



Shelton City Council  
Study Session Agenda  
June 27, 2023 – 6:00 p.m.  
Civic Center & Virtual Platform

**A. Call to Order**

**B. Roll Call**

**C. Study Agenda**

1. Engineering Street Standards Update – Presented by Public Works Director Jay Harris

**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. 7/4	Regular Meeting	HOLIDAY – Postponed until 7/11	N/A
Tues. 7/11 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes Presentation</li> <li>•</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>• Resolution No. 1274-0623 Civic Center Parking Lot Final Acceptance</li> <li>• ILA Amendment – CMFE</li> <li>• Public Hearing Ordinance No. 2006-0523 Intent to Vacate 5<sup>th</sup> St. – Grove St. to Cota St.</li> <li>• Public Hearing Ordinance No. 2008-0623 Repealing &amp; Re-adopting Ch. 2.56 – Relating to Police Department</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>• Traffic Box Wrap Project</li> </ul> <p>Administration Report</p> <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: 6/30 @ 5:00 p.m.
Tues. 7/18 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes Presentation</li> <li>• May Financial Status Report</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>• Resolution No. 1274-0623 Civic Center Parking Lot Final Acceptance</li> <li>• ILA Amendment – CMFE</li> <li>• Ordinance No. 2006-0523 Intent to Vacate 5<sup>th</sup> St. – Grove St. to Cota St.</li> <li>• Ordinance No. 2008-0623 Repealing &amp; Re-adopting Ch. 2.56 – Relating to Police Department</li> </ul> <p>Administration Report</p> <ul style="list-style-type: none"> <li>•</li> </ul>	Packet Items Due: 7/7 @ 5:00 p.m.
Tues. 7/25 6:00 p.m.	Study Session	<p>Study Agenda</p> <ul style="list-style-type: none"> <li>• FCS Group - Utility Rate Study</li> </ul>	Packet Items Due: 7/21 @ noon
Tues. 8/1 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes Presentation</li> <li>•</li> </ul> <p>Business Agenda</p>	Packet Items Due: 7/21 @ 5:00 p.m.

		<ul style="list-style-type: none"> <li>• Action Agenda</li> <li>• Administration Report</li> <li>•</li> </ul>	
Tues. 8/8 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 8/4 @ noon
Tues. 8/15 6:00 p.m.	Regular Meeting	<ul style="list-style-type: none"> <li>Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes Presentation</li> <li>• Forest Festival LTAC Report</li> <li>• June Financial Status Report</li> </ul> </li> <li>Business Agenda</li> <li>• Action Agenda</li> <li>• Administration Report</li> <li>•</li> </ul>	Packet Items Due: 8/4 @ 5:00 p.m.
Tues. 8/22 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 8/18 @ noon
Tues. 9/5 6:00 p.m.	Regular Meeting	<ul style="list-style-type: none"> <li>Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes Presentation</li> <li>• Business Agenda <ul style="list-style-type: none"> <li>• Public Hearing Ordinance No. 2003-0523 Adoption of 2021 International Fire Code</li> <li>• Public Hearing Ordinance No. 2004-0523 Adoption of 2021 International Building Code</li> </ul> </li> </ul> </li> <li>• Action Agenda</li> <li>• Administration Report</li> <li>•</li> </ul>	Packet Items Due: 8/25 @ 5:00 p.m.
Tues. 9/12 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 9/8 @ noon
Tues. 9/19 5:45 p.m.	SMPD Meeting	<ul style="list-style-type: none"> <li>Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Meeting Minutes</li> </ul> </li> <li>Business Agenda</li> <li>• Action Agenda</li> <li>• Administration Report</li> <li>•</li> </ul>	Packet Items Due: 9/8 @ 5:00 p.m.
Tues. 9/19 6:00 p.m.	Regular Meeting	<ul style="list-style-type: none"> <li>Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes Presentation</li> <li>• July Financial Status Report</li> </ul> </li> <li>Business Agenda</li> <li>• Action Agenda <ul style="list-style-type: none"> <li>• Ordinance No. 2003-0523 Adoption of 2021 International Fire Code</li> </ul> </li> </ul>	Packet Items Due: 9/8 @ 5:00 p.m.

		<ul style="list-style-type: none"><li>• Ordinance No. 2004-0523 Adoption of 2021 International Building Code Administration Report</li><li>•</li></ul>	
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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
- Project and Funding Authorization for Wallace/Shelton Springs Intersection Improvements
- Property Maintenance Code

DRAFT

# INFILL DEVELOPMENT STREET STANDARDS DISCUSSION

June 27, 2023



1917 Dirt Road



1926 First Roadway Paving



Cota Street, 1940's

## Current issues:

- New sidewalks extending into fully developed blocks.



- Development costs for a single property owner



- Gravel and under-improved roadways



## May 9, 2023, Study Session Council Questions & Comments

1. Kathy - What is the most viable way for street installation to occur? City vs. developer?

**Comment:** Currently it more efficient for small developments projects to install new street improvements concurrent with their building construction. The city currently does not have the manpower or financial resources to complete needed street improvements. The city street fund is the largest asset of the City, has limited employees (4.65 budgeted), and has a \$2 million dollar budget supported with \$500,000 in general fund revenue each year.

2. Joe- Is an in lieu of fee the only appropriate option?

**Comment:** The most common option by cities is the requirement for each development to install half street improvements which includes paving, curbs, street trees, driveway approach, and sidewalks, as over time the sidewalk and street improvements will eventually connect, as homes are built, expanded, and replaced. There are other funding options instead of fee in lieu of payments such as local improvement districts for street improvements (Council can approve per RCW 35.43), local option transportation taxes (voters approve per RCW 82.80), or increase in the current transportation benefit district sales or vehicle registration fees (voter approval per RCW 36.73)

3. Eric-Identify all streets and conditions for the matrix

**Comment:** Yes, once standards are further discussed by Council and determined, staff will prepare a matrix that can identify the existing conditions and the required improvements.

4. Eric- Owner should not be responsible for sidewalk maintenance

**Comment:** SMC section 12.08.030 requires that the abutting property owner maintain, repair, and reconstruct adjacent sidewalks. RCW 35.68 and RCW 35.69 allows for the City to designate that the adjacent property owners to maintain sidewalks, curbs, and driveways.

5. Joe-What is the proposed in lieu fee?

**Comment:** If Council chooses to adopt Frontage Improvement Charges, the fee are estimated below. The costs taken from the recent Railroad Avenue Project and 20% added for project design, bidding and construction inspection. Materials and installation costs:

Concrete sidewalk: \$8.00 per square foot; Concrete curb: \$22 per lineal foot

Gravel road overlay: 8\$ per square foot; Local road excavation; baserock & paving: \$15 per square foot

Concrete storm inlet: \$2,200 each; Storm piping, 12-inch pvc: \$90; Storm drywell: \$3500

6. Joe-Can TIB or grants be used to supplement in lieu of fees collected for residential projects

**Comment:** Transportation Improvement Board funding is typically limited to collector and arterial roads, not local streets. State grants are usually also not available for the construction of local roadways.

7. Joe- Narrower streets are good, agree with traffic calming methods

**Comment:** Current adopted local street width is 40' curb to curb and we will propose to reduce to 32' per International Fire Code.

8. Jim- How is the habitat project on park affected?

**Comment:** The proposed street standards are for local roadways in the Neighborhood Residential (NR) Zoning District. The Habitat for Humanity Park Street project is in the Commercial/Residential-Valley (CRV) Zoning District and the proposed infill street standards changes would not apply in commercial zoning districts.

## May 9, 2023, Study Session Council Questions & Comments (Continued)

9. Deidre – How are frontage requirements progressively tied together at different stages/dates or with existing infrastructure

**Comment:** Most cities have standards that require half-street improvements for all commercial and residential developments (building on infill lots, partitions, and subdivisions). There is a time period where streets and sidewalks may not fully connect. Over time, with the replacement of homes, platting of smaller lots, and city-initiated improvement projects (usually combined with utility upgrades and overlays, such as basin 3 project), the gaps in the road and sidewalk systems are eventually completed. Note that completed sidewalk and half-street improvements provide immediate benefit to the new homeowner, such as parking, stormwater control, and sidewalk(s).

10. Miguel-Interested in collecting fees up front over frontage improvements, need certainty for city and developer, highest environmental standards.

**Comment:** Fees paid by developments for sidewalk and parking strips could be an option chosen by Council. Minimum base street improvements meeting the International Fire Code Appendix D to fire-life-safety standards should be required (see following slides). Fees collected by the City would require projects to be designed, bid, and constructed by the City Engineering Division at a later date. Additional staff will need to be added to the Engineering Division to manage the design/construction of projects.

11. Eric-Infill definition needed, nine lots are not infill, should only be for new homes between existing houses, and no short plats.

**Comment:** Yes, the definition of “infill” is discussed on following slides.

12. Sharon – Likes the medians on collectors for snow storage

**Comment:** Yes, medians will be included on collector streets in the future design and construction standards manual.

13. Miguel – Promotion of infill on open right of ways is priority

**Comment:** Yes, all infill development should be encouraged in the City.

14. Jim- What is the impact to small builders? One or two lots not feasible for installation of improvements

**Comment:** The financial impact for a small builder to construct street improvements should be similar to fees collected by the City, unless Council chooses to subsidize the cost of the future improvements. Note that City managed public improvement projects are typically more expensive as prevailing wages are required and larger street projects trigger stormwater treatment/detention requirements.

15. Jim- Interested in what the matrix will look like and useability of matrix

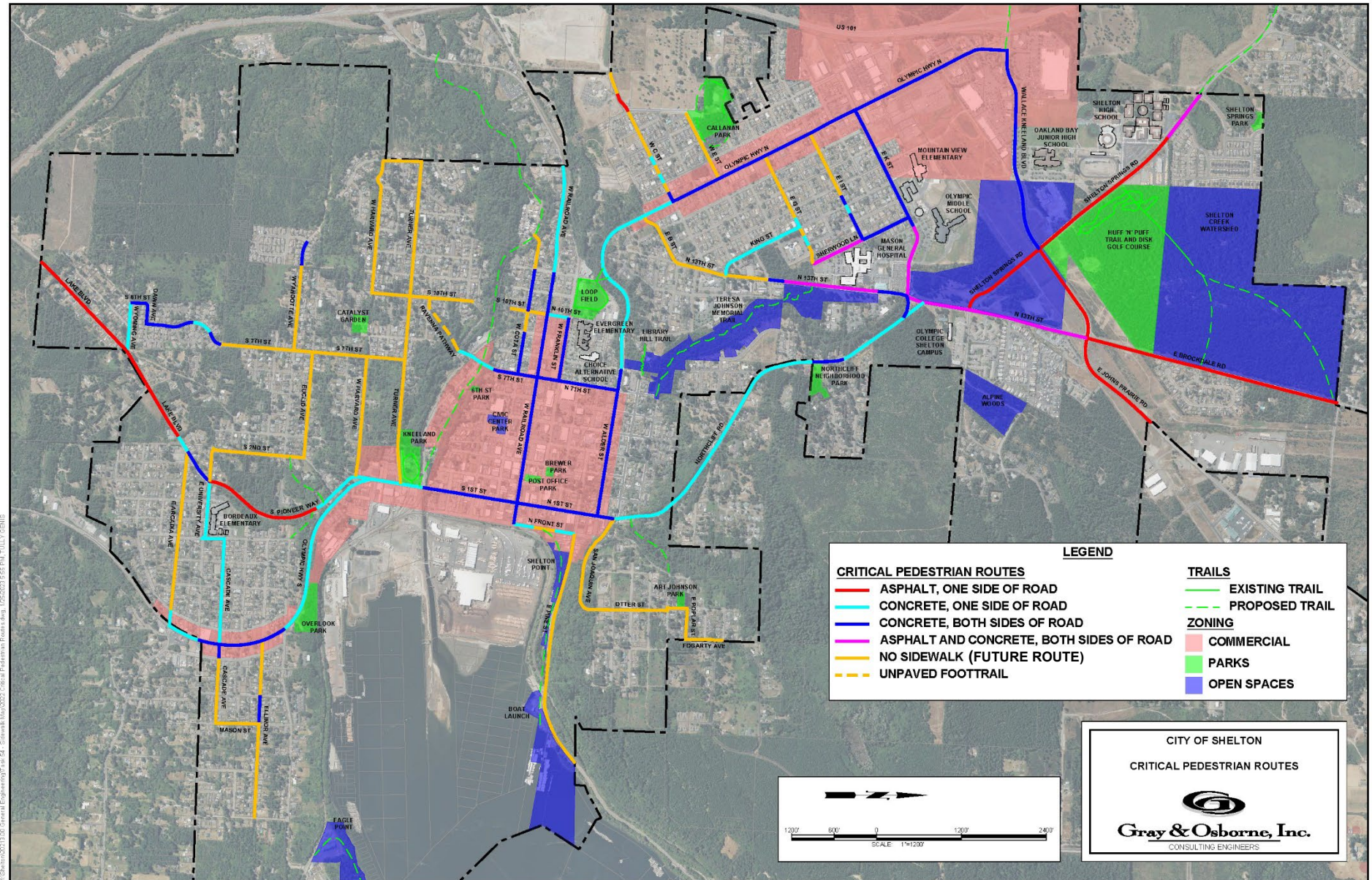
**Comment:** Yes, once standards are further discussed by Council and determined, staff will prepare a matrix that can identify the existing conditions and the required improvements.

16. Unknown – How are gravel streets to be addressed

**Comment:** The City does require paving of interior streets and site frontage improvements for new residential developments that are subdividing property. Subdivisions are be required to improve offsite gravel/substandard roadways as part of traffic impact mitigation measures.



# PROPOSED CRITICAL PEDESTRIAN ROUTE MAP:



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# “Infill Lot” Standards (Single Parcel Sites)

At the 5-9-2023 Study Session, Council appeared to have consensus that a “Infill Lot” is a single undeveloped existing lot of record for one home that could not be further divided and is not adjacent to 2 or more undeveloped lots.



*Example #1: 2036 Washington Street*

## Infill Lot Sidewalk Standards:

NR Zoning District Only

#1. Do existing sidewalks abut the project site?

#2. Is the site on a critical pedestrian route?

## Potential Standards:

#1. Yes, construct sidewalk along frontage.

#2. Yes, construct sidewalk along critical route frontage.

#1. & #2: No, pay sidewalk frontage improvement charge in master fee schedule. Fee collected is used to improve the critical pedestrian routes.

## Infill Lot Street Standards:

NR Zoning District Only

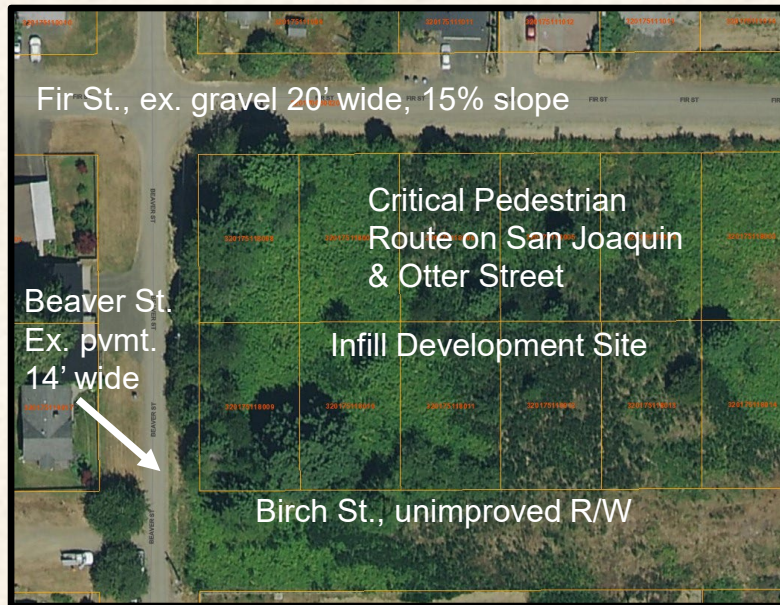
Varied existing site conditions:

1. Is primary access road paved, gravel, or unimproved?
2. Is primary access road a minimum of 20' wide & slope under 10%?
3. Does a paved or gravel parking strip exist?
4. Does an improved gravel or paved alley abut the site?

## Potential Standards:

- a. Widen existing gravel access road to 20' in width along frontage(s) per Fire Code, pay pavement frontage improvement charge in master fee schedule.
- b. Widen existing paved road to 20' in width along frontage(s) per Fire Code.
- c. Construct 8' wide paved parking strip along site frontage (gravel & paved roads).
- d. Match existing alley improvement, pavement or gravel, 10' wide min.
- e. Install frontage and roadway storm drainage improvements per DOE Manual, if needed.
- f. Dedicate additional right-of-way, if needed.
- g. Pay traffic impact fee (all development projects in the City pays the fee).

# “Infill Development” Standards (Multiple Parcel Sites)



*Example #2: Fir Street, Capital Hill*

“Infill Development” is residential development in the NR Zone on multiple parcels created prior to January 1, 1938, which utilize the original lot configuration of the subdivision a subsequent boundary line adjustment or lot consolidation but excludes development resulting from a replat of the subject lots.

## Infill Development Street Standards:

NR Zoning District Only

Site conditions: Is primary access road paved, gravel, or unimproved and does an improved gravel or paved alley abut the site?

### Potential Standards:

- a. Widen all development frontage local roadways to 26' of asphalt w/ curb, sidewalk and parking on site frontage.
- b. Interior local streets 32' curb to curb, sidewalks, and parking both sides.
- c. Pave offsite roads “interim” roads 20' wide to nearest paved street, with storm drainage improvements.
- d. Concrete approaches at all driveways.
- e. Pave alley improvements, per standards.
- f. Install street trees, 35' on center.
- g. Pay traffic impact fees.
- h. Install site and roadway storm drainage improvements per DOE Manual.
- i. Dedicate additional right-of-way, if needed.

## Site “Redevelopment” Standards (All City Zoning Districts)



*Example #3: 116 West H Street*



*Example #4: Front and Kneeland Streets*

- Should the City adopt road and sidewalk improvement standards for sites that redevelop?
- Should the standards apply to the commercial and industrial zoning districts only, or include the residential zoning districts?

"Redevelopment" -- The conversion, structural alteration, relocation, significant alteration or improvement, or enlargement of any structure; and/or the addition or improvement of site features; that changes the type or increases the intensity of use of a site.

### Potential development thresholds:

1. Proposed onsite improvements exceed fifty percent of the existing pre-development assessed value of the property and site improvements.
2. An increase in weekly daily trip generation that exceeds (add a #) trips/day per the latest version of the Institute of Traffic Engineers (ITE) Trip Generation Manual.
3. Specific change of use applications, such as existing low intensity use such as storage converting to a medium intensity use such as office space.

## Any Questions?

### Next Steps:

1. Do some standards need clarification or is additional information needed?
2. Once the policy considerations are resolved, a draft of the proposed changes to the Engineering Standards Manual & Municipal Code can be prepared and submitted to Council for review.

Please feel free to call or email me with any additional questions.

Thank You.

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