



Shelton City Council
Study Session Agenda
April 11, 2023 – 6:00 p.m.
Civic Center & Virtual Platform

A. Call to Order

B. Roll Call

C. Study Agenda

1. Code Enforcement – Presented by Community & Economic Development Director Jae Hill

D. New Items for Discussion

E. Adjourn

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



2023 Looking Ahead

(Items and dates are subject to change)

Tues. 4/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • February Financial Status Report • Municipal Court Business Agenda <ul style="list-style-type: none"> • Dept. of Commerce LCP Grant Contract Action Agenda <ul style="list-style-type: none"> • Resolution No. 1269-0323 Andritz Sole Source for Biosolids Dewatering and Drying Equipment • Resolution No. 1270-0323 Purchase & Sale Agreement – 13th Street Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 4/7 @ 5:00 p.m.
Tues. 4/25 6:00 p.m.	Special Meeting	Spotlight Shelton	N/A
Tues. 5/2 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • Proclamation – Public Works Week Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Dept. of Commerce LCP Grant Contract Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 4/21 @ 5:00 p.m.
Tues. 5/9 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • Sidewalks 	Packet Items Due: 5/5 @ noon
Tues. 5/16 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • March Financial Status Report • Timberland Regional Library 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: 5/5 @ 5:00 p.m.
Tues. 5/23 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 5/19 @ noon
Tues. 6/6	Regular Meeting	Consent Agenda	Packet Items Due:

6:00 p.m.		<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"> • 	5/26 @ 5:00 p.m.
Tues. 6/13 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 6/9 @ noon
Tues. 6/20 5:45 p.m.	SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 6/9 @ 5:00 p.m.
Tues. 6/20 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation <ul style="list-style-type: none"> • April Financial Status Report Business Agenda <ul style="list-style-type: none"> • Civic Center Parking Lot Final Acceptance Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 6/9 @ 5:00 p.m.
Tues. 6/27 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 6/23 @ noon

Other – TBD

- Water and Sewer Fee Schedule Revisions (Ordinance removing rates from SMC)
- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- FCS Group Preliminary Water & Sewer Rate Presentation



Code Enforcement

City of Shelton Washington

Jae Hill, Community & Economic Development Director

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Code Enforcement Responsibilities

- [Chapter 8.70 PUBLIC NUISANCES](#)
- Abatements under [Chapter 17.08 ENFORCEMENT](#)
- [Title 15 WATER](#)
- [Title 18 CONSTRUCTION ADMINISTRATIVE CODE](#)
- [Title 19 SUBDIVISIONS](#)
- [Title 20 ZONING](#)
- [Shoreline Master Program](#)



Animal Control (SMC Title 7)

- Shelter Operations
 - Care for animals
 - Cleaning shelter
 - Advertising dogs for rehoming
 - Working with partners to rehome dogs
- Investigations
 - Loose dogs/dangerous dogs
 - Incident reporting
- Animal Licensing



Infraction/Misdemeanors (SMC 8.70)

- Courtesy Notice
 - Fourteen days
- Notice of Violation
 - Fourteen to thirty days (Director discretion)
- Class 2 Infraction
 - Thirty days
- Class 1 Infraction
 - Thirty days
- Misdemeanor



Abatement (SMC 17.08.034)

- Within 10-30 days of notice of violation, Hearings Examiner hearing to be held. RCW [35.80.030](#)(1)(c).
- HEX issues written findings of fact requiring property owner to repair, alter, improve, vacate and close, remove, or demolish as appropriate.
- If the property owner fails to abate, the Director can direct abatement and the costs are assessed as a lien against the property.
- Recovery of abatement costs can take up to three years, waiting for tax sale.
- Costs range from a few hundred dollars to \$25,000 for demolition.
- The City has no dedicated abatement fund.



Challenges This Year

- Move from Police Department to Community & Economic Development
 - Access to City electronic records was cut off, no infraction books, etc.
 - New electronic records system needed, difficulties with TylerTech
 - New nuisance ordinance, new processes & reporting
 - Radio and logistics issues
- Unusually high number of cases – 80 properties on the hot list
 - Homeless issues and RV camping
 - Arson and derelict structures
- Funding
 - No dedicated funding for abatement, community cleanup
 - Animal welfare costs (spay/neuter, rehoming, vet bills, etc.)
- Confidential Personnel/Staffing Issues



Community Cleanup

- May 13 and May 20 (Saturdays) from 900am-300pm
- Mell's Lot – First and Grove
- Proof of residency required (utility bill, drivers license)
- One car/pickup load of trash per household
- No hazardous waste

Questions?