

BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
April 25, 2017

1. Call to Order – The Chairperson called the regular meeting to order at 6:05 p.m.
2. Pledge of Allegiance – Tom Davis led the flag salute.
3. Roll Call – Present: Commissioner District 1 - Randy Neatherlin; Commissioner District 2 – Kevin Shuttly; Commissioner District 3 – Terri Jeffreys.
4. Correspondence and Organizational Business
 - 4.1 Correspondence
 - 4.1.1 The National Alliance on Mental Illness Thurston & Mason sent a letter recognizing May as National Mental Health Awareness Month.
 - 4.1.2 The Economic Development Council sent in their 1st quarter report.
 - 4.2 Proclamation- Volunteer Recognition Week Staff: Cmmr. Shuttly
5. Open Forum for Citizen Input –
 - 5.1 Zachary Hansen spoke about the sewage treatment plant dumping sewage into Hammersley Inlet. He addressed how this is affecting quality of life and shellfish. He noted the beach closures and the danger of water quality.
 - 5.2 John Hansen also spoke about water quality in Hammersley Inlet and stated that this issue has been ongoing previous to the current Board of County Commissioners. He read from federal regulations regarding water quality. John spoke about the poor water quality in the outlet, and Hood Canal stating that issues including the sewage leak need to be handled immediately which would open 82, 150-foot sections of beach. He asked that the Commissioners work with the City of Shelton on a plan for a new water treatment plant that could be held above ground.
 - 5.3 Rachel Hansen spoke about the County and how she printed a small magazine that highlights the area. She is currently endorsed by NOAA to create a "Shellfish Trail" map in Washington State. She noted that though she is excited, there is a problem with the fact that the water and shellfish can make you ill. She noted that this issue belongs to everybody in the county and not just the city.

Cmmr. Jeffreys stated that at this time the County does not have jurisdiction over the city plant. She spoke about a shellfish initiative on the table which would increase funding, possibly in the form of a septic fee. Cmmr. Jeffreys thanked the Hansen family for their concern and invited the shellfish farmers throughout the County to join in this initiative.

6. Adoption of Agenda – Cmmr. Jeffreys amended the agenda to add 8.10 to appoint Jason Bailey to the Planning Advisory Commission.
Cmmr. Jeffreys/Neatherlin moved and seconded to adopt the agenda as amended. Motion carried unanimously. N-aye; S-aye; J-aye.
7. Approval of Minutes – March 13, 2017 Briefing Minutes; April 11, 2017 and April 18, 2017 Regular meeting minutes.
Cmmr. Neatherlin/Jeffreys moved and seconded to approve the March 13, 2017 Briefing Minutes; April 11, 2017 and April 18, 2017 regular meeting minutes as written. Motion carried unanimously. N-aye; S-aye; J-aye.
8. Approval of Action Agenda:

BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS
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8.1 Approval to sign the letter to the County Road Administration Board (CRAB) naming Sarah Grice as acting County Engineer during Melissa McFadden's temporary absence.

8.2 Approval of Warrants

| | | | |
|----------------------|------------|------------------|---------------|
| Claims Clearing Fund | Warrant #s | 8047921--8048005 | \$ 148,370.68 |
| Direct Deposit Fund | Warrant #s | | \$ |
| Salary Clearing Fund | Warrant #s | | \$ |
| Total | | | \$ 148,370.68 |

8.3 Approval of the 2017 Long Range Planning Work Program to complete the 2016 update of the Mason County Comprehensive Plan.

8.4 Approval of the resolution adopting the updated Real Property and Right of Way Acquisition Procedure for Public Works Projects which would replace those found in Resolution 01-14. (Ex.A)

8.5 Approval to revise resolution 96-16 to establish weight load limits on Evers Bridge. (Ex. B)

8.6 Approval to authorize Deb Dunithan to submit an application for the Comprehensive Opioid Abuse site-based program grant from the U.S. Department of Justice-Bureau of Justice.

8.7 Approval of the Letter of Agreement between Mason County, Teamsters Union Local No. 252 and Mason County Engineers' Guild.

8.8 Approval of Veterans Assistance Fund applications for: Utilities \$966.44; Housing \$1,150.00 and Burial \$600.00 for a total of \$2716.44.

8.9 Approval to amend the resolution amending the Veterans Operating Policy increasing the individual annual limit to \$1,200; increase the burial assistance limit to \$1,000; increase the one-time catastrophic assistance not to exceed \$1,000 and amend the process to expedite the issuance of checks. (Ex. C)

8.10 Approval to appoint Jason Bailey to the Planning Advisory Commission for a four year term ending March 31, 2021.

Tom Davis asked to remove item 8.9 for discussion.

Cmmr. Neatherlin/Jeffreys moved and seconded to approve action items 8.1 through 8.10 with the exception of item 8.9. Motion carried unanimously. N-aye; S-aye; J-aye.

Tom Davis thanked the Commission on behalf of the Veterans Advisory Board. He discussed the assistance and how this increase is a positive step in caring for our Veterans and helps make life more bearable for those that have served our country.

April Pruitt-Pooler thanked the Commission and then introduced Federica Grayson, a veteran's service volunteer, who spoke about the needs of veterans and their families. She said that this help is more than just a check, it helps veterans purchase food, pay their rent when they cannot, and in some cases bury a spouse.

Harry Tachell, a service officer out of Belfair, thanked the Board for being able to skip a step in obtaining funds for those in need. He stated that PUD and landlords won't have to wait two weeks just to get a check.

Mel Tupper thanked the Commission on behalf of the veterans that have used this service in the past.

Cmmr. Jeffreys thanked Becky Rogers and Diane Zoren for stepping up to make this change a reality.

Cmmr. Neatherlin/Jeffreys moved and seconded to amend the resolution amending the Veterans Operating Policy increasing the individual annual limit to \$1,200; increase the burial assistance limit to \$1,000; increase the one-time catastrophic assistance not to

BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS
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exceed \$1,000 and amend the process to expedite the issuance of checks. Motion carried unanimously. N-aye; S-aye; J-aye.

9. Other Business (Department Heads and Elected Officials)

10. 9:30 a.m. Public Hearings and Items set for a certain time –

- 10.1 Approval to adopt the ordinance amending Title 17, Zoning, Chapter 17.12, Commercial Zoning Districts in the Allyn UGA, Article I, Village Commercial District, Section 17.12.110, Purpose, Section 17.12.120, Permitted Uses and Section 17.12.160- additional development and design criteria. Staff: Paula Reeves (Ex. D)

Paula Reeves stated that on the March 14, 2017 meeting, the Commissioners inadvertently passed an ordinance that added a minimum of four multi-family dwelling units in Village Commercial zoning. (Ordinance 10-17, 17.12.120 #29) The correction should say a minimum four multi-family housing units per dwelling. Paula explained that this change adds additional design criteria for a 4-plex type development.

Cmmr. Shuttly opened the floor for public comment.

Jeff Cary voiced confusion with lot combinations. He referenced Allyn and the fact that many of the lots are small so building a 4-plex would be difficult. He noted that he is not against the proposed changes, but is unsure how it is possible. Cmmr. Neatherlin suggested setting up a briefing within the next few weeks and inviting Jeff to discuss his concerns.

Cmmr. Neatherlin/Jeffreys moved and seconded to approve the ordinance amending Title 17, Zoning, Chapter 17.12, Commercial Zoning Districts in the Allyn UGA, Article I, Village Commercial District, Section 17.12.110, Purpose, Section 17.12.120, Permitted Uses and Section 17.12.160- additional development and design criteria. Motion carried unanimously. N-aye; S-aye; J-aye.

- 10.2 Approval to amend the development code for the Shelton UGA (Chapter 17.07) to remove the prohibition of self-storage from the industrial zoning district. Staff: Paula Reeves (Ex. E)

Paula Reeves explained that self-storage is the only prohibited item listed in the industrial zoning district of the Shelton Urban Growth Area. The Planning Advisory Commission has recommended amending the development code. Paula added that self-storage is normally exempt from SEPA review under WAC 197-11-800.

Cmmr. Shuttly opened the floor for public comment.

Kerry Ritland spoke in support of the amendment, noting that he is the one to originally suggest it.

Neatherlin/Shuttly moved and seconded to approve amendments to the development code for the Shelton UGA (Chapter 17.07) to remove the prohibition of self-storage from the industrial zoning district. Motion carried unanimously. N-aye; S-aye; J-aye.

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11. Board's Reports and Calendar - The Commissioners reported on meetings attended the past week and announced their upcoming weekly meetings.
12. Adjournment – The meeting adjourned at 7:05 p.m.

ATTEST:

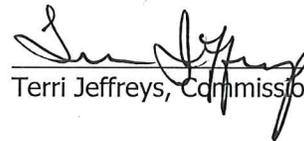


Melissa Drewry, Clerk of the Board

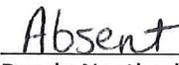
BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON



Kevin Shetty, Chair



Terri Jeffreys, Commissioner



Randy Neatherlin, Commissioner

RESOLUTION NO. 23-17
Replacing Resolution 01-14
Real Property Acquisition Procedures for Public Works Projects

WHEREAS, The Mason County Department of Public Works engages in projects designed to improve the County's transportation infrastructure; and

WHEREAS, said projects frequently require the acquisition of additional right of way from abutting property owners; and

WHEREAS, certain federal and state laws and regulations set forth procedures for the acquisition of real property, including rights of way; and

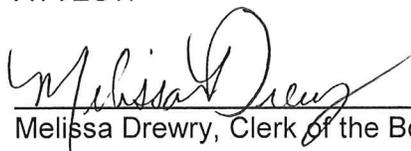
WHEREAS, the Board of County Commissioners finds that adherence to said laws and regulations in all real property and right of way acquisition activities of County staff is appropriate and required; and

NOW, THEREFORE, BE IT RESOLVED by the Mason County Board of Commissioners that Real Property Acquisition Procedures for Public Works Projects found in Exhibit A, attached hereto, are hereby adopted and mandated for use by Public Works staff in connection with all transportation improvement projects and other activities in pursuit of the Public Works mission; and

BE IT FURTHER RESOLVED THAT, the Real Property and Right of Way Acquisition Procedures found in Mason County Resolution 01-14 is hereby replaced.

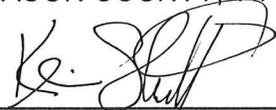
DATED this 25th day of April, 2017.

ATTEST:



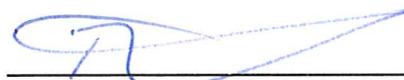
Melissa Drewry, Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON



Kevin Shutty, Chair

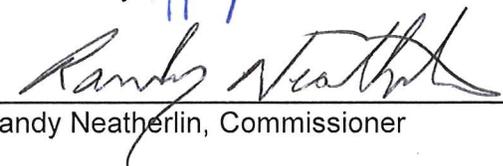
APPROVED AS TO FORM:



Tim Whitehead, Ch.DPA



Terri Jeffreys, Commissioner



Randy Neatherlin, Commissioner

RESOLUTION NO. 24-17
 A RESOLUTION AMENDING RESOLUTION 96-16
 BRIDGE LIMITS

WHEREAS, RCW 36.75.270 gives the Board of Mason County Commissioners the authority by resolution to limit or prohibit classes or types of vehicles on any county bridge and may limit the weight of vehicles which may travel thereon.

WHEREAS, Bridge Limit Resolution 96-16 was adopted December 13, 2016 restricting load limits for the 2017 calendar year, unless the Board modified or removes such restrictions;

WHEREAS, in compliance with the requirements of the Federal Highway Administration's National Bridge Inspection Standards (NBIS) for specialized haul vehicle regulations, updated bridge load rating have been completed as required; and

WHEREAS, updated load ratings have determined that one (1) of Mason County's sixty-four (64) bridges need to be added and posted with a maximum load limit, and

WHEREAS, five (5) of Mason County's Sixty-four (64) bridges shall continue to be posted as one lane.

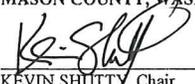
NOW, THEREFORE, BE IT RESOLVED, that these restrictions be posted, as listed below, for the 2017 calendar year, unless the Board shall modify or remove such restrictions based upon the recommendation of the County Engineer.

| <u>Bridge No.</u> | <u>Bridge Name</u> | <u>Max Load Limit</u> | | <u>No. of Lanes</u> | <u>Maximum Speed Limit</u> |
|-------------------------------|-----------------------|-----------------------|--------------|---------------------|----------------------------|
| 00800059 W Deckerville Rd | Rossmailer Bridge | <u>Type</u> | <u>Limit</u> | 2 | ---- |
| | | 3 | 21 Tons | | |
| | | 3S2 | 33 Tons | | |
| | | 3-3 | 41 Tons | | |
| | | SU4 | 19 Tons | | |
| | | SU5 | 20 Tons | | |
| | | SU6 | 21 Tons | | |
| SU7 | 21 Tons | | | | |
| 64500015 E Eckert Rd | Stretch Island Bridge | <u>Type</u> | <u>Limit</u> | 2 | ---- |
| | | SU4 | 23 Tons | | |
| | | SU5 | 24 Tons | | |
| | | SU6 | 25 Tons | | |
| | | SU7 | 28 Tons | | |
| 10290035 Bulb Farm Rd. | Hliboki Bridge | ---- | | 1 | ---- |
| 10510023 Bolling Road | Gosnel Creek Bridge | ---- | | 1 | ---- |
| 11070015 Eich Road | Eich Road (1) Bridge | ---- | | 1 | ---- |
| 11070026 Eich Road | Eich Bridge | ---- | | 1 | ---- |
| 016500405 Beeville Road | Carlson Bridge | ---- | | 1 | ---- |
| 901002328 Matlock Brady Rd | Evers Bridge | <u>Type</u> | <u>Limit</u> | 2 | ---- |
| | | SU5 | 29 Tons | | |
| | | SU6 | 30 Tons | | |
| | | SU7 | 32 Tons | | |

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the County Engineer shall post the said bridges as set forth herein. Violation of these limits shall constitute a misdemeanor in accordance with RCW 36.75.270.

DATED this 25th day of April 2017.

BOARD OF COUNTY COMMISSIONERS
 MASON COUNTY, WASHINGTON

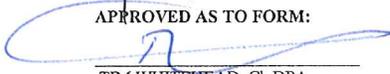

 KEVIN SHUTTY, Chair


 TERRI JEFFREYS, Vice Chair


 RANDY NEATHERLIN, Commissioner

ATTEST:

 MELISSA DRCHWRY, Clerk of the Board

APPROVED AS TO FORM:

 TIM WHITEHEAD, Ch DPA

cc: Public Works
 Sheriff
 Prosecutor
 Publ.: 1 Time: 5/4/17 (Bill: Mason County Dept. of Public Works)

RESOLUTION NO. 22-17
A RESOLUTION AMENDING RESOLUTION NO. 35-16
VETERANS ADVISORY BOARD/VETERANS' ASSISTANCE
Increasing Award Limits and Expediting the Issuance of Checks

WHEREAS, Mason County established a levy per RCW 73.08.080 for the purpose of creating the Veterans' Assistance Fund for the relief of honorably discharged veterans or for veterans discharged for physical reason with an honorable record;

WHEREAS, RCW 73.08.035 authorizes the establishment of a Veterans' Advisory Board;

WHEREAS, the Mason County Commissioners adopted Resolution No. 58-13 establishing the Veterans Advisory Board (VAB). The VAB will consist of ten members; two appointed members of each of the following Mason County National Veterans' Organizations: American Legion, Veterans of Foreign Wars, 40 et 8 and Disabled American Veterans and two Mason County resident Veterans.

WHEREAS, RCW 73.08.010 provides for the relief of indigent and suffering veterans and their families or the families of those deceased veterans, who need assistance and on February 10, 2015, the Board of Mason County Commissioners set the annual limit of cash award from the Mason County Veterans' Assistance Fund to eligible veterans at \$800 dollars to be spent on specific types of relief as noted in #2 below and set the catastrophic award at \$300; on February 16, 2016 the annual cash award was increased to \$1,000 per eligible veteran; and on April 25, 2017 the annual cash award was increased to \$1,200 per eligible veteran, the burial assistance was increased to \$1,000 and the catastrophic award to \$1,000.

WHEREAS, the VAB has requested the issuance of checks to the Veterans be expedited and the recommendation is to amend the process allowing Mason County staff to issue checks without prior Commissioner approval.

NOW, THEREFORE BE IT RESOLVED by the Board of Mason County Commissioners that:

1. The Veterans' Assistance Fund may be disbursed to indigent veterans and their families or the families of those deceased in the amounts not to exceed one thousand two hundred dollars (\$1,200) per applicant per calendar year.
2. Approval of the \$1,200 dollar assistance shall be granted for only past due rent, mortgage, or utilities:
 - a. Utilities include electric, water, firewood, wastewater (sewer), natural gas and/or propane.
 - b. Necessity Items (Attachment R in Operating Policy) (Not to include tobacco and alcoholic beverages).
 - c. Obtain State ID card (one time only).

- d. Reinstate driver's license (one time only).
3. Veteran Assistance funds shall not duplicate other available assistance for the purposes stated in #2.
 4. If any Veterans' Assistance Committee determines an applicant is in need of assistance due to any event, catastrophic illness or other significant change in circumstance which comes into being unexpectedly and is beyond the applicant's management or control, the Committee may request in writing that Mason County consider approval of an amount not to exceed a one thousand (\$1,000.00) dollar lifetime limit per applicant.
 5. All requests for funding shall be approved by the Veterans' Service Officer and Mason County. Mason County staff who are authorized signers on the Veterans' Assistance Bank Account are authorized to issue assistance checks to qualified veterans without prior Commission approval. Those checks issued will be reported to the Commissioners.
 6. RCW 41.04.005 and other provisions of RCW Title 73 shall govern eligibility assistance to veterans and/or families.
 7. The County defines "indigent and suffering" to mean the current poverty level as defined by the United States Department of Health and Human Services, for a period of time: previous 90 days or average of previous year.
 8. As per RCW 73.08.070, the County shall assist indigent veterans with burial or cremation costs of (\$300.00) minimum or up to one thousand (\$1,000) dollars. This is in addition to the \$1,200 dollar limitation above in #2.
 9. If any applicant knowingly and or unknowingly defrauds or provides false or misleading information, or misuses funds, the applicant will be barred from receiving any further assistance.

Effective this 25th day of April 2017.

ATTEST:

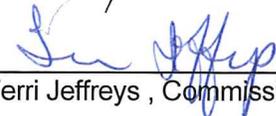

Melissa Drewry, Clerk of the Board

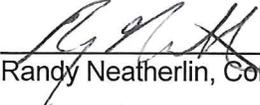
BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


Kevin Shutty, Chair

APPROVED AS TO FORM:


Tim Whitehead, Chief DPA


Terri Jeffreys, Commissioner


Randy Neatherlin, Commissioner

c: Auditor
Nw VAB

MASON COUNTY
VETERANS' ADVISORY BOARD
OPERATING POLICY
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I. Organizational Policies

- a. All RCWs (Revised Code of the State of Washington) within Chapter 73.08 RCW VETERAN'S RELIEF, with other RCWs and Mason County RESOLUTION NO. _____ will be used and referred to throughout this policy.
- b. The purpose of the Mason County Veteran's Assistance Fund (VAF) is to provide relief as set forth in RCW 73.08.010 (Att.J) to indigent and suffering veterans, their families and the families of deceased indigent veterans.
- c. Any honorably discharged veterans or veterans with a General Discharge under honorable conditions or a General Discharge with other than honorable conditions (Administrative Discharge), as outlined in RCW 41.04.005 (Att.O) and RCW 41.04.007 (Att.P), and meeting the criteria in I-b may apply.
- d. These policies and procedures are subject to review annually by the VAB.
 - 1) If a revision is made, it is so noted and a narrative of revision is put in VAB minutes.
 - 2) If no revisions are made, the date of review is noted, and put in VAB minutes.
 - 3) Post Commanders will be advised concerning any revisions and reviews recommended by the VAB.
 - 4) MCC has final approval of all revisions.
- e. The VAB will meet the second Wednesday of each month at 10:00am at the Memorial Hall on 2nd. and Franklin St., in Shelton, WA.
- f. A quorum must be met to conduct any business that may come before the board.
- g. If a quorum is not met, the Chair may contact other members via phone/text messaging or by e-mail.
- h. Upon reaching a member, and member agrees to be part of the meeting, thus creating a quorum, the Chair must remain in contact with the member throughout the meeting.

II. Financial Policies

- a. The funds for creating a Veterans' Assistance Fund (VAF) RCW 73.08.080(1) (Att.M), is generated from a tax levied by the Mason County Commissioners (MCC), use of the fund is governed by same RCW. (Att.M)
- b. On April 25, 2017 the MCC in Resolution No. ___ (Att.Q) amended to set the limit of cash awarded to eligible veterans at one thousand two hundred (\$1,200) dollars to be spent on specific types of relief as outlined in II-c.
- c. Approval of the one thousand two hundred (\$1,200) dollars for assistance shall be granted only for the following:
 - 1) Past Due Rent or Mortgage
 - 2) Past Due Utilities:
 - i. Electric
 - ii. Water
 - iii. Natural Gas
 - iv. Wastewater (sewer)
 - 3.) Miscellaneous Items:
 - i. Necessity Items (refer to list - Attachment R)
 - a. Single \$150.00
 - b. Married \$200.00
 - c. + \$50.00 per dependent
 - ii. Needed Fire Wood or Propane
 - 4) Other Items
 - i. Obtain state ID card (one time only)
 - ii. Reinstate driver's license (one time only)
- d. Exclusions will include, but not limited to alcohol, tobacco, lottery tickets.
- e. Purchases in excess of the amount written on the check are the responsibility of the applicant.

- f. No cash back will be given to the applicant if purchases are less than the amount written on the check.
- g. All requests for assistance will be approved by the Veterans Service Officer (VSO), with final approval by the MCC.
- h. If it is determined an applicant is in need of assistance due to any event, catastrophic illness or other significant change in circumstance which comes into being unexpectedly and is beyond the applicants' management or control, the VSO may request in writing that Mason County consider approval of an amount not to exceed a one thousand (\$1,000.00) dollar lifetime limit per applicant.
- i. The intent of the VAF is not to replace assistance from any other agency, and assistance is granted on a "Case by Case" basis only.
- j. The VAF is not intended to provide continuing assistance on a routine basis.
- k. The VAF shall not duplicate other available assistance for the purposes as noted in II. (c)

III. Policy Establishing Board

- a. RCW 73.08.035 (Att.K) states each county must establish a Veteran's Advisory Board (VAB), the board shall advise MCC on the needs of local indigent veterans, the resources available to local indigent veterans, and programs that could benefit the needs of local indigent veterans and their families.
- b. The VAB is comprised of veterans from the community "at large", and representatives from nationally recognized veterans' service organizations within Mason County. Per said RCW (Att.K), no fewer than a majority of the board members shall be members from a nationally recognized veterans' service organization and only veterans are to serve on the board. Service on the board is voluntary.
- c. Mason County Resolution NO. 05-15 (Att.Q) allows for appointment of two members residing in Mason County from each Nationally Recognized Veterans' Service Organizations to be appointed to the Veteran's Advisory Board (VAB), and two members "at large".
- d. The VAB will consist of a ten (10) member board; members are appointed as follows:
 - 1) American Legion (2 members)
 - 2) Veterans of Foreign Wars (2 members)
 - 3) 40 et 8 (2 members)
 - 4) Disabled American Veterans (2 members)
 - 5) Two (2) Mason County resident veteran (at large)
- e. Commanders of these organizations will not be members of the VAB .
- f. Commanders will appoint the members from their organization to serve on the VAB for the purpose of overseeing the VAF.
- g. These members may be appointed or removed at the discretion of their commander.
- h. The first appointment of members shall be three (3) members for a three (3) year term, and four (4) members for a two (2) year term.
- i. Thereafter all terms will be two (2) year terms.
- j. The MCC reserves the right to disallow VAB appointee for cause.

IV. Eligibility Policies

- a. RCW 73.08.005 (Att.I) and other provisions in RCW Title 73 (Att.H) shall govern eligibility assistance to indigent and suffering veterans and/or families.
- b. The county defines "indigent and suffering" to mean the current poverty level as defined by the United States Department of Health and Human Services. (HHS) (Att.G)

- b. The county defines "indigent and suffering" to mean the current poverty level as defined by the United States Department of Health and Human Services. (HHS) (Att.G)
- c. Family members entitled to apply for assistance shall be defined as spouse or domestic partner, surviving spouse or surviving domestic partner, and dependent children of a living or deceased veteran.
- d. Applicants must be a resident of the Mason County for at least ninety (90) days.
- e. Applicant must present proof of residency and income.
- f. An applicant may use hotel/motel receipts as proof of residence, provided that:
 - 1) All receipts show a minimum of a 90 (ninety) day stay with in Mason County.
 - 2) The 90 (ninety) day stay must be continuous.
 - 3) All receipts must be in the applicant's name.
 - 4) All receipts must be original (no copies).
- g. Under the federally-established poverty guidelines, the gross income of the veteran and all members of the household must be at or below 150% of the poverty guidelines established by the HHS (Att.G).
- h. Veterans making above the 150% and who do not have an emergency financial situation will not be eligible for assistance.
- i. An applicant may have a source of income above the aforementioned 150% and still be considered indigent on an emergency basis.
- j. Lack of funds because of bad financial management of an adequate source of income does not make the applicant indigent.

V. Referral to Other Services

- a. As per RCW 73.08.070 (Att.L) the county shall assist indigent veterans with burial or cremation costs of three hundred (\$300.00) dollars minimum or up to one thousand (\$1,000) dollars.
- b. The burial assistance is in addition to prior thousand (\$1,200.00) dollars limitation as outlined in II-c.
- c. In an effort to maximize dollars and provide for as many as possible applicants, and when appropriate, the veteran may be referred by the VSO to other veteran services and to other community resources for services.

VI. Appeal and Resolution Policy

- a. If an applicant has either by accident or on purpose falsely filed a claim, or has misused monies from the Veterans' Assistance Fund, the following will apply:
 - 1) A letter is given to the applicant, from the County, denying further use of this fund, until the false claim is resolved.
 - 2) A copy of that letter will be sent to the Veterans' Service Office, to be placed in the offending applicant's file.
 - 3) The applicant's file will then be "Red Flagged", and denied further use until the problem is resolved.
- b. To resolve the claim, the applicant can clear their name by:
 - 1) If applicant feels this is unjustified, they may appeal in writing to the Veterans' Advisory Board within fifteen (15) days of notification.
 - 2) The appeal will be reviewed by the VAB at the next regular scheduled meeting and a decision will be made no later than the next regular scheduled meeting.
 - 3) Approval or Disapproval requires a "Super Majority" vote by the entire VAB.

- 4) The applicant may file an appeal, in writing, with the Mason County Commissioners. A decision in regard to appeal may take up to 30 days.
- c. The applicant may repay any and all monies that have come into question, and may not have access to these funds for one (1) year after payment.
- d. If the applicant elects not to do VI. b. or VI. c. there will be a two (2) year probationary wait period. After the wait period is over, the applicant must "in writing" request to receive these funds once more, a decision will be forthcoming.
- e. If it is found that the applicant has done this two (2) times, they will be permanently denied from using this fund.

VII. Application Procedures

- a. Upon arriving at the VSO office the applicant will be asked to sign-in.
- b. The applicant is then screened about their assistance needs, residence, income, and their eligibility, an "Assistance Fund Application (AFA) (Att.D) and a Rental/ Mortgage Verification" (Att.C) form must be filled out as part of the application process.
- c. If the applicant does not have all needed information or documentation, they will be given a form "Veterans' Assistance Fund Documents Checklist" (Att.B) to help them gather the needed information and return form to VSO.
- d. If an applicant cannot show proof of service, a "Standard Form 180" (Att.E) will be given to them to be filled out and sent in, they can also go to the VA at American Lake to get proof of service.
- e. If two or more applicants are sharing the same physical residency, then all income is considered as one.
- f. Only one application may be used for any single physical residency.
- g. If an applicant has a "Sub-Lease Agreement", then VII (j) will apply.
- h. When an applicant has requested assistance for past due rent or mortgage payment, II. (c)(1), and has gone through the screening process. The VSO will call the landlord to inform them that the veteran has applied for assistance, and that a letter of "Recommendation for Payment" (Att.A) will be forthcoming.
- i. The applicant will then be given a form "Rental/Mortgage Verification" (Att.C) to be given to the landlord. This form must be filled out by the landlord or lien holder, notarized and sent back or taken to the VSOs' office. The VSO will then verify all information on the form.
- j. Shared Dwelling:
 - 1) In the case of a veteran sharing a dwelling with another person who is not a family member as defined in Operating Policy item IV (c), the rental amount will be prorated by the number of people living in the dwelling.
 - 2) In the case of a veteran sharing a dwelling with another person who is not a family member as defined in Operating Policy item IV (c), the utility expenses will be prorated by the number of people living in the dwelling.
 - 3) In the case of a veteran sharing a dwelling with another person who is not a family member as defined in Operating Policy item IV-c, the firewood/propane expenses will be prorated by the number of people living in the dwelling.
- k. When an applicant has requested assistance for past due utilities (electric, water or natural as) II (f)(2), and has gone through the screening process. The applicant must have a "Past Due" pink slip(s) stating that service will be discontinued.
- l. Some utilities companies, i.e. Shelton Utilities, do include garbage within the water bill, in this situation where the bill is "combined", the whole bill is paid.
- m. The VSO will call the utilities company to verify the current amount to be paid, and inform them that the veteran has applied for assistance and that a letter of "Recommendation for Payment" (Att.A) will be forthcoming.

- n. When an applicant requests assistance for firewood or propane and has gone through the screening process, the VSO will call a vendor to confirm prices and amount needed. The VSO will inform the vendor, the veteran has applied for assistance and that a letter of "Recommendation for Payment" (Att.A) will be forthcoming, VII (J)(3) also applies.
- o. The VSO will then fill out a "Purchase Order" (Att.F) to be sent with "Assistance Fund Application" (AFA) (Att.D) for approval from MCC.
- p. When an applicant requests Miscellaneous Items or Other Items and has gone through the screening process, the VSO will, to the best of their ability, determine the needs of the applicant.
- q. The VSO will fill out the "Assistance Fund Application" (AFA) (Att.D), determine the amount, the vendor, and have the applicant sign the application with a full understanding of the request.
- r. Necessity Items check (s) are issued in fifty dollar increments. The applicant will be given an itemized list of authorized items that may be purchased. (Att. R)
- s. After all needed information and documentation is gathered from the applicant and outside sources, the AFA is then completely filled out and the packet is complete.
- t. It is the VSOs' responsibility to ensure all information in the packet is correct and verified.
- u. When the completed packet is sent on to MCC, it will have a copy of "Recommendation for Payment" as a cover sheet (Att.A) or "Assistance Fund Application" (Att. D).
- v. The VSO reserves the right to refuse service to disorderly or abusive individuals. Service will be refused to individuals under the influence of alcohol and/or drugs. Applicants who are disorderly or abusive to Mason County employees or volunteers will be not be provided assistance and will be asked to leave the building.

VIII. Processing of Packet Procedures

- a. Once the packet is received at the MCC office, it is date stamped and reviewed to ensure all information is correct and all supporting documentation is there.
- b. Applications submitted to the MCC for processing and have been determined to meet the necessary guidelines will have checks issued within three business days.
- c. Applicants who pick up his/or her check(s), must have proper picture ID, and must sign for check(s). Check(s) are sent out by mail the next business day following approval.
- d. Necessity Item check(s) that are issued will be stamped with: "No Alcohol or Tobacco", "No Cash Back".
- e. Some delays may result if a legal holiday falls within the time period or if there are insufficient funds to release the check.
- f. A weekly list of "Approval of Expenditures" is sent to the VSO's office from the MCC office.
- g. A monthly list of "Approval of Expenditures" is sent to the MCC.

IX. Records, Files, Forms and Reports

- a. It will be the responsibility of the VAB Chair, acting in concert with the VSO's to establish and maintain a record of each applicant requesting and /or receiving assistance from the VAF.
- b. The VSO will provide forms and reports of attendants, decisions, and record-keeping for clientele, e.g., forms for vendors, initial applications, and VAB decisions.
- c. Each October, the VAB, acting in concert with the VSOs shall produce an annual report for the MCC, containing the following information:
 - 1) The number of requests for assistance received during the calendar year.
 - 2) The number of requests for assistance for which assistance was given.
 - 3) The number of requests for assistance for which assistance was not provided and a narrative description of the reasons assistance were not provided.
 - 4) The total dollar value of assistance provided on a monthly basis.

- 5) A narrative description of non-monetary assistance provided by the VAB.
- 6) Meeting minutes as an attachment.
- 7) A copy of appeals as an attachment.
- d. If any section of these policies or procedures is determined to be in conflict with federal, state, or county laws, ordinances or directives, then said section will be void and the aforementioned laws, ordinances or directives shall prevail.

X. Attachments (Att.)

A. Recommendation For Payment

B. Veteran's Assistance Documents Checklist (S&S form)

C. Rental/Mortgage Verification

D. Assistance Fund Application (AFA)

E. Request Pertaining to Military Records (Standard Form 180)

F. Mason County Veterans Service Office-Purchase Order

G. Income Guidelines for Mason County (HHS)

H. Chapter 73.08 RCW-Veterans' Relief

I. RCW 73.08.005-Definitions

J. RCW 73.08.010-Provides Relief for Indigent Veterans

K. RCW 73.08.035-Establishment of Veterans' Advisory Board (VAB)

L. RCW 73.08.070-Burial of Indigent Deceased Veterans

M. RCW 73.08.080-Tax Levy Authorized

- (1) Establishment of Veterans' Assistance Fund (VAF)

N. RCW 73.08.90-Public Assistance Eligibility

O. RCW 41.04.005-"Veteran" Defined for Certain Purposes

P. RCW 41.04.007-"Veteran" Defined for Certain Purposes

Q. Mason County Resolution No. _____

R. VAF Necessity Itemized List

ORDINANCE NUMBER 25-17

TITLE 17 - ZONING

AMENDMENTS TO CHAPTER 17.12, COMMERCIAL ZONING DISTRICTS IN THE ALLYN UGA, ARTICLE I, **VILLAGE COMMERCIAL DISTRICT**, SECTION 17.12.110, PURPOSE, SECTION 17.12.120, PERMITTED USES

ORDINANCE amending Title 17, Zoning, Chapter 17.12, Commercial Zoning Districts in the Allyn UGA, Article I, Village Commercial District, Section 17.12.110, Purpose, Section 17.12.120, Permitted Uses, and Section 17.12.160 Additional Development and Design Criteria; and Allowed Uses.

WHEREAS, amendments to Title 17 of the Mason County Code fall under the authority of Chapter 36.70 and 36.70A RCW;

WHEREAS, in an effort to afford some modified mixed uses, the Village Commercial district in the Allyn Urban Growth Area allow for all residential uses to be directed to the second or upper floors of new and existing development; and

WHEREAS, changes in mortgage securities have made it inherently more difficult to fully realize development options for this type of mixed use arrangement in a single structure; and

WHEREAS, amending these sections to more traditional forms of side by side mixed commercial and allowing ground floor residences will promote a more feasible pattern of development; and

WHEREAS, this Ordinance amends Chapters 17.12 and 17.23 to remove the regulation preventing residential uses on the ground floor in the Village Commercial and district; and

WHEREAS, the Mason County Planning Advisory Commission conducted a public hearing on _____ and recommend adoption of amendments by the Commissioners; and

NOW THEREFORE, BE IT HEREBY ORDAINED that the Board of Commissioners of Mason County hereby amends the Mason County Code Title 17 (Zoning), Sections 17.12.110, 17.12.120, 17.12.160 with respect residential uses. (See Attachment A)

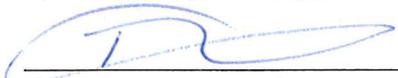
DATED this 25th day of April 2017.

ATTEST:



Clerk of the Board

APPROVED AS TO FORM:



Tim Whitehead, Chief DPA

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON



Kevin Shutty, Chair



Terri Jeffreys, Commissioner



Randy Neatherlin, Commissioner

ATTACHMENT A

TITLE 17 – ZONING

CHAPTER 17.12 – COMMERCIAL ZONING DISTRICTS IN THE ALLYN UGA
ARTICLE I. “VC” – VILLAGE COMMERCIAL DISTRICT
SECTION 17.12.110 – PURPOSE

Article I. - "VC"—Village Commercial District

17.12.110 - Purpose.

The village commercial district is a pedestrian and transit oriented mixed use district primarily designed as a location for neighborhood, community wide and tourist retail, office, restaurant, entertainment, service uses, including transient accommodations, and residential uses. The district will provide opportunities for transit routes and stops and to provide shared parking opportunities. Physically the district will retain the pedestrian oriented scale and intensity of use of the rest of the village core area. Because of its nature the village commercial district zone may only be located in the village center.

1. Goals of the district are:

- (A) Promote private development and uses, which complement public streetscape, infrastructure and governmental improvements and uses;
- (B) Foster civic pride in the area and thereby stabilize and improve property values and stimulate business investment;
- (C) Encourage new uses and services consistent with the downtown, pedestrian oriented character of the area to achieve a viable and sustainable commercial district;
- (D) Prohibit new uses that are incompatible with the function and purpose of the district and encourage the relocation to other locations in the community, of existing nonconforming uses;
- (E) Encourage efficient land use and investment in the rehabilitation, expansion and use of existing structures and in-fill sites through increased zoning densities and parking allowances and flexibility;
- (F) Encourage the concept of "mixed" commercial, residential and civic uses in order to, provide affordable housing opportunities, provide a diverse market for retail goods and services, promote alternative modes of transportation, maximize the use of public infrastructure investments and foster a greater sense of "neighborhood" within the district;
- (G) Encourage a sense of "ownership" of the village core within all members of the community as the social and cultural heart of the village by providing opportunities for cultural and celebratory events and development of public spaces and buildings;
- (H) Promote a physical environment through architectural, streetscape and open space improvements that are evocative of the historic and natural character of the community;
- (I) Provide shared parking opportunities;
- (J) Promote tourist oriented market opportunities including water-related activities.

CHAPTER 17.12 – COMMERCIAL ZONING DISTRICTS IN THE ALLYN UGA
ARTICLE I. "VC" – VILLAGE COMMERCIAL DISTRICT
SECTION 17.12.120 – PERMITTED USES

17.12.120 - Permitted uses.

The following uses, subject to applicable licensing and development regulations, shall be allowed outright within the "VC" district:

- (1) Alcoholic beverage sales: package stores and wine shops;
- (2) Antique shops;
- (3) Appliance and communication equipment repair shop and/or sales;
- (4) Art galleries and artist studios;
- (5) Art and craft supplies, retail;
- (6) Vehicle parts store;
- (7) Bakery, with on-site sales;
- (8) Bicycle shops;
- (9) Book stores;
- (10) Banks and financial institutions;
- (11) Barbers and beauty shops;
- (12) Camera shop;
- (13) Catering;
- (14) Clothing sales and rentals and shoe stores;
- (15) Delicatessen;
- (16) Dry cleaners and laundries not including laundromats;
- (17) Fabric and yarn goods;
- (18) Florists;
- (19) Food Stores, retail including groceries, bakers, butchers, health, candy;
- (20) Furniture stores;
- (21) Grocery stores;
- (22) Hotels/motels;
- (23) Household fixtures including plumbing, lighting, heating/cooling;
- (24) Hardware stores;
- (25) Hobby shops;
- (26) Jewelry store;
- (27) Locksmith;
- (28) Medical offices, clinics, equipment and services (i.e., labs);
- (29) **Multi-Family dwelling units (min 4 units)**
- (30) Music stores, recordings and instruments;
- (31) Offices;
- (32) Paint and glass shops;
- (33) Pharmacy, dispensing;
- (34) Photographic studio;

- (35) Printing, publishing and reproduction;
- (36) Radio and Television broadcasting station;
- (37) Restaurants, cafes and food stands: sit down and walk up;
- (38) Retail shops not otherwise named similar in size, character and impacts;
- (39) Second hand stores and pawn shops;
- (40) Sports related service businesses such as kayak rentals, boat tours, scuba instruction;
- (41) Sporting goods store including equipment rental and repair;
- (42) Stationary and office supply stores;
- (43) Toy stores;
- (44) Theater, live stage;
- (45) Theater, motion picture, one screen and no more than two hundred fifty seats;
- (46) Tourism related retail and service businesses such as travel, tour and event agencies;
- (47) Transit stops;
- (48) Dance and music studios.

CHAPTER 17.12 – COMMERCIAL ZONING DISTRICTS IN THE ALLYN UGA
ARTICLE I. "VC" – VILLAGE COMMERCIAL DISTRICT
SECTION 17.12.160 – ADDITIONAL DEVELOPMENT AND DESIGN CRITERIA

17.12.160 - Additional Development and Design Criteria.

Development criteria are established to ensure compatibility of uses permitted within the district, to encourage good building and landscaping design, and to ensure the protection of the public health, safety and general welfare. In addition to development regulations found elsewhere in this title the following standards shall apply to development projects within the "VC" district. Additional standards for setbacks are in Section 17.10.460.

(1) General criteria.

- (A) Parking. Required parking for the "VC" district shall be as stipulated in Chapter 17.14 "Off-Street Parking" of this title.
- (B) Signs. Private signage shall be allowed as stipulated in Chapter 17.15, "Signs" of this title.
- (C) Trash. Exterior trash containers shall be located within enclosures matching design criteria on file with the building and public works department except where placed outside at a designated location for collection the same day as the collection is scheduled.
- (D) Storage. All exterior storage shall be screened from view behind solid walls or fences no greater than eight feet in height.
- (E) Fencing. Fencing shall be decorative and compatible in design and integrated with architecture of the associated use. Fences, except for storage areas, shall be no more than six feet in height and shall not obstruct line of sight clearance or safety exiting.
- (F) The address of all buildings and individual units shall be displayed on the exterior of the building, including on alley frontages, in a manner that allows for easy identification by the public and emergency response personnel.

- (G) Entries. Each building and commercial units within buildings, shall have at least one primary entry on any street frontage unless units with a building share a common entry from which the unit may be accessed during all business hours. Entries shall be clearly defined, oriented to pedestrian travel ways and away from vehicle driveways. Entries shall be provided with weather protection.
 - (H) Structures shall be located proximate to the street to promote store front display, pedestrian activity and a harmonious streetscape while leaving opportunities to create space between building tells and the public sidewalk for exterior uses, sign displays, exterior seating, landscaping, architectural interest such as cantilevered second stories, canopies and esplanades and to provide locations for public art and information.
 - (I) All electrical, mechanical and plumbing equipment, including roof equipment, and appurtenances shall be screened from view or otherwise architecturally treated except those required for safety purposes.
 - (J) Architecture and Aesthetics. (Reserved).
- (2) Commercial.
- (A) All street doors shall be for pedestrian access only.
 - (B) Loading Areas. Loading or pick-up of merchandise or materials shall be restricted to alleyways or designated on-site loading areas.
 - (C) Outdoor Display of Sales of Merchandise. The outdoor sale or display of merchandise, whether on-site or on public property or right-of-way, shall only be allowed as permitted under guidelines approved by the county board of commissioners.
 - (D) Canopies, signs, balconies and other architectural projections may encroach into the public right-of-way with approval of an encroachment permit by the public works director and when an overhead clearance of a minimum of eight feet is maintained.
 - (E) Ground floor frontages shall be provided with large framed display windows above a height of three feet so that at least fifty percent of the frontage wall is transparent between a height of three feet and below eight feet.
- (3) Residential. Required residential parking shall be provided on site.

ORDINANCE NUMBER 21-17

TITLE 17 - ZONING
AMENDMENTS TO CHAPTER 17.07 - DEVELOPMENT REGULATIONS,
SHELTON URBAN GROWTH AREA, ARTICLE 6 - INDUSTRIAL, SECTION
17.07.650 - PROHIBITED USES TO REMOVE SELF-STORAGE FACILITIES

ORDINANCE amending Title 17, Zoning, Chapter 17.07, Article 6, Industrial, of the Mason County Code with respect to the Shelton Urban Growth Area.

WHEREAS, amendments to Title 17 of the Mason County Code fall under the authority of Chapter 36.70 and 36.70A RCW;

WHEREAS, Section 17.07.650 outlines the prohibited uses for the Industrial zoning district of the Shelton Urban Growth Areas;

WHEREAS, the current code specifically prohibits "self-storage facilities" as a permitted use, an accessory use, or a use allowed under a special use permit within that zoning district; and

WHEREAS, this Ordinance amends Section 17.07.650 to remove "self-storage facilities", as a prohibited use within the Industrial district of the Shelton Urban Growth Area; and

WHEREAS, the Mason County Planning Advisory Commission conducted a public hearing on March 20, 2017 and recommend adoption of amendments by the Commissioners; and

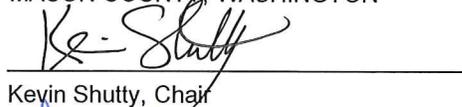
NOW THEREFORE, BE IT HEREBY ORDAINED, that the Board of Commissioners of Mason County hereby amends the Mason County Code Title 7 (Zoning), to remove "self-storage facilities" as a prohibited use in Section 17.07.650. (See Attachment A)

DATED this 25th day of April 2017.

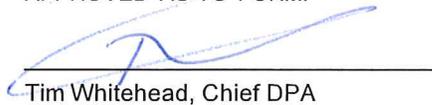
ATTEST:


Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


Kevin Shutty, Chair

APPROVED AS TO FORM:


Tim Whitehead, Chief DPA


Terri Jeffreys, Commissioner


Randy Neatherlin, Commissioner

ATTACHMENT A

TITLE 17 - ZONING

CHAPTER 17.07 – DEVELOPMENT REGULATIONS

ARTICLE 2 – INDUSTRIAL

SECTION 17.07.650 – PROHIBITED USES

Article 6. – Industrial (I)

17.07.650 – Prohibited Uses

Uses other than those identified or described in Sections 17.07.620, 17.07.630 and 17.07.640 in this chapter are prohibited. Prohibited uses are generally those uses that convert industrial land to a non-industrial purpose, have the potential to be disrupted by the noise and activity commonly associated with industrial development.

ATTACHMENT A

Background

The applicant is the owner of an existing self storage property on E. Johns Prairie Road within the Shelton UGA (Freedom Self Storage, parcel 32004-43-00010). The applicant desires to add new buildings to this facility within the existing property boundary, which is fully fenced and gated for self storage use.

The property was originally permitted in 2005, anticipating a phased development. About one-third of the project was constructed between 2006 and 2008. Shortly thereafter the property was rezoned by the 2009 Shelton UGA zoning ordinance. This rezoning prohibits self storage, making Freedom Self Storage a non-conforming use without any possibility of expansion. The rezone also put a "cloud" over the legitimacy of a business that was legally developed just a few years earlier.

Proposal

MCC 17.07, which addresses industrial zoning regulations within the Shelton UGA. MCC 17.07.650 currently identifies self storage as the only outright prohibited use in this zoning class. This application is requesting elimination of this prohibited use. County staff recommended that a development regulation amendment to change allowable use be proposed instead of a rezone of the parcel to general commercial (which allows self storage). However, a rezone to commercial is a perfectly acceptable alternative.

Rationale

In MCC 17.07.650 prohibited uses in the industrial zoning district are stated as "generally those uses that convert industrial land to a non-industrial purpose, have the potential to be disrupted by the noise and activity commonly associated with industrial development". Singling out self storage appears to be arbitrary, as other allowed uses such as warehousing and open storage could result in the same outcome.

Self storage is similarly restricted in many other zoning classes, creating a situation where available land in Mason County to develop self storage is very limited even though public demand is very high. All self storage facilities in the Shelton area are full, and one facility in the Shelton UGA on Highway 101 is near the airport is proposing to close by the end of 2016 when that commercial property is redeveloped. In a recent request to Mason County to amend the permitted uses in the Low Density Mixed Use zoning in the Shelton UGA, DDR2016-00096, County staff stated that "the County's current regulations afford very few opportunities for personal storage businesses".

In addition, the County's zoning code in the UGA should closely match the City of Shelton's code because the Shelton UGA would eventually be annexed to the City. The Shelton Municipal Code Title 20.30, Industrial District, does not prohibit self storage. Therefore, it follows that the County's UGA zoning should also not prohibit it.

There is substantial and positive public interest in self storage in the Shelton UGA and also in the rest of Mason County as demonstrated by a high but unmet demand. This demand comes from both residential and commercial, particularly as the economy improves and residents and businesses move into the area and the need for short term storage space increases. Zoning regulation should not overly restrict a use when it can be demonstrated that such demand is present, development is compatible with other uses in the zoning district, and development is consistent with land use goals of the comprehensive plan. In the Shelton UGA, zoning should also be consistent with City of Shelton zoning.