shall be located, designed and constructed to avoid, minimize and mitigate for adverse impacts to shoreline ecological functions.
4. All shoreline developments and uses shall be located, designed, constructed and managed to avoid disturbance of, or minimize adverse impacts to, critical saltwater habitat and critical fish and wildlife habitat conservation areas, including, but not limited to, spawning, nesting, rearing and habitat areas, and migratory routes. Where avoidance of adverse impacts is not feasible, the developments shall incorporate mitigation measures to protect species and habitat functions consistent with SMC 21.64.087.
5. All heavy construction equipment, and fuel storage, repair and construction material staging areas shall be located as far landward as necessary to avoid and minimize impacts to shoreline functions.
6. All debris, overburden and other waste materials from construction shall be disposed of to prevent them from entering any water body by erosion from drainage, high water or other means.
7. Navigation channels shall be kept free of hazardous or obstructing development or uses.
8. In-water work shall be scheduled to protect biological productivity (including but not limited to fish runs, spawning, and benthic productivity).

In-water work shall not occur in areas used for commercial fishing during a fishing season unless specifically addressed and mitigated for in the permit.

9. In accordance with RCW 90.58.580, a Substantial Development Permit is not required for development on land that is brought under shoreline jurisdiction due to a shoreline restoration project. However, projects are still required to comply with the regulations of this program.
10. Projects taking place on lands that a brought into shoreline jurisdiction due to a shoreline restoration project that caused a landward shift of the OHWM may apply to the Administrator for relief from the SMP development standards and use regulations under the provisions of RCW 90.58.580. Any relief granted shall be strictly in accordance with the limited provisions of RCW 90.58.580, including the specific approval of the Department of Ecology.
11. Project proponents for in-water work shall contact the Washington State Department of Fish and Wildlife and affected Tribes early in the development process.
12. Critical area studies may be required by the Shoreline Administrator pursuant to SMC 21.64.081 and 21.64.082 for development in, or adjacent to, critical areas and critical saltwater habitat areas.

5.2 General Shoreline Modification and Development Regulations

1. All applicable federal and state permits shall be obtained and complied with in the construction and operation of shoreline modification projects.
2. All new development activities shall be located and designed to prevent or minimize the need for shoreline stabilization and flood protection works such as bulkheads, other bank stabilization, fills, levees, dikes, groins, jetties or substantial site regrades. All development in the floodplain shall also include an assessment of potential effects the project would have on channel migration, and incorporate measures to mitigate any adverse impacts on channel migration.
3. The City shall require and utilize the following information during its review of shoreline modification activity, shoreline stabilization and flood protection proposals:
 - a. Purpose of project;
 - b. Hydraulic characteristics ;
 - c. Existing shoreline stabilization and flood protection devices;

- d. Construction material and methods;
 - e. Physical, geological and/or soil characteristics of the area;
 - f. Predicted impact upon area shore and hydraulic processes, adjacent properties and shoreline and water uses;
 - g. Alternative measures (including nonstructural) which will achieve the same purpose;
 - h. Physical or geologic stability of uplands; and
 - i. Potential impact upon area shore processes, adjacent properties and upland stability.
- 4. Shoreline stabilization and flood protection works are prohibited in wetlands and on point and channel bars. They are also prohibited in salmon and trout spawning areas except when the primary purpose of the project is for fish or wildlife habitat enhancement.
 - 5. Shoreline stabilization or flood control works shall, to the extent possible, be planned, designed and constructed to allow for channel migration. These works shall not reduce the volume and storage capacity of rivers and adjacent wetlands or floodplains.

5.3 No Net Loss

- 1. Uses and developments that cause a net loss of ecological functions and processes shall be prohibited. Any use or development that causes the future ecological condition to become worse than current condition shall be prohibited.
- 2. All shoreline use and development, including preferred uses, emergency actions and uses that are exempt from permit requirements, shall be located, designed, constructed, conducted, and/or maintained in a manner that maintains shoreline ecological processes and functions.

5.4 Mitigation

- 1. To assure no net loss of ecological functions, mitigation shall be applied to all developments or proposals subject to this Master Program to offset any impacts to shoreline ecological functions, habitats, or processes in the following sequence of steps listed in order of priority.
 - a. Avoiding the impact altogether by not taking a certain action or parts of an action, or altering the action to avoid impacts;

- b. Minimizing impacts by limiting the degree or magnitude of the action and its implementation by using appropriate technology and engineering or by taking affirmative steps to avoid or reduce impacts;
 - c. Rectifying the impact by repairing, rehabilitating, or restoring the affected environment;
 - d. Reducing or eliminating the impact over time by preservation and maintenance operations; and
 - e. Compensating for the impact by replacing, enhancing, or providing similar substitute resources or environments and monitoring the impact and the mitigation project and taking appropriate corrective measures.
 - f. Monitoring the impact and the compensation projects and taking appropriate corrective measures.
2. In addition to requirements of this section, SMC 21.64.087 shall apply.

5.5 Critical Areas Protection

5.5.1 Applicable Critical Areas

For purposes of this Program, the following critical areas, defined in SMC Title 21, will be protected under this Program:

1. Frequently Flooded Areas;
2. Wetlands;
3. Geologically Hazardous Areas;
4. Fish and Wildlife Habitat Conservation Areas; and
5. Aquifer Recharge Areas.

5.5.2 General Provisions

1. The City of Shelton Critical Area Protection Ordinance, as identified above, SMC 21.64 the Aquifer Recharge Areas provisions in SMC 21.66, and the Flood Damage Prevention provisions in SMC 18.10 are hereby adopted in whole as a part of this Program, except for the following:
 - a. SMC 21.64.083 “Reasonable use:” Within shoreline jurisdiction, reasonable use requests must be processed as a Variance, consistent with Chapter 2, Section 2.5.

- b. SMC 21.64.091 “Appeals:” Within shoreline jurisdiction, any appeals of an administrative decision shall be appealed to the state Shorelines Hearings Board pursuant to WAC 173-27-220 and the provisions of section 7.9 of this SMP.
- c. In shoreline jurisdiction, the definition of hydric soils in SMC 21.64.030 does not apply. The definition of hydric soil shall be derived from the language in the Corps of Engineers Wetland Delineation Manual and the U.S. Army Corps of Engineers (2010) Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0).

All references to the Critical Area Protection Ordinance SMC 21.64 (CAO) are for this specific version.

- 2. Shoreline uses, activities, developments and their associated structures and equipment shall be located, designed and operated to protect the ecological processes and functions of critical areas.
- 3. Critical areas within the shoreline jurisdiction shall be regulated for any use, development or activity, as provided in accordance with this Program and SMC Chapter 21.64, whether or not a shoreline permit or written statement of exemption is required.
- 4. Provisions of the critical area regulations that are not consistent with the Act and supporting WAC chapters shall not apply in shoreline jurisdiction.
- 5. Unless otherwise stated, no development shall be constructed, located, extended, modified, converted, or altered or land divided without full compliance with SMC Title 21.64 Critical Areas.
- 6. Unless otherwise stated, critical area buffers shall be protected and/or enhanced in accordance with this Program and SMC Chapter 21.64. However, these provisions do not extend the shoreline jurisdiction beyond the limits specified in this Program.
- 7. Docks and piers, bulkheads, bridges, fill, floats, jetties, utility crossings, and other human-made structures shall not intrude into or over critical saltwater habitats except when all of the conditions below are met:
 - a. The public’s need for such an action or structure is clearly demonstrated and the proposal is consistent with the protection of the public trust, as embodied in RCW 90.58.020;
 - b. Avoidance of impacts to critical saltwater habitats by an alternative alignment or location is not feasible or would result in unreasonable and disproportionate cost to accomplish the same general purpose;

- c. The project, including any required mitigation, will result in no net loss of ecological functions associated with critical saltwater habitat.
- d. The project is consistent with the State's interest in resource protection and species recovery.

Private, noncommercial docks for individual residential or community use may be authorized provided that;

- a. Avoidance of impacts to critical saltwater habitats by an alternative alignment or location is not feasible;
- b. The project, including any required mitigation, will result in no net loss of ecological functions associated with critical saltwater habitat.

All over-water and near-shore developments in marine and estuarine waters shall provide an inventory of the site and adjacent beach sections to assess the presence of critical saltwater habitats and functions. The methods and extent of the inventory shall be consistent with accepted research methodology.

5.6 Site Planning and Development

5.6.1 General

1. Stormwater infiltration systems shall be employed to mimic the natural infiltration and groundwater interflow processes where feasible and in a manner consistent with SMC 21.64.380B and the currently adopted City Stormwater Management Manual.
2. Accessory uses that do not require a shoreline location shall be sited away from the shoreline and upland of the principal use.
3. Parking, storage, and nonwater-dependent accessory structures and areas shall be located landward from the OHWM and landward of the water-oriented portions of the principal use, where feasible.
4. Impervious surfaces shall be minimized to the extent feasible. Impervious surfacing for parking lot/space areas, trails, and pathways shall be minimized. Applicants are encouraged to use alternative surfaces and Low Impact Development (LID) techniques where feasible.
5. When feasible, existing transportation corridors shall be utilized. Ingress/egress points shall be designed to minimize potential conflicts with and impacts upon vehicular and pedestrian traffic. Pedestrians shall be

provided with safe and convenient circulation facilities throughout project sites.

6. Vehicle and pedestrian circulation systems shall be designed to minimize clearing, grading, alteration of topography and natural features, and designed to accommodate wildlife movement between properties and shoreline areas to the extent feasible.
7. Utilities shall be located within roadway and driveway corridors and rights-of-way wherever feasible.
8. Fencing, walls, and similar features shall be designed in a manner that does not significantly interfere with wildlife movement, unless deemed necessary by Shoreline Administrator for safety and security purposes.

5.6.2 Clearing, Grading, Fill and Excavation

1. Land disturbing activities such as clearing, grading, fill and excavation shall minimize impacts to soils and native vegetation, and shall at a minimum meet the requirements of SMC Chapter 13.02 Stormwater Management, the City of Shelton Department of Public Works Design and Construction Standards, and SMC 21.64.330L.
2. Land clearing, grading, filling and alteration of natural drainage features and landforms shall be limited to the minimum necessary to accommodate the authorized use.
3. Surface drainage systems or earth modifications shall be professionally designed to prevent maintenance problems or adverse impacts on shoreline features.
4. Clearing and grading shall not result in substantial changes to surface water drainage patterns off of the project site and onto adjacent properties.
5. Upon completion of construction, remaining cleared areas shall be replanted with native vegetation and/or plant species.
6. Clearing and grading shall be scheduled to minimize adverse impacts, including but not limited to, damage to water quality and aquatic life.
7. Clearing and grading shall only be allowed as part of an approved shoreline use/development and subject to the requirements of the primary use/development.
8. Fills shall only be allowed as part of an approved shoreline use/development and subject to the requirements of the primary use/development.
9. Fill waterward of OHWM shall be permitted as a conditional use only and under the following circumstances:

- a. In conjunction with a water-dependent or public access use permitted by this Master Program;
 - b. Cleanup and/or disposal of contaminated sediments as part of an interagency environmental cleanup plan;
 - c. Disposal of dredged material in accordance with a DNR Dredged Material Management Program;
 - d. Expansion or alteration of transportation facilities of statewide significance currently located on the shoreline (if alternatives to fill are shown not to be feasible).
10. Fill waterward of the OHWM shall be permitted for mitigation and ecological restoration and enhancement projects, provided the project is consistent with all other provisions of this program.
11. Permitted fill activities waterward of the OHWM must demonstrate that they comply with the following standards:
- a. Alternatives to fill are not feasible;
 - b. Fill materials will not adversely affect water quality;
 - c. Fill shall be deposited to minimize disruption of normal surface and groundwater passage;
 - d. Timing will minimize damage to water quality and aquatic life.
12. Waterward of the OHWM, pile or pier supports shall be utilized whenever feasible in preference to fills.
13. Fill shall be permitted only where it is demonstrated that the proposed action will not:
- a. Result in significant damage to water quality, fish, shellfish and/or wildlife habitat; or
 - b. Adversely alter natural drainage and circulation patterns, currents, river and tidal flows or significantly reduce flood water capacities.
14. Fill within the one-hundred-year (100-year) floodplain requires demonstration that fill will not reduce the floodplain water storage capacity or in any way increase flood hazard so as to endanger public safety.
15. Fills shall be located, designed, and constructed to protect shoreline ecological functions and ecosystem-wide processes, including channel migration within stream subestuaries.

16. Fill in wetlands shall be avoided whenever possible. Fills may be authorized where the applicant follows steps to avoid, minimize and mitigate impacts consistent with SMC 21.64.143 and 144.
17. Fills shall be designed, constructed and maintained to prevent, minimize and control all material movement, erosion and sedimentation from the affected area.
18. Fill materials shall be sand, gravel, soil, rock, crushed concrete or a similar material. Use of polluted dredge materials and sanitary fill materials is prohibited unless allowed as part of an interagency environmental cleanup plan.
19. Fills shall be designed to allow surface water penetration into groundwater supplies where such conditions existed prior to fill.
20. Applications for fill permits shall include the following:
 - a. Proposed use of the fill area;
 - b. Physical, chemical and biological characteristics of the fill material;
 - c. Source of fill material;
 - d. Method of placement and compaction;
 - e. Location of fill relative to natural and/or existing drainage patterns;
 - f. Location of the fill perimeter relative to OHWM;
 - g. Perimeter erosion control or stabilization means; and
 - h. Type of surfacing and runoff control devices.
21. Excavation shall only be allowed as part of an approved shoreline use/development and subject to the requirements of the primary use/development.
22. Excavation below the OHWM is considered dredging and subject to provisions under that section in Chapter 6.
23. Normal nondestructive pruning and trimming of vegetation for maintenance purposes, and removal of hazard trees, shall not be subject to these regulations. Specific provisions of the City of Shelton Critical Areas Ordinance may apply.
24. For the purposes of this Program, preparatory work associated with the conversion of land to nonforestry uses and/or developments shall not be considered a forest practice and shall be reviewed in accordance with the provisions for the proposed nonforestry use, the general provisions of this Program, and shall be limited to the minimum necessary to accommodate an approved use.

5.6.3 Building Design

1. Structures shall be designed to conform to natural contours and minimize disturbance to soils and native vegetation to the extent feasible.
2. Interior and exterior structure lighting shall be designed, shielded and operated, to the extent feasible, to:
 - a. Prevent glare on adjacent properties, public areas or roadways;
 - b. Prevent land, air, and water traffic hazards;
 - c. Reduce night sky effects; and
 - d. Avoid impacts to fish and wildlife.

5.7 Vegetation Conservation

1. Existing vegetation within shoreline jurisdiction shall be retained in the riparian zone consistent with Chapter 6, Table 6-3, SMC 21.64.320, and SMC 21.64.380.
2. Removal of native vegetation shall be avoided. Where removal of native vegetation cannot be avoided, it shall result in no net loss of shoreline ecological functions. Mitigation shall be provided consistent with an approved mitigation plan.
3. Selective pruning for safety and view protection is allowed provided pruning is conducted in a manner that minimizes harm to the health of the trees being pruned.
4. Topping trees in the shoreline is prohibited.
5. Natural in-stream features such as snags, uprooted trees, or stumps should be left in place unless it can be demonstrated that they are not enhancing shoreline function or are a threat to public safety.
6. Unless otherwise stated, the vegetation conservation regulations of this Program do not apply to (1) commercial forest practices as defined by this Program when such activities are covered under the Washington State Forest Practices Act (RCW 76.09), except where such activities are associated with a conversion to other uses or other forest practice activities over which local governments have authority; or (2) flood control levees that are required to be kept free of vegetation that damages their structural integrity.

7. Clearing by hand held equipment of invasive nonnative shoreline vegetation or plants listed on the State Noxious Weed List is permitted within shoreline jurisdiction.
8. Aquatic weed control shall be allowed when native plant communities and associated habitats are threatened or where an existing water-dependent use is restricted by the presence of weeds.
9. Aquatic weed control methods that minimize disturbance to bottom sediment or benthic organisms shall be preferred.
10. Use of herbicides to control aquatic weeds shall be prohibited unless approved for such use by the appropriate agencies.
11. In addition to requirements of this section, SMC 21.64.071 shall apply.

5.8 Views and Aesthetics

1. Shoreline uses and shoreline activities shall not substantially reduce significant water views from public viewpoints.
2. Public street ends, public rights-of-way, and public utilities shall provide visual access to the water and shoreline in accordance with RCW 35.79.035 and RCW 36.87.130.
3. Submerged public rights-of-way shall be preserved for public benefit.
4. In providing visual access to the shoreline, the natural vegetation shall not be excessively removed either by clearing or by topping (see 5.6.2 Clearing, Grading, Fill, and Excavation and 5.7 Vegetation Conservation).
5. Development on or over the water shall be constructed as far landward as possible to avoid impacting the shoreline and water views of surrounding properties.

5.9 Water Quality and Quantity

1. Shoreline use and development shall incorporate measures to protect and maintain surface and groundwater quantity and quality in accordance with all applicable laws and in such a manner as to ensure no net loss of ecological function.
2. All shoreline development shall minimize any increase in surface runoff through control, treatment and release of surface water runoff so that the receiving water quality and shore properties and features are not adversely affected. Control measures include but are not limited to: Low Impact

Development techniques (LID), dikes, catch basins or settling ponds, oil interceptor drains, grassy swales, planted buffers, and fugitive-dust controls.

3. All shoreline development shall comply with the applicable requirements of the currently adopted Stormwater Management Manual.
4. Herbicides and pesticides shall not be allowed to directly enter water bodies or wetlands unless approved for such use by the appropriate agencies.
5. Chemical pesticides using aerial spraying techniques within the shoreline jurisdiction, including over water bodies or wetlands, shall be prohibited unless specifically permitted by the appropriate agencies.
6. Pesticides shall be used, handled, and disposed of in accordance with provisions of the Washington State Pesticide Application Act (RCW 17.21) and the Washington State Pesticide Control Act (RCW 15.58) to prevent contamination and sanitation problems.
7. The release of oil, chemicals or other hazardous materials into the groundwater or surface water or onto shorelands is prohibited. Equipment for the transportation, storage, handling or application of such materials shall be maintained in a safe and leak proof condition. If there is evidence of leakage, the further use of such equipment shall be suspended until the deficiency has been satisfactorily corrected.
8. Solid waste, liquid waste, and untreated effluent shall not be allowed to enter any groundwater or surface water or to be discharged onto shorelands.
9. All materials that may come in contact with water shall be composed of nontoxic materials, such as untreated wood, concrete, approved plastic composites or steel, that will not adversely affect water quality or aquatic plants or animals. Materials used for decking or other structural components shall be approved by applicable state agencies for contact with water to avoid discharge of pollutants from wave splash, rain, or runoff. Wood treated with creosote, copper chromium arsenic or pentachlorophenol is prohibited in shoreline water bodies.

5.10 Archeological, Cultural, and Historic Resources

1. Archaeological sites located in shoreline jurisdiction are subject to RCW 27.44 (Indian Graves and Records) and RCW 27.53 (Archaeological Sites

and Records) and shall comply with WAC 25-48 as well as the provisions of this Master Program.

2. Known Historic Properties:

- a. Permits issued in areas known to contain archaeological resources shall include a requirement that the developer provide for a site inspection and evaluation by a professional archaeologist approved by the City. The archaeologist shall work in coordination with any concerned tribes and consult with the Washington State Department of Archaeology and Historic Preservation. The permit shall require approval by the City before work can begin on a project following inspection. Significant archaeological data or artifacts shall be recovered before work resumes or begins on a project.
- b. When the City determines that a site has significant archaeological, natural scientific or historical value, a shoreline permit or exemption letter shall not be issued that would pose a threat to the resources of the site. The City may require that development be postponed in such areas to allow investigation of public acquisition potential and/or retrieval and preservation of significant artifacts, or mitigation plan.
- c. Identified historical or archaeological resources shall be considered in site planning for parks, public open space, and public access, with public access to such areas designed and managed so as to give maximum protection to the resource.

3. Inadvertent Discovery:

- a. Whenever archaeological resources are discovered in the process of development on shorelines, work on that portion of the development site shall be stopped immediately and the find reported as soon as possible to the City, the Washington State Department of Archaeology and Historic Preservation, and affected tribes. In such cases, the developer shall be required to provide for a site inspection and evaluation by a professional archaeologist to ensure that all possible valuable archaeological data is properly salvaged.
- b. In the event that unforeseen factors constituting an emergency as defined in RCW 90.58.030 necessitate rapid action to retrieve or preserve artifacts or data identified above, the construction necessary to protect the project property may be exempted from the shoreline substantial development permit requirement. The City shall notify the State Department of Ecology, the State Attorney General's Office, the Department of Archaeology and Historic Preservation, and affected tribes within one (1) month of granting the exemption.

- c. Upon receipt of a positive determination of a property's significance, or if available information suggests that a negative determination is erroneous, the Shoreline Administrator may require that a historic property management plan be prepared by a qualified professional archaeologist if such action is reasonable and necessary to implement related program objectives.
4. Interpretive signs of historical and archaeological features shall be provided when appropriate.

5.11 Emergency Actions

1. Actions taken to address an emergency shall be reasonable under the circumstances; be designed to have the least possible impacts on shoreline ecological functions and processes; and be designed to comply with the provisions of this Master Program, to the extent feasible.
2. Emergency actions shall follow the procedures outlined in SMC 21.64.071(A), Emergency Actions.

5.12 Public Access

1. Dedicated space for physical public access shall be required to the extent allowed by law in the review of all shoreline substantial development or conditional use permits in the following circumstances:
 - a. The use or development is a public project; or
 - b. The project is a water-enjoyment or nonwater-oriented use or development; or
 - c. The project is a residential development of more than four (4) dwelling units; or
 - d. The project is a subdivision of land into more than four (4) parcels; or
 - e. The project is a private water-dependent or water-related use or development and one of the following conditions exists:
 - i. The project increases or creates demand for public access;
 - ii. The project impacts or interferes with existing access by blocking access or discouraging use of existing access;
 - iii. The project impacts or interferes with public use of waters subject to the Public Trust Doctrine.

2. The City bears the burden of demonstrating that a proposed use or development meets any of the preceding conditions.
3. The public access requirement pursuant to Section 5.12 Regulation #1 is met where a residential development of greater than four (4) parcels/dwelling units but less than ten (10) parcels/dwelling units provides community access to the shoreline or to a common waterfront lot/tract for noncommercial recreational use of the property by property owners, residents and guests within the proposed subdivision or multi-family development. The proponent shall provide visual access to the shoreline via view corridors within the subdivision/multi-family development as illustrated on the final plan and as determined by the Shoreline Administrator. Existing lawfully established public access shall be maintained.
4. Public access to the shoreline shall not be required of the following:
 - a. Activities qualifying for a shoreline exemption, per Section 2.3;
 - b. New single-family residential development of four (4) or fewer units; or
 - c. More effective public access is provided through a City of Shelton public access planning process consistent with WAC 173-26-221(4)(c).
5. The Administrator may approve alternatives to on-site, physical public access to the shoreline if the applicant can demonstrate with substantial and credible evidence that one or more of the following conditions exist:
 - a. Unavoidable health or safety hazards to the public exist which cannot be prevented by any reasonable means;
 - b. Inherent security requirements of the use cannot be satisfied through the application of alternative design features or other solutions;
 - c. The cost of providing the access, easement, or an alternative amenity, is unreasonably disproportionate to the total long-term cost of the proposed development;
 - d. Environmental impacts that cannot be mitigated, such as damage to spawning areas or nesting areas, would result from the public access;
 - e. Significant undue and unavoidable conflict between any access provisions and the proposed use and/or adjacent uses would occur and cannot be mitigated; and
6. In order to meet any of the conditions under Section 5.12 Regulation #5 above, the applicant must first demonstrate and the City must determine in its findings that all reasonable alternatives have been exhausted, including but not limited to:

- a. Regulating access by such means as maintaining a gate and/or limiting hours of use;
 - b. Designing separation of uses and activities (e.g., fences, terracing, hedges, landscaping, etc.); and
 - c. Provisions for access at a site geographically separated from the proposal such as a street end, vista or trail system.
7. When on-site, physical public access is deemed to be infeasible based on considerations listed in Sections 5.12 Regulation #5 and 6, the applicant must demonstrate and the City must determine in its findings that visual access to the shoreline, physical access at an off-site location geographically separated from the proposed use/development (e.g., street end, vista, trail system), or community access for residential developments are not feasible. Community access must be provided to the shoreline or to a common waterfront lot/tract for noncommercial recreational use by property owners, residents and guests within the residential development.
8. Public access associated with public projects should be consistent with the following, to the extent feasible:
 - a. Development shall be located, designed, and managed so that impacts on public use of the shoreline are minimized.
 - b. Trails and uses near the shoreline shall be landscaped or screened to provide visual and noise buffering between adjacent dissimilar uses or scenic areas, without blocking visual access to the water.
9. The design of shoreline uses shall consider steps to minimize blocking, reducing, or adversely interfering with the public's physical access to the water.
10. Public access provided by shoreline street ends, public utilities and rights-of-way shall not be diminished (RCW 35.79.035 and RCW 36.87.130).
11. Public access sites shall be connected directly to the nearest public street and shall include provisions for handicapped and physically impaired persons where feasible or required by law.
12. Required public access sites shall be fully developed and available for public use at the time of occupancy of the use or activity.
13. Public access easements and permit conditions shall be recorded on the deed of title and/or on the face of a plat or short plat as a condition running concurrently with the authorized land use, at a minimum. Said recording with the County Auditor's Office shall occur at the time of permit approval (RCW 58.17.110).

14. The standard state approved logo or other approved signs that indicate the public's right of access and hours of access shall be constructed, installed and maintained by the City in conspicuous locations at public access sites. In accordance with Section 5.12 Regulation #6.a., signs may control or restrict public access as a condition of permit approval.
15. Future actions by the applicant successors in interest or other parties shall not diminish the usefulness or value of the public access provided.
16. Existing, formal public access shall not be eliminated unless the applicant shows that there is no feasible alternative and replaces the public access with access of comparable functions and value at another location. Requirements or conditions for public access shall be consistent with all relevant constitutional and other legal limitations on regulation of private property.

CHAPTER 8

DEFINITIONS

Accessory Use - Any structure or use incidental and subordinate to a primary use or development.

Accretion - The growth of a beach by the addition of material transported by wind and/or water. Included are such shoreforms as barrier beaches, points, spits, hooks, and tombolos.

Act - The Washington Shoreline Management Act (SMA) of 1971, as amended, Chapter 90.58 RCW.

Adjacent Lands - Lands adjacent to the shorelines of the state or shorelands, and therefore outside of shoreline jurisdiction as defined by the SMA. The SMA directs local governments to develop land use controls (i.e. zoning, comprehensive planning) for such lands consistent with the policies of the SMA, related rules, and the local Master Program. See RCW 90.58.340.

Administrator - The City of Shelton Director of Planning or his/her designee, charged with the responsibility of administering this Shoreline Master Program.

Agricultural Activities - Agricultural uses and practices including, but not limited to: producing, breeding, or increasing agricultural products; rotating and changing agricultural crops; allowing land used for agricultural activities to lie fallow in which it is plowed and tilled but left unseeded; allowing land used for agricultural activities to lie dormant as a result of adverse agricultural market conditions; allowing land used for agricultural activities to lie dormant because the land is enrolled in a local, state, or federal conservation program, or the land is subject to a conservation easement; conducting agricultural operations; maintaining, repairing, and replacing agricultural equipment; maintaining, repairing, and replacing agricultural facilities, provided that the replacement facility is no closer to the shoreline than the original facility; and maintaining agricultural lands under production or cultivation.

New agricultural activities are activities that meet the definition of agricultural activities but are proposed on land not currently in agricultural use.

Agricultural products include, but are not limited to, horticultural, viticultural, floricultural, vegetable, fruit, berry, grain, hops, hay, straw, turf, sod, seed, and apiary products; feed or forage for livestock; Christmas trees; hybrid cottonwood and similar hardwood trees grown as crops and harvested within twenty years of planting; and livestock including both the animals themselves and animal products

including, but not limited to, meat, upland finfish, poultry and poultry products, and dairy products;

Agricultural equipment and agricultural facilities include, but are not limited to:

1. The following used in agricultural operations: Equipment; machinery; constructed shelters, buildings, and ponds; fences; upland finfish rearing facilities; water diversion, withdrawal, conveyance, and use equipment and facilities including, but not limited to, pumps, pipes, tapes, canals, ditches, and drains;
2. Corridors and facilities for transporting personnel, livestock, and equipment to, from, and within agricultural lands; and
3. Farm residences and associated equipment, lands, and facilities.

Agricultural facilities do not include seasonal farmers' markets, and roadside fruit and vegetable stands.

Agricultural lands means those specific land areas on which agricultural activities are conducted as of the date of adoption of a local Master Program pursuant to the state guidelines adopted December 17, 2003, as evidenced by aerial photography or other documentation. After the effective date of the Master Program, land converted to agricultural use is subject to compliance with the requirements of the Master Program (WAC 173-26-020).

Amendment - A revision, update, addition, deletion, and/or re-enactment to an existing Shoreline Master Program (WAC 173-26-020).

Applicant - An individual, partnership, corporation, association, organization, cooperative, public or municipal corporation, or agency of the state or local governmental unit however designated.

Approval - An official action by a local government legislative body agreeing to submit a proposed Shoreline Master Program or amendments to Ecology for review and official action; or an official action by Ecology to make a local government Shoreline Master Program effective, thereby incorporating the approved SMP or amendment into the state Master Program (WAC 173-26-020).

Appurtenance - An appurtenance is necessarily connected to the use and enjoyment of a single-family residence. Normal appurtenances include a garage, deck, driveway, utilities, fences, installation of a septic tank and drainfield and grading which does not exceed two hundred fifty (250) cubic yards (except to construct a conventional drainfield) (WAC 173-27-040(2)(g)).

Aquaculture - The culture or farming of fish, shellfish, or other aquatic plants and animals. Aquaculture does not include the harvest of wild geoduck associated with the state managed wildstock geoduck fishery. (WAC-26-241(3))

Associated Wetlands - Those wetlands which are in proximity to and either influence or are influenced by tidal waters or a lake or stream subject to the Shoreline Management Act (WAC 173-22-030)

Average Grade Level - The average of the natural or existing topography of the portion of the lot, parcel, or tract of real property which will be directly located under the proposed building or structure. In the case of structures to be built over water, average grade level shall be the elevation of the ordinary high water mark. Calculation of the average grade level shall be made by averaging the ground elevations at the midpoint of all exterior walls of the proposed building or structure (WAC 173-27-030). Structures within shoreline jurisdiction shall comply with the definition contained herein.

Backshore - The accretion or erosion zone, located landward of the line of ordinary high tide, which is normally wetted only by storm tides. It may take the form of a more or less narrow storm berm (ridge of wave heaped sand and/or gravel) under a bluff or it may constitute a broader complex of berms, marshes, meadows, or dunes landward of the line of ordinary high tide. It is part of the littoral drift process along its seaward boundary.

Beach - The zone of unconsolidated material that is moved by waves, wind, and tidal currents, extending landward to the coastline.

Beach Enhancement/Restoration - Process of restoring a beach to a state more closely resembling a natural beach, using beach feeding, vegetation, drift sills, and other nonintrusive means as applicable.

Beach Feeding - Process of replenishing a beach by delivery of materials dredged or excavated elsewhere.

Bedlands - The bed of navigable waters.

Benthic Organism - Organisms that live in or on the bottom of a body of water.

Berm - A linear mound or series of mounds of sand and/or gravel generally paralleling the water at or landward of the line of ordinary high tide. Also, a linear mound used to screen an adjacent activity, such as a parking lot, from transmitting excess noise and glare.

Best Available Technology - The most effective method, technique, or product available which is generally accepted in the field, and which is demonstrated to be reliable, effective, and preferably requires low maintenance.

Biofiltration System - A stormwater or other drainage treatment system that utilizes as a primary feature the ability of plant life to screen out and absorb sediment and pollutants. Typically, biofiltration systems are designed to include grassy swales, retention ponds, and other vegetative features.

Boat House - Any walled and roofed structure built over water or upland and used for storage of watercraft or float planes and associated equipment and not used as a dwelling unit.

Boating Facilities – Marinas, both backshore and foreshore, dry storage and wet moorage types, liveaboards, boat launches, covered moorage, boathouses, mooring buoys, marine travel lifts, floats, piers and docks.

Boat Launch or Ramp - Graded slopes, slabs, pads, planks, or rails used for launching boats by means of a trailer, hand, or mechanical device.

Bog - A type of wetland where (1) organic (peat or muck) soil layers comprise at least 16 of the first 32 inches of the soil profile; or (2) there is more than 70% cover of mosses at ground level and more than 30% of the total shrub and herbaceous cover consists of species listed in Table 3 – Characteristic Bog Species in Washington State found in Hruby, 2004, Washington State Wetlands Rating System for Western Washington, Ecology publication #04-06-025, or as revised by Ecology. Many bogs have soils classified as peat or muck, are nutrient poor, have a low pH (acidic), and are fed largely by rainfall rather than streams or groundwater. .

Breakwater - Offshore structure, sometimes shore-connected, that provides protection from waves.

Buffer - The area adjacent to the outer boundaries of a critical area, such as wetlands, habitat conservation areas (streams, marine shorelines), and/or landslide hazard areas, that provides an area for related ecological functions to take place and/or separates and protects critical areas from adverse impacts associated with adjacent land uses..

Bulkhead - A solid or open pile wall erected generally parallel to and near the ordinary high water mark for the purpose of protecting adjacent uplands from erosion by wave action.

A normal protective bulkhead includes those structural and nonstructural developments installed at or near, and parallel to, the ordinary high water mark for the sole purpose of protecting an existing single-family residence and appurtenant structures from loss or damage by erosion. (WAC 173-27-040)

Buoy – See Mooring Buoy.

Channel - An open conduit for water either naturally or artificially created, but does not include artificially created irrigation, return flow, or stockwatering channels .

Channel Migration Zone - The area along a river within which the channel(s) can be reasonably predicted to migrate over time as a result of natural and normally occurring hydrological and related processes when considered with the characteristics of the river and its surroundings (WAC 173-26-020). It encompasses that area of current and historic lateral stream channel movement that is subject to

erosion, bank destabilization, rapid stream incision, and/or channel shifting, as well as adjacent areas that are susceptible to channel erosion.

City - The City of Shelton, Washington.

Clean Water Act - The primary federal law providing water pollution prevention and control; previously known as the Federal Water Pollution Control Act. See 33 USC 1251 et seq.

CFR - Code of Federal Regulations.

Clearing - The removal of vegetation or plant cover by manual, chemical, or mechanical means. Clearing includes, but is not limited to, actions such as cutting, felling, thinning, flooding, killing, poisoning, girdling, uprooting, or burning.

Commercial Development – Uses that are involved in wholesale, retail, service and business trade. Examples of commercial uses include hotels, motels, grocery markets, shopping centers, restaurants, shops, offices, and private or public indoor recreation facilities. Excluded from this definition are residential subdivisions, boating uses and industry.

Community Structure - A building, dock, or other structure which is intended for the common use of the residents of a particular subdivision or community. It is not intended to serve as a public facility.

Conditional Use - A use, development, or substantial development which is classified as a conditional use or is not classified within the Master Program (WAC 173-27-030).

Conditional Use Permit - Local governments are authorized under the SMA to include provisions for authorizing land uses and developments that may be permitted by conditional use permits (CUP). The purpose of the conditional use permit is to allow greater flexibility in varying the application of the use regulations of the Master Program.

Covered Moorage - Boat moorage, without walls, that has a roof to protect a vessel.

Critical Areas – The following areas as required in SMC 21.64 shall be regarded as critical areas:

1. Critical aquifer recharge areas (see SMC Chapter 21.66).
2. Wetlands.
3. Geologically hazardous areas.
4. Frequently flooded areas.
5. Fish and wildlife habitat conservation areas.

Critical Saltwater Habitats - All kelp beds; eelgrass beds; spawning and holding areas for forage fish, such as herring, smelt and sandlance; subsistence, commercial

and recreational shellfish beds; mudflats; intertidal habitats with vascular plants; and areas with which priority species have a primary association (WAC 173-26-221).

Degrade - To scale down in desirability or salability, to impair in respect to some physical property or to reduce in structure or function.

Development – An activity consisting of the construction or exterior alteration of structures; dredging; drilling; dumping; filling; removal of any sand, gravel, or minerals; bulkheading; driving of piling; placing of obstructions; or any project of a permanent or temporary nature which interferes with the normal public use of the surface of the waters of the state subject to the Shoreline Management Act of 1971 at any state of water level (RCW 90.58.030(3)(a)). “Development” does NOT include projects that only involve dismantling or removing structures without any associated development or redevelopment.

Development Regulations - The controls placed on development or land uses, including, but not limited to, zoning ordinances, critical areas ordinances, all portions of a Shoreline Master Program other than goals and policies approved or adopted under Chapter 90.58 RCW, planned unit development ordinances, subdivision ordinances, and binding site plan ordinances together with any amendments thereto (WAC 173-26-020).

Dock – A landing and/or moorage facility which abuts the shoreline; is used for commercial and/or pleasure craft; and does not include recreational decks, storage facilities or other appurtenances (WAC 173-27-040).

Dock, Community – A dock which is intended for the common use of the residents of a particular subdivision or community.

Dock, Joint-Use - A dock serving two or more lots each of which has water frontage.

Dredge Spoil or Dredge Material Disposal- Dredge spoil is the material removed by dredging. Dredge material disposal is the depositing of dredged materials on land or into water bodies for the purpose of either creating new or additional lands for other uses or disposing of the byproducts of dredging.

Dredging - The removal or displacement of earth or sediments such as gravel, sand, mud or silt and/or other materials or debris from any stream, river, lake or marine water body and associated wetlands. .

Drift Sector or Drift Cell - A particular reach of marine shore in which littoral drift may occur without significant interruption, and which contains any and all natural sources of such drift, and also any shoreform(s) accreted by such drift. Each normal drift sector contains these shore process elements: feeder bluff or estuary, driftway, littoral drift, and accretion shoreform.

Driftway - That portion of the marine shore process corridor, primarily the upper foreshore, through which sand and gravel are transported by littoral drift. The

driftway is the essential component between the feeder bluff and the accretion shoreform of an integral drift sector. Driftways are also characterized by intermittent, narrow berm beaches.

Ecological Functions or Shoreline Functions - The work performed or role played by the physical, chemical, and biological processes that contribute to the maintenance of the aquatic and terrestrial environments that constitute the shoreline's natural ecosystem(WAC 173-26-200 (2)(c)).

Ecology - The Washington State Department of Ecology, also referred to as the Department.

Ecosystem-wide Processes - The suite of naturally occurring physical and geologic processes of erosion, transport, and deposition; and specific chemical processes that shape landforms within a specific shoreline ecosystem and determine both the types of habitat and the associated ecological functions.

Effective Date of Permit - The effective date of shoreline substantial development, conditional use and variance permits shall be the date of filing. ~~(for shoreline substantial development permit the date of filing is the date Ecology receives the local government's decision; for conditional use and variance permits the date of filing is the date Ecology's decision is transmitted to the local government).~~

Emergency - An unanticipated and imminent threat to public health, safety, or the environment which requires immediate action within a time too short to allow full compliance with the provisions of this Master Program. Emergency construction does not include development of new permanent protective structures where none previously existed (WAC 173-27-040).

Enhancement - Actions performed within an existing degraded critical area and/or buffer to intentionally increase or augment one or more functions or values of the existing critical area or buffer. Enhancement actions include, but are not limited to, increasing plant diversity and cover, increasing wildlife habitat and structural complexity (snags, woody debris), installing environmentally compatible erosion controls, or removing nonindigenous plant or animal species.

Erosion - A process whereby wind, rain, water and other natural agents mobilize, transport, and deposit soil particles.

Estuary - The zone in which fresh water and saltwater mingle and affect the total land and water habitat.

Estuarine Zone, Estuary - The zero-gradient sector of a stream where it flows into a standing body of water together with associated wetlands; tidal flows reverse flow in this zone twice daily, determining its upstream limit. It is characterized by low bank channels branching off the main streamway to form a broad, near-level delta; bank, bed and delta materials are typically silt and clay, banks are stable, vegetation ranges from marsh to forest, and water is usually brackish due to daily mixing and

layering of fresh and salt water. Estuarine shores are rich in aquatic and other bird and animal life, and in their natural condition are the most productive of all shoreline habitats in terms of the marine food chain.

Exemption - Exempt developments are those set forth in Section 2.3.2 of this Program which are not required to obtain a shoreline substantial development permit but which must otherwise comply with applicable provisions of the act and the local Master Program. Conditional use and/or variance permits may also be required even though the activity does not need a substantial development permit (WAC 173-27-030).

Extreme Low Tide - The lowest line on the land reached by a receding tide (RCW 90.58.030(2)(a)). For the purposes of the Shoreline Master Program, it is the contour 4.5 feet below mean lower low water (WAC 332-30-106 (18)).

Fair Market Value - The open market bid price for conducting the work, using the equipment and facilities, and purchase of the goods, services and materials necessary to accomplish the development. This would normally equate to the cost of hiring a contractor to undertake the development from start to finish, including the cost of labor, materials, equipment and facility usage, transportation and contractor overhead and profit. The fair market value of the development shall include the fair market value of any donated, contributed or found labor, equipment or materials. (WAC 173-27-030).

Feasible - An action, such as a development project, mitigation, or preservation requirement, that meets all of the following conditions:

1. The action can be accomplished with technologies and methods that have been used in the past in similar circumstances, or studies or tests have demonstrated in similar circumstances that such approaches are currently available and likely to achieve the intended results;
2. The action provides a reasonable likelihood of achieving its intended purpose; and
3. The action does not physically preclude achieving the project's primary intended legal use.

In cases where these guidelines require certain actions unless they are infeasible, the burden of proving infeasibility is on the applicant.

In determining an action's infeasibility, the reviewing agency may weigh the action's relative public costs and public benefits, considered in the short- and long-term time frames (WAC 173-26-020).

Feeder Bluff, Erosional Bluff - Any bluff (or cliff) experiencing periodic erosion from waves, sliding or slumping, whose eroded earth, sand or gravel material is naturally transported (littoral drift) via a driftway to an accretion shoreform. These

natural sources of beach material are limited and vital for the long-term stability of driftways and accretion shoreforms.

Fill - The addition of soil, sand, rock, gravel, sediment, earth retaining structure, or other material to an area waterward of the OHWM, in wetlands, or on shorelands in a manner that raises the elevation or creates dry land (WAC 173-26-020).

Float - A fixed platform structure anchored in and floating upon a water body that does not connect to the shore, and is used for water-dependent recreation or moorage for vessels or watercraft.

Floating Home - A single-family dwelling unit constructed on a float, that is moored, anchored, or otherwise secured in waters, and is not a boat, even though it may be capable of being towed.. (See also Houseboat.)

Floodplain - Synonymous with one-hundred (100) year floodplain and refers to the land area susceptible to inundation with a one percent (1%) chance of being equaled or exceeded in any given year. The limits of this area are based on flood ordinance regulation maps or a reasonable method which meets the objectives of the SMA (WAC 173-26-020).

Floodway - The area, as identified in this Program, that has been established in Federal Emergency Management Agency flood insurance rate maps or floodway maps. The floodway shall not include those lands that can reasonably be expected to be protected from flood waters by flood control devices maintained by or maintained under license from the federal government, the state, or a political subdivision of the state (RCW 90.58.030(2)(b)).

Foreshore - The intertidal area between mean higher high water and mean low water.

Forest Practice - Uses and activities relating to the growing, harvesting and limited processing of timber. This includes, but is not limited to, (1) site preparation and regeneration; (2) protection from insects, fire and disease; (3) silvicultural practices such as thinning, fertilization and release from competing vegetation; and (4) harvesting.

Gabions - Structures composed of masses of rocks, rubble or masonry held tightly together, usually by wire mesh, so as to form blocks or walls. Sometimes used on heavy erosion areas to retard wave action or as foundations for breakwaters or jetties.

Geotechnical Report or Geotechnical Analysis - A scientific study or evaluation conducted by a qualified expert that includes a description of the ground and surface hydrology and geology, the affected land form and its susceptibility to mass wasting, erosion, and other geologic hazards or processes, conclusions and recommendations regarding the effect of the proposed development on geologic conditions, the adequacy of the site to be developed, the impacts of the proposed

development, alternative approaches to the proposed development, and measures to mitigate potential site-specific and cumulative geological and hydrological impacts of the proposed development, including the potential adverse impacts to adjacent and down-current properties. Geotechnical reports shall conform to accepted technical standards and must be prepared by qualified professional engineers or geologists who have professional expertise about the regional and local shoreline geology and processes (WAC 173-26-020).

Grading - The movement or redistribution of the soil, sand, rock, gravel, sediment, or other material on a site in a manner that alters the natural contour of the land (WAC 173-26-020).

Grassy Swale - A vegetated drainage channel that is designed to remove various pollutants from stormwater runoff through biofiltration.

Groin (also referred to as a spur dike or rock weir) - A barrier-type structure extending from the backshore or streambank into a water body for the purpose of the protection of a shoreline and adjacent upland by influencing the movement of water and/or deposition of materials.

Guidelines - Those standards adopted by Ecology to implement the policy of Chapter 90.58 RCW and WAC 173-26 for regulation of use of the shorelines of the state prior to adoption of Master Programs. Such standards shall also provide criteria for local governments and Ecology in developing and amending Master Programs (WAC 173-26-020).

Habitat - The place or type of site where a plant or animal naturally or normally lives and grows.

Hearing(s) Board or State Shorelines Hearings Board - Established by the Shoreline Management Act of 1971 to decide appeals of cases involving shoreline substantial development permits, conditional uses, or variances (RCW 90.58.030).

Hearings Examiner - The Hearings Examiner of the City of Shelton.

Height - The distance measured from the average grade level to the highest point of a structure; provided that television antennas, chimneys, flag poles, and similar appurtenances shall not be used in calculating height except where such appurtenances obstruct the view of the shoreline of a substantial number of residences adjoining such shorelines. Temporary construction equipment is excluded in this calculation (WAC 173-27-030). For all overwater structures height shall be measured from ordinary high water mark.

Houseboat - A structure used for living quarters which may be licensed as a vessel but is designed primarily to be a residence. See also Floating Home.

HPA - Hydraulic Project Approval. The permit issued by the Washington State Department of Fish and Wildlife pursuant to the State Hydraulic Code Chapter 75.20.100-140 RCW and Chapter 220-110 WAC.

Industrial Development - Facilities for processing, manufacturing and storage of finished or semi-finished goods. Examples of industrial development include container ship terminals, log storage, log rafting, lumber milling and processing, petroleum storage, transport and storage, ship building, and tug and barge operations.

Institutional Uses - Facilities for the provision of educational, medical, cultural, social, public safety, and/or recreational services to the community, including but not limited to schools, colleges, libraries, museums, community centers, government offices, and the relevant essential public facilities identified in WAC 365-196-550.

In-stream Structure - A structure placed by humans within a stream or river waterward of the ordinary high water mark that either causes or has the potential to cause water impoundment or the diversion, obstruction, or modification of water flow. In-stream structures may include those for hydroelectric generation, irrigation, water supply, flood control, transportation, utility service transmission, fish habitat enhancement, or other purpose (WAC 173-26-241).

Intertidal - The substratum from extreme low water of spring tides to the upper limit of spray or influence from ocean derived salts. It includes areas that are sometimes submerged and sometimes exposed to air, mud and sand flats, rocky shores, salt marshes, and some terrestrial areas where salt influences are present.

Jetty - Structures that are generally perpendicular to shore extending through or past the intertidal zone. They are built singly or in pairs at harbor entrances or river mouths mainly to prevent shoaling or accretion from littoral drift in entrance channels, which may or may not be dredged. Jetties also serve to protect channels from storm waves or cross currents, and stabilize inlets through barrier beaches. Most jetties are of riprap mound construction.

Levee - A large dike or embankment, often having an access road along the top, which is designed as part of a system to protect land from floods.

Littoral - Living on, or occurring on, the shore.

Littoral Drift - The movement of mud, sand, or gravel material parallel to the shoreline in the nearshore zone by waves and currents.

Liveaboard - A boat principally used as an overwater residence, being occupied in a single location for a period exceeding two (2) months in any one (1) calendar year. Liveaboards are licensed and designed for use as a mobile structure with detachable utilities or facilities, anchoring, and the presence of adequate self-propulsion and steering equipment to operate as a boat.

Marina - A water-dependent use that consists of a system of piers, buoys, or floats providing permanent or long-term moorage for ten (10) or more vessels. Community moorage facilities, yacht club facilities, and camp or resort moorage

areas providing moorage for ten (10) or more vessels are also included in this definition.

Marine – Tidally influenced waters of Puget Sound and associated bays, estuaries and inlets.

Marine Travel Lift - A mechanical device or sling that can hoist vessels off trailers and transport them into the water. Often associated with dry land moorage.

Mark - A visible line on the bank with respect to vegetation, soil, or other physical line created by erosion, barnacles, or leaching. In the case of two hydrologic systems interacting at the site, the higher of the two marks is used.

Master Program - The comprehensive use plan for a described area, and the use regulations together with maps, diagrams, charts, or other descriptive material and text, a statement of desired goals, and standards developed in accordance with the policies enunciated in RCW 90.58.020 (RCW 90.58.030).

May - The action is acceptable, provided it conforms to the provisions of this Master Program (WAC 173-26-020).

Mean Higher High Water (MHHW) - The arithmetic mean of the higher of two daily high tides calculated from the most recent 19 year tidal cycle. It is measured from the mean lower low water = 0.0 tidal elevation (WAC 220-110-020).

Mean Lower Low Water (MLLW) - The arithmetic mean of the lower of two daily low tides calculated from the most recent 19 year tidal cycle (elevation: 0.0 feet) (WAC 220-110-020).

Mining - The removal of sand, gravel, soil, minerals, and other earth materials for commercial and other uses. Historically, the most common form of mining in shoreline areas is for sand and gravel because of the geomorphic association of rivers and sand and gravel deposits (WAC 173-26-241).

Mooring Buoy - A buoy secured to the bottom by permanent moorings and provided with means for mooring a vessel by use of its anchor chain or mooring lines.

Must - A mandate; the action is required (WAC 173-26-020).

Natural Topography or Existing Topography - The topography of the lot, parcel, or tract of real property immediately prior to any site preparation or grading, including excavation or filling (WAC 173-27-030).

Nonconforming Development - A structure or development which was lawfully constructed or established prior to the effective date of the applicable SMA/SMP provision, and which no longer conforms to the applicable shoreline provisions (WAC 173-27-080).

Nonconforming Use - A use or activity that was lawfully established prior to the date of the applicable SMA/SMP and which no longer conforms to the applicable shoreline provisions (WAC 173-27-080).

Nonwater-oriented Use - Those uses that are not water-dependent, water-related, or water-enjoyment (WAC 173-26-020).

Normal Maintenance - Those usual acts to prevent a decline, lapse, or cessation from a lawfully established condition (WAC 173-27-040). See Normal Repair.

Normal Protective Bulkhead - See Bulkhead.

Normal Repair - To restore a development to a state comparable to its original condition, including but not limited to its size, shape configuration, location and external appearance, within a reasonable period after decay or partial destruction except where repair causes substantial adverse effects to the shoreline resource or environment. Replacement of a structure or development may be authorized as repair where such replacement is the common method of repair for the type of structure or development and the replacement structure or development is comparable to the original structure or development including but not limited to its size, shape, configuration, location and external appearance and the replacement does not cause substantial adverse effects to shoreline resources or environment. (WAC 173-27-040). See Normal Maintenance.

OHW, Ordinary High Water Mark - That mark that will be found by examining the bed and banks and ascertaining where the presence and action of waters are so common and usual, and so long continued in all ordinary years, as to mark upon the soil a character distinct from that of the abutting upland, in respect to vegetation as that condition exists on June 1, 1971, as it may naturally change thereafter, or as it may change thereafter in accordance with permits issued by the City or Ecology: provided, that in any area where the ordinary high water mark cannot be found, the ordinary high water mark adjoining salt water shall be the line of mean higher high tide and the ordinary high water mark adjoining fresh water shall be the line of mean high water (RCW 90.58.030). The following criteria clarify this mark on those waters within the City of Shelton per WAC 173-22-030(5), specifically, lakes, streams and marine waters.

1. Tidal waters.
 - a. In high energy environments where the action of waves or currents is sufficient to prevent vegetation establishment below mean higher high tide, the ordinary high water mark is coincident with the line of vegetation. Where there is no vegetative cover for less than one hundred (100) feet parallel to the shoreline, the ordinary high water mark is the average tidal elevation of the adjacent lines of vegetation. Where the ordinary high water mark cannot be found, it is the elevation of mean higher high tide;

- b. In low energy environments where the action of waves and currents is not sufficient to prevent vegetation establishment below mean higher high tide, the ordinary high water mark is coincident with the landward limit of salt tolerant vegetation. "Salt tolerant vegetation" means vegetation which is tolerant of interstitial soil salinities greater than or equal to 0.5 parts per thousand;
2. Lakes. Where the ordinary high water mark cannot be found, it shall be the line of mean high water;
3. Streams. Where the ordinary high water mark cannot be found, it shall be the line of mean high water. For braided streams, the ordinary high water mark is found on the banks forming the outer limits of the depression within which the braiding occurs.

Parking - Temporary storage of automobiles or other motorized vehicles.

Periodic - Occurring at regular intervals.

Permit (or Shoreline Permit) - Any substantial development, variance, conditional use permit, or revision, or any combination thereof, authorized under Chapter 90.58 RCW (WAC 173-27-030).

Pier - A fixed platform structure supported by piles generally built from the shore and extending out over the water to provide water access or moorage.

Pier, Community - A pier which is intended for the common use of the residents of a particular subdivision or community.

Pier, Joint-Use - A pier serving two (2) or more lots each of which has water frontage.

Point - A low profile shoreline promontory that may be either the wave-cut shelf remaining from an ancient bluff or the final accretional phase of a hooked spit that closed the leeward side gap.

Port - A public enterprise providing services and facilities for commerce, transportation and economic development.

Primary Structure - The structure associated with the principal use of the property. It may also include single family residential appurtenant structures (such as garages, attached decks, driveways, utilities, and septic tanks and drainfields) that cannot feasibly be relocated. It does not include structures such as tool sheds, gazebos, greenhouses, or other ancillary residential improvements that can feasibly be moved landward to prevent the erosion threat.

Provisions - Policies, regulations, standards, guideline criteria or environment designations (WAC 173-26-020).

Public Access - The ability of the general public to reach, and enjoy the water's edge, to travel on the waters of the state, and to view the water and the shoreline from adjacent locations (WAC 173-26-221).

Public Interest - The interest shared by the citizens of the state or community at large in the affairs of government, or some interest by which their rights or liabilities are affected including, but not limited to, an effect on public property or on health, safety, or general welfare resulting from a use or development (WAC 173-27-030).

RCW - Revised Code of Washington.

Recreational Development - Commercial and public facilities designed and used to provide recreational opportunities to the public (WAC 173-26-241).

Residential Development - Development of single-family and multi-family residences and their normal appurtenances, and the creation of new residential lots through land division.

Restore, Restoration, Ecological Restoration - The reestablishment or upgrading of impaired ecological shoreline processes or functions. This may be accomplished through measures including, but not limited to, revegetation, removal of intrusive shoreline structures and removal or treatment of toxic materials. Restoration does not imply a requirement for returning the shoreline area to aboriginal or pre-European settlement conditions (WAC 173-26-020).

Revetment - Facing of stone, concrete, etc., built to protect a scarp, embankment, or shore structure against erosion by waves or currents.

Riparian Corridor or Riparian Zone - The area adjacent to a water body (stream, lake or marine water) that contains vegetation that influences the aquatic ecosystem, nearshore area and/or and fish and wildlife habitat by providing shade, fine or large woody material, nutrients, organic debris, sediment filtration, and terrestrial insects (prey production). Riparian areas include those portions of terrestrial ecosystems that significantly influence exchanges of energy and matter with aquatic ecosystems (i.e., zone of influence). Riparian zones provide important wildlife habitat. They provide sites for foraging, breeding and nesting; cover to escape predators or weather; and corridors that connect different parts of a watershed for dispersal and migration.

Riparian Vegetation - Vegetation that tolerates and/or requires moist conditions and periodic free-flowing water thus creating a transitional zone between aquatic and terrestrial habitats which provides cover, shade and food sources for aquatic and terrestrial insects for fish species. Riparian vegetation and their root systems stabilize streambanks, attenuate high water flows, provide wildlife habitat and travel corridors, and provide a source of limbs and other woody debris to terrestrial and aquatic ecosystems, which, in turn, stabilize streambeds.

Riprap - A layer, facing, or protective mound of stones placed to prevent erosion, scour, or sloughing of a structure or embankment.

Runoff - Water that is not absorbed into the soil but rather flows along the ground surface following the topography.

Seaward - To or toward the sea.

Sediment - The material deposited by water or wind.

Setback - The distance an activity, building, or structure must be located from the edges of all critical area buffers or from the edges of all critical areas if no buffers are required.

Shall - A mandate; the action must be done (WAC 173-26-020).

Shorelands or Shoreland Areas - Those lands extending landward for two hundred (200) feet in all directions as measured on a horizontal plane from the ordinary high water mark; floodways and contiguous floodplain areas landward two hundred (200) feet from such floodways; and all wetlands and river deltas associated with the streams, lakes, and tidal waters which are subject to the provisions of Chapter 173-22 WAC, as may be amended; the same to be designated as to location by Ecology, as defined by RCW 90.58 (RCW 90.58.030).

Shoreline Administrator - The City of Shelton Director of Planning and Community Development or his/her designee responsible for administering this Program.

Shoreline Environment Designations - The categories of shorelines established by this Program in order to provide a uniform basis for applying policies and use regulations within distinctively different shoreline areas (WAC 173-26-211).

Shoreline Jurisdiction - All shorelines of the state and shorelands (WAC 173-26-020 and RCW 90.58.030).

Shoreline Master Program (SMP), Master Program or Program - The comprehensive use plan for a described area and the use regulations together with maps, diagrams, charts or other descriptive material and text, a statement of desired goals, and standards developed in accordance with the policies enunciated in RCW 90.58.020. As provided in RCW 36.70A.480, the goals and policies of a Shoreline Master Program approved under Chapter 90.58 RCW shall be considered an element of the city's comprehensive plan. All other portions of the Shoreline Master Program for a city adopted under Chapter 90.58 RCW, including use regulations, shall be considered a part of the city's development regulations (WAC 173-26-020).

Shoreline Modifications - Actions that modify the physical configuration or qualities of the shoreline area, usually through the construction of a physical element such as a dike, breakwater, pier, weir, dredged basin, fill, bulkhead, or other

shoreline structure. They can include other actions, such as clearing, grading, or application of chemicals (WAC 173-26-020).

Shoreline Permit - See Permit.

Shoreline Stabilization - Actions taken to address erosion impacts to property and structures caused by processes such as current, flood, wind, or waves. These actions include structural and nonstructural methods. Structural measures include but are not limited to bulkheads, revetments, riprap and soft structural measures such as bioengineering or beach enhancement. Nonstructural measures include building setbacks, relocation of structures, and groundwater management.

Shorelines - All of the water areas of the state, including reservoirs, and their associated shorelands, together with the lands underlying them, except: (a) shorelines of statewide significance; (b) shorelines on segments of streams upstream of a point where the mean annual flow is twenty (20) cubic feet per second or less, and the wetlands associated with such upstream segments; and (c) shorelines on lakes less than twenty (20) acres in size and wetlands associated with such small lakes. See RCW 90.58.030(2)(d) and WAC 173-18, 173-26 and 173-22.

Shorelines Hearings Board (SHB) - See Hearings Board.

Shorelines of Statewide Significance - A select category of shorelines of the state, defined in RCW 90.58.030(2)(f), where special policies and regulations apply. Within the jurisdiction of the City of Shelton, those areas of Puget Sound lying seaward from the line of extreme low tide qualify as shorelines of statewide significance.

Shorelines of the State - The total of all “shorelines” and “shorelines of statewide significance” within the state (RCW 90.58.030).

Should - The particular action is required unless there is a demonstrated, compelling reason, based on policy of the Shoreline Management Act and the Guidelines, against taking the action (WAC 173-26-020).

Sign - A board or other display containing words and/or symbols used to identify or advertise a place of business or to convey information. Excluded from this definition are signs required by law and the flags of national and state governments.

Significant Vegetation Removal - The removal or alteration of trees, shrubs, and/or ground cover by clearing, grading, cutting, burning, chemical means, or other activity that causes significant ecological impacts to functions provided by such vegetation. The removal of invasive or noxious weeds does not constitute significant vegetation removal. Tree pruning, not including tree topping, where it does not affect ecological functions, does not constitute significant vegetation removal (WAC 173-26-020).

Single-family residence - A detached dwelling designed for and occupied by one family including those structures and developments within a contiguous ownership which are a normal appurtenance (WAC 173-27-040).

SMA - The Shoreline Management Act of 1971, Chapter 90.58 RCW, as amended.

Soil Bioengineering - An applied science that combines structure, biological, and ecological concepts to construct living structures that stabilize the soil to control erosion, sedimentation and flooding using live plant materials as a main structural component.

Spit - An accretion shoreform which extends seaward from and parallel to the shoreline. They are usually characterized by a wave-built berm on the windward side and a more gently sloping, silt or marshy shore on the lagoon or leeward side. A curved spit is normally called a hook.

Structure - A permanent or temporary edifice or building, or any piece of work artificially built or composed of parts jointed together in some definite manner, whether installed on, above, or below the surface of ground or water, except for vessels (WAC 173-27-030).

Substantial Development - Any development of which the total cost or fair market value exceeds six ~~thousand four hundred and sixteen~~eight thousand five hundred and four dollars (~~\$8,5046,416~~), or any development which materially interferes with the normal public use of the water or shorelines of the state. The dollar threshold established in this subsection must be adjusted for inflation by the office of financial management every five years, beginning July 1, 2007, based upon changes in the consumer price index during that time period. "Consumer price index" means, for any calendar year, that year's annual average consumer price index, Seattle, Washington area, for urban wage earners and clerical workers, all items, compiled by the bureau of labor and statistics, United States Department of Labor. The Office of Financial Management must calculate the new dollar threshold and transmit it to the Office of the Code Reviser for publication in the Washington State Register at least one month before the new dollar threshold is to take effect. See also Development and Exemption.

Substantially Degrade - To cause significant ecological impact (WAC 173-26-020).

Subtidal - The area of the marine environment below extreme low tide.

Sustainable Development - Development which maintains a balance between the health of the natural environment and the needs of the human community which lives within it.

Terrestrial - Of or relating to land, as distinct from air or water.

Tidal Water - Includes marine and estuarine waters bounded by the ordinary high water mark. Where a stream enters the tidal water, the tidal water is bounded by

the extension of the elevation of the marine ordinary high water mark within the stream (WAC 173-22-030(9)).

Tidelands - Land on the shore of marine water bodies between the line of ordinary high tide and the line of extreme low tide.

Transportation Facility - Structures and developments that aid in land and water surface movement of people, goods, and services.

Upland - Generally described as the dry land area above and landward of the OHWM.

Utilities - Services and facilities that produce, convey, store, or process power, power, oil, gas, natural gas, sewage, communications, water and the like.

Utilities, Accessory - On-site utility features serving a primary use, such as a water, sewer or gas line to a residence.

Variance - A means to grant relief from the specific bulk, dimensional or performance standards specified in the Master Program and not a means to vary a use of a shoreline (WAC 173-27-030).

Vegetation Conservation - Includes activities to protect and restore vegetation along or near marine and freshwater shorelines that contribute to the ecological functions of shoreline areas. Vegetation conservation provisions include the prevention or restriction of plant clearing and earth grading, vegetation restoration, and the control of invasive weeds and nonnative species (WAC 173-26-221).

Vessel - A ship, boat, barge, or any other floating craft which is designed and used for navigation and does not interfere with normal public use of the water.

WAC - Washington Administrative Code.

Water-dependent - A use or a portion of a use which cannot exist in a location that is not adjacent to the water and which is dependent on the water by reason of the intrinsic nature of its operations (WAC 173-26-020). Examples of water-dependent uses may include ship cargo terminal loading areas, ferry and passenger terminals, barge loading facilities, log haulout/float areas, ship building and dry docking, marinas, aquaculture, float plane facilities, and sewer outfalls.

Water-enjoyment - Recreational uses, or other uses that facilitate public access to the shoreline as a primary characteristic of the use; or a use that provides for recreational use or aesthetic enjoyment of the shoreline for a substantial number of people as a general characteristic of the use and which through location, design and operation ensures the public's ability to enjoy the physical and aesthetic qualities of the shoreline. In order to qualify as a water-enjoyment use, the use must be open to the general public and the shoreline-oriented space within the project must be devoted to specific aspects of the use that foster shoreline enjoyment (WAC 173-26-

020). Examples may include parks, piers, museums, restaurants, educational/scientific reserves and resorts.

Water-oriented - A use that is water-dependent, water-related, or water-enjoyment use, or a combination of such uses (WAC 173-26-020). Nonwater-oriented examples include professional offices, automobile sales or repair shops, mini-storage facilities, multi-family residential development, department stores, and gas stations.

Water Quality - The physical characteristics of water within shoreline jurisdiction, including water quantity, hydrological, physical, chemical, aesthetic, recreation-related, and biological characteristics. Where used in this Master Program, the term "water quantity" refers only to development and uses regulated under the Shoreline Management Act and affecting water quantity, such as impermeable surfaces and stormwater handling practices. Water quantity, for purposes of this Master Program, does not mean the withdrawal of groundwater or diversion of surface water pursuant to RCW 90.03.250 through 90.03.340 (WAC 173-26-020).

Water-related - A use or a portion of a use which is not intrinsically dependent on a waterfront location but whose economic viability is dependent upon a waterfront location because:

- 1) The use has a functional requirement for a waterfront location such as the arrival or shipment of materials by water or the need for large quantities of water; or
- 2) The use provides a necessary service supportive of the water-dependent uses and the proximity of the use to its customers makes its services less expensive and/or more convenient (WAC 173-26-020).

Examples of water-related uses may include warehousing of goods transported by water, seafood processing plants, hydroelectric generating plants, gravel storage when transported by barge, oil refineries where transport is by tanker, and log storage.

WDFW - Washington Department of Fish and Wildlife.

Weeds - Invasive nonnative shoreline vegetation or plants listed on the State Noxious Weed List.

ORDINANCE NO. 2000-1222

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, RELATING TO LAND USE; AMENDING CHAPTERS 2, 5, AND 8 OF THE CITY OF SHELTON SHORELINE MASTER PROGRAM.

WHEREAS, authority for regulation of Shorelines of the State are contained in the Shoreline Management Act (RCW 90.58) and the Washington State Shoreline Guidelines contained in WAC 173-26; and

WHEREAS, in 2003 the Department of Ecology issued guidelines (WAC 173-26) for updating local shoreline master programs; and

WHEREAS, the RCW 90.58 and WAC 173-26 require the “periodic review” of Shoreline Master Programs by local jurisdictions, in an effort to keep them current with amendments to state laws or rules, changes to local plans and regulations, and changes to address local circumstances, new information, or improved data; and

WHEREAS, the City’s Shoreline Master Program was updated as part of a required periodic update in 2021 when the City of Shelton City Council adopted Ordinance Number 1971-0621 on July 6, 2021; and

WHEREAS, the Community Development Department forwarded a copy of the changes adopted by Ordinance Number 1971-0621 to the Washington State Department of Commerce and Washington State Department of Ecology on August 27, 2021, pursuant to RCW 36.70A.106; and

WHEREAS, The Washington State Department of Ecology issued the City of Shelton a Conditional Approval of its Shoreline Master Program on November 22, 2021; and

WHEREAS, the Community Development Department has reviewed the six changes recommended by the Washington State Department of Ecology and recommends incorporating all six recommended changes into the City of Shelton Shoreline Master Program; and

WHEREAS, the recommended changes under consideration are non-substantive and do not require amendment to the SEPA document (DNS) issued on June 7, 2021 for the proposal; and

WHEREAS, the City Council held a public hearing on these recommended changes on February 7, 2023 regarding the proposed update to the City of Shelton Shoreline Master Program.

NOW THEREFORE, be it ordained by the City Council of the City of Shelton, Washington that Chapters 2, 5, and 8 of the City of Shelton Shoreline Master Program be amended as follows:

Section 1. Chapter 2 of the City of Shelton Shoreline Master Program is hereby amended to remove the following text from Section 2.3.2(1)q (List of Exemptions) and place it in Section 2.1(12)(Applicability):

Developments not required to obtain shoreline permits or local reviews.

Requirements to obtain a Substantial Development Permit, Conditional Use Permit, Variance, letter of exemption, or other review to implement the Shoreline Management Act do not apply to the following:

- i. Remedial actions. Pursuant to RCW 90.58.355, any person conducting a remedial action at a facility pursuant to a consent decree, order or agreed order issued pursuant to RCW 70.105D, or to the Department of Ecology when it conducts a remedial action under RCW 70.105D.
- ii. Boatyard improvements to meet NPDES permit requirements. Pursuant to RCW 90.58.355, any person installing site improvements for storm water treatment in an existing boatyard facility to meet the requirements of a national pollutant discharge elimination system storm water general permit.
- iii. WSDOT facility maintenance and safety improvements. Pursuant to RCW 90.58.356, Washington State Department of Transportation projects and activities meeting the conditions of RCW 90.58.356 are not required to obtain a Substantial Development Permit, Conditional Use Permit, Variance, letter of exemption, or other local review.
- iv. Projects consistent with an environmental excellence program agreement pursuant to RCW 90.58.045.
- v. Projects authorized through the Energy Facility Site Evaluation Council process pursuant to RCW 80.50.

Section 2. Chapter 2, Section 2.2(2) of the City of Shelton Shoreline Master Program is hereby amended to adjust the cost threshold for shoreline substantial development permit as follows:

2. A substantial development permit I required for any development with a total cost or fair market value exceeding eight thousand five hundred and four dollars ~~six thousand four hundred and sixteen dollars (\$8,504 6,416)~~ (or the value as amended or adjusted for inflation per RCW 90.58.030 (3)(e)) or any development which materially interferes with the normal public use of the water or shorelines of the state, except those exempted developments set forth in WAC 173-27-040 (Developments Exempt from Substantial Development Permit Requirements)

Section 3. Chapter 5, Section 5.5.2 (General Provisions) of the City of Shelton Shoreline Master Program is hereby amended as follows:

1. The City of Shelton Critical Area Protection Ordinance, as identified above and included as Appendix A to this Shoreline Master Program, SMC 21.64 the ~~Aquifer Recharge Areas provisions in SMC 21.66, and the Flood Damage Prevention provisions in SMC 18.10~~ are ~~is~~ hereby adopted in whole as a part of this Program, except for the following:

Section 4. Chapter 8, Definitions, of the City of Shelton Shoreline Master Program is hereby amended as follows:

Effective Date of Permit – The effective date of shoreline substantial development, conditional use, and variance permits shall be the date of filing. ~~(for shoreline substantial development permit the date of filing is the date Ecology receives the local government's decision, for conditional use and variance permits the date of filing is the date ecology's decision is transmitted to the local government.~~

Substantial Development – Any development of which to total cost or fair market value exceeds Substantial Development ~~six thousand four hundred and sixteen~~ eight thousand five hundred and four dollars (\$8,5046,416), or any development which materially interferes with the normal public use of the water or shorelines of the state. The dollar threshold established in this subsection must be adjusted for inflation by the office of financial management every five years, beginning July 1, 2007, based upon changes in the consumer price index during that time period. "Consumer price index" means, for any calendar year, that year's annual average consumer price index, Seattle, Washington area, for urban wage earners and clerical workers, all items, compiled by the bureau of labor and statistics, United States Department of Labor. The Office of Financial Management must calculate the new dollar threshold and transmit it to the Office of the Code Reviser for publication in the Washington State Register at least one month before the new dollar threshold is to take effect. See also Development and Exemption.

Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Effective Date. This ordinance concerns powers vested solely in the Council as a legislative entity and shall take effect five days after passage as provided by law

INTRODUCED by the City Council of the City of Shelton, Mason County, Washington on the 7th day of February 2023.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 21st day of February 2023.

ATTEST:

Mayor Onisko

City Clerk Nault



**CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item F5)**

Touch: 01/17/2023
Public Hearing: 02/07/2023
Action: 02/21/2023

Department: **Community Development**
Presented By: **Jason Dose**

APPROVED FOR COUNCIL PACKET:

ROUTE TO:

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

REVIEWED:

PROGRAM/PROJECT TITLE:

**Periodic Update to Chapter 18.07 of
the Shelton Municipal Code, Flood
Damage Prevention**

ATTACHMENTS:

- 1) Draft Chapter 18.07 of the
Shelton Municipal Code
(strikeout and underline)**
- 2) Ordinance No. 2001-1222**

Action Requested:

☒ Ordinance

☐ Resolution

☒ Motion

☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

BACKGROUND. Up until the late 1960's, local and Federal efforts to reduce flooding and impacts from flooding was primarily focused on structural measures (i.e., diking/levees, piping and/or diverting of streams (The diversion of Shelton Creek, behind the Timberland Library, is a perfect example), and construction of locks and dams on rivers. Over time we've found that the cost of maintaining these structures is cost prohibitive and, in many situations, these structural measures have actually resulted in MORE structures and uses being subjected to intermittent flooding as it encouraged, what can be seen in hindsight, as inappropriate development occurring within the Nation's floodplains and, as weather events have become more extreme, these older structural measures are being overwhelmed resulting in catastrophic flood losses/damage in some situations.

The National Flood Insurance Program (NFIP) was created by the Federal Government in 1968 as way to offer an alternative to disaster assistance for properties subject to flood damage. The NFIP program works like this. In return for Federally supported/backed flood insurance being available for residents and businesses that are in identified flood prone areas, local governments agree to regulate development in their floodplains in accordance with the program's criteria. In a nutshell the criteria include ensuring that new and substantially remodeled structures are either built above the identified flood level or, in the case of Commercial uses/structures, there are options for flood proofing of improvements (i.e., creating a situation where the structure acts like an anchored "boat" of sorts (or submarine, depending on how you want to look at it) and is able to withstand the flood by keeping flood waters out of the structure and it's support systems (mechanical, electrical, and plumbing). As a result, buildings in the floodplain that meet the NFIP standards statistically suffer 80% less flood damage than buildings constructed before the requirements went into effect (source: Introduction, Model Washington NFIP-ESA Ordinance, April 2011, FEMA Region 10).

Since 1979 the NFIP has been administered by the Federal Emergency Management Agency (FEMA). FEMA is required by law to identify and map all our Nations flood prone areas. When an area is identified as flood prone and appropriate studies and maps have been developed, FEMA notifies the affected local agencies of the nature and location(s) of the flood hazard and, in turn, the local agency has one year from

the date of notification to join the National Flood Insurance Program (NFIP). The National Flood Insurance Program (NFIP) is a voluntary Federal Program that enables property owners in participating communities to purchase federal insurance protection against losses from flooding and makes available Federal Disaster Assistance in the event of natural disasters. To participate in the NFIP, local communities must adopt and enforce regulations that are designed to ensure that new buildings and substantially improved existing buildings in the flood prone areas are protected from flood damage. The local FEMA office (FEMA Region 10 office in Seattle) has developed a Model Floodplain Management Ordinance to assist local communities in complying with the regulations. The City's existing Ordinance has followed the model ordinance nearly identically, with some minor formatting and wording changes, over the years since the City first adopted flood management regulations.

The first Flood Hazard Boundary Map developed by the Federal Government for the Shelton/Mason County area was issued on June 14, 1974. The City of Shelton adopted flood management regulations and was incorporated into what was then called the Federal Flood Insurance Program on August 27, 1975. On December 1, 1983, the first Flood Insurance Rate Map (FIRM) was issued for the Shelton/Mason County area and the City updated its Flood Damage Prevention regulations as required shortly thereafter. In June of 2019 FEMA again updated the City's FIRM and the City of Shelton adopted new/update Flood Insurance Rate Maps for the area and updated the City's Flood Damage Prevention Ordinance as required/recommended by FEMA and the Washington State Department of Ecology.

PROJECT. In the Spring of 2022, as part of a regular 3–5-year Community Assistance Visit, City staff met with Department of Ecology staff to review and discuss the City's Flood Damage Prevention regulations and permit processing system to determine if any changes are required to be initiated to keep the ordinance and process current with the minimum State and Federal Requirements. Several changes were required to be implemented for the city to remain current with contemporary definitions and requirements for Flood Damage Prevention. The changes are, predominantly, non-substantive but include updated language, definitions, and process requirements as identified by DOE and FEMA. The basic requirements for new and/or substantially improved structures in Flood Prone areas remains the same. The additional language offered simply adds more detail for applicants (and staff) relative to how the city has been processing development permits within its identified flood zones.

ANALYSIS/OPTIONS/ALTERNATIVES:

The City Council may either adopt the updated Flood Damage Prevention Regulations or may opt to not adopt the proposed changes. However, failure to keep the City's Ordinance up to date/consistent with Federal requirements may jeopardize the City's ability to participate in the National Flood Insurance Program and which would create a situation where Flood Insurance premiums (cost) would go up by orders of magnitude and the City may not be able to access Federal Emergency funding in the case of a severe flood event that results in damage to property and infrastructure.

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

Public Notices were published in the Shelton Journal on January 19 and January 26. SEPA Notice for the proposed update was published on the State SEPA Register (Register Number 202300037) on January 4, 2023 and the required 60 Day Notice of Intent to Adopt was filed with the Washington State Department of Commerce on December 5, 2022.

STAFF RECOMMENDATION/MOTION:

"I move to place Ordinance No. 2001-1222 on the February 21, 2023 Action Agenda for final adoption".

Chapter 18.07

FLOOD DAMAGE PREVENTION

Sections:

- 18.07.010 Statutory authorization.
- 18.07.020 Findings of fact.
- 18.07.030 Statement of purpose.
- 18.07.040 Methods of reducing flood losses.
- 18.07.050 Definitions.
- 18.07.060 Lands to which this chapter applies.
- 18.07.070 Basis for establishing the areas of special flood hazard.
- 18.07.080 Compliance.
- 18.07.090 Abrogation and greater restrictions.
- 18.07.100 Interpretation.
- 18.07.110 Warning and disclaimer of liability.
- 18.07.115 Severability.
- 18.07.120 Establishment of development permit.
- 18.07.130 Designation of the floodplain administrator.
- 18.07.140 Duties and responsibilities of the responsible official.
- 18.07.150 Permit review.
- 18.07.160 Use of other base flood data.
- 18.07.170 Information to be obtained and maintained.
- 18.07.180 Notification to other entities.
- 18.07.190 Interpretation of FIRM boundaries.
- 18.07.200 Variance procedure.
- 18.07.210 Appeal board.
- 18.07.220 Conditions for variances.
- 18.07.230 General standards.
- 18.07.240 Anchoring.
- 18.07.250 Construction materials and methods.
- 18.07.260 Utilities.
- 18.07.270 Development proposals.
- 18.07.280 Review of building permits
- 18.07.285 Changes to Special Flood Hazard Area.
- 18.07.290 Specific standards.
- 18.07.300 Residential construction.
- 18.07.310 Nonresidential construction.
- 18.07.320 Critical facility.
- 18.07.330 Manufactured homes.
- 18.07.331 Recreational vehicles.
- 18.07.335 Enclosed areas below the lowest floor
- 18.07.337 Appurtenant Structures (Detached Garages and Small Structures)
- 18.07.340 Floodways.
- 18.07.350 Wetlands management.
- 18.07.360 Compliance with Endangered Species Act.
- 18.07.370 Exemptions from demonstration of compliance with the Endangered Species Act.

18.07.010 Statutory authorization.

The legislature of the state of Washington has in RCW 86.16.020 delegated the responsibility to local governmental units to adopt floodplain management regulations designed to promote the public health, safety and general welfare of its citizenry. Therefore, the city council of the city of Shelton, Washington, does ordain as set forth in Sections 18.07.020 through 18.07.370. (Ord. 1988-0522 § 1, 2022)

18.07.020 Findings of fact.

A. The flood hazard areas of the city are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.

B. These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazards which increase flood heights and velocities and, when inadequately anchored, cause damage in other areas. Uses and structures that are inadequately floodproofed, elevated or otherwise protected from flood damage also contribute to flood loss. (Ord. 1988-0522 § 1, 2022)

18.07.030 Statement of purpose.

It is the purpose of this chapter to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

- A. To protect human life and health;
- B. To minimize expenditure of public money for costly flood-control projects;
- C. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- D. To minimize prolonged business interruptions;
- E. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines and streets and bridges located in areas of special flood hazard;
- F. To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard to minimize future flood blight areas;
- G. To ensure that potential buyers are notified that property is in an area of special flood hazard;
- H. To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions; and
- I. To participate in and maintain eligibility for flood insurance and disaster relief. (Ord. 1988-0522 § 1, 2022)

18.07.040 Methods of reducing flood losses.

In order to accomplish its purposes, this chapter includes methods and provisions for:

- A. Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
- B. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- C. Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel floodwaters;
- D. Controlling filling, grading, dredging and other development which may increase flood damage; and
- E. Preventing or regulating the construction of flood barriers which will unnaturally divert floodwaters or increase any flood hazards in other areas. (Ord. 1988-0522 § 1, 2022)

18.07.050 Definitions.

The following definitions are in addition to those established in Chapter 18.01. Unless specifically defined in this section, words and phrases used in this chapter will be interpreted to give them the meaning they have in common usage and to give this chapter its most reasonable application.

“Alteration of Watercourse” means any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

“Appeal” means a request for a review of the responsible official’s interpretation of any provision of this chapter or a request for a variance.

“Area of shallow flooding” means a designated AO, AH, AR/AO or AR/AH (or VO) zone on a community’s flood insurance rate map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

“Area of special flood hazard” means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. It is shown on the flood insurance rate map (FIRM) as zone A, AO, AH, A1-30, AE, A99, or AR (V, VO, V1-30, VE). “Special flood hazard area” is synonymous in meaning with the phrase “area of special flood hazard.”

“Base flood” means the flood having a one percent chance of being equaled or exceeded in any given year. Also referred to as the “one-hundred-year-flood.”

“Base flood elevation (BFE)” means the elevation to which floodwater is anticipated to rise during the base flood.

“Basement” means any area of the building having its floor subgrade (below ground level) on all sides.

“Critical facility” means a facility for which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to, schools, nursing homes, hospitals, police, fire and emergency response installations, and installations which produce, use, or store hazardous materials or hazardous waste.

“Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations, or storage of equipment or materials located within the area of special flood hazard.

“Endangered Species Act” or “ESA” means 16 U.S.C. 1531 et seq. as amended.

“Flood” or “flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

1. The overflow of inland or tidal waters;
2. The unusual and rapid accumulation of runoff of surface waters from any source; and/or
3. Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in subsection (2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
4. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (1) of this definition.

“Flood elevation study” means an examination, evaluation, and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation, and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

“Flood insurance rate map (FIRM)” means the official map on which the Federal Insurance Administrator has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood Insurance Study. See “Flood elevation study.”

“Floodplain administrator” means the community official designated by title to administer and enforce the floodplain management regulations.

“Floodplain management” means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

“Floodplain management regulations” means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain ordinance, grading ordinance, and erosion control ordinance) and other application of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

“Floodproofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

“Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as “regulatory floodway.”

“Functionally dependent use” means a use which cannot perform its intended purpose unless it is located or carried out in the close proximity of water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long-term storage or related manufacturing facilities.

“Habitat assessment report” means a report prepared by a qualified biologist that assesses the proposed development and identifies potential impacts, required mitigation, and whether or not the development adversely affects water quality, water quantity, flood volumes, flood velocities, spawning substrate, and/or floodplain refugia for listed salmonids under the requirements of the Endangered Species Act.

“Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

“Historic structure” means any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a. By an approved state program determined by the Secretary of the Interior; or
 - b. Directly by the Secretary of the Interior in states without approved programs.

“Likely to adversely affect” or “LAA” means the effects of the development will result in short- or long-term adverse effects on listed species or designated habitat areas.

“Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of this chapter found in Section 18.07.300(B).

“Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes, the term “manufactured home” also includes park trailers, travel trailers and other similar vehicles placed on a site for greater than one hundred eighty consecutive days. For insurance purposes, the term “manufactured home” does not include park trailers, travel trailers and other similar vehicles.

“Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“May affect, not likely to adversely affect” or “NLAA” means the effects to the listed species or designated critical habitat are insignificant and/or discountable.

“Mean Sea Level” means, for the purposes of the National Flood Insurance Program, the vertical datum to which Base Flood Elevations shown on a community’s Flood Insurance Rate Map are referenced.

“New construction” means structures for which the “start of construction” commenced on or after the effective date of the ordinance codified in this chapter. For the purposes of determining insurance rates, structures for which the “start of construction” commenced on or after the effective date of an initial flood insurance rate map or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, “new construction” means structures for which the “start of construction” commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

“No effect” or “NE” means the development has no effect whatsoever to the listed species or designated critical habitat.

One-Hundred-Year Flood or 100-Year Flood. See “Base flood.”

“Recreational vehicle” means a vehicle:

1. Built on a single chassis;
2. Four hundred square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light-duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use.

Regulatory Floodway. See “Floodway.”

“Start of construction” includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within one hundred eighty days of the permit date. The “actual start” means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the “actual start of construction” means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

“Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed fifty percent of the market value of the structure before the damage occurred.

“Substantial improvement” means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds fifty percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
2. Any alteration of a “historic structure”; provided, that the alteration will not preclude the structure’s continued designation as a “historic structure.”

“Variance” means a grant of relief from the requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter.

“Violation” means the failure of a structure or other development to be fully compliant with the community’s floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this chapter is presumed to be in violation until such time as that document is provided.

“Water surface elevation” means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929, or other datum, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas. (Ord. 1988-0522 § 1, 2022)

18.07.060 Lands to which this chapter applies.

This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city of Shelton. (Ord. 1988-0522 § 1, 2022)

18.07.070 Basis for establishing the areas of special flood hazard.

The special flood hazard areas identified by the Federal Insurance Administrator in a scientific and engineering report titled “The Flood Insurance Study for Mason County, Washington and Incorporated Areas,” dated June 20, 2019, with accompanying flood insurance maps and any revisions thereto is adopted by reference and declared to be a part of this chapter. The flood insurance study is on file at the city of Shelton, Civic Center, 525 West Cota, Shelton, Washington. The best available information for flood hazard area identification as outlined in Section 18.07.160 shall be the basis for regulation until a new FIRM is issued that incorporates data utilized under Section 18.07.160. (Ord. 1988-0522 § 1, 2022)

18.07.080 Compliance.

All development within special flood hazard areas is subject to the terms of this ordinance and other applicable regulations. No structure or land shall hereafter be constructed, located, extended, converted or altered without full compliance with the terms of this chapter and other applicable regulations. Violation of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a civil infraction unless otherwise subject to criminal penalties as prescribed in Section 17.08.010. Nothing contained in this title shall prevent the city from taking such other lawful action as is necessary to prevent or remedy any violation. (Ord. 1988-0522 § 1, 2022)

18.07.090 Abrogation and greater restrictions.

This chapter is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this chapter and another ordinance, easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail. (Ord. 1988-0522 § 1, 2022)

18.07.100 Interpretation.

In the interpretation and application of this chapter, all provisions shall be:

- A. Considered as minimum requirements;
- B. Liberally construed in favor of the governing body; and
- C. Deemed neither to limit nor repeal any other powers granted under state statutes. (Ord. 1988-0522 § 1, 2022)

18.07.110 Warning and disclaimer of liability.

The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the city, any officer or employee thereof, or the Federal Insurance Administration for any flood damages that result from reliance on this chapter, or any administrative decision lawfully made thereunder. (Ord. 1988-0522 § 1, 2022)

18.07.115 Severability.

This chapter and the various parts thereof are hereby declared to be severable. Should any section of this chapter be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of this chapter, or any portion thereof other than the section so declared to be unconstitutional or invalid. (Ord. 1988-0522 § 1, 2022)

18.07.120 Establishment of development permit.

A. Development Permit Required. A development permit shall be obtained before construction or development begins within any area of special flood hazard established in Section 18.07.070. The permit shall be for all structures including manufactured homes, as set forth in Section 18.07.050, and for all development including fill and other activities, also as set forth in Section 18.07.050. Development permit review may be performed in connection with the underlying permit (i.e., building permit, fill and grade approval, etc.) and conditions may be attached to said permit to fulfill the requirements of this chapter.

B. Application for Development Permit. Application for a development permit shall be made on forms furnished by the building official or his designee and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions and elevations of the area in question, existing or proposed structures, fill, storage of materials, drainage facilities and the location of the foregoing. Specifically, the following information is required:

1. Height of the base flood elevation (BFE) at the site as determined by a licensed surveyor as it relates to existing grade/conditions at the site ~~and the;~~

~~2.~~ Elevation in relation to mean sea level of the lowest floor (including basement) of all structures recorded on a current elevation certificate;

~~23.~~ Elevation in relation to mean sea level to which any nonresidential structure has been floodproofed;

~~34.~~ Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 18.07.310;

~~45.~~ Description of the extent to which a watercourse will be altered or relocated as a result of proposed development; and

~~56.~~ Submission of a fully completed ESA Listed Salmonids and Floodplains Checklist or other information pursuant to Section 18.07.360 unless exempt pursuant to Section 18.07.370. (Ord. 1988-0522 § 1, 2022)

~~6.~~ Where development is proposed in a floodway, an engineering analysis indicating no rise of the Base Flood Elevation; and

7. Any other such information that may be reasonable required by the Floodplain Administrator in order to review the application.

18.07.130 Designation of the floodplain administrator.

The chief building official is hereby appointed to administer, implement, and enforce this chapter by granting or denying development permits in accordance with its provisions. The floodplain administrator may delegate authority to implement these provisions as appropriate to other departments (i.e., ESA compliance would be reviewed by the department of community development). (Ord. 1988-0522 § 1, 2022)

18.07.140 Duties and responsibilities of the responsible official.

Duties of the chief building official or his designee shall include, but not be limited to, those provisions set forth in Sections 18.07.150 through 18.07.190. (Ord. 1988-0522 § 1, 2022)

18.07.150 Permit review.

Provisions for reviewing development permits shall include the following:

- A. Review all development permits to determine that the permit requirements of this chapter have been satisfied.
- B. Review all development permits to determine that all required permits have been obtained from those federal, state or local governmental agencies from which prior approval is required.
- C. Review all development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of Section 18.07.340(A) are met. (Ord. 1988-0522 § 1, 2022)

D. The site is reasonably safe from flooding.

E. Notify FEMA when annexations occur in the Special Flood Hazard Area.

18.07.160 Use of other base flood data.

When base flood elevation data has not been provided in accordance with Section 18.07.070, the floodplain administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer Sections 18.07.290 through 18.07.340. (Ord. 1988-0522 § 1, 2022)

18.07.170 Information to be obtained and maintained.

- A. Where base flood elevation data is provided through the flood insurance study or required as in Section 18.07.160, obtain and record the actual as-built elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
- B. For all new or substantially improved floodproofed structures:
 - 1. Verify and maintain a record of the actual elevation (in relation to mean sea level) to which the structure was floodproofed; and
 - 2. Maintain the floodproofing certifications required in Section 18.07.120(B).
- C. Maintain for public inspection all records pertaining to the provisions of this chapter. (Ord. 1988-0522 § 1, 2022)
- D. Maintain documentation of certification required by Section 18.07.340A.
- E. Maintain a complete record for all flood-related variance actions, including justification for the issuance.
- F. Maintain calculation records for all Substantial Improvement and Substantial Damage Determinations.

18.07.180 Notification to other entities.

A. Whenever a watercourse is to be altered or relocated it may only be done in compliance with the provisions of Title 21, Environmental Protection, and when adjacent communities and the State Coordinating Office are notified prior to such alteration or relocation of said watercourse and evidence of such notification is submitted to the Federal Insurance Administrator through appropriate notification means, and assurance is provided that the flood carrying capacity of the altered or relocated portion of said watercourse is maintained.

B. Base flood elevation may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, the floodplain administrator shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with 44 CFR 65.3. Such a submission is necessary so that, upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.

C. Notify the Federal Insurance Administrator in writing of acquisition by means of annexation, incorporation, or otherwise of additional areas of jurisdiction. (Ord. 1988-0522 § 1, 2022)

18.07.190 Interpretation of FIRM boundaries.

Make interpretations, where needed, as to exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in Sections 18.07.200 through 18.07.220. (Ord. 1988-0522 § 1, 2022)

18.07.200 Variance procedure.

The variance procedure for the city shall be as set out in Sections 18.07.210 and 18.07.220. (Ord. 1988-0522 § 1, 2022)

18.07.210 Appeal board.

A. The hearings examiner of the city of Shelton shall hear and decide appeals and requests for variance from the requirements of this chapter pursuant to Chapter 2.36.

B. The hearings examiner of the city of Shelton shall hear and decide appeals when it is alleged there is an error in any requirement, decision or determination made by the responsible official in the enforcement or administration of this chapter.

C. In passing upon such applications, the hearings examiner shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and:

1. The danger that materials may be swept onto other lands to the injury of others;
2. The danger to life and property due to flooding or erosion damage;
3. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
4. The importance of the services provided by the proposed facility to the community;
5. The necessity to the facility of a waterfront location, where applicable;
6. The availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
7. The compatibility of the proposed use with existing and anticipated development;
8. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
9. The safety of access to the property in times of flood for ordinary and emergency vehicles;

10. The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and

11. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.

D. Upon consideration of the factors of subsection C of this section and the purposes of this chapter, the hearings examiner may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter.

E. The responsible official shall maintain the records of all appeal actions and report any variances to the Federal Insurance Administration upon request. (Ord. 1988-0522 § 1, 2022)

18.07.220 Conditions for variances.

A. General. A variance may be granted for a parcel of property with physical characteristics so unusual that complying with the requirements of this chapter would create an exceptional hardship to the applicant or the surrounding property owners. The characteristics must be unique to the property and not shared by adjacent parcels. This unique characteristic must pertain to the land itself, not to the structure, its inhabitants, or the property owners. It is the duty of the city of Shelton to help protect its citizens from flooding. This need is so compelling and the implications of the cost of insuring a structure built below the base flood elevation are so serious that variances from the flood elevation or from other requirements in this chapter should be quite rare. The long-term goal of preventing and reducing flood loss and damage can only be met if variances are strictly limited. Therefore, the variance guidelines provided in this chapter are more detailed and contain multiple provisions that must be met before a variance can be properly granted. The criteria are designed to screen out those situations in which alternatives, other than a variance, are more appropriate.

B. Variances shall only be issued:

1. Upon a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing zoning laws or ordinances.
2. For the repair, rehabilitation, or restoration of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
3. Upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
4. Upon a showing of good and sufficient cause.
5. Upon a determination that failure to grant the variance would result in exceptional hardship to the applicant.
6. Upon a showing that the use cannot perform its intended purpose unless it is located or carried out in close proximity to water. This includes only facilities that fall under the definition of "functionally dependent use."

C. Variances shall not be issued within any floodway if any increase in flood levels during the base flood discharge would result.

D. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood elevation, provided all pertinent procedures and considerations required by this chapter have been followed. As the lot size increases beyond one-half acre, the technical justification required for issuing the variance increases.

E. Variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from the flood elevations should be quite rare.

F. Any applicant to whom a variance is granted shall be given written notice that a structure built with a lowest floor elevation below the base flood elevation will result in increased premium rates for flood insurance and such construction below the base flood elevation increases risks to life and property.

G. The floodplain administrator shall maintain a record for all variance actions including justification for their issuance. (Ord. 1988-0522 § 1, 2022)

18.07.230 General standards.

In all areas of special flood hazards, the standards set out in Sections 18.07.230 through 18.07.280 are required. (Ord. 1988-0522 § 1, 2022)

18.07.240 Anchoring.

A. All new construction and substantial improvements, including those related to manufactured homes, shall be anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

B. All manufactured homes must likewise be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques). (Ord. 1988-0522 § 1, 2022)

18.07.250 Construction materials and methods.

A. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

B. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

C. All new construction and substantial improvements shall be constructed with electrical, heating, ventilation, plumbing and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding. Locating such equipment below the base flood elevation may cause annual flood insurance premiums to be increased.

D. In zones AO and AH, all new construction shall provide drainage paths around structures on slopes. (Ord. 1988-0522 § 1, 2022)

18.07.260 Utilities.

A. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;

B. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters; and

C. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding. (Ord. 1988-0522 § 1, 2022)

D. Water wells shall be located on high ground that is not in the floodway.

18.07.270 Development proposals.

A. All new development proposals, including subdivisions and mobile home parks, shall assure that each lot has sufficient building area outside the area of special flood hazard and/or that the resultant lot/site has sufficient area to provide access to structures that are elevated above the base flood elevation as required by this chapter;

- B. All new development proposals, including subdivisions and mobile home parks, shall be consistent with the need to minimize flood damage;
- C. All new development proposals, including subdivisions and mobile home parks, shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
- D. All new development proposals, including subdivisions and mobile home parks, shall have adequate drainage provided to reduce exposure to flood damage; and
- E. Include base flood elevation data for all development proposals, including subdivision proposals and other proposed developments which contain at least fifty lots or five acres (whichever is less). (Ord. 1988-0522 § 1, 2022)

18.07.280 Review of building permits.

Where elevation data is not available either through the flood insurance study or from another authoritative source (Section 18.07.160), applications for building permits shall be reviewed to ensure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates. (Ord. 1988-0522 § 1, 2022)

18.07.285 Changes to Special Flood Hazard Area

If a project will alter the BFE or boundaries of the SFHA, then the project proponent shall provide the community with engineering documentation and analysis regarding the proposed change. If the change to the BFE or other boundaries of the SFHA would normally require a Letter of Map Change, then the project approval shall be conditioned accordingly.

18.07.290 Specific standards.

In all areas of special flood hazards where base flood elevation data has been provided as set forth in Section 18.07.070 or 18.07.160, the provisions set out in Sections 18.07.300 through 18.07.330 are required. (Ord. 1988-0522 § 1, 2022)

18.07.300 Residential construction.

A. In AE and A1-30 zones or other A zoned areas where the BFE has been determined or can be reasonably obtained, nNew construction and substantial improvement of any residential structure shall have the lowest floor, including basement and related electrical and mechanical equipment, elevated one foot or more above base flood elevation as verified through submission of a fully completed Elevation Certificate by a licensed land surveyor:-

B. New construction and substantial improvements of any residential structure in an unnumbered A zone for which a BFE is not available and cannot be reasonably obtained shall be reasonably safe from flooding, but in all cases the lowest floor shall be at least two feet above the Highest Adjacent Grade.

~~C.B.~~ Fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access, or storage and which are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting these requirements must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
2. The bottom of all openings shall be no higher than one foot above grade.
3. Openings may be equipped with screens, louvers or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters. (Ord. 1988-0522 § 1, 2022)

18.07.310 Nonresidential construction.

New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either meet the standards in section 18.07.300~~have the lowest floor, including basement, elevated one foot or more above the level of the base flood elevation;~~ or, if the requirements of section 18.07.300 are not met, together with attendant utility and sanitary facilities, shall meet the following requirements:

- A. Be floodproofed so that, below one foot above the base flood level, the structure is watertight with walls substantially nonpermeable to the passage of water.
- B. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- C. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in Section 18.07.170(B).
- D. Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in Section 18.07.300(B).
- E. Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g., a building floodproofed to one foot above the base flood level will be rated as at the base flood level). (Ord. 1988-0522 § 1, 2022)

18.07.320 Critical facility.

Construction of new critical facilities shall be, to the extent possible, located outside the limits of the SFHA (100-Year Floodplain)~~base floodplain~~. Construction of new critical facilities shall be permissible within the SFHA~~base floodplain~~ if no feasible alternative site is available. Critical facilities constructed within the ~~base floodplain~~ SFHA shall have the lowest floor elevated to a minimum of one foot and, preferably, three feet or more, where feasible, above the level of the base flood elevation at the site. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the base floodplain shall be provided to all critical facilities to the extent possible. (Ord. 1988-0522 § 1, 2022)

18.07.330 Manufactured homes.

All manufactured homes to be placed or substantially improved within zones A1-30, AH, and AE on the community's FIRM shall be elevated on a permanent foundation such that the lowest floor of the manufactured home, and all related electrical and mechanical equipment, is one foot or more above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement. (Ord. 1988-0522 § 1, 2022)

18.07.331 Recreational vehicles.

Recreational vehicles placed on sites are required to be in compliance with applicable zoning regulations and either:

- A. Be on the site for fewer than one hundred eighty consecutive days;
- B. Be fully licensed and ready for highway use, on its wheels or jacking system, and attached to the site only by quick disconnect type utilities and security devices, and have no permanently attached additions; or
- C. Meet the requirements of Section 18.07.330 and the elevation and anchoring requirements for manufactured homes. (Ord. 1988-0522 § 1, 2022)

18.07.335 Enclosed Areas Below the Lowest Floor

If buildings or manufactured homes are constructed or substantially improved with fully enclosed areas below the lowest floor, the areas shall be used solely for parking of vehicles, building access, or storage.

18.07.337 Appurtenant Structures (Detached Garages and Small Storage Structures) – For All A Zones (A, AE, A1-30), AH, AO):

Appurtenant structures used solely for parking of vehicles or limited storage may be constructed such that the floor is below the BFE, provided the structure is designed and constructed in accordance with the following requirements:

- A. Use of the appurtenant structure must be limited to parking of vehicles or limited storage.
- B. The portions of the appurtenant structure located below the BFE must be built using flood resistant materials;
- C. The appurtenant structure must be adequately anchored to prevent flotation, collapse, and lateral movement;
- D. Any machinery or equipment servicing the appurtenant structure must be elevated or floodproofed to or above the BFE;
- E. The appurtenant structure must comply with floodway encroachment provisions in 18.07.340;
- F. The appurtenant structure must be designed to allow for the automatic entry and exit of floodwaters in accordance with 18.07.300;
- G. If the structure is converted to another use, it must be brought into full compliance with the standards governing such use, and;
- H. The structure shall not be used for human habitation.

18.07.340 Floodways.

Located within areas of special flood hazard established in Section 18.07.070 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters which carry debris, potential projectiles and erosion potential, the following provisions apply:

- A. Prohibit encroachments, including fill, new construction, substantial improvements and other development unless certification by a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- B. Construction or reconstruction of residential structures is prohibited within designated floodways, except for:
 - 1. Repairs, reconstruction, or improvements to a structure which do not increase the ground floor area; and
 - 2. Repairs, reconstruction or improvements to a structure, the cost of which does not exceed fifty percent of the market value of the structure either:
 - a. Before the repair, reconstruction, or improvements are started; or
 - b. If the structure has been damaged, and is being restored, before the damage occurred.

Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or to structures identified as historic places, may be excluded in the fifty percent.

- C. If subsection A of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Sections 18.07.230 through 18.07.330.
- D. If no regulatory floodway has been designated for a waterway, no new construction, substantial improvements, or other development (including fill) shall be permitted within zones A1 through A30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when

combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community. (Ord. 1988-0522 § 1, 2022)

18.07.350 Wetlands management.

To the maximum extent possible, avoid the short- and long-term adverse impacts associated with the destruction or modification of wetlands, especially those activities which limit or disrupt the ability of the wetlands to alleviate flooding impacts. The following process should be implemented:

- A. Review proposals for development within base floodplains for their possible impacts on wetlands located within the floodplains and compliance with Chapter 21.64 (Critical Area Protection) and the City of Shelton shoreline master program, as applicable.
- B. Ensure that development activities in or around wetlands do not negatively affect public safety, health, and welfare by disrupting the wetlands' ability to reduce flood and storm drainage.
- C. Request technical assistance from the Department of Ecology in identifying wetland areas. Existing wetland map information from the National Wetlands Inventory (NWI) can be used in conjunction with the community's FIRM to prepare an overlay zone indicating critical wetland areas deserving special attention. (Ord. 1988-0522 § 1, 2022)

18.07.360 Compliance with Endangered Species Act.

A. All proposals for development subject to this chapter shall complete the ESA Listed Salmonids and Floodplains Checklist to aid city staff in determination as to whether a full habitat assessment is required to be provided pursuant to the biological opinion (BiOp) issued by the National Marine Fisheries Service on September 22, 2008, unless exempted under Section 18.07.370.

B. No floodplain development permits may be issued by the city of Shelton on any parcel unless the planning director or designee, after review of the ESA Listed Salmonids and Floodplains Checklist or a habitat assessment report provided by the applicant, has determined the development meets the standards of NE or NLAA, or the applicant submits a letter from the National Marine Fisheries Service or the Federal Emergency Management Agency stating that the development complies with the requirements of the biological opinion and the Endangered Species Act. Further, if the planning director or designee determines that the development is LAA and cannot be conditioned or redesigned to be redesignated NE or NLAA, the city may not issue the development permit unless the applicant submits a letter from the National Marine Fisheries Service or the Federal Emergency Management Agency demonstrating concurrence through a consultation pursuant to the Endangered Species Act or the applicant is issued an incidental take permit under Section 10 of the Endangered Species Act. The ESA Listed Salmonids Floodplain Checklist, habitat assessment report, and/or concurrence letter from the National Marine Fisheries Service or the Federal Emergency Management Agency shall be retained in the permit file for the development. (Ord. 1988-0522 § 1, 2022)

18.07.370 Exemptions from demonstration of compliance with the Endangered Species Act.

The following development is exempt from the requirement for completion of an ESA Listed Salmonids and Floodplains Checklist, habitat assessment, and/or concurrence letter as set forth in Section 18.07.360:

- A. Repair or remodel of an existing building within its existing footprint, including buildings damaged by fire or acts of nature.
- B. Expansion of an existing structure that is no greater than ten percent beyond its existing footprint; provided, that the expansion is not a substantial improvement or part of a repair of substantial damage. This measurement is counted cumulatively from September 11, 2011. If the structure is in the floodway there shall be no change in the dimensions perpendicular to flow.
- C. Removal of noxious weeds, invasive weeds, and other nonnative species and replacement with native vegetation.
- D. Normal maintenance of structures such as re-roofing, painting, replacement of doors and windows, replacement of roof-mounted HVAC systems, replacement/installation of wall signs, and replacement of siding.

- E. Normal street, road, and parking lot maintenance, including filling potholes, repaving, installation of signs and traffic signals but not including expansion of paved areas.
- F. Normal maintenance of above ground utilities and facilities, such as replacement of power lines and utility poles.
- G. Maintenance of lawns, gardens, and existing yard/open space areas.
- H. Development of open space and recreational facilities such as parks and trails that do not include structures, fill, impervious surfaces, or removal of more than five percent of the native vegetation on that portion of the property in the regulatory floodplain. (Ord. 1988-0522 § 1, 2022)

ORDINANCE NO. 2001-1222

**AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, AMENDING
CHAPTER 18.07 OF THE SHELTON MUNICIPAL CODE RELATED TO FLOOD
DAMAGE PREVENTION**

WHEREAS, in November of 1968 the Federal Government created the National Flood Insurance Program (NFIP); and

WHEREAS, the City of Shelton has participated in the NFIP since Flood Hazards were identified as present within Shelton City limits in 1974; and

WHEREAS, it is understood that flood hazard areas of the City are subject to periodic inundation which can result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare; and

WHEREAS, the City of Shelton last updated its Flood Damage Prevention Ordinance, including the adoption of new Flood Insurance Rate Maps on June 4, 2019; and

WHEREAS, the City of Shelton met with Department of Ecology Staff in 2022 as part of a regularly scheduled Community Assistance Visit that resulted in identification of several required updates to the City's Flood Damage Prevention regulations pursuant to Title 44 of the Code of Federal Regulations, Section 60.3 to remain compliant and continue to participate in the NFIP; and

WHEREAS, the City Council of the City of Shelton held a public hearing on February 7, 2022 to consider changes to Chapter 18.07 of the Shelton Municipal Code which would update the City's Flood Damage Prevention Ordinance to the minimum standards established by the Federal Government and the Washington State Department of Ecology; and

WHEREAS, the City Council wishes to adopt the changes and revise the Shelton Municipal Code in order to continue participation in the NFIP.

NOW, THEREFORE, the City Council of the City of Shelton hereby ordains as follows:

Section 1. Section 18.07.050 of the Shelton Municipal Code, Definitions, is amended to add the following definitions and language to existing definitions:

"Alteration of Watercourse" means any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

“Flood” or “Flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

1. The overflow of inland or tidal waters;
2. The unusual and rapid accumulation of runoff of surface waters of any source; and/or
3. Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in subsection (2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
4. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical events or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (1) of this definition.

“Floodproofing” means any combination of structural and nonstructural additions, changes, or adjustments to structure which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

“Mean Sea Level” means, for the purposes of the National Flood Insurance Program, the vertical datum to which Base Flood Elevations shown on a community’s Flood Insurance Rate Map are referenced.

Section 2. Section 18.07.070 of the Shelton Municipal Code, Basis for establishing the areas of special flood hazard, is amended to add an additional line to the end of the paragraph as follows:

“The best available information for flood hazard area identification as outlined in Section 18.07.160 shall be the basis for regulation until a new FIRM is issued that incorporates data utilized under section 18.07.160.”

Section 3. Section 18.07.080 of the Shelton Municipal Code, Compliance, is amended to add a new first line to the paragraph as follows:

“All development within special flood hazard areas is subject to the terms of this ordinance and other applicable regulations.”

Section 4. Section 18.07.120, Establishment of development permit, is amended to add/amend the following language under part “B”:

1. Height of the base flood elevation (BFE) at the site as determined by a licensed surveyor as it relates to existing grade/conditions at the site and the elevation in relation to mean sea level of the lowest floor (including basement) of all structure recorded on a current elevation certificate.
- ~~2. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures.~~
- ~~3~~2 Elevation in relation to mean sea level to which any nonresidential structure has been floodproofed;
- ~~4~~3 Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 18.07.310;
- ~~5~~4 Description of the extent to which a watercourse will be altered or relocated as a result of proposed development; ~~and~~
- ~~6~~5 Submission of a fully completed ESA Listed Salmonids and Flooplains Checklist or other information pursuant to Section 18.07.360 unless exempt pursuant to Section 18.07.370.
6. Where development is proposed in a floodway, an engineering analysis indicating no rise of the Base Flood Elevation; and
7. Any other such information that may be required by the Floodplain Administrator in order to review the application.

Section 5. Section 18.07.150, Permit review, is amended to add the following language:

- D. The site is reasonably safe from flooding.
- E. Notify FEMA when annexations occur in the Special Food Hazard Area

Section 6. Section 18.07.170, information to be obtained and maintained, is amended to add the following language:

- B. For all new or substantially improved floodproofed structures;
 1. Verify and maintain a record of the actual elevation (in relation to mean sea level) to which the structure was floodproofed; and
 2. Maintain the floodproofing certifications required in Section 18.07.120(B).
- C. Maintain for public inspection all records pertaining to the provisions of this chapter.
- D. Maintain documentation of certification required by Section 18.10.340A.
- E. Maintain a complete record for all flood-related variance actions, including justification for issuance.
- F. Maintain calculation records for all Substantial Improvement and Substantial Damage Determinations.

Section 7. Section 18.07.240, Anchoring, is amended to add the following language in Section A:

- A. All new construction and substantial improvements, including those related to manufactured homes, shall be anchored to prevent flotation, collapse, or lateral movement of structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

Section 8. Section 18.07.260, Utilities, is amended to add a part D as follows:

- D. Water wells shall be located on high ground that is not in the floodway.

Section 9. A new Section 18.07.285, Changes to Special Flood Hazard Area, is added as follows:

18.07.285 Changes to Special Flood Hazard Area

If a project will alter the BFE or boundaries of the SFHA, then the project proponent shall provide the community with engineering documentation and analysis regarding the proposed change. If the change to BFE or other boundaries of the SFHA would normally require a Letter of Map Change, then the project approval shall be conditioned accordingly.

Section 10. Section 18.07.300, Residential Construction, is amended to add the following language:

- A. In AE and A1-30 zones or other A zoned areas where the BFE has been determined or can reasonably be obtained, new construction and substantial improvement of any residential structure shall have the lowest floor, including basement and related electrical and mechanical equipment, elevated one foot or more above base flood elevation, as verified through submission of a fully completed Elevation Certificate by a licensed land surveyor.
- B. New construction and substantial improvements of any residential structure in an unnumbered A zone for which a BFE is not available and cannot be reasonably obtained shall be reasonably safe from flooding, but in all cases the lowest floor shall be at least two feet above the Highest Adjacent Grade.
- ~~C.~~ Fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access, or storage and which are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting these requirements must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

Section 11. Section 18.07.310, Nonresidential construction, is amended as follows:

New construction and substantial improvement of any commercial, industrial, or other nonresidential structure shall either meet the standards in section 18.10.300 ~~have the lowest floor, including basement, elevated one foot or more above the level of the base flood elevation;~~ or, if the requirements of section 18.10.300 are not met, together with attendant utility and sanitary facilities shall meet the following requirements:

Section 12. Section 18.07.320, Critical Facility, is amended as follows:

Construction of new critical facilities shall be, to the extent possible, located outside the limits of the SFHA (100-Year Floodplain) ~~base floodplain~~. Construction of new critical facilities shall be permissible within the SFHA ~~base floodplain~~ if no feasible alternative site is available. Critical facilities constructed within the ~~base floodplain~~ SFHA shall have the lowest floor elevated to a minimum of one foot and, preferably, three feet or more, where feasible, above the level of the SFHA ~~base flood~~ elevation at the site. Floodproofing and sealing measures must be taken to ensure that toxic substances will not be displaced by or released into floodwaters. Access routes elevated to or above the level of the SFHA ~~base floodplain~~ shall be provided to all critical facilities to the extent possible.

Section 13. A new Section 18.07.335, Enclosed Areas Below the Lowest Floor, is hereby adopted as follows:

18.07.355 Enclosed Areas Below the Lowest Floor

If buildings of manufactured homes are constructed or substantially improved with fully enclosed areas below the lowest floor, the areas shall be used solely for parking of vehicles, building access, or storage.

Section 14. A new Section 18.07.337, Appurtenant Structures (Detached Garages and Small Storage Structures) – For All A Zones (A, AE, A1-30), AH, AO), is hereby adopted as follows:

18.07.337 Appurtenant Structures (Detached Garages and Small Storage Structures) – For All A Zones (A, AE, A1-30), AH, AO);

Appurtenant Structures used solely for parking of vehicles or limited storage may be constructed such that the floor is below the BFE, provided the structure is designed and constructed in accordance with the following requirements:

- A. Use of the appurtenant structure must be limited to parking of vehicles or limited storage,
- B. The portions of the appurtenant structure located below the BFE must be built using flood resistant materials,

- C. The appurtenant structure must be adequately anchored to prevent flotation, collapse, and lateral movement,
- D. Any machinery or equipment servicing the appurtenant structure must be elevated or floodproofed to or above the BFE,
- E. The appurtenant structure must comply with floodway encroachment provisions in 18.07.340,
- F. The appurtenant structure must be designed to allow for the automatic entry and exit of floodwaters in accordance with 18.07.300,
- G. If the structure is converted to another use, it must be brought into full compliance with the standards governing such use, and;
- H. The structure shall not be used for human habitation.

Section 15. Effective date. This ordinance shall take effect five (5) days after its passage, approval, and publication as required by law.

INTRODUCED the 7th day of February 2023.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 21st day of February 2023, the following Councilmembers being present and voting in favor of this ordinance.

Passed this _____ day of _____ 2023.

Eric Onisko, Mayor

AUTHENTICATED:

Donna Nault, City Clerk



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F6)

Touch Date: 4/5 and
9/6/2022
Brief Date: 2/7/2023
Action Date: 02/21/2023

Department: Community Development
Presented By: Jason Dose

APPROVED FOR COUNCIL PACKET:

ROUTE TO:

- ☒ Dept. Head
☐ Finance Director
☒ Attorney
☒ City Clerk
City Manager
☒

REVIEWED:

PROGRAM/PROJECT TITLE:

Annexation of approximately 370 acres
of land within the Shelton Urban
Growth Area (UGA) into City limits.

Action Requested:

- ☒ Ordinance
☐ Resolution
☒ Motion
☐ Other

ATTACHMENTS:

- 1) Resolution No. 1244-0822
- 2) Petition For Annexation
- 3) Aerial Photograph Depicting
Areas to be Annexed.
- 4) Figure 1 of the City of Shelton
Comprehensive Plan (Future
Land Use) with areas to be
annexed highlighted.
- 5) Mason County Assessor's
Certification of Annexation
Petition.
- 6) Ordinance No. 1998-1222

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In February of 2022, the City of Shelton received a notice of intent to petition for annexation of four parcels located in the Shelton Urban Growth Area, east of Olympic College. At that time, the proposed annexation area was comprised of two different property ownerships, three properties owned by Green Diamond Resource Company (240 acres +/-) and a single property owned by JPS Properties LLC (39.09 acres +/-). On April 5, 2022 the Shelton City Council approved Resolution Number 1229-0222 which accepted the configuration of the proposed annexation area and authorized the applicants to officially petition the City for annexation. Shortly after the resolution was adopted, staff was informed by the applicant's representatives that they wished to expand the annexation area to also include additional properties to the east/northeast of the original request. To that end, on July 18, 2022 staff received an additional Notice of Intent to Petition for Annexation to expand the proposed annexation area to also include four additional properties. Two of the properties are owned by Terry and Patricia Bence (41.2 acres +/-) and two properties are owned by Alpine Evergreen Co. (50 acres +/-). On September 6, 2022, and pursuant to the rules for annexation outlined in RCW 35A.14.120, the Shelton City Council approved Resolution Number 1244-0822 (attachment 1) which accepted the configuration of the proposed expanded annexation area, confirmed the pre-annexation zoning of the parcels as Neighborhood Residential (NR) as designated in the City of Shelton Comprehensive Plan, confirmed that the properties will assume and be subject to the existing indebtedness of the City of Shelton, and again authorized the applicants to officially petition the City for annexation with the revised configuration.

On September 23, 2022, City staff received an official petition to annex the properties via the 60 percent petition method of annexation (attachment 2). A map illustrating the proposed annexation areas overlaid on an aerial photograph (attachment 3) as well as a map illustrating the proposed annexation areas on the City's Future Land Use Map from the City of Shelton Comprehensive Plan (attachment 4) are attached.

The entire annexation area under consideration is located within the Shelton Urban Growth Area (UGA) and is pre-zoned Neighborhood Residential (NR) as recognized in the City's Comprehensive Plan Future Land Use

Map. The properties carry the same zoning designation on the City's Zoning map. All of the properties proposed for annexation are currently undeveloped/vacant. Annexation of properties by a City is expressly exempt from State Environmental Policy Act (SEPA) review pursuant to RCW 43.21C.222.

Pursuant to RCW 35A.01.040 City staff forwarded the petition to annex to the County Assessor to determine the sufficiency of the petition. The Mason County Assessor certified the petition on October 11, 2022 (attachment 5).

The next step in the annexation process is for the Shelton City Council to consider the proposed annexation request at a Public Hearing. At the public hearing the council is asked to consider the adoption of Ordinance 1998-1222 (attachment 6) which would officially annex the properties into City limits. Annexation of the properties would be effective on the date the ordinance is adopted.

ANALYSIS/OPTIONS/ALTERNATIVES:

The Council may accept, reject, or geographically modify the proposed annexation and requirement of assumption of any existing City indebtedness.

BUDGET/FISCAL INFORMATION:

The applicant has paid applicable fees for the requested annexation process to offset City staff time processing the request.

PUBLIC INFORMATION REQUIREMENTS:

A Notice of Public Hearing was published in the Shelton Journal on January 19 and January 26, 2023, the notice was mailed to property owners within 300 feet of the properties proposed for annexation on January 20, 2023, and notice was posted at the entrance to the Terrace Heights development, the Alpine Way/Peacock Hill Lane/Alpine Drive roadway intersection, and on Capital Prairie Road (near the Port of Shelton Property).

STAFF RECOMMENDATION/MOTION:

"I move to place Ordinance No. 1998-1222 on the Action Agenda for February 21, 2023".

RESOLUTION NO. 1244-0822

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHELTON, WASHINGTON, ACCEPTING A PROPOSED ANNEXATION FOR THE PEACOCK RIDGE AREA PURSUANT TO RCW 35A.14.120

WHEREAS, the Shelton City Council adopted Ordinance No. 1915-1217 adopting the 2017 Comprehensive Plan that sets planning goals, policies and implementation strategies for the City and Shelton Urban Growth Area (UGA) pursuant to Chapter 36.70A RCW; and

WHEREAS, the Shelton City Council adopted Resolution Number 1229-0222 on April 5, 2022 which accepted the originally configured request to proceed with application for annexation of the area; and

WHEREAS, after Resolution Number 1229-0222 was adopted, the City was notified that the applicant wishes to expand the requested annexation area to include four additional properties; and

WHEREAS, the City received a notice of intent, signed by 100% of the owners of the Peacock Ridge area ("Annexation Area"), signifying their intention to commence annexation proceedings pursuant to RCW 35A.14.120; and

WHEREAS, the Annexation Area is contiguous to the present corporate limits of the City of Shelton and is in the City of Shelton Urban Growth Area; and

WHEREAS, Ordinance No. 1915-1217, which adopted land use and zoning designations for the UGA, designated the Annexation Area in the City's Comprehensive Plan as NR (Neighborhood Residential) and on the City's Official Zoning Map as NR (Neighborhood Residential); and

WHEREAS, this Resolution supersedes Resolution 1229-0222

THEREFORE, BE IT RESOLVED by the City Council of the City of Shelton

SECTION 1. The Council accepts the initiation of annexation proceedings pursuant to RCW 35A.14.120 for the Annexation Area, which is described in Exhibits A and B and subject to the provisions of section 2-3 below. The property owners are authorized to circulate and submit an annexation petition bearing signatures of the owners of at least 60% of the assessed valuation of the Annexation Area. Upon receipt of a sufficient annexation petition, the City Council shall set a public hearing to consider whether to annex the area.

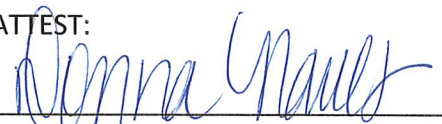
SECTION 2. The Annexation Area, if annexed, shall be required to assume and be subject to the existing indebtedness of the City of Shelton at the time of the effective date of such annexation.

SECTION 3. The Annexation Area, if annexed, shall be designated as set forth in the City's Comprehensive Plan and on the City's Zoning Map as Neighborhood Residential.

Passed by the City Council at its regular meeting held on the 6th day of September 2022.



Eric Onisko, Mayor

ATTEST:


City Clerk Nault

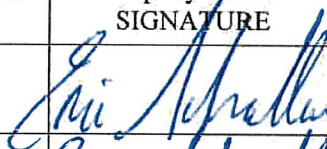
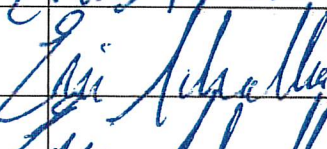
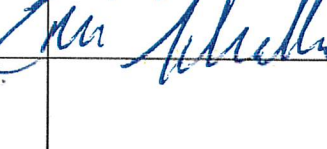
NOTICE OF INTENT TO PETITION FOR ANNEXATION 60 PERCENT METHOD

CITY OF Shelton , Washington

TO: City of Shelton City Council:

The undersigned, being the owners of not less than 10 percent (10%) in value, according to the assessed valuation of general taxation of the property for which annexation is sought, hereby notify the City Council of the City of Shelton of our intentions to commence annexation proceedings to the City of Shelton of the following described property. In accordance with RCW 35A.14.120 we hereby further request of the City Council to set a date, within sixty (60) days following the City's receipt of this notice, for a meeting with the undersigned parties to determine whether the City of Shelton will accept the proposed annexation, whether it shall require the simultaneous adoption of zoning regulations, and whether it shall require the assumption of existing City indebtedness by the area to be annexed. The property in question lies contiguous to the present corporate limits of the City of Shelton, and said property is situated in Mason County, Washington, and is legally described as follows (attach separate sheet). We, the undersigned, are owners of real property lying outside of the city limits of the City of Shelton, Washington, but contiguous thereto and designated as part of the City of Shelton's Urban Growth Area. A legal descriptions and map of this area are attached to this notice.

It is acknowledged that this petition may consist of a group of pages containing identical text material and it is intended by the signers of this Notice of Intent that they be presented and considered as one Notice of Intent.

Property Owner Name (PLEASE PRINT)	Property Owner SIGNATURE	Street Address	Parcel Number	Date Signed
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320083000000	1-3-22
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320172000010	1-3-22
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320181000000	1-3-22
JPS PROPERTIES LLC		280 SE Binns Swiger Loop Rd. Shelton WA 98584	320181200000	

NOTICE OF INTENT TO PETITION FOR ANNEXATION 60 PERCENT METHOD

CITY OF Shelton , Washington

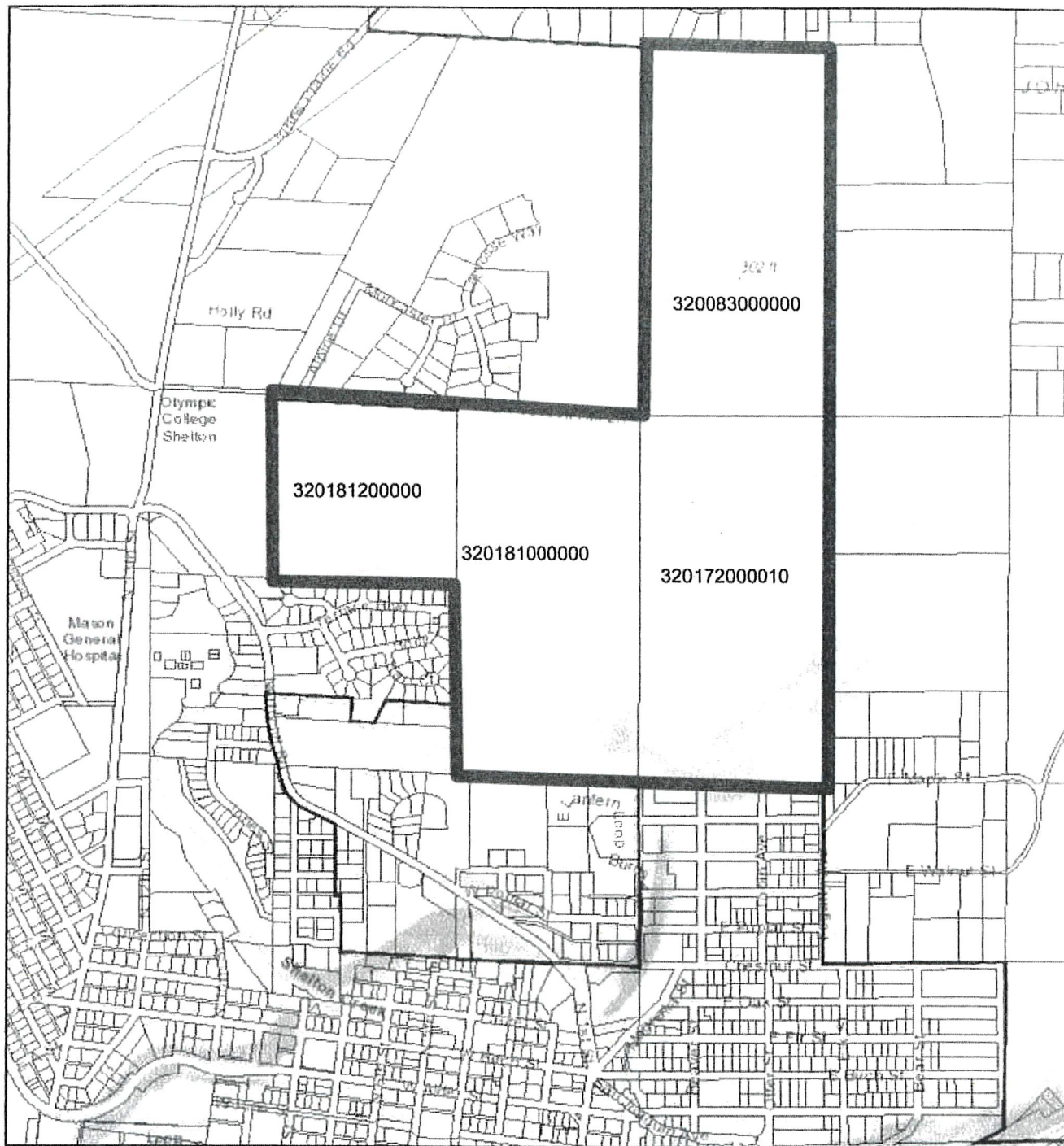
TO: City of Shelton City Council:

The undersigned, being the owners of not less than 10 percent (10%) in value, according to the assessed valuation of general taxation of the property for which annexation is sought, hereby notify the City Council of the City of Shelton of our intentions to commence annexation proceedings to the City of Shelton of the following described property. In accordance with RCW 35A.14.120 we hereby further request of the City Council to set a date, within sixty (60) days following the City's receipt of this notice, for a meeting with the undersigned parties to determine whether the City of Shelton will accept the proposed annexation, whether it shall require the simultaneous adoption of zoning regulations, and whether it shall require the assumption of existing City indebtedness by the area to be annexed. The property in question lies contiguous to the present corporate limits of the City of Shelton, and said property is situated in Mason County, Washington, and is legally described as follows (attach separate sheet). We, the undersigned, are owners of real property lying outside of the city limits of the City of Shelton, Washington, but contiguous thereto and designated as part of the City of Shelton's Urban Growth Area. A legal descriptions and map of this area are attached to this notice.

It is acknowledged that this petition may consist of a group of pages containing identical text material and it is intended by the signers of this Notice of Intent that they be presented and considered as one Notice of Intent.




Property Owner Name (PLEASE PRINT)	Property Owner SIGNATURE	Street Address	Parcel Number	Date Signed
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320083000000	
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320172000010	
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320181000000	
JPS PROPERTIES LLC,	<i>Archie Mallett</i> <i>John Mallett</i>	280 SE Binns Swiger Loop Rd. Shelton WA 98584	320181200000	1-3-22

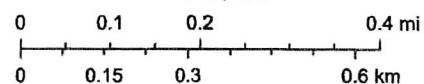
Proposed Annexed Parcels



11/19/2021, 11:03:57 AM

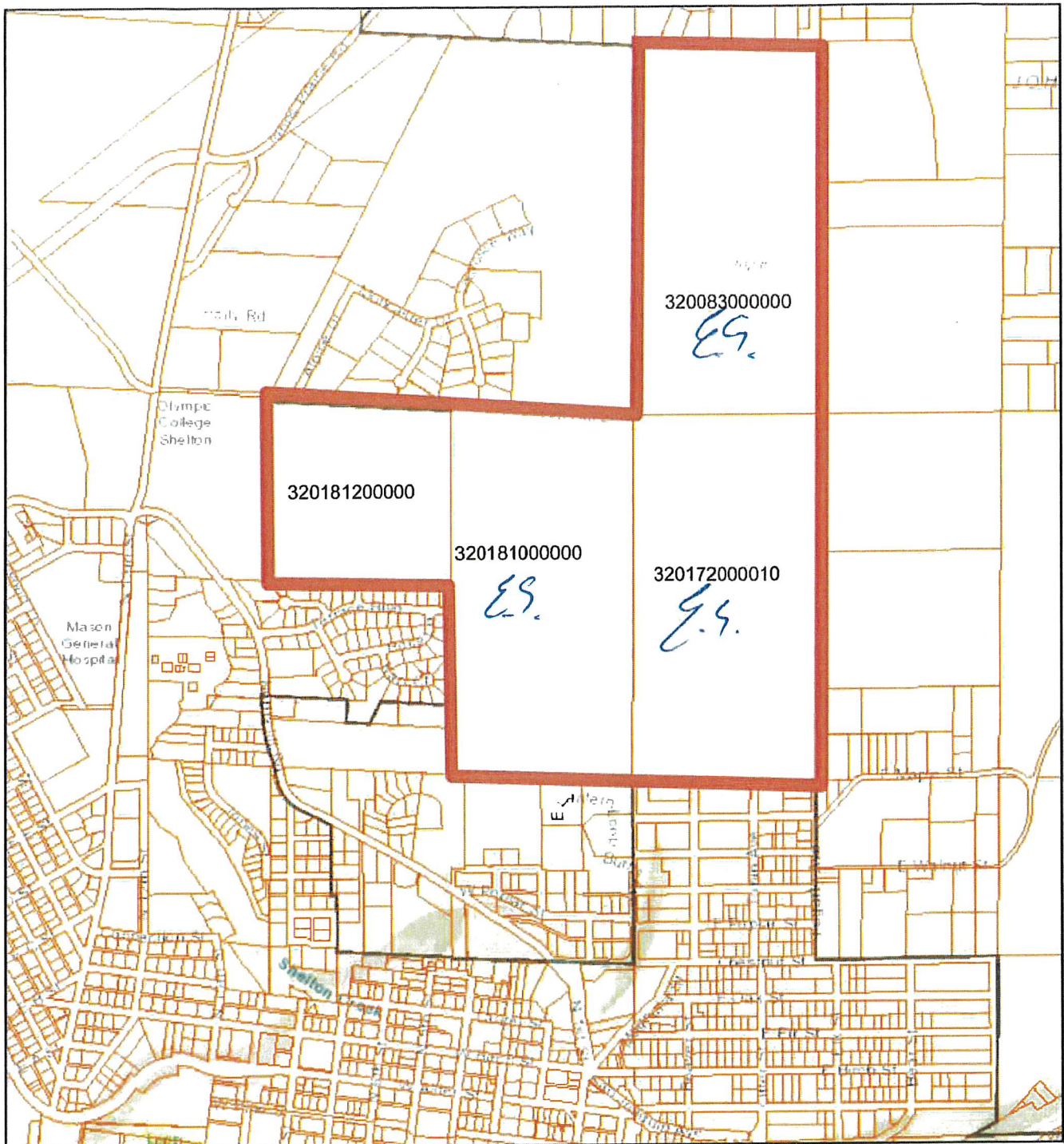
1:12,284

-  County Boundary
-  No Filled
-  Tax Parcels (Zoom in to 1:30,000)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

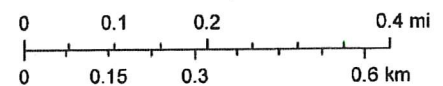
Proposed Annexed Parcels



11/19/2021, 11:03:57 AM

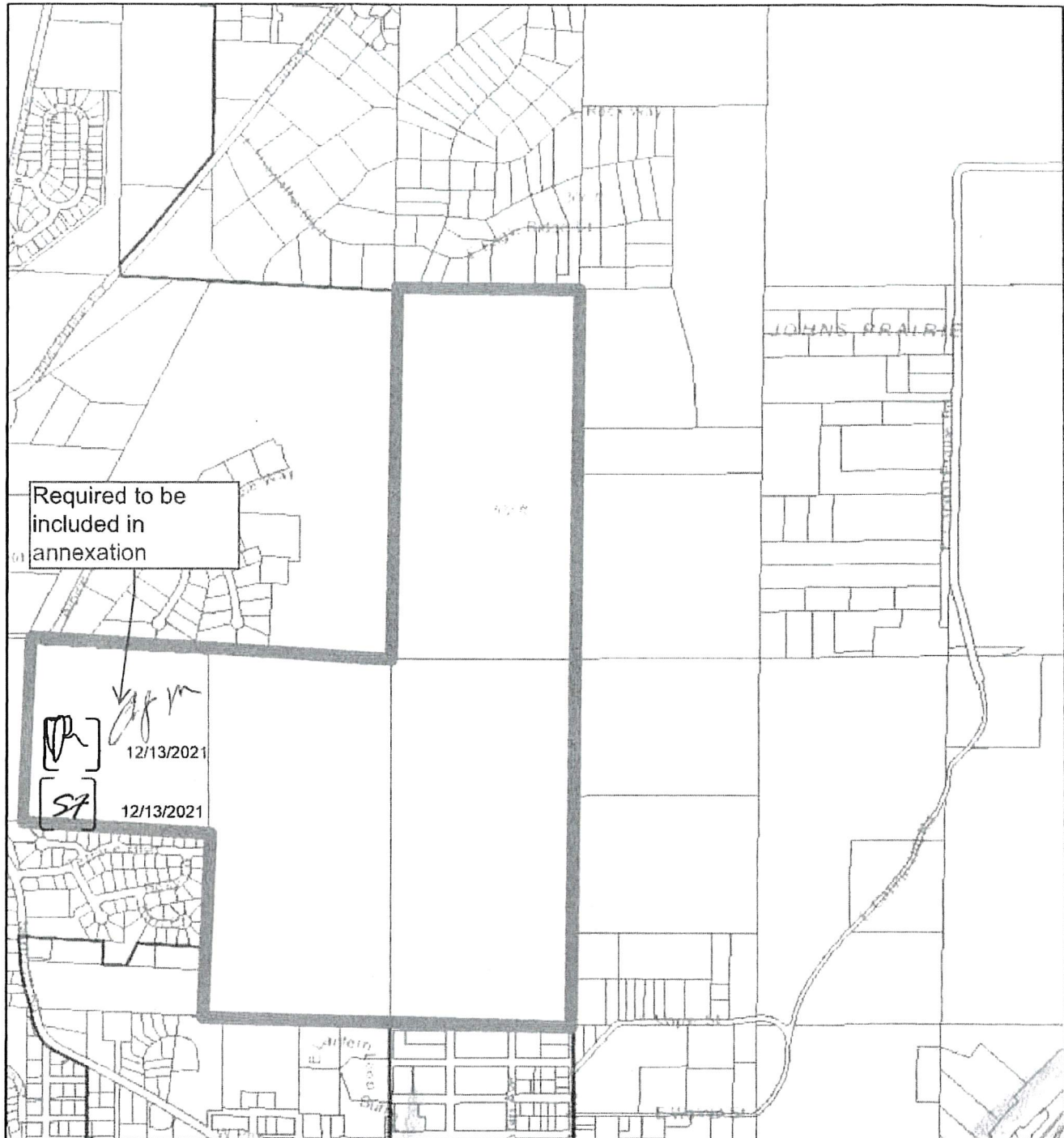
1:12,284

- ☒ County Boundary
- ☐ No Filled
- ☐ Tax Parcels (Zoom in to 1:30,000)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

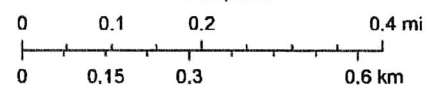
Proposed Parcels to be Annexed



11/3/2021, 3:52:41 PM

1:12,283

- ☐ County Boundary
- ☐ No Filled
- ☐ Tax Parcels (Zoom in to 1:30,000)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

**ALTA COMMITMENT FOR TITLE INSURANCE
EXHIBIT A
Order No.: 2020-12032-SH**

EXHIBIT "A"

Legal Description:

PARCEL 1:

The West half (W ½) of the Southwest quarter (SW ¼) of Section eight (8), Township twenty (20) North, Range three (3) West, W.M., in Mason County, Washington.

Parcel No. 32008 30 00000

PARCEL 2:

The West half (W ½) of the Northwest quarter (NW ¼) of Section seventeen (17), Township twenty (20) North, Range three (3) West, W.M., in Mason County, Washington.

Parcel No. 32017 20 00010

PARCEL 3:

The East half (E ½) of the Northeast quarter (NE ¼) of Section eighteen (18), Township twenty (20) North, Range three (3) West, W.M., in Mason County, Washington.

Parcel No. 32018 10 00000

As to PARCELS 1, 2 and 3:

TOGETHER WITH a perpetual, non-exclusive easement and right-of-way, 30 feet in width, as granted in instrument recorded July 21, 1978, Auditor's File No. 347738.

Abbreviated Legal:

W ½ SW 8-20-3, W ½ NW 17-20-3, E ½ NE 18-20-3

Parcel No(s):

32008-30-00000, 32017-20-00010, and 32018-10-00000

Purported Address: XXX Vacant Land, Shelton, WA 98584

 1-3-22

ALTA COMMITMENT FOR TITLE INSURANCE
EXHIBIT A
Order No.: 2022-35596-SH

EXHIBIT "A"

Legal Description:

The Northwest quarter (NW ¼) of the Northeast quarter (NE ¼) of Section eighteen (18), Township twenty (20) North, Range three (3) West, W.M., Mason County, Washington;

EXCEPTING therefrom, the right, title and interest conveyed to the City of Shelton in Quit Claim Deed recorded June 2, 1971, Auditor's File No. 260034, conveying the North 30 feet of the within described land "to be used for roadway and utility purposes".

TOGETHER WITH a perpetual, non-exclusive easement for road and utility purposes, 30 feet in width, as granted in instrument recorded October 19, 1970, Auditor's File No. 254777.

Abbreviated Legal:

PTN NW NE, 18-20-3

Parcel No(s):

32018-12-00000

Purported Address: XXX Vacant Land, Shelton, WA 98584

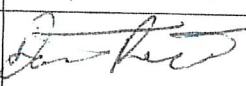

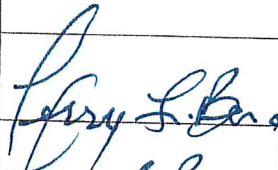

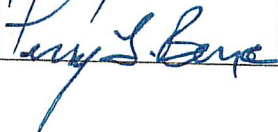
NOTICE OF INTENT TO PETITION FOR ANNEXATION 60 PERCENT METHOD

CITY OF Shelton , Washington

TO: City of Shelton City Council:

The undersigned, being the owners of not less than 10 percent (10%) in value, according to the assessed valuation of general taxation of the property for which annexation is sought, hereby notify the City Council of the City of Shelton of our intentions to commence annexation proceedings to the City of Shelton of the following described property. In accordance with RCW 35A.14.120 we hereby further request of the City Council to set a date, within sixty (60) days following the City's receipt of this notice, for a meeting with the undersigned parties to determine whether the City of Shelton will accept the proposed annexation, whether it shall require the simultaneous adoption of zoning regulations, and whether it shall require the assumption of existing City indebtedness by the area to be annexed. The property in question lies contiguous to the present corporate limits of the City of Shelton, and said property is situated in Mason County, Washington, and is legally described as follows (attach separate sheet). We, the undersigned, are owners of real property lying outside of the city limits of the City of Shelton, Washington, but contiguous thereto and designated as part of the City of Shelton's Urban Growth Area. A legal description and map of this area are attached to this notice.

It is acknowledged that this petition may consist of a group of pages containing identical text material and it is intended by the signers of this Notice of Intent that they be presented and considered as one Notice of Intent.

Property Owner Name (PLEASE PRINT)	Property Owner SIGNATURE	Street Address	Parcel Number	Date Signed
Alpine Evergreen Co. Inc.		7124 State Highway 3 SW Bremerton, WA 98312	320083100010	7-13-22
Alpine Evergreen Co. Inc.		7124 State Highway 3 SW Bremerton, WA 98312	320083400000	7-13-22
Terry Bence		610 W Bambi Farms Rd Shelton WA 98584	320083100000	
Terry Bence		610 W Bambi Farms Rd Shelton WA 98584	320082400000	7-15-22



Property Owner Name (PLEASE PRINT)	Property Owner SIGNATURE	Street Address	Parcel Number	Date Signed
Patricia Bence		610 W Bambi Farms Rd Shelton WA 98584	320083100000	7/15/22
Patricia Bence		610 W Bambi Farms Rd Shelton WA 98584	320082400000	7/15/22

EXHIBIT A

Tax Parcel Numbers: 32008-24-00000 and 32008-31-00000

That portion of the Northeast quarter of the Southwest quarter of Section 8, Township 20 North Range 3 West, W. M. lying Easterly of the following described line:

Beginning at the Southwest corner of said Section 8; Thence North $00^{\circ} 50' 20''$ West along its West line, 2651.72 feet to its West one quarter corner; Thence North $88^{\circ} 05' 38''$ East along its East West centerline, 2032.84 feet to the TRUE POINT OF BEGINNING of said line; Thence South $13^{\circ} 14' 24''$ East, 529.12 feet to the PC of a curve to the left radius point of which bears South $76^{\circ} 45' 36''$ West, 250.00 feet; Thence Southerly along the arc of curve, 50.52 feet; Thence South $01^{\circ} 39' 45''$ East, 441.61 feet to the terminus of said line.

EXCEPTING there from the South 10 acres of said Northeast quarter of the Southwest quarter.

And also EXCEPTING therefrom road rights-of-way.

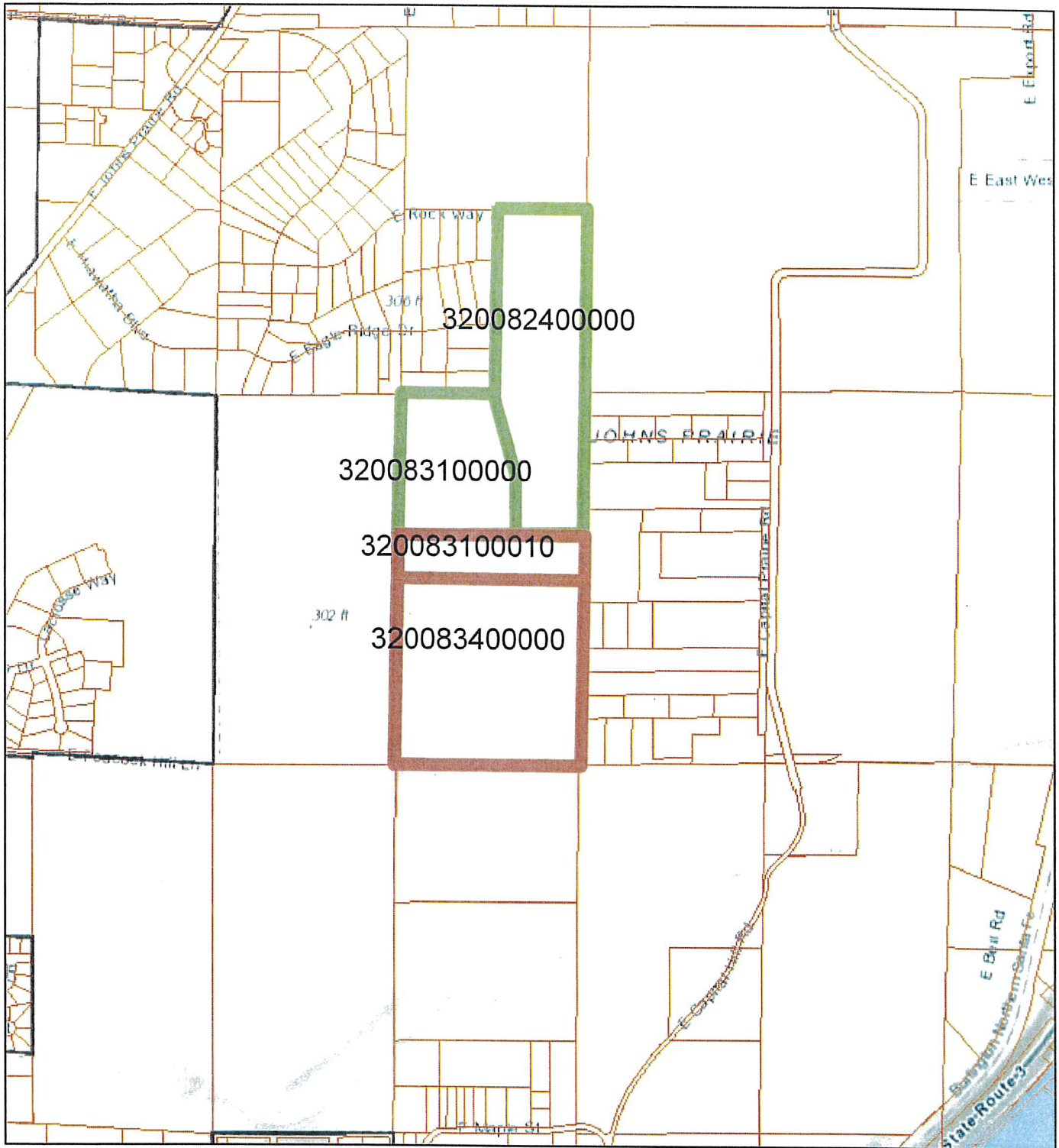
TOGETHER WITH and SUBJECT TO an easement, 60 feet in width for ingress, egress, drainage and utilities as shown on the Boundary Line Map.

EXHIBIT - A

Mason County Parcel ID #'s 320083400000 & 320083100010.




The Southeast quarter of the Southwest quarter (SE $\frac{1}{4}$ SW $\frac{1}{4}$) and the South ten (10) acres of the Northeast quarter of the Southwest quarter (NE $\frac{1}{4}$ SW $\frac{1}{4}$) of section 8, Township 20 North, Range 3 West, W.M., in Mason County Washington.

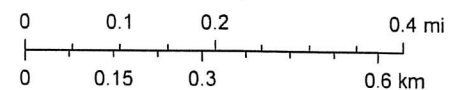
Additional Proposed Annexed Property



7/11/2022, 12:08:44 PM

1:12,282

-  County Boundary
-  No Filled
-  Tax Parcels (Zoom in to 1:30,000)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

September 7, 2022

City of Shelton
525 West Cota Street
Shelton, WA 98584

RE: Official Annexation by 60% Petition Method

To the City of Shelton:

Please accept this letter on behalf of Mitchell Development II LLC, our official request of Annexation into the City of Shelton by 60% Petition Method. Following the City of Shelton City Council's adoption of Resolution Number 1229-0222 on April 5, 2022, a Resolution of the City Council of the City of Shelton Washington, accepting a proposed annexation for the Peacock Ridge Area Pursuant to RCW 35A.14.120, we are requesting the annexation of parcels 320083000000, 320172000010, 380181000000 and 320181200000 totaling approximately 280 acres. In addition, we have requested to expand the annexation with 101.49 acres through Resolution No. 1244-0822 adopted on September 6, 2022. The additional parcels are 320082400000, 320083100000, 320083100010 and 320083400000. The properties are located in the Shelton Urban Growth area, is located along East Peacock Hill Lane, and is zoned Neighborhood Residential (NR) as indicated in the City of Shelton Comprehensive Plan.



Green Diamond Resource Company
Owner

JPS Properties LLC
Owner

Alpine Evergreen Co.
Owner

Terry Bence
Owner

Patricia Bence
Owner

September 7, 2022

City of Shelton
525 West Cota Street
Shelton, WA 98584

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Green Diamond Resource Company
Owner



Alpine Evergreen Co.
Owner

JPS Properties LLC
Owner

Terry Bence
Owner

Patricia Bence
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September 7, 2022

City of Shelton
525 West Cota Street
Shelton, WA 98584

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Green Diamond Resource Company
Owner

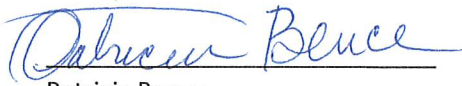
Alpine Evergreen Co.
Owner



JPS Properties LLC
Owner



Terry Bence
Owner






Patricia Bence
Owner

OFFICIAL PETITION FOR ANNEXATION BY 60 PERCENT METHOD

CITY OF Shelton ,Washington

TO: City of Shelton City Council:

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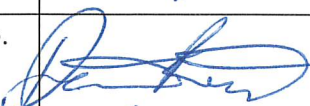
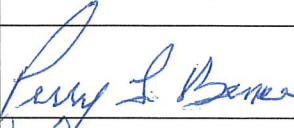

Property Owner Name (PLEASE PRINT)	Property Owner SIGNATURE	Street Address	Parcel Number	Date Signed
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320083000000	9/21/22
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320172000010	9/21/22
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320181000000	9/21/22
JPS Properties LLC		280 SE Binns Swiger Loop Rd, Shelton WA 98584	320181200000	
Alpine Evergreen Co. Inc.		7124 State Highway 3 SW Bremerton, WA 98312	320083100010	
Alpine Evergreen Co. Inc.		7124 State Highway 3 SW Bremerton, WA 98312	320083400000	
Terry Bence		610 W Bambi Farms Rd Shelton WA 98584	320083100000	
Terry Bence		610 W Bambi Farms Rd Shelton WA 98584	320082400000	

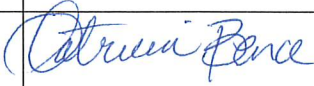

OFFICIAL PETITION FOR ANNEXATION BY 60 PERCENT METHOD

CITY OF Shelton ,Washington

TO: City of Shelton City Council:

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Property Owner Name (PLEASE PRINT)	Property Owner SIGNATURE	Street Address	Parcel Number	Date Signed
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320083000000	
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320172000010	
Green Diamond Resource Company		215 North Third Street Shelton, WA 98584	320181000000	
JPS Properties LLC		280 SE Binns Swiger Loop Rd, Shelton WA 98584	320181200000	9/20/22
Alpine Evergreen Co. Inc.		7124 State Highway 3 SW Bremerton, WA 98312	320083100010	9/21/22
Alpine Evergreen Co. Inc.		7124 State Highway 3 SW Bremerton, WA 98312	320083400000	9/21/22
Terry Bence		610 W Bambi Farms Rd Shelton WA 98584	320083100000	9-19-22
Terry Bence		610 W Bambi Farms Rd Shelton WA 98584	320082400000	9-19-22

Property Owner Name (PLEASE PRINT)	Property Owner SIGNATURE	Street Address	Parcel Number	Date Signed
Patricia Bence		610 W Bambi Farms Rd Shelton WA 98584	320083100000	9/19/22
Patricia Bence		610 W Bambi Farms Rd Shelton WA 98584	320082400000	9/19/22

I WITNESS WHEREOF, the undersigned Declarant has executed this Declaration the date and year first written above.

Green Diamond Resource Company

By: R.C.L.

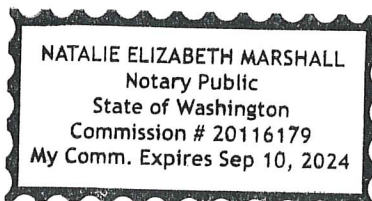
Title: Vice President & General mgr.

STATE OF WASHINGTON)

COUNTY OF Mason)

I certify that I know or have satisfactory evidence that Brian C. Sayer is the person who appeared before me, and that person acknowledged signing this instrument, on oath stated that their authority to execute the instrument and acknowledged it as the owner, on behalf of whom instrument was executed to be the free and voluntary act of such party for the uses and purposed mentioned in this instrument.

Dated this 19 day of September, 20 22.



Natalie Elizabeth Marshall
(Printed named): Natalie Elizabeth Marshall

NOTARY PUBLIC
My Commission Expires: 09/10/2024

I WITNESS WHEREOF, the undersigned Declarant has executed this Declaration the date and year first written above.

JPS Properties LLC

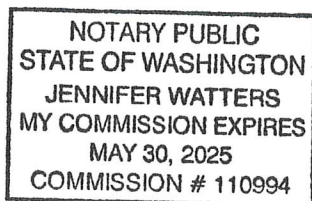
By: James Mell Jr.

Title: Co. Mngd.

STATE OF WASHINGTON)
COUNTY OF Mason)

I certify that I know or have satisfactory evidence that James Mell Jr. is the person who appeared before me, and that person acknowledged signing this instrument, on oath stated that their authority to execute the instrument and acknowledged it as the owner, on behalf of whom instrument was executed to be the free and voluntary act of such party for the uses and purposed mentioned in this instrument.

Dated this 20 day of September, 2022.



Jennifer Watters

(Printed named): Jennifer Watters

NOTARY PUBLIC

My Commission Expires: 5-30-25

I WITNESS WHEREOF, the undersigned Declarant has executed this Declaration the date and year first written above.

Alpine Evergreen Co.

By: Damian Reid

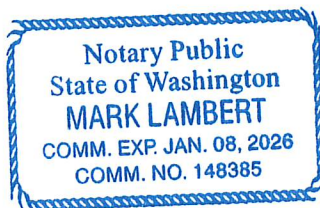
Title: president

STATE OF WASHINGTON)

COUNTY OF)

I certify that I know or have satisfactory evidence that Damian Reid is the person who appeared before me, and that person acknowledged signing this instrument, on oath stated that their authority to execute the instrument and acknowledged it as the owner, on behalf of whom instrument was executed to be the free and voluntary act of such party for the uses and purposed mentioned in this instrument.

Dated this 19th day of September, 2022.



Mark Lambert
(Printed named): Mark Lambert

NOTARY PUBLIC
My Commission Expires: January 8, 2026

I WITNESS WHEREOF, the undersigned Declarant has executed this Declaration the date and year first written above.

Terry Bence

By: Terry L. Bence

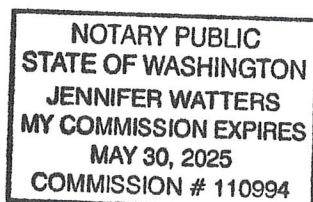
Title: _____

STATE OF WASHINGTON)

COUNTY OF)

I certify that I know or have satisfactory evidence that Terry Bence is the person who appeared before me, and that person acknowledged signing this instrument, on oath stated that their authority to execute the instrument and acknowledged it as the owner, on behalf of whom instrument was executed to be the free and voluntary act of such party for the uses and purposed mentioned in this instrument.

Dated this 19 day of September, 20 22.



Jennifer Watters
(Printed named): Jennifer Watters

NOTARY PUBLIC
My Commission Expires: 5.30.25

I WITNESS WHEREOF, the undersigned Declarant has executed this Declaration the date and year first written above.

Patricia Bence

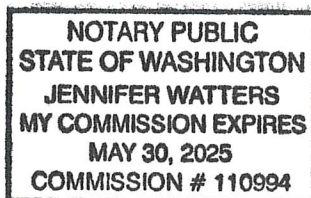
By: Patricia Bence

Title: _____

STATE OF WASHINGTON)
)
COUNTY OF MASON)

I certify that I know or have satisfactory evidence that Patricia Bence is the person who appeared before me, and that person acknowledged signing this instrument, on oath stated that their authority to execute the instrument and acknowledged it as the owner, on behalf of whom instrument was executed to be the free and voluntary act of such party for the uses and purposed mentioned in this instrument.

Dated this 19 day of September, 20 22.

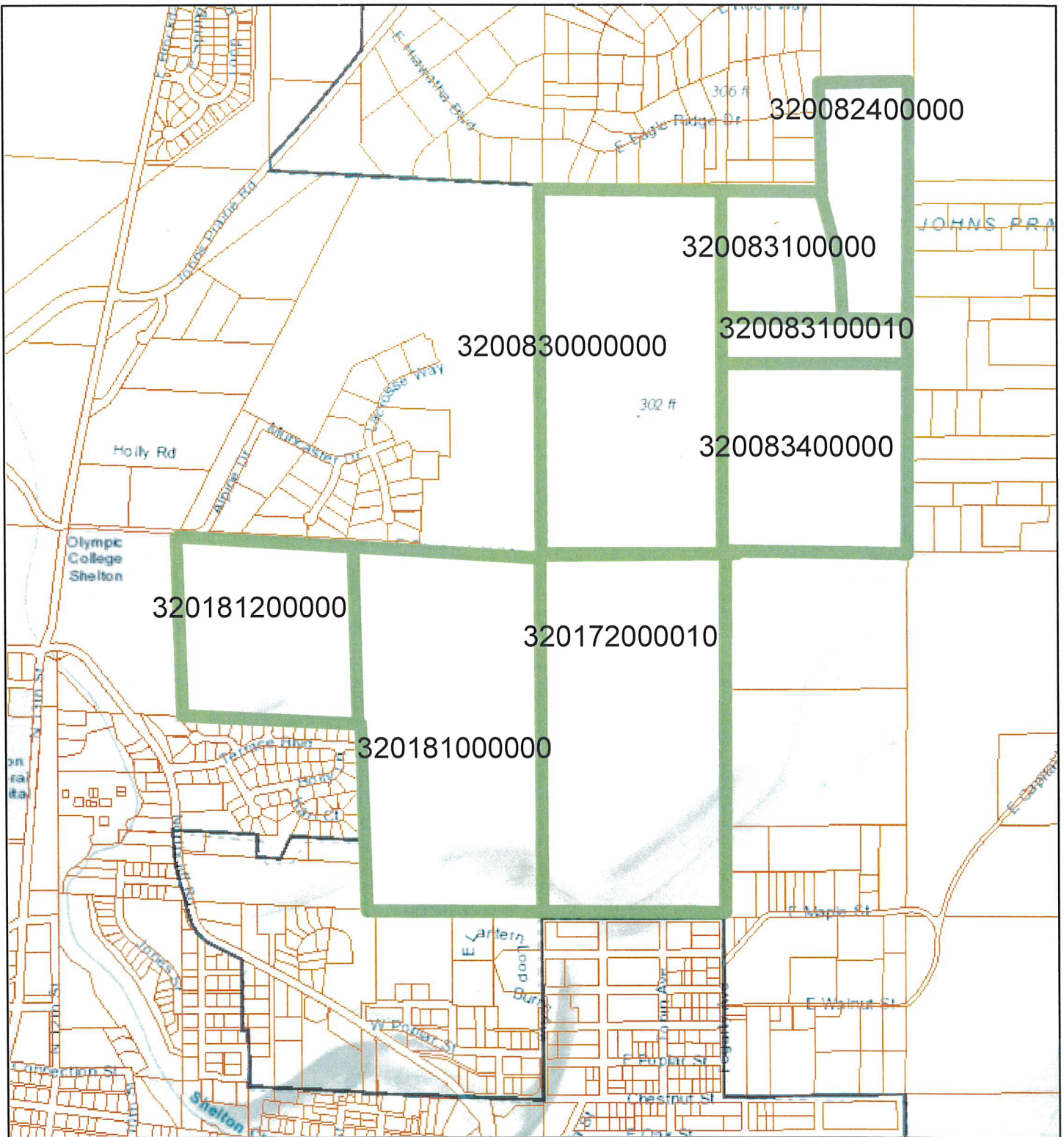


Jennifer Watters

(Printed named): Jennifer Watters




NOTARY PUBLIC
My Commission Expires: 5.30.25

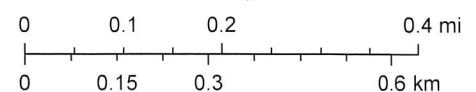
Official Annexation Map



9/22/2022, 10:54:39 AM

1:12,283

-  County Boundary
-  No Filled
-  Tax Parcels (Zoom in to 1:30,000)






Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

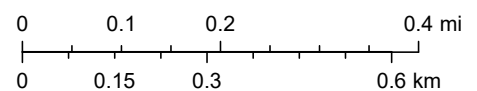
"Peacock Ridge" Proposed Annexation Areas



8/2/2022, 3:43:34 PM

1:12,283

-  County Boundary
-  No Filled
-  Tax Parcels (Zoom in to 1:30,000)



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

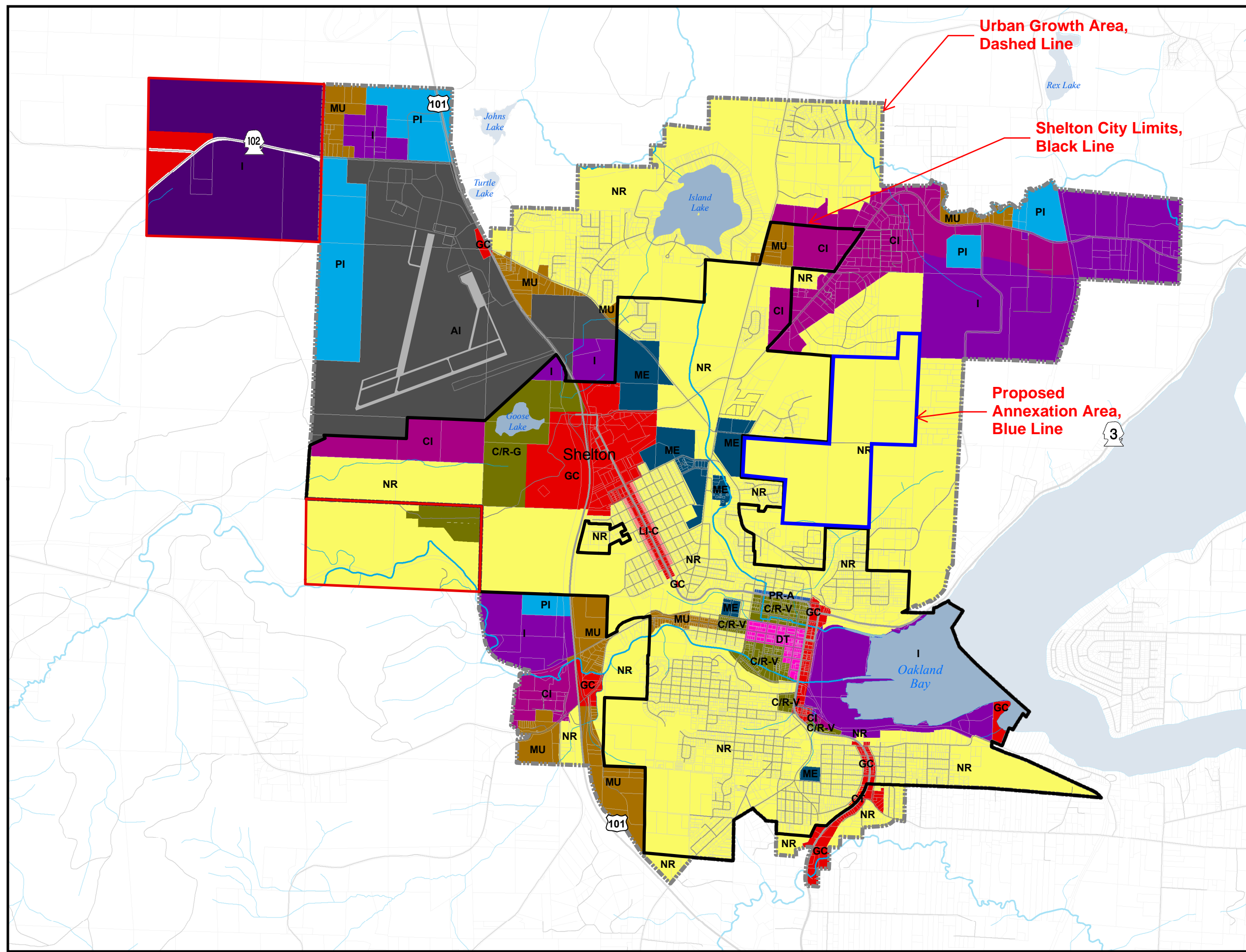


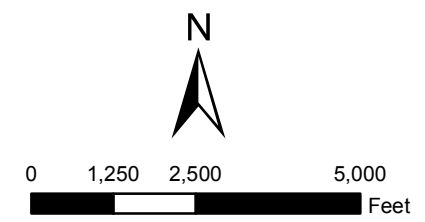
Figure 1
Future Land Use Map

Comprehensive Plan Update 2017
City of Shelton, WA

- Legend**
- Shelton City Limits
 - Shelton UGA
 - UGA Expansion Areas
 - Parcels
 - Airport
- Zoning**
- AI, Airport Industrial
 - C/I, Commercial / Industrial
 - C/R-G, Commercial / Residential - Goose Lake
 - C/R-V, Commercial / Residential - Valley
 - CT, Commercial - Targeted for Potential Residential Rezoning
 - DT, Downtown
 - GC, Commercial
 - I, Industrial
 - LI-C, Low Intensity Commercial
 - ME, Medical / Educational
 - MU, Mixed Use
 - NR, Neighborhood Residential
 - PI, Public Institutional
 - PR-A, Professional Office / Residential Mixed Usage

Map created by: Mason County GIS Department
Map File: MC_Fig_1_Future_Land_Use.mxd
Map Created in ArcGIS 10.2
Map Date: 11/20/2017

Data Source: Mason County GIS, Washington
State Department of Transportation, Washington
Department of Natural Resources, USGS NLCD



Parcel Number	Roll Year	Total Market Value	Total Assessed Value	Prior Market	Prior Assessed	Total Acres	Last Name	First Name
32008-24-00000	2023	80790	4470	93940	4470	33.55	BENCE	TERRY L & PATRICIA S
32008-30-00000	2023	183010	11520	212800	11520	80	GREEN DIAMOND RESOURCE COMPANY	
32008-31-00000	2023	75600	2585	87905	2585	17.94	BENCE	TERRY L & PATRICIA S
32008-31-00010	2023	48160	1440	56000	1440	10	ALPINE EVERGREEN CO INC	
32008-34-00000	2023	91505	5760	106400	5760	40	ALPINE EVERGREEN CO INC	
32017-20-00010	2023	529760	12040	616000	12040	80	GREEN DIAMOND RESOURCE COMPANY	
32018-10-00000	2023	686090	11840	415800	11840	80	GREEN DIAMOND RESOURCE COMPANY	
32018-12-00000	2023	335240	4380	203170	4380	39.09	JPS PROPERTIES LLC	

County of Mason

This is to certify that Patti McLean acting in the official capacity as County Assessor have compared the foregoing (attached) copy with the original thereof on file in my office and determined it a true and correct copy of the original.

Signed this 9th day of Oct 2022

Patti McLean
Assessor of Mason County, Washington

By Deputy

ORDINANCE NO. 1998-1222

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHELTON,
WASHINGTON, ANNEXING CERTAIN PROPERTY LOCATED WITHIN THE CITY
OF SHELTON URBAN GROWTH AREA INTO THE CITY OF SHELTON
CORPORATE LIMITS**

WHEREAS, on September 6, 2022, the Shelton City Council passed Resolution Number 1244-0822 which authorized the property owners to petition the City of Shelton to annex certain properties into Shelton City limits; and

WHEREAS, on September 23, 2022, and pursuant to the 60% Petition Method of Annexation described in RCW 35A.14.120, the applicants submitted a petition that was signed by over 60% of the property owners and property value involved for consideration of the Annexation of approximately 370.29 acres of land located within the City of Shelton Urban Growth area into City limits; and

WHEREAS, the City of Shelton submitted the petition to the County Assessor for certification pursuant to RCW 35A.01.040; and

WHEREAS, the Mason County Assessor certified the petition for annexation on October 11, 2022; and

WHEREAS, annexation of properties by a City is expressly exempt from review under the State Environmental Policy Act (SEPA) pursuant to RCW 43.21C.222; and

WHEREAS, the City of Shelton provided public notice of the public hearing in the Shelton Journal on January 19, 2023, and January 26, 2023, posted Public Hearing Notices in three locations around/adjacent to the sites to be annexed on January 23, 2023, and mailed notice to all property owners within 300 feet of the subject sites on January 20, 2023; and

WHEREAS, at its regular meeting on February 7, 2023, the Shelton City Council held a public hearing regarding the proposed annexation as required by RCW 35A.14.130; and

WHEREAS, the Shelton City Council has determined that the health, welfare, and safety of the people of the City of Shelton and the petitioners will be best served if said territory is annexed to and becomes part of the City of Shelton;

NOW THEREFORE, be it ordained by the City Council of the City of Shelton, Washington as follows:

Section 1. The real property described in Exhibit “A” and depicted in Exhibit “B” attached hereto and incorporated herein by reference, is hereby annexed to the City of Shelton.

Section 2. The property within the territory/land described to be hereby annexed shall be assessed and taxed at the same rate and on the same basis as other property within the City of Shelton, including all indebtedness existing as the effective date of the annexation.

Section 3. The annexed property shall be zoned Neighborhood Residential consistent with its designation in the City of Shelton Comprehensive Plan.

Section 4. The City of Shelton Comprehensive Plan and associated Figures and Maps shall be amended to reflect incorporation of the territory/land annexed by this action.

Section 5. Staff shall submit an annexation certificate and supporting documents to the state Office of Financial Management (OFM) and file a certified copy of this Ordinance with the County Commission within 30 days of the passage of this Ordinance.

Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Effective Date. This Ordinance shall take effect five days after passage and publication, as required by law. The annexation effective date shall be the same as the Ordinance effective date.

INTRODUCED the 7th day of February 2023.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 21st day of February 2023.

Passed this _____ day of _____ 2023.

Eric Onisko, Mayor

AUTHENTICATED:

Donna Nault, City Clerk

Exhibit "A"

Real Property Descriptions of Properties To Be Annexed Into The City of Shelton

Assessor's Parcel Number 32018-12-00000 (JPS Properties LLC):

The Northwest quarter (NW $\frac{1}{4}$) of the Northeast quarter (NE $\frac{1}{4}$) of Section eighteen (18), Township twenty (20) North, Range three (3) West, W.M., Mason County, Washington;

EXCEPTING therefrom, the right, title and interest conveyed to the City of Shelton in Quit Claim deed recorded June 2, 1971, Auditor's File Number 260034, conveying the North 30 feet of the within described land "to be used for roadway and utility purposes".

TOGETHER WITH a perpetual, non-exclusive easement for road and utility purposes, 30 feet in width, as granted in instrument recorded October 19, 1970, Auditor's File Number 254777.

Assessor's Parcel Numbers 32008-30-00000, 32017-20-00010, and 32018-10-00000 (Green Diamond)

32008-30-00000, The West half (W $\frac{1}{2}$) of the Southwest quarter (SW $\frac{1}{4}$) of Section eight (8), Township (20) North, Range three West., in Mason County, Washington.

32017-20-00010, The West half (W $\frac{1}{2}$) of the Northwest quarter (NW $\frac{1}{4}$) of Section seventeen (17), Township twenty (20) North, Range three (3) West, W.M., in Mason County, Washington.

32018-10-00000, The East half (E $\frac{1}{2}$) of the Northeast quarter (NE $\frac{1}{4}$) of Section eighteen (18), Township twenty (20) North, Range three (3) West, W.M., in Mason County, Washington

Applicable to all three parcels;

TOGETHER WITH a perpetual, non-exclusive easement and right-of-way, 30 feet I width, as granted in instrument recorded July 21, 1978, Auditor's File No. 347738

Assessor's Parcel Numbers 32008-34-00000 and 32008-31-00010 (Alpine Evergreen)

The Southeast quarter of the Southwest quarter (SE $\frac{1}{4}$ SW $\frac{1}{4}$) and the South ten (10) acres of the Northeast quarter of the Southwest quarter (NE $\frac{1}{4}$ SW $\frac{1}{4}$) of section 8, Township 20 North, Range 3 West, W.M., in Mason County Washington.

Assessor's Parcel Numbers 32008-24-00000 (portion of) and 32008-31-00000 (Bence)

32008-31-00000, A Portion of the Northeast Quarter of the Southwest Quarter of Section 8, Township 20 North, Range 3 West, W.M., Being Resulting Parcel 1 of Mason County BLA #9-20 recorded under Auditor's File Number 1943632 more particularly described as follows:

Commencing at the Southwest corner of said Section 8;

Thence along the West Line of Said Section 8, N 00° 50'20" W, 2651.72 feet to the West Quarter Corner of Said Section 8;

Thence along the North line of the Southwest Quarter of Said Section 8 N 88°05'38" East, 1348.96 Feet, to the POINT OF BEGINNING.

Thence continuing along said North Line, North 88° 05'38" East 683.88 Feet; Thence S 13°14'24" E, 529.12 feet to the beginning of a curve to the right whose center bears South 76° 45'36" West;

Thence along said curve an ARC distance of 50.52 feet, having a radius of 250.00 feet and through a central angle of 11° 34'39";

Thence south 1° 39'45" West, 441.61 Feet;

Thence South 88° 20'15" West, 814.24 feet, to the West line of the Northeast quarter of the Southwest quarter of said Section 8;

Thence along said West Line, North 0° 34'36" West, 1007.41 Feet, to the north line of said Southwest Quarter and the POINT OF BEGINNING;

Situate in the County of Mason, State of Washington.

32008-24-00000 (Portion Of),

A portion of the Northwest Quarter and the Southwest Quarter of Section 8, Township 20 North, RANGE 3 WEST, W.M., Being Resulting Parcel 1 of MASON COUNTY BOUNDARY LINE ADJUSTMENT NUMBER 15-12, recorded May 1, 2015, under Auditor's File Number 2039755, more particularly described as follows;

Commencing at the Southwest corner of said Section 8;

Thence North 0° 50' 20" West along the west line of said Section 8 a distance of 2657.72 feet to the west quarter corner of said Section 8;

Thence North 88° 05'38" east along the North line of the Southwest Quarter of said Section 8 a distance of 2023.44 feet to the Point of Beginning;

Thence North 0° 13'38" West a distance of 664.71 Feet;

Thence North 88° 11'35" East a distance of 673.40 feet to the east line of the Northwest and the Southwest Quarters of Said Section 8;

Thence South 0° 19'01" East along said East line a distance of 1676.76 feet;

Thence South 88° 20'15" West a distance of 530.00 feet;

Thence North 1° 39' 45" West a distance of 441.61 feet to the beginning of a curve to the left whose center bears South 88° 20' 15" West;

Thence along said curve and arc distance of 50.52 feet having a radius of 250.00 feet through a central angle of 11° 34' 39";

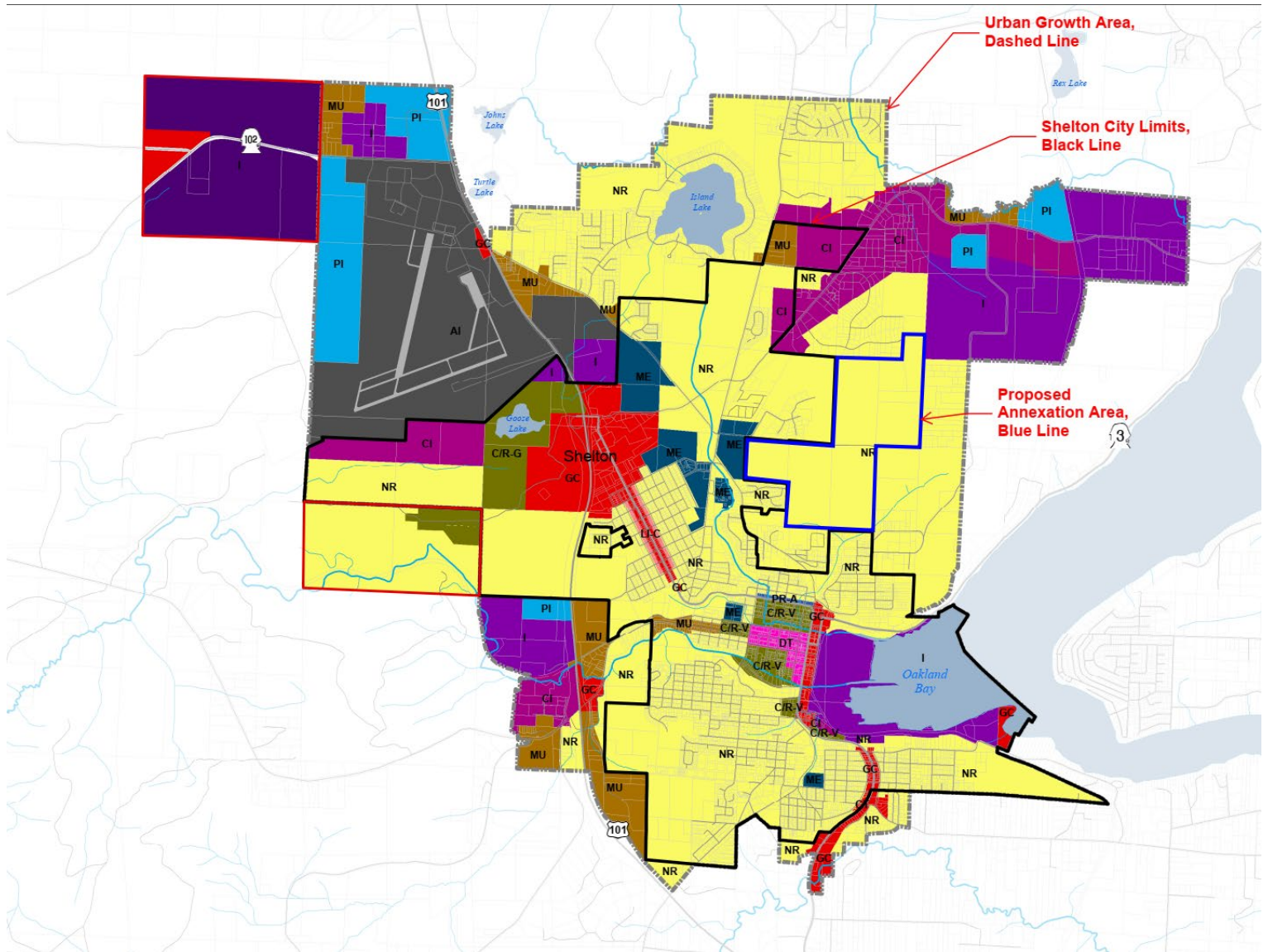
Thence North 13 Degrees 14' 24" West a distance of 529.12 feet to the north line of the Southwest Quarter of said Section 8;

Thence South 88 Degrees 05' 38" West along said north line a distance of 9.40 feet to the Point of Beginning.

Situate in the County of Mason, State of Washington

EXHIBIT "B"

Properties To Be Annexed Depicted on the City of Shelton Future Land Use Map (Figure 1 of the City of Shelton Comprehensive Plan)





CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G1)

Touch Date: 01/03/2023
Brief Date: 01/17/2023
Action Date: 02/07/2023

Department: Finance
Presented By: Mike Githens

APPROVED FOR COUNCIL PACKET:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

**2023 Master Fee Schedule
Update**

Action Requested:

<input checked="" type="checkbox"/>	Dept. Head	<u>12/9/2022</u>
<input checked="" type="checkbox"/>	Finance Director	<u>1/27/2023</u>
<input type="checkbox"/>	Attorney	<u> </u>
<input checked="" type="checkbox"/>	City Clerk	<u>1/27/2023</u>
<input checked="" type="checkbox"/>	City Manager	<u>1/27/2023</u>

ATTACHMENTS:

- **Resolution No. 1253-1122**
- **Exhibit "A" 2023 Fee Schedule**
- **2023 PW TIF Attachment B**
- **Addendum "A" Fire Marshal
Services Fees**

<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	Motion
<input type="checkbox"/>	Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

This resolution updates the City's Master Fee Schedule for 2023. The City annually updates fees to incorporate changes in the cost to provide certain City services, update services provided for a fee/charge, and eliminate any fees for services that may no longer be relevant.

Fees and Charges for services such as animal licensing, parks and recreation, code enforcement, building and development, and permitting are established under the general guiding principle that these fees/charges are set at a level that recovers all the direct and indirect costs associated with the activity, including administrative overhead.

The fees for Fire Marshal Services are attached as Addendum A. These services are performed by Central Mason Fire-EMS and the City of Shelton will collect the fees and then pay Central Mason Fire-EMS on a regular basis. This will serve as a more accurate accounting of the fees related to Fire Marshal Services rather than the City of Shelton paying Central Mason Fire-EMS a flat monthly rate for Fire Marshal services.

Utility rates, Utility system charges, and Utility service fees are set to recover the cost of operating the utility systems, in addition to charging for replacing equipment and adding or expanding facilities to meet regulations, future service demands, and setting aside for unforeseen events such as natural disasters. Revenues for fees and charges must meet the expenses of the system, in addition to setting aside reserves, to keep the utility operating in a fiscally responsible manner. Utility rates should also incorporate the utility's portion of indirect costs.

ANALYSIS/OPTIONS/ALTERNATIVES:

The fee schedule is currently out of date and needs to be updated for 2023.

BUDGET/FISCAL INFORMATION:

The 2023 budget was developed with the proposed fees accounted for.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to adopt Resolution No. 1253-1122 as presented."

RESOLUTION NO. 1253-1122

**A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON
UPDATING AND ESTABLISHING THE CITY'S MASTER FEE SCHEDULE FOR
FISCAL YEAR 2023**

WHEREAS, it is the general policy of the city to establish fees that are reflective of the cost of services provided by the city; and

WHEREAS, it is best practice for the City's Master Fee Schedule be updated annually to reflect changes in the cost for certain City services.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton, Washington, as follows:

Section 1. Public Interest. The City Council for the City of Shelton, Washington finds that it is in the public interest to amend and supersede the previously adopted Master Fee Schedule to address costs associated with providing services.

Section 2. Supersede previous Resolutions. This resolution inclusive of Exhibit "A" and Addendum "A" attached hereto shall supersede in its entirety Resolution 1238-0522 approved by the Shelton City Council and set the City's 2023 Master Fee Schedule.

Section 3. Adjustments. The Shelton City Council amends the Master Fee Schedule to include Exhibit "A" and Addendum "A".

Section 4. Effective date. The fees adopted in the Master Fee Schedule shall take effect on February 21, 2023. Utility rates included in the Master Fee Schedule were adopted per Shelton Municipal Code 14.28, 15.28, and 16.06, and took effect on January 1, 2023.

INTRODUCED AND PASSED by the City Council of the City of Shelton on this 7th day of February 2023.

ATTEST:

Mayor Onisko

City Clerk Nault



City of Shelton
525 Cota Street
Shelton, Washington 98584
Master Fee Schedule
RESOLUTION NO. 1253-1122
Exhibit "A"

General Government.....	pg. 2
Animal Shelter.....	pg. 3
Civic Center.....	pg. 3-4
Code Enforcement.....	pg. 4
Parks and Recreation.....	pg. 4
Police Department.....	pg. 4-5
Community Development.....	pg. 5
Planning.....	pg. 5
Building.....	pg. 6-13
Fire.....	Addendum A
Public Works.....	pg. 13
Stormwater.....	pg. 14
Sanitary Sewer.....	pg. 14
Reclaimed Water.....	pg. 17
Water.....	pg. 18-20



Type of Permit

Fee

General Government

**** Technology Fee set at 4% of the applicable permit fee****

**** If payment is made by credit card a processing fee of 2% will be added to the total.****

*****Where applicable to certain fees**

Annual Report	\$10.00
Documents provided at Public Hearings	\$0.00 (within one year)
Audio Reproduction (when requested within one year of hearing). *Other than Police	\$10.00 (requested after one year of hearing date)
Video Reproduction * Other than Police	\$10.00
Copies	\$0.15 per page
Scanned copies to electronic format	\$0.10 per page
Files or attachments for electronic delivery	\$0.05 per four (4) attachments
Gigabyte of electronic records for transmission	\$0.10 per gigabyte
Storage media, container, envelope, postage and delivery charge	Actual Cost
R.C.W. 42.56.120 (2) (b) (c) and (e)	
New and renewal of Business License	\$50.00
Sexually Oriented Business License	\$100.00
Sexually Oriented Manager or Entertainer	\$50.00
Taxi Operator License (per operator)	\$40.00
Taxi Vehicle License (per vehicle)	\$40.00
Returned Check charge	\$40.00
VISA/MC chargeback	\$35.00
Special Event Permit	\$35.00 (An additional \$25.00 is due for applications received 25 business days or less prior to the event).
City Special Event services (barricades, garbage, etc.)	\$25.00 (per event, per service)
Displays on City message boards	\$30.00
Map Reproduction	Color 36 x 48 \$18.00 Color 24 x 36 \$12.00 Special Order 36 x 48 \$30.00



	Special Order 24 x 36 \$20.00 Black Line \$1.00 (Per square foot)
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Animal Shelter

Adoption Fee	\$200.00
Adoption Fee – previously spayed or neutered	\$100.00
Animal License (Yearly)	\$30.00
Animal License (Microchipped Pet Lifetime)	\$100.00
Spayed or Neutered (Yearly)	\$25.00
Service Dogs (Yearly)	No fee
Senior citizen 65 yrs. and older (Yearly)	\$15.00
Surrender of Dog - City residents only	\$40.00
Animal Impound (City residents)	First impoundment \$50.00 Second impoundment \$75.00 Third and subsequent impoundment \$150.00 All impound fees shall also be charged unpaid animal license fees.
Boarding fee (over 48 hours)	\$15.00 per/day (\$30.00 per/day after 48 hours)
Lost license or (transfer of license)	\$5.00(\$10.00)
Non-resident animal impound fee	First impoundment \$150.00 Second impoundment \$200.00 Third and subsequent impoundment \$250.00

Civic Center Rental

Damage Deposit	\$400.00
Kitchen	\$75.00
Black drapery	\$2.00 (per 10 foot section)
Staging	\$10.00 (use of 1 – 4 sections)
Equipment Rental	TV Monitor \$10.00 Multimedia Projector \$20.00
Meeting rooms	\$25.00 per hour for each 600 sq. ft.



Main meeting room	\$86.00 per hour
50% reduction in room rental for local government and non-profits during regular business hours	

Code Enforcement

**** Technology Fee set at 4% of the applicable permit fee****

**** If payment is made by credit card a processing fee of 2% will be added to the total.****

Infraction Issued Fees including site visit(s), photos, file creation, documentation, etc. Plus itemized fees to include attorney costs, additional tracked staff time and costs, title searches, service, court filing fees, which may be included in the city request for abatement cost reimbursement per R.C.W. 35.21.955	\$204.00 minimum
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Parks and Recreation

Parks Master Plan	\$20.00
Ballfields and Playfields (Callahan Park/Loop Field.	Field Rental \$15.00 per hour Softball Field preparation \$30.00 each field
City recreation programs	Actual cost of program
Refunds	Before first class: %100 Before second class: %80 Before third class: %50 After third class: No refunds
Picnic Shelters	\$12.50 per hour. Two hour minimum, plus applicable fees for garbage, labor, misc.
Commercial Park (Use by individual, company, corporation, business or similar for the purposes of selling, distributing, or promotion.	\$25.00 per hour

Police Department

Fingerprints	\$15.00
Video Reproduction	\$10.00 Plus \$.50 per minute for redaction



Audio Reproduction	\$10.00
Weapons Permit	\$49.25
Weapons Permit renewal	\$32.00
Weapons Permit renewal – late application	\$42.00
Weapons Permit – replacement	\$10.00
Weapons Dealer Permit	\$125.00
Excess Alarm fee	\$25.00 after three (3) false alarms

Community Development – Planning

**** Technology Fee set at 4% of the applicable permit fee****

**** If payment is made by credit card a processing fee of 2% will be added to the total. ****

Address Assignment	\$100.00
Annexation	\$1,200.00 plus \$40.00 per acre or fraction thereof.
Appeal to the Hearing Examiner	Individual - \$1,000.00 H.O.A. - \$500.00
Boundary Line Adjustment	\$315.00
Comprehensive Plan Amendment	\$2,600.00
Comprehensive Plan document	\$35.00
Conditional Use Permit/Special Use Permit	\$2,700.00
SEPA	\$300.00
EIS	\$1,400.00 plus consultant costs
Fence	\$75.00 residential \$180.00 commercial
Forest Practices Application	\$350.00
Plat/Binding Site Plan	Preliminary: \$3,300.00 plus \$40.00 per lot Extension: \$200.00 Final: \$500.00 Administrative Amendments: \$200.00 Public Hearing Amendments: \$1,500.00
Planned Unit Development	Preliminary: \$3,000.00 plus \$25.00 per lot Extension: \$200.00 Final: \$500.00 plus \$30.00 per lot Administrative Amendments: \$200.00



	Public Hearing Amendments: \$1,500.00
Parcel combination	\$320.00
Pre-submittal conference	\$150.00
RV/Tent Occupancy Application	\$45.00
Short Plat	\$920.00
Site Plan Review	\$1,200.00
Site Plan amendment	\$110.00
Variance Permit	\$2,700.00
Zone Change	\$2,400.00
Zoning Letter	\$45.00
Zoning Ordinance Text Amendment	\$435.00
Signs	\$50.00 when no building permit required \$55.00 per square foot valuation with building permit
<i>Shoreline Specific applications</i>	
Shoreline Management Program document	\$35.00
Shoreline Statement of Exemption	\$170.00
Substantial Development Permit	\$560.00 Public Hearing Required: \$2,300.00
Shoreline Conditional Use Permit	\$2,300.00
Shoreline Variance	\$2,300.00

Community Development – Building

**** Technology Fee set at 4% of the applicable permit fee****

**** If payment is made by credit card a processing fee of 2% will be added to the total. ****

After Hours Inspections (Regular business hours 8am to 5pm Monday through Friday).	\$70.00 per hour (two hour minimum)
Re-inspection fee	\$100.00 per hour (one hour minimum)
Inspections for which no fee is specifically indicated.	\$100.00 per hour (one half hour minimum)
Additional plan review required for plan changes.	\$100.00 per hour (two hour minimum)



<p>Note: For the building fees above, or the total; hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. Actual costs include administrative and overhead costs.</p>	
<p>Building Valuation</p> <p>*NOTE: all footnotes of Building Valuation Data as published by ICC shall apply</p>	<p>1) New construction, and remodels greater than 50%: of "R" occupancies The City of Shelton will utilize the International Code Council's "Building Valuation Data Table" on a two year lag as published in the August edition of the Building Safety Journal. The square footage valuations from this table will be implemented on the first day of September following publication and remain in force through August of the following year.</p> <p>2) Private garages, storage buildings, green houses and similar structures shall be valued as Utility, Miscellaneous</p> <p>3) Remodels less than 50% shall be valued at 50% of the table value from the ICC Building Valuation Data for occupancy specified.</p>
<p>Bulkheads</p>	<p>\$20.00 per cubic foot</p>
<p>Building Permit</p> <p>NOTE: Washington State surcharge applies: \$25.00 Commercial, \$6.50 Residential.</p>	<p>Valuation:</p> <p>\$1.00 to \$500.00: \$25.00</p> <p>\$501.00 to \$2,000.00: \$25.00 and \$3.00 per each additional \$100 or fraction thereof and including \$2,000</p> <p>\$2,001.00 to \$25,000.00: \$70.00 and \$14.00 for each additional \$1,000 or fraction thereof to and including \$25,000</p> <p>\$25,000.00 to \$50,000.00: \$390.00 and \$10.00 for each additional \$1,000 or fraction thereof to and including \$50,000</p> <p>\$50,001.00 to \$100,000.00: \$640.00 and \$7.00 for each additional \$1,000 or fraction thereof to and including \$100,000</p> <p>\$100,001.00 to \$500,000.00: \$1,000.00 and \$6.00 for each additional \$1,000 or fraction thereof to and including \$500,000</p> <p>500,001.00 to \$1,000,000.00: \$3,400.00 and</p>



	\$5.00 for each additional \$1,000 or fraction thereof to and including \$1,000,000 \$1,000,000 and up: \$5,700 and \$7.00 for each additional \$1,000 or fraction thereof to and including \$1,000,000
Minimum Building Permit fee	\$140.00
Early Foundation Permit/Early start agreement (Early foundation permit for commercial/industrial building will be deducted from permit fee upon full submittal.	25% of building permit fee
Demolition permit	\$200.00 plus State surcharge
Reroof – residential only	\$140.00
Reroof –commercial per square valuation is used to determine valuation	\$275.00 per square - Class A&B (hotmop/torchdown) \$250.00 per square - Composition(roll/3 tab) \$325.00 per square - Composition with plywood replacement \$300.00 per square - Metal \$275.00 per square - Shake \$300.00 per square - Shingle
Windows	\$25.00 first window, \$7.00 for each additional window
Reissuance of expired permit in same code cycle	\$140.00
Stock Plans	50% of the plan review fee
Solid Fuel/Gas insert	\$140.00
Hearing Examiner appeal	\$2,400.00
Request for Reconsideration	\$500.00
Investigation fee	\$70.00 per hour (two hour minimum)



Mechanical Permit	<p>Each mechanical permit: \$70.00</p> <p>FURNACE:</p> <p>For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW): \$16.00</p> <p>For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h (29.3 kW): \$20.00</p> <p>For the installation or relocation of each floor furnace, including vent: \$16.00</p> <p>For the installation or relocation of each suspended heater, recessed wall heater on floor-mounted unit heater: \$16.00</p> <p>Appliance Vents:</p> <p>For the installation, relocation or replacement of each appliance vent and not included in an appliance permit: \$8.00</p> <p>Repairs or Additions:</p> <p>For the repair of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code: \$15.00</p> <p>Boilers, Compressors, and Absorption Systems:</p> <p>For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW): \$15.00</p>
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	<p>For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW): \$30.00</p> <p>For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW): \$40.00</p> <p>For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW): \$60.00</p> <p>For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW): \$100.00</p> <p>Air Handlers: For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto: \$20.00</p> <p>Note: This fee does not apply to an air-handling unit, which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code for each air-handling unit over 10,000 cfm (4719 L/s): \$20.00</p> <p>Evaporative Coolers: For each evaporative cooler: \$12.00</p> <p>Ventilation and Exhaust:</p>
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	<p>For each ventilation fan connected to a single duct: \$16.00</p> <p>For each ventilation system which is not portion of any heating or air-conditioning system authorized by a permit: \$20.00</p> <p>For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood: \$20.00</p> <p>For the installation or relocation of each commercial or industrial-type incinerator: \$100.00</p> <p>Miscellaneous: For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table: \$20.00</p>
Mobile/Manufactured Home set-up	<p>Individual Lot: \$800.00 Park Set: \$500.00</p>
Mobile Home Title Eliminations	\$140.00
Plan Review *NOTE: Commercial kitchen based on project valuation of engineer's written estimate.	65% of Permit fee
Plumbing Permit	<p>Each permit: \$70.00</p> <p><i>NOTE: Unit Fee Schedule in addition to above</i></p> <p>For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping, and backflow protection therefore): \$16.00</p> <p>For each building sewer and each trailer park sewer: \$16.00</p> <p>Rainwater systems per drain (inside building): \$40.00</p> <p>For each cesspool where permitted: \$27.00</p>



	<p>For each private sewage disposal system: \$45.00</p> <p>For each water heater and/or vent: \$20.00</p> <p>For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps: \$20.00</p> <p>For each installation, alteration or repair of water piping and/or water treating equipment, each: \$20.00</p> <p>For each repair or alteration of drainage or vent piping, each fixture: \$20.00</p> <p>For each lawn sprinkler system on any one meter including backflow protection devices therefore: \$8.00</p> <p>For each backflow protective device other than atmospheric type vacuum breakers:</p> <ul style="list-style-type: none"> • 2 inch (51 mm) diameter and smaller: \$8.00 • over 2 inch (51 mm) diameter: \$16.00 <p>Atmospheric-type vacuum breakers:</p> <ul style="list-style-type: none"> • 1 to 5: \$20.00 • over 5, each: \$5.00
Propane Tanks and Piping (above and below ground)	\$100.00 per tank
Refund:	<p>No permit fee refund will be allowed once any work has begun on a project. In order to request a refund of a permit fee, the request shall be addressed to the Building Official in writing and shall be received at the City of Shelton finance department within 180 days of the date of issuance of the permit; any refund request received after 180 days of the date of permit issuance shall automatically be denied. At the discretion of the Building Official, refund requests may be</p>



	<p>approved or denied based on the status of a project. All approved refunds shall be limited to 50% of the total permit fees paid. Refund requests shall only be considered for building, plumbing and mechanical permit fees. Refunds shall not include any plan review fees.</p>
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Public Works – Engineering and Permitting

***** Technology Fee set at 4% of the applicable permit fee*****

***** If payment is made by credit card a processing fee of 2% will be added to the total. *****

Right-of-Way and Obstruction Permits (SMC Chapter 12.20)	<p>Class 1: Short term maintenance: \$45.00</p> <p>Class 2: Temporary Construction: \$65.00, plus review and inspection fees</p> <p>Class 3: Fixture and Encroachment: \$65.00; Sidewalk café, add \$280.00/hr review fee; \$15.00 annual renewal fee</p> <p>Class 4: Heavy Right-of-Way Use: \$65.00, plus review and inspection fees</p>
Public Improvement Civil Plan Review Fee	3% of Estimated Cost of Public Improvements, \$250 minimum
Public Improvement Inspection Fee	3% of Estimated Cost of Public Improvements, \$125 minimum
Public or Private Utility Work (Gas, Cable, Phone, Electric)	\$150 Application Fee, includes first two hours review and first two inspections.
Fine for Work in Right of Way without Permits	\$250.00 plus standard permit fee
Utility Connection Application Permit Fee a. Water & Reclaimed Water Connections b. Sewer & Storm Drainage Connections	<p>\$170.00 plus applicable Meter and GFC</p> <p>\$65.00 plus applicable GFC</p>
ESC, Grading, and Stormwater: Single Family All other Sites	<p>\$150.00, Includes Review and Inspection</p> <p>\$320.00, Includes first four hours review and first two inspections.</p>
Additional/Re-Inspection Fee	\$75.00 Per Hour
Additional Plan Review	\$75.00 Per Hour
Contracted Consultant for Plan Review or Inspection	Contract Consultant fees



Special Development Studies: Traffic Impact Reports, Hydrology studies, and similar.	Contract Consultant fees
Design Modification Request	\$150.00
Traffic Impact Fee	\$4,443.39 for SFR/varies based on use. Per SMC 17.12. See 2023 Attachment B for complete schedule.
Latecomer Agreement	\$280.00
Right-of-Way vacation	\$500.00

Stormwater

Stormwater Monthly Charges

Class of Service	Unit		2022	2023	2024	2025	2026
Single-Family	1 ESU		\$17.33	\$17.85	\$18.39	\$18.94	\$19.51
Duplex	2 ESUs		\$34.67	\$35.71	\$36.78	\$37.88	\$39.02
All Other Developed Parcels	Per ESU rounded to the nearest tenth		\$17.33	\$17.85	\$18.39	\$18.94	\$19.51

Note: 1 ESU = 2,900 square feet of impervious surface area. All other developed parcels: minimum of 1 ESU

Stormwater GFC- Per SMC 13.04

**** Technology Fee set at 4% of the applicable permit fee****

**** If payment is made by credit card a processing fee of 2% will be added to the total.****

Class of Service	Unit: \$508.84 per ESU
Single-Family	1 ESU
Duplex	2 ESUs
All Other Developed Parcels	Per ESU rounded to the nearest tenth

Note: 1 ESU = 2,900 square feet of impervious surface area.

Sewer

Sewer Service Monthly Charges – Per SMC 14.28

Class of Service	2023 Base Charge	2023 Consumption Charge per C.F
Schedule 1: Single Family Residential & Duplex	\$54.14	\$0.1084
Schedule 2: Single Family & Duplex without Water Service	\$138.99 Flat Rate	N/A
Schedule 3: Triplex/Multi-Family/Mobile Home/Trailer Parks		
0 c.f. to 460 c.f. per Unit	\$54.14 Per Unit	\$0.0000
Each Unit over 460 c.f.	\$52.06 Per Unit	\$0.1170
Schedule 4: Commercial		
0 c.f. up to 1,000 c.f.	\$65.60	\$0.1172
1,001 c.f. to 2,000 c.f.	\$98.12	\$0.1172
Over 2,000 c.f.	\$136.12	\$0.1172



Schedule 5: Hotel/Motel 0 c.f to 84 c.f. per Unit Each Unit over 84 c.f.	\$9.92 Per Unit \$9.92 Per Unit	\$0.0000 \$0.1172
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Sewer Connection GFC

**** Technology Fee set at 4% of the applicable permit fee****

**** If payment is made by credit card a processing fee of 2% will be added to the total.****

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$3,258.00
1"	2.50	\$8,145.00
1.5"	5.00	\$16,290.00
2"	8.00	\$26,064.00
3"	16.00	\$48,870.00
4"	25.00	\$81,495.00
6"	50.00	\$162,900.00
8"	80.00	\$260,640.00

- Developments pursuant to SMC 18.02.110 shall be charged twenty-five percent (25%) of the equivalent charge above (e.g. Tiny Homes).

Sewer Connection GFC (Grandview Heights only)

**** Technology Fee set at 4% of the applicable permit fee****

**** If payment is made by credit card a processing fee of 2% will be added to the total.****

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$1,629.00
1"	2.50	\$4,072.00
1.5"	5.00	\$8,145.00
2"	8.00	\$13,032.00
3"	16.00	\$24,435.00
4"	25.00	\$40,725.00
6"	50.00	\$81,495.00
8"	80.00	\$130,320.00



Biosolids

Class A Biosolids Fertilizer, per bag	Fee set by City Manager
<u>Receiving Hauled Biosolids Sludge:</u>	
Sludge up to 1.5% Total Suspended Solids	\$0.113 per gallon
Sludge 1.6% to 3% Total Suspended Solids	\$0.134 per gallon
Sludge 3.1% to 6% Total Suspended Solids	\$0.155 per gallon

Reclaimed Water Connection

**** Technology Fee set at 4% of the applicable permit fee****

**** If payment is made by credit card a processing fee of 2% will be added to the total. ****

Water Meter Charge	Fee
3/4" Meter	\$335.06
1"	\$393.00
1.5"	\$747.68
2"	\$1,002.28
3"	\$2,461.28
4"	\$4,523.04
6"	\$5,236.66
Above 6"	\$11,047.41

Reclaimed Water Connection GFC

**** Technology Fee set at 4% of the applicable permit fee****

**** If payment is made by credit card a processing fee of 2% will be added to the total. ****

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$326.00
1"	2.50	\$815.00
1.5"	5.00	\$1,629.00
2"	8.00	\$2,606.00
3"	16.00	\$4,887.00



4"	25.00	\$8,150.00
6"	50.00	\$16,290.00
8"	80.00	\$26,064.00

Reclaimed Water Service Monthly Charges – Per SMC 16.06.010

Each account that is served shall pay the following monthly reclaimed water meter charge:

Meter Size	2023 Commercial
¾- inch	\$13.62
1-inch	\$16.81
1 ¼ - inch	\$19.89
1 ½ -inch	\$22.94
2-inch	\$33.54
2 ½ -inch	N/A
3-inch	\$88.43
4-inch	\$118.61
6-inch	\$195.61
8-inch	\$285.95
10-inch	\$438.56
12-inch	\$682.59

Monthly Reclaimed Water Consumption Charge – Per SMC 16.06.010

In addition to the monthly reclaimed water meter charge, each service shall pay a consumption charge of \$0.01915 for each cubic foot of reclaimed water consumed in a month.



Water

**** Technology Fee set at 4% of the applicable permit fee****

**** If payment is made by credit card a processing fee of 2% will be added to the total. ****

Water Connection Meter Charge

Meter Size	Meter Cost	Installation Fee	Inspection Fee
3/4" meter	\$335.06	\$100.00	N/A
1" meter	\$393.00	\$100.00	N/A
1.5" meter	Contractor Purchase	Contractor install	See note
2" meter	Contractor Purchase	Contractor install	See note
3" meter	Contractor Purchase	Contractor install	See note
4" meter	Contractor Purchase	Contractor install	See note
6" meter	Contractor Purchase	Contractor install	See note
Above 6" meter	Contractor Purchase	Contractor install	See note

Note: Inspection fee is the Public Improvement Inspection Fee.

Water Connection GFC

**** Technology Fee set at 4% of the applicable permit fee****

**** If payment is made by credit card a processing fee of 2% will be added to the total. ****

Water Meter Size	Weighting Factor	Fee
3/4"	1.00	\$1,260.00
1"	2.50	\$3,150.00
1.5"	5.00	\$6,300.00
2"	8.00	\$10,080.00
3"	16.00	\$18,900.00
4"	25.00	\$31,500.00
6"	50.00	\$63,000.00
8"	80.00	\$100,800.00

- Developments pursuant to SMC 18.02.110 shall be charged twenty-five percent (25%) of the equivalent charge above. (e.g., Tiny Homes)

Water Service Monthly Charges – Per SMC 15.28

Schedule 1: Each account that is served shall pay the following monthly water meter charge:



Meter Size	2023 Single-Family	2023 Multifamily	2023 Commercial	2023 Irrigation	2023 Private Fire Line
¾- inch	\$16.46	\$14.52	\$14.03	\$43.51	\$10.53
1-inch	\$21.39	\$18.13	\$17.32	\$66.56	\$12.60
1 ¼ - inch	\$26.58	\$21.68	\$20.49	\$94.21	\$14.40
1 ½ -inch	\$31.78	\$25.26	\$23.63	\$121.82	\$16.22
2-inch	\$47.56	\$37.14	\$34.54	\$191.69	\$23.25
2 ½ -inch	N/A	N/A	N/A	N/A	42.25
3-inch	\$117.15	\$96.26	\$91.08	\$405.68	\$64.48
4-inch	\$162.92	\$130.29	\$122.16	\$613.73	\$84.30
6-inch	\$282.94	\$217.69	\$201.47	\$1,184.25	\$133.49
8-inch	\$424.85	\$320.48	\$294.53	\$1,867.04	\$190.93
10-inch	\$639.07	\$489.05	\$451.72	\$2,712.45	\$297.61
12-inch	\$978.00	\$757.82	\$703.07	\$4,020.30	\$469.57

Monthly Water Service Consumption Charge – Per SMC 15.28

In addition to the meter charge established in Schedule 1 above, each service shall pay the following rate for each cubic foot of water consumed in a month:

Class of Service	2023 Consumption Charge per C.F
<u>Schedule 2: Single Family Residential</u> Each cubic foot up to 600 c.f. Each cubic foot in excess of 600 c.f. up to 1,500 c.f. Each cubic foot in excess of 1,500 c.f.	\$0.0345 \$0.0413 \$0.0513
<u>Schedule 3: Multifamily</u> (including duplex, triplex, mobile home, and trailer parks)	\$0.0401
<u>Schedule 4: Commercial</u> (including government, industrial, hotel/motel)	\$0.0395
<u>Schedule 5: Irrigation</u>	\$0.0513
<u>Schedule 6: Wholesale Rate</u> (Johns Prairie area owned by the Port of Shelton)	\$0.0356

Bulk Water and Hydrant Use Permits

**** Technology Fee set at 4% of the applicable permit fee****



**** If payment is made by credit card a processing fee of 2% will be added to the total. ****

Annual Hydrant Water Use Permit Application Fee	\$72.00 Or prorated at \$6/mo if issued in the 4 th quarter
Hydrant Meter, Gate Valve, and Wrench Deposit and Rental Fee	\$750.00 refundable deposit \$75 per month rental fee
Hydrant Water Billing and Water Use Charge and PWM Hydrant Load/Use Charge	\$45.00 quarterly billing charge, plus commercial water consumption charge per SMC 15.28.050
Fine for connection to hydrant without permit	\$1,000.00
Fine for connection to hydrant without meter	\$500.00

Misc. Water Fees and Charges

Water Turn Off for Non-Payment	\$100.00
Water Disconnect: Regular Office Hours *Emergency After Hours *Disconnects after hours are for emergencies only; scheduled plumbing maintenance or repairs that requires City Staff to disconnect water is to occur during City business hours only.	 \$0.00 \$150.00
Water Reconnect: Regular Business Hours *Emergency After Hours *Reconnects after hours are for emergencies only; scheduled plumbing maintenance or repairs that requires City Staff to reconnect water is to occur during City business hours only.	 \$0.00 \$150.00
Fine for unauthorized connection/disconnection of water service	\$500.00
Fine for tampering with water meter, cutting lock, etc.	\$150.00 per instance

Attachment B

Transportation Impact Fee Schedule - 2023

Land Uses	ITE Land Use Code	Unit of Measure	Basic Trip Rate PM Peak Trips/Unit ⁽¹⁾	New Trips Percent	New Trip Rate ⁽²⁾	Fee Per Unit ⁽³⁾
Cost per New Trip Generated:						\$4,399.40
Residential						
Single Family (Detached)	210	dwelling	1.01	100%	1.01	\$4,443.39
Multifamily – Apartment	220	dwelling	0.62	100%	0.62	\$2,727.63
Low-Rise Apartment (1-2 Floors)	221	occupied dwelling	0.58	100%	0.58	\$2,551.65
Multifamily – Condominium/Townhouse	230	dwelling	0.52	100%	0.52	\$2,287.69
Mobile Home Park	240	dwelling	0.59	100%	0.59	\$2,595.65
Senior Adult Housing – Detached	251	dwelling	0.26	100%	0.26	\$1,143.84
Senior Adult Housing – Attached	252	occupied dwelling	0.11	100%	0.11	\$483.93
Congregate Care	253	dwelling	0.17	100%	0.17	\$747.90
Assisted Living	254	bed	0.22	100%	0.22	\$967.87
Recreational Homes	260	dwelling	0.26	100%	0.26	\$1,143.84
Industrial						
Light Industrial	110	1,000 sf GFA	0.98	100%	0.98	\$4.31
Industrial Park	130	1,000 sf GFA	0.86	100%	0.86	\$3.78
Warehousing	150	1,000 sf GFA	0.47	100%	0.47	\$2.07
Mini-Warehouse	151	1,000 sf GFA	0.26	100%	0.26	\$1.14
Commercial-Services						
Hotel	310	room	0.59	100%	0.59	\$2,595.65
Motel	320	room	0.47	100%	0.47	\$2,067.72
Walk-in Bank (4a)	911	1,000 sf GFA	33.15	53%	17.57	\$77.30
Drive-In Bank	912	1,000 sf GFA	45.74	60%	27.44	\$120.72
Day Care Center	565	1,000 sf GFA	13.18	100%	13.18	\$57.98
Quick Lubrication Vehicle Shop (4b)	941	servicing position	5.19	57%	2.96	\$13,022.22
Automobile Care Center (4b)	942	1,000 sf GFA	3.38	57%	1.93	\$8.49
Gasoline/Service Station	944	VFP	13.86	58%	8.04	\$35,371.18
Service Station/ Minimart	945	VFP	13.38	44%	5.89	\$25,912.47
Service Station/ Minimart/Carwash (4c)	946	VFP	13.33	44%	5.87	\$25,824.48
Carwash (4a)	947	stall	5.54	53%	2.94	\$12,934.24
Movie Theater	444	seat	0.07	100%	0.07	\$307.96
Health/Fitness Club	492	1,000 sf GFA	4.05	100%	4.05	\$17.82
Commercial-Institutional						
Elementary School (5)	520	1,000 sf GFA	n/a	100%	n/a	n/a
Middle/Junior High School	522	1,000 sf GFA	1.19	100%	1.19	\$5.24
High School	530	1,000 sf GFA	0.97	100%	0.97	\$4.27
Community/Junior College	540	Student	0.12	100%	0.12	\$527.93
College/University	550	Student	0.21	100%	0.21	\$923.87
Church	560	1,000 sf GFA	0.66	100%	0.66	\$2.90
Hospital	610	1,000 sf GFA	1.18	100%	1.18	\$5.19
Nursing Home	620	1,000 sf GFA	0.42	100%	0.42	\$1.85
Commercial-Restaurant						
Quality Restaurant	931	1,000 sf GFA	7.49	80%	5.99	\$26.35
High-Turnover (Sit-down) Restaurant	932	1,000 sf GFA	10.92	57%	6.22	\$27.36
Fast Food Restaurant w/o Drive-thru	933	1,000 sf GFA	26.15	50%	13.08	\$57.54
Fast Food Restaurant with Drive-thru	934	1,000 sf GFA	34.64	50%	17.32	\$76.20
Tavern/Drinking Place	936	1,000 sf GFA	11.34	65%	7.37	\$32.42

Land Uses	ITE Land Use Code	Unit of Measure	Basic Trip Rate PM Peak Trips/Unit ⁽¹⁾	New Trips Percent	New Trip Rate ⁽²⁾	Fee Per Unit ⁽³⁾
Commercial-Office						
General Office Building	710	1,000 sf GFA	1.49	100%	1.49	\$6.56
Medical-Dental Office/Clinic	720	1,000 sf GFA	3.72	100%	3.72	\$16.37
Commercial-Retail						
Retail Shopping Center						
up to 49,999 sf	820	1,000 sf GLA	9.98	50%	4.99	\$21.95
50,000-99,999 sf	820	1,000 sf GLA	6.9	55%	3.80	\$16.72
100,000-199,999 sf	820	1,000 sf GLA	5.45	60%	3.27	\$14.39
200,000-299,999 sf	820	1,000 sf GLA	4.58	65%	2.98	\$13.11
300,000-399,999 sf	820	1,000 sf GLA	4.09	70%	2.86	\$12.58
400,000 sf and over	820	1,000 sf GLA	3.75	75%	2.81	\$12.36
Automobile Parts Sales	843	1,000 sf GFA	5.98	57%	3.41	\$15.00
Car Sales – New/Used (4d)	841	1,000 sf GFA	2.64	75%	1.98	\$8.71
Convenience Market	851	1,000 sf GFA	52.41	39%	20.44	\$89.92
Discount Club (4e)	861	1,000 sf GFA	4.24	77%	3.26	\$14.34
Electronic Superstore	863	1,000 sf GFA	4.5	60%	2.70	\$11.88
Toy Superstore (4f)	864	1,000 sf GFA	4.99	66%	3.29	\$14.47
Furniture Store	890	1,000 sf GFA	0.46	47%	0.22	\$0.97
Hardware/Paint Store	816	1,000 sf GFA	4.84	74%	3.58	\$15.75
Home Improvement Superstore	862	1,000 sf GFA	2.45	52%	1.27	\$5.59
Nursery/Garden Center (4d)	817	1,000 sf GFA	3.8	75%	2.85	\$12.54
Pharmacy/Drugstore w/o Drive-thru	880	1,000 sf GFA	8.42	47%	3.96	\$17.42
Pharmacy/Drugstore w/Drive-thru	881	1,000 sf GFA	8.62	51%	4.40	\$19.36
Supermarket	850	1,000 sf GFA	10.45	64%	6.69	\$29.43
Tire Store	848	1,000 sf GFA	4.15	72%	2.99	\$13.15
Tire Superstore (4g)	849	1,000 sf GFA	2.11	72%	1.52	\$6.69
Video Rental Store (4a)	896	1,000 sf GFA	13.6	53%	7.21	\$31.72
Free-Standing Discount Superstore	813	1,000 sf GFA	3.87	72%	2.79	\$12.27
Free-Standing Discount Store	815	1,000 sf GFA	5.06	83%	4.20	\$18.48

Source: ITE "Trip Generation 7th Edition"

GFA = Gross Floor Area
GLA = Gross Leasable Area
VFP = Vehicle Fuling Position

(1) The New Trip Percentage reduces the average trip rate based on average pass-by trip percentages published in the ITE Trip Generation Handbook (2nd Edition, 2004)

(2) For uses with the unit of measure in "1000 sf GFA" or "1000 sf GLA" the trip rate is given as trips per 1000 square feet

(3) For uses with the unit of measure in "1000 sf GFA" or "1000 sf GLA" the impact fee is given as dollars per square foot

(4) No pass-by rate are available. Pass-by rates were estimated from other similar uses:

Code	Land Use
4a	Drive-in Bank (912)
4b	Auto PArts Sales (843)
4c	Gasoline/Service Station w/Convenience Market (945)
4d	No data available. 25% estimated pass-by
4e	Discount Supermarket (854)
4f	Electronic Superstore (863)
4g	Tire Store (848)

(5) No average PM peak hour trip rate available. Need to perform own PM peak hour traffic count for the identified land use to calculate impact fee.

The Transportation Impact fee for uses located within the downtown core shall be subject to a reduced trip factor resulting in a fifteen (15) percent fee reduction. The downtown core is interpreted in this Ordinance as the properties west of Front Street, south of Cedar Street, east of 7th Street, with the southern limit extending to include properties with frontage on Cota Street between 7th and Front Street.

In-fill development, herein defined as residential development fully within parcels created prior to 1938, either a single lot or multiple lots, utilizing the lot configuration of the original subdivision, a subsequent boundary line adjustment or lot consolidation, but excluding development resulting from a replat of the subject lots, and which would require construction of full street improvements along the project frontage, including at a minimum a full width paved roadway section and curb, is exempt from transportation impact fees.

Development Review	
Commercial Site Plan	\$390
Subdivision or Planned Residential Development	\$328
Pre-Application Conference	\$95
Other Land Use Applications	\$264

Building Construction/ Change of Use or Occupancy	
A, B, E, F, M, R Occupancies 0 – 1,000 Sq. Ft.	\$169
A, B, E, F, M, R Occupancies 1,001 – 5,000 Sq. Ft.	\$232
A, B, E, F, M, R Occupancies 5,001 – 10,000 Sq. Ft.	\$295
A, B, E, F, M, R Occupancies 10,001 – 20,000 Sq. Ft.	\$366
A, B, E, F, M, R Occupancies 20,001 Sq. Ft – 40,000 Sq. Ft.	\$436
Each Additional 20,00 sq. ft. (or portion thereof)	\$72
Building or Structure for Special or Temporary Use	\$296
H1 Occupancy or H2 Occupancy	\$601
H3 Occupancy	\$643
H4 Occupancy	\$506
H5 Occupancy	\$774
I Occupancy	\$491
Portable Classroom	\$296
S Occupancy up to 10,000 Sq. Ft	\$390
Each Additional 10,000 sq. ft. (or portion thereof)	\$200

Fire Alarm	
Fire Alarm System – Minor Alteration	\$100
Fire Alarm Zoned System – One Zone	\$296
Each Additional Zone	\$136
Fire Alarm Addressable System – 1 to 20 Devices	\$296

Each Additional Device	\$4
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Fire Suppression System	
Commercial Cooking Extinguishing System/Protection	\$252
Fire Pumps and Private or Dedicated Fire Hydrant Systems	\$372
Fire Hydrant – Witnessed Flow Test (1-4) Hydrants	\$100
Fire Hydrant – Each Additional Hydrants	\$40
Fire Sprinkler – Alteration to Existing System(s) (>4 Heads)	\$200
Fire Sprinkler – New Systems – NFPA 13 (2 Inspections)	\$472
NFPA 13 – Each Additional Riser	\$472
Fire Sprinkler – New System – NFPA 13D (Single Family)	\$200
Fire Sprinkler – New System – NFPA 13R (Per Building)	\$390
Other Extinguishing Systems	\$372
Standpipe System	\$200
Underground Fire Sprinkler Mains (2 Inspections)	\$252

Hazardous Operations	
Aerosols	\$296
Application of Flammable Finishes	\$372
CO2 Monitoring Systems	\$100
Combustible/ Flammable Liquids Above Ground Tanks- Dispensing and Use of	\$296
Combustible/ Flammable Liquids Underground Tanks – Dispensing and Use of	\$782
Commercial Drying Ovens	\$252
Compressed Gas System (Greater than exempt amounts)	\$226
Dip tanks, Listed Spray Booths	\$318
LPG – Dispensing and Use of	\$288
LPG – Tank Installation (Greater than 125 gal.)	\$274
Organic Coating Systems	\$296
Other Hazardous Material Equipment and Systems	\$486

Refrigeration Systems	\$375
Semiconductor Fabrication HPM Tool Installation	\$486
Smoke Removal Systems	\$486

Hazardous Materials	
Decommission Underground Storage Tank(s)	\$248
HMIS	\$186
HMMP	\$186
Storage, Dispensing and Use of Hazardous Materials	\$356
Cryogenic Systems, Process or Product	\$296
Each Additional Tank or Vessel	\$90

Explosives	
Explosive Storage and Use/Blast Permit	\$586
Blast Permit- If Costs Exceed Standard Fees	Actual Cost
Fireworks Display	\$208
Fireworks Stand	\$100
Magazines (Explosives)	\$390
Manufacture, Assembly, Testing of Ammunition, Fireworks, Blasting Agents, and Other Explosives or Explosive Material	\$232
Pyrotechnic Special Effects	\$200
Storage of Black or Smokeless Powder, Small Arms Ammunition, Precession Caps, and Primers for Consumer Consumption	\$200
Other Storage, Use, Handling, or Demolition of Explosives or Explosive Material	\$288

High-Piled Combustible Storage	
Designated Storage Area 501- 2,500 sq. ft.	\$226
Designated Storage Area 2,501- 12,000 sq. ft.	\$288

Designated Storage Area 12,001- 20,000 sq. ft.	\$350
Designated Storage Area 20,001- 30,000 sq. ft.	\$431
Each Additional 30,000 Sq. Ft. (or portion thereof)	\$431

Other Fire Permits	
Candles and Open Flames in Places of Assembly	\$21
Emergency Generators	\$200
Gates – Privacy/Security	\$100
Hot Work	\$200
Investigation Fee (Work started without a permit)	Double Permit Fee
Other Plan Reviews or Permits Required by the IFC and/or Municipal Code \$100 Per Hour Review + \$100 Per Hour Inspection	Calculated
Re-Inspection Fees	\$100
Revision to Plan Previously Submitted - \$100 per Hr.	Calculated
Use of Consultant for Plan Review and Inspections	Actual Cost
Tents/Temporary Membrane (Greater than 400 Sq. Ft.)	\$100

Fire & Life Safety Inspections (Existing Occupancies)	Inspection Fee	Operational Permit Fee (if any)
Occupancy Size		Each Permit Per Fire Code
1 to 4,999 Sq. Ft.	\$100	\$50
5,000 to 24,999 Sq. Ft.	\$150	\$50
25,000 to 74,999 Sq. Ft.	\$200	\$50
75,000 to 149,999 Sq. Ft.	\$250	\$50
150,000 to 249,999 Sq. Ft.	\$300	\$50
Greater Than 249,999 Sq. Ft.	\$350	\$50



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G2)

Touch Date: 01/10/2023
Brief Date: 02/07/2023
Action Date: 02/07/2023

Department: Finance
Presented By: Mike Githens, Director

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

**Repeal Resolution 1157-0320,
"Declaring A State Of Emergency
Related To COVID-19"**

ATTACHMENTS:

**Resolution No. 1262-0123
Resolution No. 1157-0320**

☐

Ordinance

☒

Resolution

☒

Motion

☐

Other

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The emergency resolution was passed in the very early stages of the pandemic, before the State had issued many of its proclamations. The emergency proclamations have been lifted at the State level, but that does not automatically cancel our City's resolution. We recommend repeal of the emergency resolution since many of the orders are lifted or covered in other subsequent City policies and procedures. Council must also formally repeal the emergency Resolution No. 1157-0320 to return to normal business operations related to utility billing. The City will continue to honor the remaining will pay agreements that are in place.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

"I move that we waive the three-touch rule and approve Resolution No. 1262-0123 as presented."

RESOLUTION NO. 1262-0123

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE REPEAL
OF RESOLUTION NO. 1157-0320 DECLARING A STATE OF EMERGENCY RELATED TO COVID-19**

WHEREAS, an emergency resolution was enacted in March 2020 in response to the global pandemic COVID-19;
and

WHEREAS, the State of Washington has since repealed and ended all emergency orders and state of
emergency related to COVID-19; and

WHEREAS, the COVID-19 pandemic remains, but it's no longer an emergency in part due to vaccinations,
medical treatments and subsequent best practices that have been put in place; and

THEREFORE, BE IT RESOLVED by the City Council of the City of Shelton, Washington, as follows:

1. Resolution No. 1157-0320 Declaring A State of Emergency Related To COVID-19 be repealed;
2. Any remaining will pay utility arrangements will be honored.

Passed by the City Council at its regular meeting held on the 7th day of February 2023.

ATTEST:

Mayor Onisko

City Clerk Nault

RESOLUTION NO. 1157-0320

A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON DECLARING A STATE OF EMERGENCY RELATED TO COVID-19

WHEREAS, on February 29, 2020, Governor Jay Inslee proclaimed that a State of Emergency related to the coronavirus, which causes the illness known as COVID-19, exists in all counties in Washington State; and

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 a global pandemic; and

WHEREAS, on March 13, 2020, President Donald Trump declared a National Emergency related to COVID-19, and Governor Inslee ordered all schools in the State of Washington to temporarily close; and

WHEREAS, the Mason County Board of Commissioners held an emergency meeting on March 13, 2020 to declare a state of emergency in Mason County; and

WHEREAS, health authorities on the world, federal, state, and local levels are calling for drastic action to implement social distancing and slow the transmission rate of the virus; and

WHEREAS, the Shelton City Council wishes to do its part to follow health department recommendations and protect City employees and the public; and

WHEREAS, to be most effective, social distancing measures must be implemented immediately on an emergency basis; and

WHEREAS, under RCW 42.30.030, Open Public Meetings Act notice requirements may be suspended temporarily to allow emergency action by the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELTON:

Section 1. Declaration of Emergency. The COVID-19 outbreak constitutes an emergency and necessitates the utilization of emergency powers granted pursuant to Chap. 38.52 RCW, and the use of all powers granted to the City of Shelton as an Optional Municipal Code City under Title 35A RCW and the Shelton Municipal Code.

Section 2. City staff are authorized and directed to take necessary measures to follow all orders of state, local and federal governments, and to implement health authority recommendations to control transmission of the virus. Such measures may include, but not be limited to, the following:

1. Authorize, encourage, or direct City employees not to report to work or to work remotely.
2. Temporarily suspend non-essential City services or departments.

3. Develop and implement necessary policies regarding essential staffing, employee leaves and benefits.
4. Close or limit hours of public access to City facilities.
5. Delay all non-essential discussion, business, and action items on Council agendas.
6. Cancel public meetings.
7. Temporarily refrain from terminating utility service for nonpayment of bills.
8. Purchase goods and services related to the emergency, and enter into contracts related to the emergency, without advance Council approval, subject to any such competitive bidding requirements that may apply.

Section 3. The City Manager shall advise the City Council as soon as practicable with respect to all actions taken under authority of this Resolution. If competitive bidding requirements are waived for any public works construction contracts or for purchase of supplies, the City Council shall be asked to make a written finding of emergency in accordance with RCW 39.04.280.

Signed this 13th day of March, 2020.



Kevin Dorcy, Mayor

AUTHENTICATED:



Donna Nault, City Clerk



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G3)

Touch Date: 12/22/2022
Brief Date: 01/17/2023
Action Date: 02/07/2023

Department: **Public Works**

Presented By: **Jay Harris, Public Works Director**

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Water and Sewer Rate and GFC Study
Consultant Contract

☒ Dept. Head

J.O.H.

☐ Finance Director

ATTACHMENTS:

- Resolution No. 1257-1222
- FCS Group Water-Sewer Rate &
GFC Study Proposal

☐ Attorney

☒ City Clerk

☐ City Manager

☐

Ordinance

☒

Resolution

☒

Motion

☐

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In 2017 the City of Shelton completed the water and sewer rate studies for the 2018-2023 rate period. Both the water and sewer comprehensive plan updates are nearly complete, and the short and long-term capital improvement projects have been identified. The 2024-2029 water and sewer rates and general facilities charges (GFC's) studies are proposed to be prepared by a consultant and are proposed to be reviewed and adopted by Council later this year. City staff has selected Financial Consulting Solutions Group, Inc. (FCS) to perform the rate study, as FCS recently completed the rate and GFC study for the City stormwater fund. Barring any major setbacks, FCS will present their findings to the Council this spring with Council adoption of the new water and sewer rates is planned for public meetings in July and August.

ANALYSIS/OPTIONS/ALTERNATIVES:

Council could choose to not move forward with the rate study. The current sewer and water rate schedules end in 2023 and a rate increase for inflation or capital improvement projects would not occur for FY 2024.

BUDGET/FISCAL INFORMATION:

The estimated cost for FCS to complete the work is \$74,265.00, refer to the attached proposal. The rate review project was included in the FY 2021 budget, but staff postponed the project until the Water and Sewer Comprehensive Plans were near completion. The 2021 budgeted amounts for the rate study did not carry forward to future budget years and the 2023 adopted budget will need to be modified to include the rate study in a future supplemental budget adopted by Council. The project funding is proposed to be equally split between the water and sewer professional service line items.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to adopt Resolution No. 1257-1222 as presented"*.

RESOLUTION NO. 1257-1222

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING
THE CITY MANAGER TO SIGN THE PROFESSIONAL SERVICES CONTRACT WITH FCS GROUP
FOR A SEWER AND WATER RATE AND GFC STUDY IN THE AMOUNT OF \$74,265.00**

WHEREAS, the City last completed a sewer and water rate study in 2017, for the 2018-2023 rate structure; and

WHEREAS, the City Water and Sewer Comprehensive plans are near completion that identify the short term and long term capital improvement projects; and

WHEREAS, water and sewer rate and GFC revenues need to be regularly adjusted to account for inflation and capital project needs; and

WHEREAS, City staff has selected Financial Consulting Solutions Group, Inc. (FCS) to perform the rate study, as FCS recently completed the rate and GFC study for the City stormwater fund.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton that the City Manager is authorized to sign the professional services contract with FCS Group in the amount of \$74,265.00 and approve all change orders up to 10% of the contract amount.

INTRODUCED on the 17th day of January 2023 and **PASSED** by the City Council at its regular meeting held on the 7th day of February 2023.

Mayor Onisko

ATTEST:

City Clerk Nault

CITY OF SHELTON

WATER & SEWER REVENUE REQUIREMENT & GFC STUDY

The following work plan has been developed to complete a revenue requirement and general facilities charge (GFC) study for the City of Shelton (City). A revenue requirement analysis determines what level of rate revenue is needed to cover each utility's costs, including operating expenditures, debt service, capital expenditures, and policy reserves. A GFC analysis determines a maximum, defensible GFC so that the City can recover a proportionate share of the cost of existing and future system assets from new customers, as growth occurs.

TASK PLAN

Task 1 | Data Collection / Kickoff Meeting

FCS GROUP will submit a request for needed data and arrange for a kickoff meeting with City staff to set a course for completing the work. This project kickoff meeting will provide an opportunity for the project team to identify and discuss key policy and technical issues to be addressed in the study, along with any data questions. We will review, analyze, and validate the data received and identify any data limitations, gaps, or issues of concern.

DELIVERABLES TO INCLUDE THE FOLLOWING:

- Submit a written request for the data needed to complete the study. Review and validate the data.
- Attend one (1) remote kickoff meeting with key staff from the City.
- Perform routine project administration tasks such as invoicing and monthly status reports.

Task 2 | Policy Framework

FCS GROUP will write a brief issue summary for up to two (2) topics. In each paper, FCS GROUP will define and analyze the issue, present alternative solutions (including industry standards, if applicable), and recommend a course of action. FCS GROUP will participate in a meeting with City staff to review draft issue papers and then meet with City Council during a study session to discuss the contract customers issue paper.

Final versions will be provided that incorporate feedback. City staff will select the topics for each paper, but the following issues are of particular interest to the City at this time:

- **Contract Customers.** The City currently has service contracts with two outside-City customers. The City would like us to review the contracts, compare the contracts with how the customers are currently being billed, and evaluate if the current billing practices are up to date and in line with said contracts.
- **Water Rate Structures.** The City would like a qualitative evaluation of its water rate structures and resulting revenues to determine if its current water rate structures are generally fair and

consistent with industry practice. The City is also interested in an evaluation of its fixed versus volume rate revenues, more specifically, the balance between those revenues. Anecdotally, the City's revenue profile (fixed vs. variable) will be compared to typical industry practice.

DELIVERABLES TO INCLUDE THE FOLLOWING:

- Draft and final issue papers. Up to two (2) issue summary papers (electronic [Word] files).
- Prepare for and attend one (1) remote review meeting with City staff to discuss papers.
- Prepare for and attend one (1) remote City Council study session to discuss the contract customer issue paper.

Task 3 | Water & Sewer Revenue Requirements Analyses

After the City has provided the information requested in the data request list and after the kickoff meeting, FCS GROUP will analyze the revenue requirements for the water and sewer utilities. The revenue requirement is defined as the total amount of rate revenue needed to meet an enterprise's financial obligations, including capital, operating, and policy-driven commitments. The results of the revenue requirement analyses will be the recommended percentage adjustments needed to meet the obligations of each service. The analysis will include up to a 20-year forecast.

DELIVERABLES TO INCLUDE THE FOLLOWING:

- Financial Policies Evaluation. Review the City's financial policies that have a bearing on utility fiscal management (e.g., operating and capital reserves, capital funding strategies, and debt management).
- Operating Forecast. Forecast operating costs based on the most recent budget document available. Also, incorporate growth forecasts, integrate additional operating expenses, if any, resulting from the capital plan, and any other known changes in operational requirements.
- Capital Funding Strategy. Develop a capital funding strategy for the capital programs in each utility. The analysis will take into account key variables such as project costs, project timing, potential borrowing and financing options, and resulting cash flow and cash balances.
- Financial Strategy Analysis.
 - » Integrate financial policies, capital financing impacts, and the operating forecast to develop an annual financial forecast over the study period (up to twenty years).
 - » Compare forecasted financial needs against forecasted revenue under each utility's existing rates to determine what level of rate adjustments might be needed to keep each utility sufficiently funded throughout the study period.
 - » The rate adjustments resulting from this task are assumed to be applied "across-the-board" to each utility's existing rate structure. "Across-the-board" means that all rates to all customer classes increase by the same percentage.
 - » This scope allows for up to three (3) revenue requirement scenarios per utility.
- Rate Survey. Single-family water and sewer charge survey for up to six (6) jurisdictions chosen by the City.
- Meet twice with City staff to review revenue requirement findings (2 remote).

Task 4 | Water, Reclaimed Water, & Sewer General Facilities Charges

This task supports an update to the City's water, reclaimed water, and sewer general facilities charges (GFCs) to ensure that the City recovers an appropriate level of capital costs from development, as growth occurs. This task will not change how the City scales up its charges (i.e., meter size). Following are the steps to update the GFCs.

- Capacity Base. Using available information, FCS GROUP will derive the applicable capacity base (the denominator in the GFC calculation) for each utility.
- Existing Facilities Component. FCS GROUP will calculate the existing facilities component of the connection charge for each utility using financial and engineering data provided by the City.
- Future Facilities Component. FCS GROUP will calculate the future facilities component for each utility using cost and engineering information collected and refined (as necessary) from the capital improvement plans, recent system plans, and with the input of City staff.
- Calculate the maximum allowable charges per single-family residential equivalent for each utility, assumed to be the smallest meter size served by the City – 3/4" x 3/4". These charges will be compared with and evaluated against the current charges for each meter size. The charges for larger developments within the City scale up based on meter size and this analysis would scale up the charges based on the existing multipliers by meter size.
- Single-family GFC comparison for up to six (6) jurisdictions chosen by City staff.

DELIVERABLES TO INCLUDE THE FOLLOWING:

- Updated schedule of water, reclaimed water, and sewer GFCs by meter sizes.
- GFC comparison survey.
- Meet once with City staff to review GFC findings (1 remote).

Task 5 | City Council Meetings

FCS GROUP will present and discuss study results at two (2) remote City Council meetings.

DELIVERABLES TO INCLUDE THE FOLLOWING:

- Prepare presentation materials for the Council meetings.
- FCS GROUP will present and discuss study results at two (2) remote Council meetings.

Task 6 | Documentation

FCS GROUP will document findings in a comprehensive study report and provide a copy of the spreadsheet analyses for future use by City staff.

DELIVERABLES TO INCLUDE THE FOLLOWING:

- Draft Report. After completing the analytical tasks, FCS GROUP will provide up to two (2) draft report iterations for City review. The report will summarize the methodology and analysis undertaken in completing the project, the results and conclusions of the study, and noted recommendations.
- Final Report. Upon receipt of comments from the City, FCS GROUP will incorporate the comments, as appropriate, into a Final Report to be submitted to the City. FCS GROUP will submit one electronic copy.











- Spreadsheet Model. FCS GROUP will deliver a final copy of the Excel-based spreadsheet model.

Task 7 | Management Contingency

A project contingency to address unforeseen issues during this study. This task and associated budget will only be utilized upon receiving written approval by the City.

SCHEDULE

Completion of the analysis is based on a variety of issues, including timeliness of receipt of requested data, quality of data, ability to schedule meetings in a timely manner, and the ability of City staff to provide policy direction for the study to move forward at key study milestones. The study assumes getting under contract in early February 2023 and having a study kickoff meeting in mid to late February. Since the City already has rates adopted through 2023, a study kickoff in February 2023 would still allow us to complete the rate study in 2023 with a January 1, 2024 rate implementation date in mind.

Task	Description	Mtgs	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	Data Collection / Kickoff Meeting	1									
2	Policy Analysis	2									
3	Water and Sewer Revenue Requirement Analyses	2									
4	Water, Reclaimed Water, & Sewer GFCs	1									
5	City Council Meetings	2									
6	Documentation										

BUDGET

The table below summarizes our estimated cost to complete the task plan: **\$74,265**. The detailed estimates are for planning purposes only – the “not to exceed” amount refers to the total contract, not any given task. Meetings in this budget are assumed to be remote meetings and have been budgeted accordingly (no travel). We would be happy to attend onsite meetings, with a budget amendment to cover additional travel.

Task	Description (meetings)	Consultant Hours			Admin Support	Total Hours	Total Budget
		Project Principal \$280	Project Manager \$215	Analyst \$155			
Task 1	Data Collection / Kickoff Meeting						
	Data request & follow-up		2	8		10	\$ 1,670
	Project kickoff meeting (1) remote	1	2	2		5	1,020
	Project administration	1	6		3	10	1,840
							\$ 4,530
Task 2	Policy Analysis						
	Write two issue summaries	2	6	16		24	\$ 4,330
	Meet with staff (1) remote	2	2	2		6	1,300
	City Council study session & materials (1) remote	2	4	8		14	2,660
							\$ 8,290
Task 3	Water and Sewer Revenue Requirement Analyses						
	Financial policy framework	1	1	4		6	\$ 1,115
	Capital funding strategy	1	4	16		21	3,620
	Operating forecast	1	4	16		21	3,620
	Revenue needs assessment	3	12	56		71	12,100
	Across-the-board rate forecast	1	4	8		13	2,380
	Meet with staff (2) remote: including materials	4	4	2		10	2,290
	Rate comparison survey		1	4		5	835
							\$ 25,960
Task 4	Water, Reclaimed Water, & Sewer GFCs						
	Develop capacity bases	1	2	8		11	\$ 1,950
	Develop existing facilities cost bases	1	4	24		29	4,860
	Develop future facilities cost bases	1	4	22		27	4,550
	Calculate GFCs	2	4	8		14	2,660
	Meet with staff (1) remote: including materials	2	3	4		9	1,825
	Develop GFC comparison survey		1	4		5	835
							\$ 16,680
Task 5	City Council Meetings						
	City Council presentation materials	2	6	14		22	\$ 4,020
	City Council meetings (2) remote	4	4			8	1,980
							\$ 6,000
Task 6	Documentation						
	Draft report	2	6	20		28	\$ 4,950
	Final report	1	2	4		7	1,330
	Computer spreadsheets		1	2		3	525
							\$ 6,805
Task 7	Management Contingency						
	Management Contingency	2	8	24		34	\$ 6,000
							\$ 6,000
Total		37	97	276	3	413	\$ 74,265



**CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item G4)**

Touch Date: 06/14/2022
Brief Date: 01/17/2023
Action Date: 02/07/2023

Department: **Public Works**

Presented By: **Jay Harris, Public Works Director**

APPROVED FOR COUNCIL PACKET:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Public Works Laydown Yard
Consultant Design Contract

Action Requested:

☒ Dept. Head

J.O.H.

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

ATTACHMENTS:

- Resolution No. 1258-1222
- Williams Architecture Proposal
- PW Maint. Yard Conceptual Plan
- June 2022 Council Study Session
Maint. Yard PowerPoint Presentation

☐

Ordinance

☒

Resolution

☒

Motion

☐

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City Public Works Yard has been at 1000 West Pine Street for over 75 years. The main shop and Angleside booster pump station adjacent to loop field were the primary site improvements in 1951. The current maintenance yard today includes fleet repair, water operations, street operations, parks, facilities maintenance, diesel & unleaded fueling station, employee parking, fleet parking, and materials storage.

The existing public works maintenance yard is too small to meet the existing needs of the City. Currently much of the manhole and pipe materials are stored offsite at the main wastewater treatment plant. The storm drain and wastewater conveyance system workers are housed at the wastewater treatment plant, while most of the equipment used daily is located at the maintenance yard.

City staff worked with consultants to identify a solution to the maintenance yard space issue by completing a planning stage study. The planning stage study included building space needs such as: office, locker, eating, restrooms, meeting, emergency operations center, emergency power generation, work areas, sign shop, heated shop, tool storage, parts storage, covered bays, vehicle fueling, materials stockpiles, staff parking, equipment parking, and public parking. Conclusions from the planning study are listed below.

Planning Study Conclusions:

- The new facility should have a minimum life span of 50-years.
- The minimum desired site size is 5-acres. Larger size for future growth is desirable.
- The anticipated buildings total 37,000 square feet for administrative and maintenance,
- Combines all Public Works Departments at one-facility, including Engineering that frees up space at the Civic Center.
- Provide space for public use such as a conference center and walking trails.
- Save larger trees, including groves of smaller white oaks, when possible.
- The new facility will be seismically capable to be immediately occupiable after a magnitude 8.0 earthquake and serve as the City Emergency operations center for all man-made and natural disasters.
- Site shall have multiple access points and be located centrally in the community.

The Well 1 site on Shelton Springs Road was selected as being the best suited to meet the identified needs for the future Public Works maintenance yard complex. The attached conceptual site plan was prepared by Williams Architecture and identifies three phases of site construction:

Phase #1: Clearing, grading, gravel, fencing, stormwater, paved entry, utility stubs, and yard lighting. Complete interim improvements at existing maintenance yard. Planned for FY 2023-2024

Phase #2: Paved parking, paved & gravel equipment storage, covered storage, administration building shell with main improvements, maintenance shop, fueling, and generator. Planned for FY 2027-2028

Phase #3: Complete administration building shell, complete covered storage areas, add vector dump station, add salt bins, relocate fueling to the north, add additional laydown areas, and add additional heated storage. Planned for FY 2030-2031

ANALYSIS/OPTIONS/ALTERNATIVES:

Council could choose to not move forward with site design phase for a new public works maintenance yard. The existing maintenance yard will continue to operate with the current limitations without adequate space for future growth needs.

BUDGET/FISCAL INFORMATION:

The estimated cost for Williams Architecture and their subconsultants to complete the work is \$145,410, refer to the attached proposal. \$585,000 in funding for the project was approved in the FY 2021 budget and is split between the Water, Wastewater, Street, Storm, and EM&R funds.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to adopt Resolution No. 1258-1222 as presented".*

RESOLUTION NO. 1258-1222

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING
THE CITY MANAGER TO SIGN THE PROFESSIONAL SERVICES CONTRACT WITH WILLIAMS
ARCHITECTURE FOR THE DESIGN OF THE NEW PUBLIC WORKS MAINTENANCE YARD
PROJECT IN THE AMOUNT OF \$145,410.00**

WHEREAS, the City Public Works Yard has been at 1000 West Pine Street for over 75 years; and

WHEREAS, the maintenance yard serves as a main backbone for the city, housing fleet repair, water operations, street operations, parks, facilities maintenance, diesel & unleaded fueling station, employee parking, fleet parking, and materials storage; and

WHEREAS, the existing public works maintenance yard is too small to meet the existing and future needs of the City; and

WHEREAS, City staff worked with consultants to identify a solution to the maintenance yard space issue by completing a planning stage study; and

WHEREAS, the planning stage study found that the well 1 site on Shelton Springs Road was the best suited to meet the identified existing and future needs for a future Public Works maintenance yard complex.

WHEREAS, City staff has selected Williams Architecture to complete the site design and permitting phases for the maintenance yard improvement project, as Williams Architecture is on the Public Works Consultant Qualified Pool List and recently completed planning study for the project.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton that the City Manager is hereby authorized to sign the professional services contract with Williams Architecture in the amount of \$145,410 for the design of the Public Works maintenance yard project and approve all change orders up to 10% of the contract amount.

INTRODUCED on the 17th day of January 2023 and **PASSED** by the City Council at its regular meeting held on the 7th day of February 2023.

Mayor Onisko

ATTEST:

City Clerk Nault



November 4, 2022

City of Shelton Public Works Department
Attention: Mike Albaugh
Subject: City of Shelton new Public Works facility planning
Phase 1 – Laydown Yard Design, Documentation, and Construction

Overview

The following Scope of Work and Proposal for Services is in response to your request. As you know, over the past year or so we have worked with you and SCJ Alliance to prepare a phased master site plan for new Public Works facilities on the City-owned property on Shelton Springs Road. That phased plan, attached here for reference, outlines the steps to accomplish the long-term goal, and Phase 1 of that master plan is to do the necessary sitework to prepare the site for future facilities, and for use as a Laydown Yard.

You are also aware that we have not yet been contracted to go through the formal processes necessary to gain land use approval of the master plan. For that reason, assistance with completion of those steps is included in this Scope of Work, as a required first step before permitting any land clearing or site development.

Upon receiving land use approvals, our team will then prepare documents for the eventual bidding and permitting of work needed to clear much of the site, do desired grading, and provide crushed rock or asphalt surfacing, with required drainage. Fencing, basic site lighting, and landscaping of portions of the site will also be required.

The following Scope of Work is broken into services we anticipate for each of those three major tasks: **Land Use Approval, Laydown Yard Documentation, and Laydown Yard Bidding, Construction, and Closeout**. Within those headings, we have attempted to anticipate the work needed, which includes some allowances for work which will be billed hourly, only as it is required.

Primary team members included in this proposal are SCJ Alliance, with Bob Connolly as the lead engineer for civil work, and Jeff Glander taking the lead for landscape design and documentation; Envirotech Engineering, providing the geotechnical consulting and soils report; and Williams Architecture as the team leader and coordination point, with Len Williams as the Principal Architect. Following is an outline of proposed services and related fees; additional background can be provided upon request.

Land Use Approval

Phased Master Plan review and comments
Pre-submittal meeting with City of Shelton
Conceptual design of primary buildings at full buildout, as required for Conditional Use approval
SEPA submittal
Preliminary Grading/Drainage plan
Preliminary Stormwater Drainage Design Memorandum
Preliminary conceptual Site and Building renderings
Preliminary conceptual Landscape Plan for full buildout

Land Use Approval (continued)

Conditional Use submittal
Representation at Conditional Use hearing
Site Plan Review submittal
Soils report

Proposed fee for Land Use Approval services: \$82,280

Laydown Yard Documentation

Prepare preliminary Phase 1 cost estimate
Determine grading quantities
Documents:
 Architectural Site Plan
 Clearing and Erosion Control Plan, details, and notes
 Final Site Grading and Drainage Plan
 Drainage, paving, sewer, water, landscape, and fencing detail sheet(s)
 Sewer and Water Plan and Profiles for Phase 1 work
 Final Landscape Plan (Phase 1 only)
 Irrigation System Plan (Phase 1 only)
 Required specification sections
Permit application – preparation and submittal
Permit review responses and required adjustments

Proposed fee for Laydown Yard Documentation services: \$46,990

Laydown Yard Bidding, Construction, and Closeout Support

Respond to bidder requests for information
Prepare bid addendum if required
Attend pre-construction meeting
Construction meetings and site visits
Respond to contractor requests for information
Assist with change order preparation
Punch list(s)
Prepare record drawings from contractor redlines
Prepare stormwater agreement

Proposed fee for Laydown Yard Bidding, Construction, and Closeout Support: \$16,140

Reimbursable Expenses

Allowances are included in the above proposed fixed fees for document reproduction, renderings for land use hearing if needed, meeting attendance by SCJ representatives, a preliminary traffic study (if required), comment responses by SCJ, surveying updates, and bidding, construction, and closeout support by SCJ representatives.

Total Proposed Fee: \$145,410

We look forward to assisting Public Works with this important project. Please feel free to call with any questions.



Williams Architecture

Len Williams, AIA, Principal Architect



601 W. RAILROAD AVE
P.O. BOX 102
SHELTON, WA 98584
PH: (360) 428-0511

PROJECT NUMBER
2021026
PROJECT TITLE

NEW PUBLIC WORKS FACILITY FOR:
CITY OF SHELTON
SHELTON, WASHINGTON

REVISIONS

SHEET CONTENTS
SITE PLAN
FINAL BUILDOUT

DATE
1-27-22

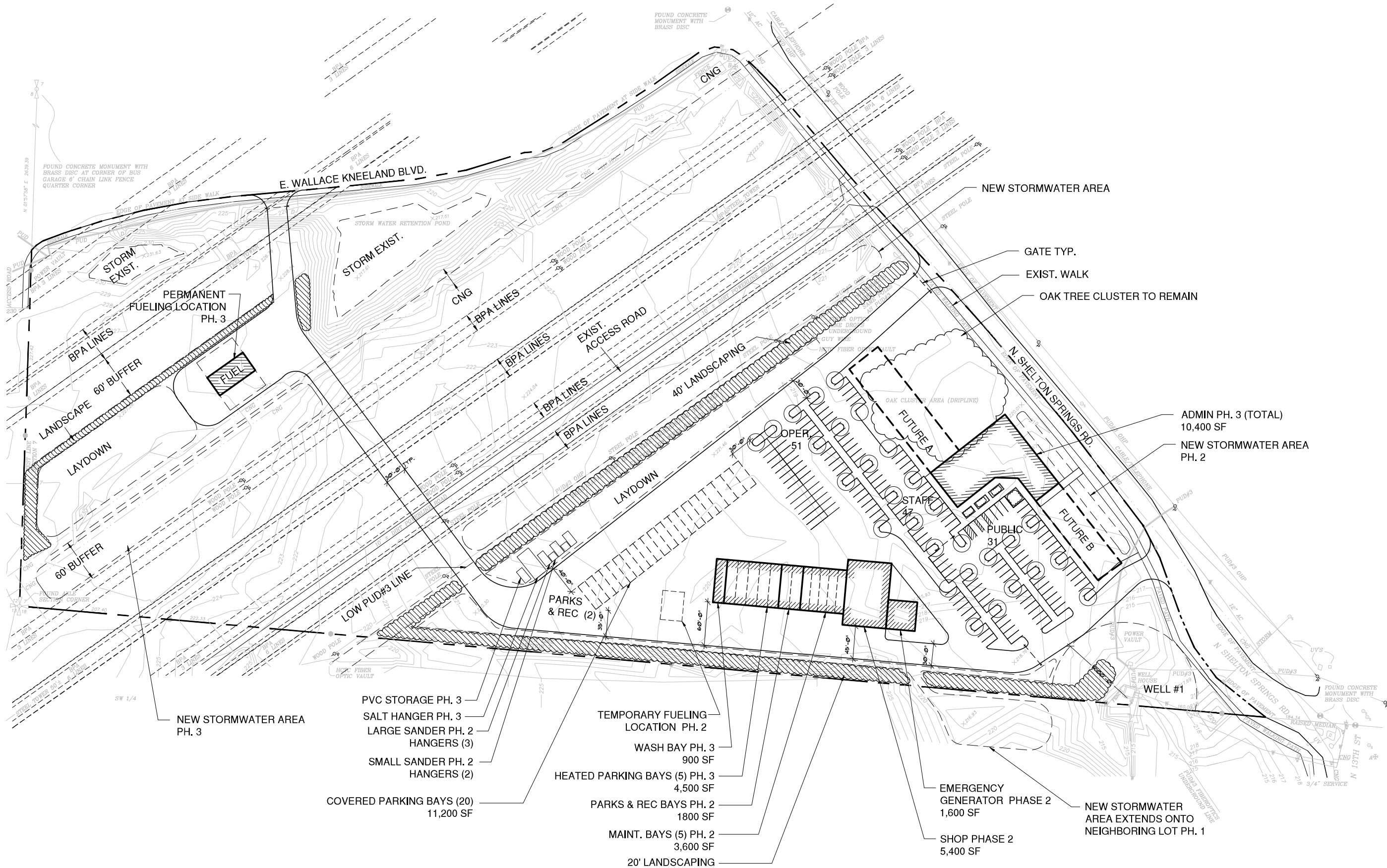
DRAWN BY
N.S.

CHECKED BY
L.A.W.

SHEET NUMBER

A1

OF
REPRODUCTION OR REUSE OF THESE
DRAWINGS WITHOUT WRITTEN
PERMISSION OF THE ARCHITECT IS PROHIBITED.



SITE PLAN - FINAL BUILDOUT

SCALE: 1" = 60'-0"



Public Works Maintenance Yard Master Plan



June 14, 2022



HISTORY:

The City Public Works Yard has been at 1000 West Pine Street for over 75 years. The main shop and Angleside booster pump station adjacent to loop field were the primary site improvements in 1951.



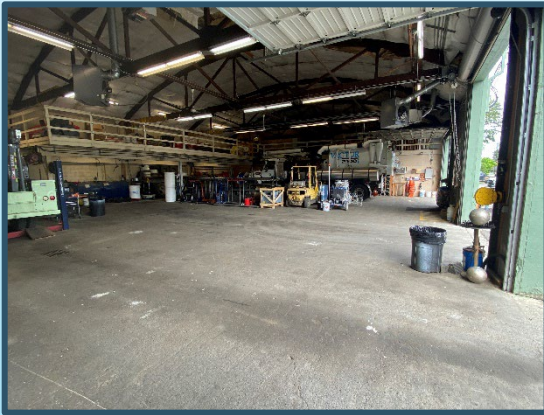
1951 Aerial Photo



2020 Aerial Photo

History: (Continued)

The current maintenance yard includes fleet repair, water operations, street operations, parks, facilities maintenance, diesel & unleaded fueling station, employee parking, fleet parking, and materials storage.



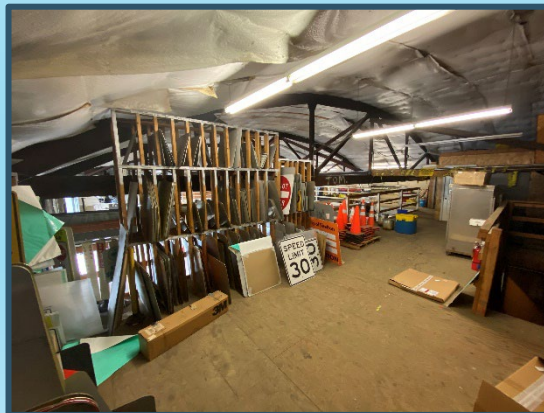
Fleet Repair & Heated Storage



Fleet & Breakroom Building



Fueling Station (2,000 gal. each)



Street Sign Shop



Sander Equipment Storage



Fleet Parking

History: (Continued)

The existing public works maintenance yard is too small and needs some maintenance updates to meet the existing needs of the City.

Currently much of the manhole and pipe materials are stored offsite at the main wastewater treatment plant. The stormdrain and wastewater conveyance system workers are housed at the wastewater treatment plant, while most of the equipment used daily is located at the maintenance yard.

City staff worked with consultants to identify a solution to the maintenance yard space issue by completing a planning stage study.

Site Options:

The planning stage study included building space needs such as: office, locker, eating, restrooms, meeting, emergency operations center, emergency power generation, work areas, sign shop, heated shop, tool storage, parts storage, covered bays, vehicle fueling, materials stockpiles, staff parking, equipment parking, and public parking. Two options were identified in the study:

Option 1: Expand the existing maintenance yard

Option 2: Construct a new maintenance yard on existing City owned property.

Below are the conclusions from the study:

CONCLUSION

- Facility has a minimum life span of 50-years.
- The minimum desired site size is 5-acres. Larger size for future growth is desirable.
- The anticipated buildings total 37,000 square feet for administrative and maintenance,
- Combines all Public Works Departments at one-facility, including Engineering, adding future expansion space at the Civic Center.
- Provide space for public use such as a conference center and walking trails.
- Save larger trees, including groves of smaller white oaks, when possible.
- New facility will be seismically capable to be immediately occupiable after a magnitude 8.0 earthquake and serve as the City Emergency operations center for all man-made and natural disasters.
- Site shall have multiple access points and be located centrally in the community.

Option 1: Expand the existing 2.6-acre maintenance yard for immediate needs. Expand to a +/-5-acre yard for future needs. The conceptual sketch below was prepared showing expansion of the existing yard to meet immediate needs.



Site Options: (Continued)

Option 1 Advantages:

- a. Cost, expansion of existing facility is the least cost option.
- b. Location to city downtown, Police Department (fueling/maintenance) & Civic Center.

Disadvantages:

- a. Requires 2.5 acres of property from Loop Field. Loop field functions would be moved to an alternative site.
- b. The \$80,000 Loop Field improvements were constructed with State/Federal grants and may require repayment.
- c. Existing buildings are not seismically reinforced. Maintenance yard and shop would most likely be not usable after a large earthquake. Future buildings would be seismic capable.
- d. Hillside above site may slide during a large rain event or earthquake.
- e. Many of the existing site improvements need repair or replacement.
- f. High groundwater table, reaches surface in areas of site in winter.

Site Options: (Continued)

Option 2: Construct a new maintenance yard on City owned property. Two sites were studied, the property north of Wells 3 & 4 on Brockdale Road site south of Island Lake, and the Shelton Springs Road site adjacent to Well 1. The Brockdale Road site is large enough but has only one existing roadway for access and is located farther from the core of the city, and last year was being considered for a residential workforce housing development project.

The Well 1 site on Shelton Spring Road was selected as the best candidate as multiple access points are available, water, sewer, power, & natural gas is readily available, and the city owned powerline easement area can be utilized for materials storage and parking.

Proposed Site:



Well 1 Site Aerial Photograph Map

Proposed Site: (Continued)

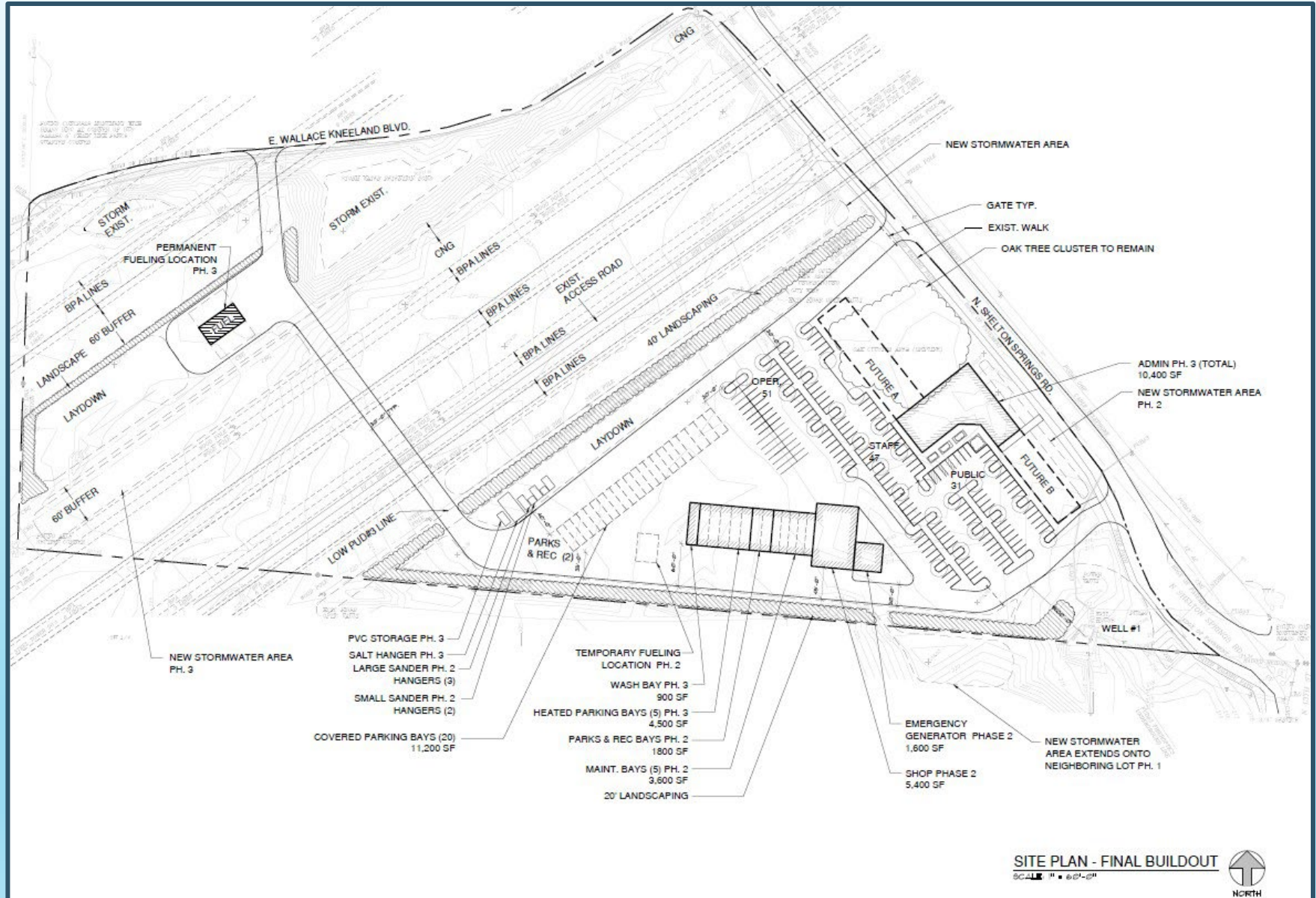
The conceptual site plan shown on the next slide was prepared by Williams Architecture over a 6-month period with review/input from the majority of Public Works Staff. The plan includes three phases of site construction:

Phase #1: Clearing, grading, gravel, fencing, stormwater, paved entry, utility stubs, and yard lighting. Complete interim improvements at existing maintenance yard.

Phase #2: Paved parking, paved & gravel equipment storage, covered storage, administration building shell with main improvements, maintenance shop, fueling, and generator.

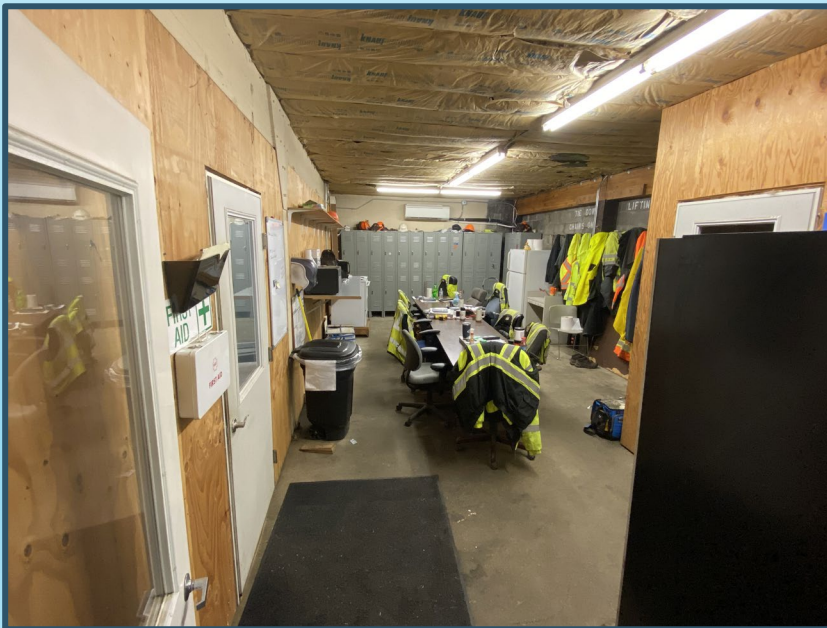
Phase #3: Complete administration building shell, complete covered storage areas, add vector dump station, add salt bins, relocate fueling to the north, add additional laydown areas, and add additional heated storage.

Proposed Site: (Continued)

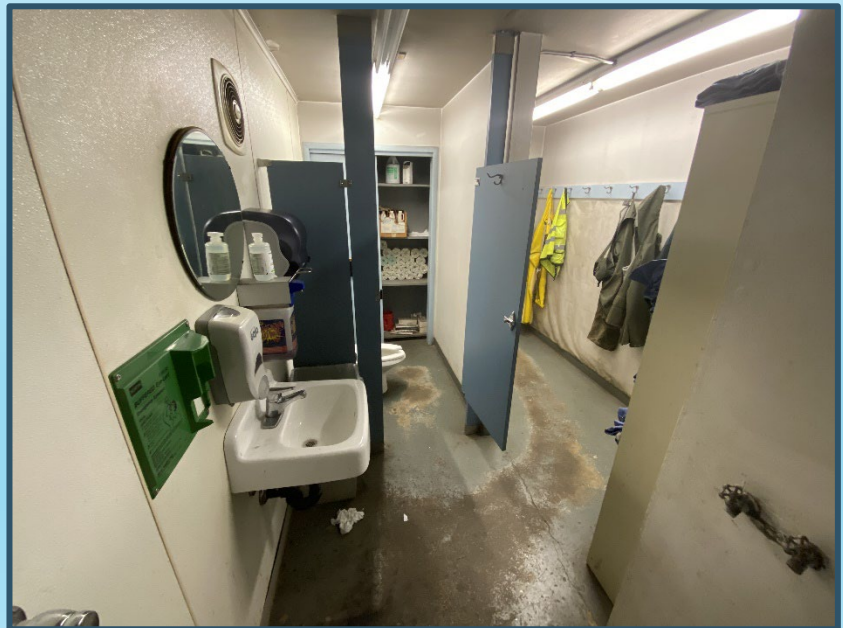


Existing Site Improvements:

Over the next year it is recommended that interim improvements are completed at the existing maintenance yard such as the addition of a locker room, updates to the kitchen, meeting, and eating areas, remodeling of the existing shop restroom, and 80' of metal covered equipment storage that will relocate to the future/new maintenance yard.



Existing eating and locker room



Existing shop restroom

Project Summary

Project Costs:

<u>Phase</u>	<u>Year</u>	<u>Cost</u>	<u>Description</u>
1	2022	\$ 65,000	Ex. yard covered storage
	2022-23	\$ 60,000	Ex. yard bathroom, break & locker rms
	2022-23	\$100,000	New yard land use approval phase
	2022-23	\$80,000	New yard design/permitting phase
	2023-24	\$650,000	New yard construction
2	2027	TBD	Ph-2 design/permits
	2028	TBD	Ph-2 construction
3	2030-31	TBD	Ph-3 design & construction

Refer to Page 11 for location of the various phases of work.

Funding:

The funding required for the completion of the phases for the proposed improvements are to be split between the Water, Wastewater, Street, Storm, EM&R, Facilities, and Park funds.



For more information please contact:

Brent Armstrong
Wastewater Superintendent
City of Shelton
360-432-5180

Jay Harris,
Public Works Director
City of Shelton
360-432-5125





CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G5)

Touch Date: 01/17/2023
Brief Date: 02/07/2023
Action Date: 02/07/2023

Department: Parks, Recreation and Facilities
Presented By: Mark Ziegler, Director

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
**Parks and Recreation
Advisory Committee
Appointments**

ATTACHMENTS:

☐ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

☐ Ordinance

☐ Resolution

☒ Motion

☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The Parks and Recreation Citizen Advisory Committee currently has two open positions to be filled. Among the tasks the Committee is responsible for include advising the Council on future parks and recreational resources, make recommendations on park use and regulations, serve a liaison to the community, and assist in comprehensive planning efforts.

Staff has advertised the openings through local media and the City's media outlets. Melvin Schneider is interested in serving another term on the committee and Dann Gagnon has submitted a letter of interest to fill the other open position. The terms are four years in length.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

"I move to appoint Melvin Schneider and Dann Gagnon to the Parks and Recreation Citizens Advisory Committee".



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G6)

Touch Date: 11/22/2022
Brief Date: 02/07/2023
Action Date: 02/07/2023

Department: Executive
Presented By: Jeff Niten, City Manager

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

☐ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

JN

PROGRAM/PROJECT TITLE:
Designated Crisis Responder

ATTACHMENTS:
Contract with Olympic Health and
Recovery Services (OHRS)

☐

Ordinance

☐

Resolution

☒

Motion

☐

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Throughout the summer and early fall of 2022, the city convened a Homelessness Task Force to address concerns in the community and determine consensus recommendations which should be considered by City Council. One of the consensus recommendations from the task force is support for a Designated Crisis Responder (DCR) within the city to assist individuals experiencing mental health crisis.

The city team has been working with Olympic Health and Recovery Services (OHRS) to develop a contract for DCR services in Shelton. The final contract is included as part of this Council packet. If approved, a DCR will be housed in the Shelton Police Department, but will operate independently, Tuesday through Friday from 10am to 8pm. The DCR will be authorized to act as a DCR by the Washington State Healthcare Authority.

The grant for an Alternative Response Team through the Association of Washington Cities was approved by City Council at your regular business meeting on December 6, 2022. The city intends to pay the costs of this program with the grant award from AWC and report the performance measures as required by the grant through the grant period which ends June 30, 2023. We have secured an agreement, in principle, to continue funding the DCR position which will be presented to City Council for consideration when finalized later this Spring.

ANALYSIS/OPTIONS/ALTERNATIVES:

Council may choose to modify the terms of this contract or disapprove this contract and seek another provider.

BUDGET/FISCAL INFORMATION:

This program will be supported by grant dollars obtained through a competitive process with the Association of Washington Cities.

PUBLIC INFORMATION REQUIREMENTS:

More information can be obtained through the City Clerk's Office.

STAFF RECOMMENDATION/MOTION:

"I move to waive the three-touch rule and direct the City Manager to sign the contract for Designated Crisis Responder Services with Olympic Health and Recovery Services".

AGREEMENT FOR DESIGNATED CRISIS RESPONDER SERVICES

The City of Shelton (“City”) and Olympic Health and Recovery Services (“OHRs”) enter into the following Agreement for Designated Crisis Responder (“DCR”) services.

1. OVERVIEW

Olympic Health and Recovery Services (OHRs) shall provide dedicated Involuntary Treatment Act (“ITA”) Services including all services required for the evaluation for involuntary detention or involuntary treatment of individuals in accordance with WAC 246-341-0810, RCW 71.05, RCW 71.24.300, and RCW 71.34.700.

2. SERVICE REQUIREMENTS

- 2.1.** OHRs shall provide continuous services in four 10 hour shifts, Tuesday through Friday from 10 a.m. to 8 p.m. During these agreed upon hours, OHRs will provide ITA services to persons who have mental disorders and substance use disorders in accordance with state law and without regard to the individual’s ability to pay.
- 2.2.** OHRs will incorporate the statewide Designated Crisis Responder (DCR) protocols approved by the Health Care Authority into its practice.
- 2.3.** OHRs will respond to referrals immediately upon request during the mutually agreed upon hours of service and not later than the timelines outlined by the RCW 71.05.153. The City may utilize the regional 24/7 hotline for service requests outside the agreed-upon hours.
- 2.4.** OHRs will provide services in the community and hospital settings, as deemed appropriate in its sole discretion.
- 2.5.** The City will allow OHRs to utilize office space in the police department during the agreed upon hours. OHRs shall be responsible for supplying its own equipment including computer equipment and transportation services.
- 2.6.** OHRs shall provide all services required for the evaluation for involuntary detention or involuntary treatment of Individuals of all ages, including all clinical services. The DCR shall exercise independent decision-making authority when evaluating individuals for involuntary treatment. OHRs shall continue to provide ITA services to an individual until the end of the involuntary commitment or until the individual is appropriately passed on to a relieving DCR.

3. PROGRAM REQUIREMENTS

- 3.1.** All OHRs staff shall have the necessary training defined within the DCR protocol and be designated as a DCR by the Thurston Mason Behavioral Health-Administrative Service Organization (TMBH-ASO).
- 3.2.** OHRs shall fully participate in the Quality Management program of TMBH-ASO, as it relates to the function of the DCR and ITA work. The quality assurance/improvement program will include tracking of timely investigations,

quality of documentation, training of the DCR teams in SUD ITA process, and reporting timeliness of detainment.

- 3.3. OHRS must have policies and procedures for ITA services that adhere to WAC 246-341-0810, 246-341-0300 through 246-341-0650.

4. PERFORMANCE MEASURES AND REPORTING

- 4.1. OHRS shall track the following items:

- Number of referrals and referral source
- Number of attempted evaluations
- Number of completed evaluations
- ITA Evaluation dispositions (e.g., hospital placement, not detained, single bed certification, etc.)

- 4.2. For AWC Grant Reporting requirements, OHRS will report the following information to the City of Shelton on a monthly basis, or as needed:

- Number of individuals served
- Gender (Male, Female, Nonbinary, etc.) of individuals served
- Age of individuals served
- Veteran status of individuals served
- Substance abuse or mental health issues of individuals served
- Reason for contact
- Outcome of contact (No outcome, referral to services, involuntary transport, etc.)
- Long-term outcome of individual receiving services (No outcome, permanent housing, shelter, etc.)
- Program successes and challenges

5. ELIGIBILITY

- 5.1. OHRS will primarily provide ITA services to Individuals referred by the City of Shelton Police Department.
- 5.2. OHRS will respond to referrals from the Mason County Sheriff's Office, the OHRS Crisis Team, and community referrals as appropriate.

6. COMPENSATION

The City shall compensate OHRS for its services in an amount not to exceed fifty-one thousand, four hundred twenty three dollars (\$51,423). OHRS shall invoice the City on a monthly basis. Invoices shall include a breakdown of costs for salary, benefits, training, supplies, travel, and administration. Invoices shall be paid within thirty (30) days of receipt.

7. TERM

This Agreement shall take effect upon execution and shall remain in effect through June 30, 2023.

8. INSURANCE/INDEMNITY

Indemnification / Hold Harmless. OHRS shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent or other tortious acts, errors or omissions of the OHRS in connection with the performance of this Agreement, except for injuries and damages caused by sole negligence of the City.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of OHRS and the City, its officers, officials, employees, and volunteers, OHRS's liability hereunder shall be only to the extent of OHRS's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the OHRS's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or Termination of this Agreement.

Insurance. OHRS shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the Work hereunder by the OHRS, their agents, representatives, employees or subcontractors.

No Limitation. OHRS's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of OHRS to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance. OHRS shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01 or substitute providing equivalent coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The City shall be named as an insured under OHRS's Commercial General Liability insurance policy with respect to the Work performed for the City using additional insured endorsement at least as broad as ISO endorsement from CG 20 26 or substitute endorsements providing equivalent coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to OHRS's profession.

B. Minimum Amounts of Insurance. OHRS shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence and \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

C. Other Insurance Provisions. OHRS's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of OHRS's insurance and shall not contribute with it.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage. OHRS shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of OHRS before commencement of the Work.

F. Notice of Cancellation. OHRS shall provide the City with written notice of any policy cancellation, within two (2) business days of their receipt of such notice.

G. Failure to Maintain Insurance. Failure on the part of OHRS to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to OHRS to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due OHRS from the City.

H. City's Full Availability of OHRS Limits. If OHRS maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by OHRS, irrespective of whether such limits maintained by OHRS are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by OHRS.

9. MISCELLANEOUS

9.1. Assignment. Any assignment of this Agreement by OHRS without the written consent of the City shall be void.

- 9.2. Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
- 9.3. Resolution of Disputes, Governing Law.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Manager, whose decision shall be final. In the event of any litigation arising out of this Agreement, the Parties shall bear their own costs and fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington and the jurisdiction of any dispute under this Agreement shall be the Superior Court of Mason County, Washington.
- 9.4. Public Records Act.** OHRS acknowledges that the City is a public agency subject to the Public Records Act codified in Chapter 42.56 RCW and documents, notes, emails, and other records prepared or gathered by OHRS in its performance of this Agreement may be subject to public review and disclosure, even if those records are not produced to or possessed by the City of Woodinville. As such, OHRS agrees to cooperate fully with the City in satisfying the City's duties and obligations under the Public Records Act as allowable by law.
- 9.5. Ratification.** Each Party shall take such action as is necessary by law to approve this Agreement via appropriate motion of its governing body or by other allowable means.

Executed this _____ day of February 2023.

Signatures on following page

OLYMPIC HEALTH AND REHABILITATIVE SERVICES

DATE: _____

Name/Title

CITY OF SHELTON

Date: _____

Jeff Niten, City Manager

Attest:

Donna Nault, City Clerk