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College of the Environment

Summer 2024

City of Shelton Planning Research Assistant

Maisie Joi Gill Western Washington University

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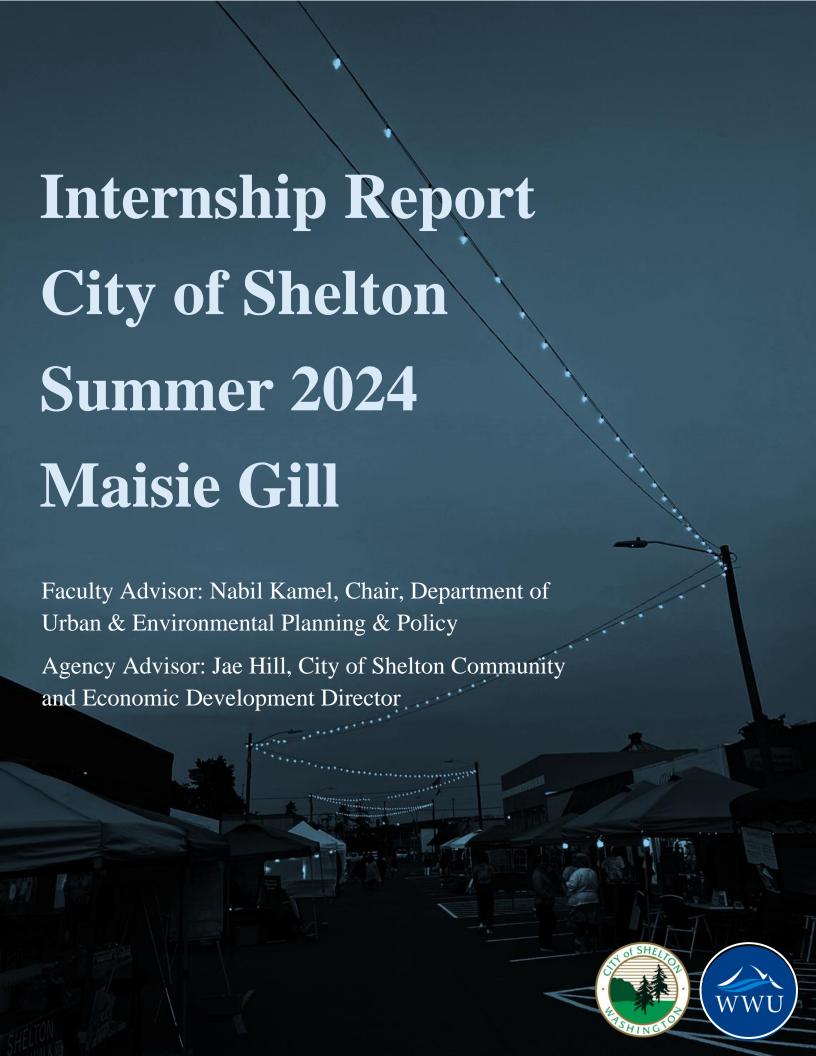
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COLLEGE OF THE ENVIRONMENT



Internship Title:
Organization Worked For:
Student Name:
Internship Dates:
Faculty Advisor Name
Department
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STUDENT SIGNATURE
DATE:



Internship Agreement

COLLEGE OF THE ENVIRONMENT



Section 1 – Student Identification						
Last Name, First Name:	Gill, Maisie	Western ID:	0	1579772		
Email Address	gillm26@wwu.edu	Major/PreMa	jor	Urban Planning a		

Section 2 – Registration Information								
Total Credits: 5 Faculty Advisor: Nabil Kamel								
Internship Start Date:	7/1/2024	Internship End Date:	8/9/2024					
Number Credits Per Qua	rter (F/W/S/Sum):	5 Credits Summer Enrollment						

Note: You must be registered for credits during quarters you perform <u>any part</u> of the internship work (Including Summer Session) to include writing of reports...this can be spread over multiple quarters. You are expected to register an appropriate number of credits based on anticipated hours worked BY Quarter (Example: Working 120 hours during Summer = 4 Credits Summer Enrollment).

Section 3 – Organization for Internship						
Organization Name:	City of Shelton Department of Community and E					
Intern Supervisor Name:	Jae Hill					
Mailing Address:	525 W Cota St, Shelton, WA 98584					
Email Address:	jae.hill@sheltonwa.gov					
Phone Number:	(360) 229-4783					

Description of Duties (Or Attach Job Description):

Assist with updating city Comprehensive Plan

Assist with community outreach and facilitation efforts during this summer busy public engagement season.

Report to UEPP faculty on progress with assigned duties.

Coordinate with UEPP faculty and City of Shelton to identify and define potential engagements with UEPP courses and studios.

Section 4 – Lear	ning Objectives
What do I intend to learn from this experience: (Be as sp I intend to learn about how the planning process w plan updates. I'm curious what it takes to go from i anticipate learning how the process works at a det about the processes that govern and shape the grothe geography, culture, and built environment of Scontext for how and why it is the way it is. Technical expect to practice outside of the context of a class engagement and outreach in a planning context. But functions in real life, which is very exciting!	rorks in practice, particularly with comprehensive deas on paper to implementation in practice, and I ailed level. Further, I intend to learn specifically bowth of my hometown. I'm intimately familiar with helton and I hope to learn the governmental all writing for planning documents is another skill I. I also anticipate learning how to facilitate public
How does this experience contribute to my educational or	career goals:
This experience will be essential for both my ed	
-	and Sustainable development, which a planning
internship would fit perfectly. My career goals ar	
Washington, in which this internship is both.	,
Quarter by Quarter Requirements for Satisfactory Grade for	or Internship (Faculty MUST specify their requirements):
A final report that includes, but not limited to, the f accomplished; examples of individual and/or team list of potential projects in partnership with UEPP; description of how well UEPP and Western curricular internships; other items as identified.	n planning products; log of time by assigned task; a description of benefits from internship; a
Section 5 - Deadlines, Evaluation, and As	sessment (Completed by faculty advisor)
Meet with Advisor: Yes	Yes No
	Additional Learning Objectives (as assigned by faculty)
First Draft Due: 8/2/24	Oral Presentation Required
Final Draft Due: <u>8/16/24</u>	Daily/Weekly Log Require

Section 6 - Students Certification

I certify that I have read the University Policy on Risk Management Considerations for Student Internships and I will report any injuries suffered while performing internship promptly to WWU.

https://policy.wwu.edu/POL-U2100.03-Managing-the-Risk-of-Off-Campus-Experiential-Learning-Programs

I will endeavor to represent myself and my college well and will abide by the relevant policies, procedures and ethical standards of the university and my internship organization.

I understand that 30-hours of work per credit earned is expected for an internship. I understand that I am expected to enroll in a number of credits commensurate with hours worked each quarter.

Student's Signature/Date Maisie Gill

Digitally signed by Maisie Gill Date: 2024.06.11 13:00:41 -07'00'

Section 7 - Internship Site Supervisor Certification

I have reviewed the student's indicated learning objectives and on behalf of my organization agree:

- To enrich the Student's knowledge by orienting him/her to the occupation, the work setting, and the responsibilities relating to the assignment
- To regularly evaluate/provide feedback to student on progress, projects and areas of growth
- At or near the completion of the assignment to provide an evaluation of the student's performance
- To review and approve the Student's Learning Plan and communicate with the college if areas are not going to be met.
- To supply the student with, and abide by the organization's policy against discrimination and/or harassment in the workplace
- To contact the instructor or the College of the Environment Internship Coordinator (360) 650-3646, ed.weber@wwu.edu should any problems arise

Internship Site Supervisor

Jae Hill Signature/Date

Section 8 - Faculty Advisor Certification

I certify that the student intern and I have reached agreement on the learning objectives and academic expectations for this experience. I have assigned appropriate educational requirements for each quarter of the experience. These objectives are challenging and enriching to the student's academic and/or career goals. I will award grades after satisfactory completion of all learning objectives assigned for each quarter registered by student. I have counseled student on registration requirement during quarters in which work is done.

Faculty Advisor's Signature/Date

Section 9 – College of the Environment Internship Coordinator

Actions:

- Review Agreement
- 2. Update Course Override
- 3. File Agreement in Student Records
- Communicate with Employers as necessary during internship

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1. Introduction

I would like to start this report with gratitude expressed to everyone who helped me get this internship and helped me along the way during it. This was a foundational learning experience that has prepared me for my career path to an innumerable degree.



Figure 1: Aerial Photo of Downtown Shelton and Oakland Bay with View of Mount Rainier. Credit City of Shelton

1.1 Background

My internship was a particularly special experience as it took place in the town I have lived in for my entire life: Shelton, Washington, pictured figure 1. Having been the County seat of Mason County since its incorporation in 1890, Shelton currently has a population of around 10,000. The department of Community and Economic Development is where planning takes place, with two dedicated planners: Jae Hill, the planning director, and Jason Dose, the senior planner. Community and Economic Development is a jack of all trades department, also hosting building and code officials, a large portion of public works, animal control, code enforcement, marketing, recreation, and more. As a result of the small, economically depressed population, the department is stretched thin with little resources and time.

This is why I got an internship with the city, as the state of Washington has funding available for planning students to provide technical assistance for comprehensive planning. My internship was taken for 5 credits, totaling 150 hours of work. I had a somewhat irregular schedule due to events, sickness, and making up time, but most of my work was done Tuesday-Thursday from 8:30-5:00.

A great majority of my work took place in the top floor of the Civic Center (which used to be a grocery store) in the Shelton Community and Economic Development Department office. I shared a cubicle with Code Enforcement Officer Will Gano, who I got along well with.

1.2 Scope of Work

As per the intern agreement, my primary duties were to assist with the updating of the comprehensive plan as well as assist with public engagement and outreach for the busy summer season. The latter of which proved to be very true, as preparation for several large summer events ended up comprising a substantial portion of my work.

Broadly, the character of my work in this position followed the following cycle of research, synthesis, and action. For almost every distinct project I completed, I started with researching and compiling data, transforming that data into publicly accessible information, and then using those materials to aid in public engagement activities. The results of those activities prompt the cycle to repeat continuously, as shown in the figure to the right. This cycle seems to be characteristic of planning as a profession, which is excellent because I find it quite enjoyable.

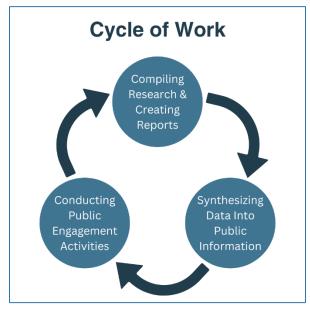


Figure 3: Cycle of Work

2. Activity Log Summary

To document the work that I have completed, I have created an activity log, found in Appendix A, which describes the overview of each of my project actions and roughly how long they took. A disclaimer for that log is that times are roughly approximate and impromptu meetings and spur-of-the-moment activities are not counted. There are several miscellaneous meetings that I attended that were not marked on the log for brevity. While not actively pursuing projects, I spent time hovering over Jason and Jae, or researching Shelton's planning documents.

As the log shows, many of the activities I was assigned were multi-week projects. Several of the assigned projects had a level of review necessary which limited the speed in which I could complete things, as well as communication limiting my knowledge of what items were priorities.

Initially, my work was a lot slower and less sure. As time went on and I gained more experience, however, I became more confident in what I was producing and how I might pursue certain tasks with limited direction. The only time that I feel like I wasted was at the very beginning when I was fighting with Microsoft Word online to try and produce a serviceable brochure, but luckily I remembered I had the university resources of an educational Canva account, which was indispensable to the completion of nearly all of my tasks. The following table shows a weekly breakdown of my activities:

Weekly Log	List of Activities
Week 1: July 2nd-3rd	Parking study for Cota St improvements; started street improvement
	brochure; started creative district application research
Week 2: July 9th-11th	Researched and presented findings on existing multifamily conditions
	within the city; researched creative district businesses; began research for
	comprehensive plan update website
Week 3: July 16th-19th	Created zine for comprehensive planning updates; conducted outreach to
	businesses on Cota St.; began work on Art Walk programs and maps; ran
	city booth at Expo
Week 4: July 23rd-27th	Preparation for Art Walk; finished brochures, programming, maps; ran city
	booth and public engagement activities at Art Walk
Week 5: July 30th-	Finished comprehensive plan update webpage content; creative district
August 2nd	application research; began compiling data on public engagement activities
Week 6: August 5th-9th	Created reports for public engagement activities; creative district
	application research; research and creation of final report.

Table 1: Weekly Log

3. Projects Completed

3.1 Cota Street Improvements Research and Information

The first task that I completed was on the temporary Cota Street improvements done in anticipation of the art walk. Improvements included restriping parking and streets with diagonal parking staggered on either side of the road by block to serve as traffic calming. Other improvements included concrete planter box/seating combos, increased streetlights on the south side of the street, and catenary lighting strung between them.

First, I went out on the street and counted how many parking stalls existed on Cota, then took that data back and made a chart of how many stalls per block would be gained or lost in the restripe from parallel spaces to angled spaces. After that, I took that information and compiled it into a brochure, pages pictured figures 4 and 5, aimed at business owners on Cota to inform them of the upcoming Art Walk and street changes. Eventually, I shadowed Jae and Jason as they went out and talked with the business owners about the changes. Most were thrilled about the Art Walk and proposed creative district and related improvements, some expressed their concerns that their illegal loading zones would be no more.



Figure 4: Cota St. Improvements Brochure - Front

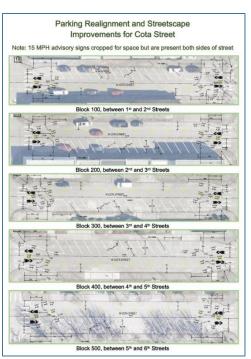


Figure 5: Cota St. Improvements Brochure - Rear

3.2 Multifamily Unit Research

This was a shorter, day-long project where I was tasked with surveying the existing conditions of multifamily development in the City of Shelton. I counted all 5+ unit developments within city limits and organized them into an Excel spreadsheet.

Later, I presented these findings to a group of stakeholders at a Countywide comprehensive plan steering meeting. We discussed whether the City/County (they have the same code) wanted to adopt a multifamily residential zone to encourage denser development. Currently, the downtown zone permits second floor units and the residential zone allows some middle housing with feasible apartment units with CUP approval, but broadly the code is restrictive to multifamily development. The following table shows the findings of this research:

			BL	UNIT	AC		BUIL
PARCEL#	NAME	ADDRESS	DG	S	RE	OWNER	T
32019410014	KNEELAND					MERIDIAN	
0	PARK APTS	215 Turner	2	21	0.82	GROUP LLC	1997
32019130004	BROOKSIDE					BROOKSIDE 24	
0	APTS	328 Park	2	24	0.8	LLC	2004
						CREEKSIDE	
						HOUSING	
32019130031	CREEKSIDE					LIMITED	
0	APTS	468 Park	2	18	0.77	PARTNERSHIP	1998
	GOLDSBOROUG					WOODARD	
320192400010	H CREEK APTS	303 S 7th	1	24	0.5	PROPERTIES	1983

	FAIRMONT AND					MASON COUNTY	
32020310000	GOLDSBOROUG	940 Fairmount				HOUSING	
0	H COVE APTS	Ave	9	40	5.12	AUTHORITY	1977
						C/O FULCRUM	
32019-50-		101 S 1ST				REAL ESTATE	
15001	101 FIRST	STREET	1		0.19	SERVICES	1951
		624 W					
		CEDAR ST,					
32019-51-		SHELTON				624 W CEDAR	
05005		98584	2	12	0.28	LLC	1964
						LAWTON	
32019-52-		711 W PINE				SHELTON	
09001	LAWTON APTS	ST SHELTON	4	31	0.42	HOLDINGS LLC	1935
						RIVERSIDE	
32019-63-						CHARITABLE	
10001				23	0.72	CORPORATION	1973
						RIVERSIDE	
32019-63-	FIR TREE PARK	614 N 4TH ST				CHARITABLE	
11000	APTS	SHELTON	5	39	1	CORPORATION	1973
		1100 N 12TH				CAC 515	
		ST,				PRESERVATION	
32018-31-	SARATOGA	SHELTON				PORTFOLIO	
90020	SPRINGS APTS	98584	9	42	3.17	ASSOC. LLLP	1985
		1100 N 13TH					
		ST,					
32018-57-	HARMONY	SHELTON				APD HOUSING	
19003	HOUSE APTS	98584	8	30	1.4	PARTNERS 16 LP	1970
		607 E "E" ST					
		101-105,					
32018-57-		SHELTON				GRANITE	
19001	MAURICE APTS	98584	2	18	0.85	PROPERTIES LLC	2000
		1330 N 13TH					
		ST Duplex 1-					
32018-25-		10, SHELTON				GRANITE	
00170		98584	2	18	0.92	PROPERTIES LLC	1995
		3000 E					
		JOHNS					
		PRAIRIE RD,					
32007-40-		SHELTON				SHELTON PINE	
94041	SECTION 8 APTS	98584	5	28	2.22	HOLDINGS LLC	
		2020 ADAMS					
		ST,				СНАТНА	
32018-51-		SHELTON				INVESTMENTS	
16006	(1.0. 11.6. 11.6.	98584	1	20	0.69	LLC	1965

Table 2: Existing Multifamily (5+ unit) Developments Shelton WA

3.3 Comprehensive Plan Update Website and Zine

Another one of the comprehensive plan-related projects I did was create the page content for the City government website page on the comprehensive plan update. To do this, I researched using MRSC, Commerce, and other city resources to draw inspiration from. I made a very detailed explanation of:

- What a comprehensive plan is
- Why comprehensive plans need to be updated
- New requirements for comprehensive plans
- Elements of a comprehensive plan
- Project timeline for the City
- Current Actions
- Opportunities for public engagement
- Staff contact
- Helpful links to learn more

I submitted a Microsoft Word document of the page content to Mary Ricker in marketing to put the content up on the website. I tried to include graphics as opposed to walls of text to help make the content more accessible and less imposing. Here is a link to the complete site.

Because I wrote such an exhaustive description of the comprehensive planning process, I decided to create a zine (small informational booklet) using the content I wrote for the website. I was able to pass these out to people who were curious about what a comprehensive plan was at events I ran public engagement activities at. The figures below are example pages of the zine, but do not show the zine in its entirety.



Figure 7: Comprehensive Plan Update Zine Cover



Figure 6: Comprehensive Plan Update Zine Interior

3.4 Shelton-Mason County Chamber Expo

My first public engagement event was attending the Shelton-Mason County Chamber of Commerce Expo and Bite of Mason County on July 19th. This was a street fair on the main street of Shelton, Railroad Avenue, featuring local businesses and vendors. I was one of several city employees at the City booth, but I ran the engagement activities for my shift, which was 9 am to 1:30 pm. The public engagement report can be found in Appendix B, but I will provide a brief overview of the activities and findings from the report.

There were two activities which prompted participants to write in their "Big Ideas" for Shelton and their suggestions for improvements on a map of city limits, all pictured in the following figures.

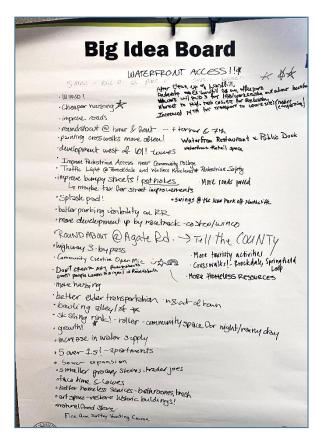


Figure 10: Big Idea Board Results Page 1



Figure 8: Map Activity Results

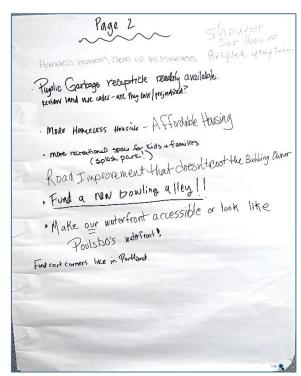


Figure 9: Big Idea Board Page 2

3.4 Art Walk

To prepare for the Art Walk, I created maps that were displayed around the event with lists of vendors and artists, as well as a large brochure with small maps and all event programming. At the Art Walk, I staffed the City booth the entire time, running the same events that were at the Expo in addition to a penny poll. At the penny poll participants were given 5 beads (pennies could not be sourced), which represented the City of Shelton's budget. 9 jars were provided, all representing different areas where people could allocate their "budget." Participants were encouraged to spend their budget however they saw fit, with opportunities to place more than one bead in one jar or even write in their own idea for budget allocation.

Art Walk public engagement summary can be found in Appendix C, but summarized here. While the mapping activity results were lackluster, the big ideas board (pictured right) and penny poll (below) drew impressive numbers.

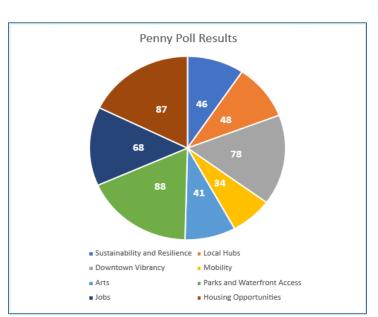


Figure 12: Penny Poll Results



Figure 11: Art Walk Big Ideas Board Responses

3.4.1 Maps and Brochure

The following pages show the maps and brochure that I was tasked with creating for the Art Walk. They were handed out to patrons of the event and displayed for wayfinding.

Shelton Art Walk Maps

Participating Businesses



9 22222323

Keu

Performance Space Asphalt Art

Porta Potties Information red Demonstration pink

Demonstration Booth

4:15 - 5:15 PM - Soft Pastels with Annie Jones 5:15-6:00 - Watercolor and Alcohol Ink with Pat Denny 6:00-6:45 - Paper Bead Making with Diane Garner 7:00-10:00 - Kids & Adult Coloring

Main Stage Program

4:00 - 4:15 PM - Main Stage Opening and Welcome 4:15 - 4:45 - Bucket Drumming with the Great Bend Center

5:00 - 5:45 - Jackie and Phil: Elvis Impersonator Extravaganza!

6:00 - 6:45 - Kathy Jonas and Craig Gurney: The Angel and The Outlaw

7:00 - 7:15 - Creative District Remarks

7:15 - 8:00 - Pop-Up Choir: Handel "Hallelujah Chorus" 8:00-8:45 - Group Karaoke with the Great Bend Been

9:00-10:00 - Karaoke with City Council's Miguel Gutierrez

Artist Showcases

A - High Steel Beer Co: Nancy Gannon, Jan Morris, Monica Carvajal-Beben

B - Mason County Historical Society: Faith Hagenhofer, Claire Arbaugh, Britt Madsen

C - House Flowers: Meli Fassbender

D - Maggie's Market: Amanda Richter

E - Mottet Fine Jewelry: Nancy Mottet

F - Mestizos: Elise Priebe

G - Mushroom Headz Tattoo: Suzy Louise Valentine

H - Shelton Chamber: Annie Jones

Chamber Hall- Youth Artists: Ava Pinero, Alexander Cole, T - Minacle Ear: Dean Burd

- 1- T's Cafe: Flizabeth Jacobsen
- J The Painted Heart: Natalie Ellis, Megan Tribble
- K Some R 4 U: Connie Simpson
- M C3 Building First Baptist: Peninsula Art Association
- N Back Room Vintiques: Erin Butler
- O Cooper Studios: Forrest and Amy Cooper
- P Don Enrique's Bakery: Susan Marmolejo Kipp
- Q ISH PNW: Various artists
- R Marmo: Dave Hoekje, J. Hukee, Mariella Luz
- S Youth Connection: Youth Art & Activities

Vendor Booths

1 - Soul Sisters PNW

2 - EssentiallySOS

3 - Farm Girl Grace

4 - Master Gardners

5 - Timberland Library

6 - Seventh Child Designs

7 - Jill Brennansmith

8 - Mythic Wick

9 - Asheley Scovill

10 - Green Witch Prints

11 - Snail Bear

12 - Kirby Green

17 - HOST

15 - City Booth

18 - Impulsive Walrus Books

13 - Breathlessisthehunt

14 - SouthPaw Originals

18 - Information Booth

19 - Basile Shetley

20 - Emily Chadney-Skaggs

21 - Milan Franklin 22 - The Center for Community Creativity

23 - Blue Zones 24 - Miguel the Entertainer 25 - Foster Beadwork

26 - Fruits of the Sacred Soul 27 - PNW Artwork by BriAnne

28 - Maple Glen

29 - Demonstration Booth

30 & 31 - Bleeding Finger Silver

Thank you to our



















Learn More:



Sheltonartwalk.com

For larger maps and more information on programs and events, visit booth no. 16, marked with a red star on the vendor booth map!



Demonstration Booth Events

4:15-5:15 PM - Soft **Pastels with Annie Jones** 5:15-6:00 - Watercolor and Alcohol Ink with Pat Dennu 6:00-6:45 - Paper Bead Making with Diane Gardner 7:00-10:00 - All-ages Coloring

Kev

- Arts Alley Arts Booths Food Trucks
- Porta Potties Performance Space
- Asphalt Art Street Closure Perimeter
- Information(red)
- Demonstration(pink)

Featured Artists Map



Vendor Booths Map



Shelton Art Walk



Featured Artists

- A High Steel Brewing Co: Nancy Gannon, Jan Morris, Monica Carvajal-Beben B Mason County Historical Society: Faith Hagenhofer, Claire Arbaugh, Britt Madsen C House Flowers: Meli
- D Maggie's Market: Amanda Richter
- E Mottet Fine Jewelry: Nancy
- Mottet
 F Mestizos: Elise Priebe
 G Mushroom Headz Tattoo: Suz Louise Valentine
 H Shelton Chamber: Annie Jone Ava Pinero, Alexander R Cole

- I - T's Cafe: Elizabeth
- J The Painted Heart: Natalie Ellis, Megan Tribble K Some R 4 U: Connie Simpson
- L Radio Fryer
 M C3 Building: PAA Showcase
 N Back Room Vintiques: Erin

- Butler
 O Cooper Studios: Forrest
 and Amy Cooper
 P Don Enrique's Bakery
 Q ISH PNW: Various artists
 R Marmo: Dave Hoekje, J.
 Hukee, Mariella Luz
 S Youth Connection: Youth
- Art & Activities T Miracle Ear: Dean Byrd

Vendor Booths

- 1 Soul Sisters PNW 2 EssentiallySOS 3 Farm Girl Grace

- 4 Master Gardners 5 Timberland Library 6 Seventh Child
- o Seventrollind Designs 7 Jill Brennansmith 8 Mythic Wick 9 Asheley Scovill 10 Green Witch Prints 11 Snail Bear 12 Kirby Green 13 Breathlessisthehunt 14 South Providents

- 14 SouthPaw Originals 15 City Booth 16 Information Booth 17 HOST

- 18 Impulsive Walrus Books 19 Basile Shetley 20 Emily Chadney-Skaggs 21 Milan Franklin 22 The Center for Community Creativity 23 Blue Zones
- 24 Miguel the Entertainer 25 Foster Beadwork
- 26 Fruits of the Sacred

- 27 PNW Artwork by BriAnne 28 Maple Glen 29 Demonstration Booth 30 & 31 Bleeding Finger

July 27 Programming

Flow on Winding River by Katherine Ransom

Main Stage Intersection of Cota and 3rd

All times in PM

4:00 4:15

4:15

4:45

Main Stage Opening and Welcome

Opening remarks with Shelton Community and Economic Development Director Jae Hill on the Arts Walk and efforts to achieve Creative District



Bucket Drumming with the Great Ben Center for Music

Hands-on, all-ages workshop for all ages and skill levels



Jackie and Phil: Elvis Impersonator Extravaganza!

This Elvis impersonator act is packed with electrifying performances, spot-on vocals, and dazzling costumes that will transport you straight to the golden era of



Kathy Jonas and Craig Gurney: The Angel and The Outlaw

Step into a world of melodic enchantment with Kathy Jonas and Craig Gurney, the mesmerizing folk duo known as The Angel and The Outlaw



Creative District Remarks

Join Shelton's Community & Economic Development Director Jae Hill for a land acknowledgment and remarks on the new Shelton Arts Walk



Pop-Up Choir: Handel "Hallelujah Chorus"

Join us for a pop-up choir session as we come together to perform the famous "Hallelujah" chorus from Handel's Messiah



Group Karaoke with the Great Bend Beer Choir!

With a songbook full of timeless hits and a crowd full of enthusiastic voices, we'll create harmonies that fill the room and spirits that soar



Karaoke with City Council Member Miguel Gutierrez

Join us for an evening of live karaoke, where the stage is yours to shine and sing your heart out led by none other than Shelton City Council Member Miguel Gutierrez!

Live Events

Throughout Downtown All times in PM unless marked

10:00 am 3:00

Farmer's Market at the Civic Center Parking Lot

10:30 am 11:30 am

Music & Movement at the Timberland Regional Library

This storytime gets the whole family clapping, singing, and dancing along with rhymes and great music!



"He Trusted in God: How Handel composed his oratorio "Messiah" and its beloved "Hallelujah Chorus" at the Timberland Regional Library Talk bu Matthew Mendelez



Ludomusicology - The many uses of music in video gaming! Talk by Matthew Mendelez at Forever Knights Games

Delve into how music shapes the gaming experience, enhances storytelling, and influences player emotions and performance



Hot Notes Ouartet at the Shelton Candu Shop

Known for their tight harmonies, captivating arrangements, and infectious energy, the Hot Notes Quartet will serenade you with a selection of classic barbershop tunes and contemporary favorites.



Kathy Jonas and Craig Gurney: The Angel and The Outlaw at the Railroad Tap Station



SHIELDMAIDEN at Marmo

Come bliss out to solo a/v project, SHIELDMAIDEN, while viewing the current art exhibition.

Tether at Marmo

Tether is an Olympia-based experimental collaboration of Rose Nielsen and Quinn Trivett. Weaving slow cello melodies with droning synth, they create a unique cinematic ambiance.

3.5 Creative District Application Research

Although not a completed project, working on the research for the Creative District Application was one of the longest ongoing projects I worked on during the internship. For this, I was tasked with answering as many of the questions for the ArtsWA creative district application as I could given my knowledge and available resources. Some questions, like those to do with funding or organization, were not as easily answered, but I did research into Shelton's demographics and historical creative legacy to draft thoughtful answers in part informed by my lifelong experience in the town. I also plan to do some formatting to the document to create a more visually appealing application with design inspired by Shelton's creative character.

4. Potential Projects with UEPP

I have thus far not been able to get a response from Jae Hill about continuing engagement between the City of Shelton Community and Economic Development department and the Urban and Environmental Planning and Policy department. Previous conversations indicate that he

would be willing to continue engagements with UEPP, or at least my involvement with Shelton planning, but concrete plans have not yet been worked out. I was able to reach Jason Dose, who expressed a willingness to pursue future cooperation with UEPP in longrange planning projects, but deferred to Jae in what that may entail.

I received the following letter (pictured right) from Jae regarding my post-internship report, where he stated a possibility of continuing engagement after graduation, although nothing was said about continued engagement in the next school year. I will get back to him on that topic.



13 August 2024

Maisie Gill

Department of Urban & Environmental Planning & Policy Western Washington University

Thank you for your service to the City of Shelton's Community & Economic Development Department. I wanted to recognize the stellar work you undertook for us in support of our Periodic Comprehensive Plan Update.

In the 150 hours you completed during your internship, you:

- · Created and printed outreach materials for distribution to the public;
- · Staffed an outreach booth at two large community events;
- Interfaced with members of the public;
- Sat in on steering committee meetings and staff meetings;
- Contributed positively to various long-range projects; and
- Learned about the many functions of a planning department in a small town.

The time went by so fast, I only regret that you weren't here longer to follow through on more of the work you began. If the City of Shelton ever has an opening for a position within the Community & Economic Development Department, we'd hope that you would consider employment here.

We wish you all the best for your final year of your education, and beyond.

Warmest regards,

Juff

Jae Hill, AICP, CFM
Community & Economic Development Director

Figure 16: Post-Internship Letter from Jae Hill

As far as my thoughts on continued engagement, I'd love to! I'd be especially interested in any further work pertaining to the creative district, but any long range planning at Shelton would be really cool to continue working on. Whether it be a senior project, another internship, or some independent study project, however I can continue helping I will pursue.

Due to my inability to come up with a more concrete list of potential projects at this time, I will keep UEPP staff updated on future communications about continued engagement with the City of Shelton.

5. Benefits of Internship

Words can scarcely express how beneficial this internship was in preparing me to pursue planning at a career level. While my coursework has had me interacting with planning jurisdictions, it hardly compares with actually being in the thick of it. Many of the things that I learned can not be taught in a classroom and require learning by experience.

Interacting with city employees from an inside-ish perspective is one of those things, as communication functions differently than in a classroom environment. I learned to communicate early, often, and that often that is not enough.

Learning the pace of planning is also a very valuable learning experience. Some things, such as the Hall properties tracts near goose lake move slower than a snails pace, where planners have to every so often poke the owners with a stick, so to speak, to see if they want to do anything with their properties. Other things may take upwards of one year to pencil in, but fall in line at breakneck speed like with the art walk, where stakeholders and participating groups were not prepared until mere hours before the event. I also honed my skills in public engagement, which I was initially really nervous about. While there were rude people, I figured out ways to redirect their ire pretty effectively on the fly.

Before the internship, I found practically all professional interactions within the planning field to be very intimidating as it felt like every interaction was a high-stakes, career-determining conversation. Now I feel much more confident in presenting myself as a competent, if not adaptable job candidate with a real piece of experience under my belt that I can point to.

On the work side of things, the only real challenge was communication with Jae. It wasn't really any fault of his own as he was pretty much in solid meetings the entire time, but it was challenging to get direction on what to do and feedback on what was done. Luckily, we were able to work it out well enough, and he was very vocally appreciative of my help.

The perspective given from working within a small town also framed my ideas of a planner's role and perception by the general public. I was somewhat disappointed to see a limited amount of translation and accessibility for non-English speakers, but was told that the city does not have the funding to translate or accommodate the several indigenous Central American languages many Sheltonites speak. Outreach with these communities has over the years proven

difficult as the language barriers become harder with the cancellation of Evergreen Elementary's dual language program, which used to feature programs for students and families on a large scale.

Another interesting aspect of a planner's place in the City of Shelton was that the town's rural, rather libertarian identity caused friction between the public and City staff. There is a popular facebook group called "Shelton Talks," for instance, that cries governmental conspiracy for nearly every city funded action. There are even individuals seemingly dedicated to criticizing every action of the city, sometimes personally to city staff. I had anticipated that in areas with similar political leanings to Shelton that planners may have to walk a delicate line, but having talked to Jason about it, it was not always the case. At least here, culture war post-Trump politics have palpably changed the relationship between planners and the public, with a higher level of skepticism for the use of city money, existence of building and zoning codes, among other things.

6. UEPP Preparedness

6.1 Coursework

Much of my coursework, while helpful for providing a basis for interpreting the context of planning, was not particularly applicable to the work that I was doing for my internship. I would say that the most valuable classes I took for this were Joe Tovar's Growth Management Act lecture (UEPP 497B) and his Land Use Regs and Technical Writing (UEPP 374) course. Both of these courses contained information on what planning work actually entails, what potential positions exist, and really useful anecdotes from Joe. The planning process was also well outlined in this course, where the planning resources and governing institutions came in very handy when I was conducting research. I would like to stress how helpful Joe's anecdotes and advice in particular were—his sharing of his extensive planning knowledge in real-world scenarios might have been the most useful knowledge I received to prepare me for my internship.

The History of Planning (UEPP 370) and Environmental Law and Policy (UEPP 355) were similarly helpful in providing frameworks for understanding how planning and environmental laws interface. Land Use Law (UEPP 461) too was great for helping me develop an understanding of land use vocabulary, which helped me follow along at meetings and hearings I attended. As far as research goes, Quantitative Methods and Planning Policy (UEPP 322) set me up with the exact knowledge of how to conduct research and synthesize data that I used for nearly every project.

6.2 Internship Preparedness

I did not feel entirely prepared for the internship in the sense of expectations and administrative communication. Miscommunication caused complications with the registration process, although they were resolved. I believe I may have misinterpreted some of the emails which gave me the impression that I was not to forward documents to others.

Another issue that occurred with preparedness was that I was not hired until 4 weeks into my internship. I did drop the ball on scheduling an appointment in May, but when I asked in June if there was any other matter needing to be discussed, my question was never answered. I was not aware that the hiring process on the payment end with the university was different from the internship agreements I had already signed, leading me to assume that I was set. Once the process did begin in July, I was given mixed information as to the hiring process and my confusion was met with the response that my attempts to fix the issue were stressing staff out. It of course was never my intention to put any stress on staff, but rather to get compensated as per my agreement.

The biggest issue here was me not communicating effectively, leading me to being unaware of my expectations and personal preparedness for the technical administrative aspects of the internship. That is a major lesson that I have learned from this, and I apologize for the trouble I have caused because of it.

7. Conclusion

Everything this internship provided for me, including bumps along the way, was a priceless learning experience. This experience not only filled the gaps in my knowledge and experience, but provided me with an opportunity to give back to my hometown! The work that I did was interesting, fun and fulfilling in a manner in which I could exercise enacting the knowledge gained at school. I couldn't think of a better way to prepare myself for a career in planning and would recommend every planning student take an internship with a city. Everyone at the City was so kind, and this experience is something I will never forget. I hope the City can somehow find the funds to put me on the team, because I feel like I could really make some change if I had the time to get better acquainted with the processes there.

8. Appendix A: Detailed Activity Log

			•						
Week 1 Day	7/2/2024	7/2/2024	7/2/2024	7/2/2024	7/3/2024	7/3/2024			
Description of Activity	gain of total street stalls.	Attended Community and Economic Development Department staff meeting 1 hour	and losses	Began work on brochure describing temporary street improvements to Cota St. 2+ hours	Continued work on brochure describing temporary street improvements to Cota st. 3+ hours	Began work on research for creative district application, compiled and synthesized demographic data			
Week 2 Day	7/9/2024						7/11/2024	7/11/2024	7/11/2024
Description of Activity	Attended Community and Economic Development Department staff meeting	Conducted existing	Attended County comprehensive plan steering	Began work on creating masterlist of every business	Began comprehensive plan update webpage content research 4 hours 30 mins			Outreach to business owners on Cota St., delivered brochures 2 hours	
Week 3 Day	7/17/2024			19-Jul					
Description of Activity	public information zine	Began work on Art Walk brochure, map	brochure, map	Ran public engagement activities at Shelton-Mason County Chamber of Commerce Expo					
Estimated Time Spent	3 hours	4+ hours	6+ hours	4.5 hours					
Week 4 Day	7/23/2024	7/23/2024	7/23/2024	7/24/2024	7/27/2024	1			
Description of Activity		Meeting with Jae Hill to discuss Art Walk preparation and map design	Work on Art Walk Map and Brochure	Art Walk Brochure and map work	Ran City booth at Art Walk, conducted public engagement activities				
Estimated Time Spent	1 hours	1 hours	6+ hours	3 hours	7 hours				
Week 5 Day	7/30/2024	7/30/2024	7/30/2024	7/31/2024	8/1/2024	8/1/2024	8/2/2024	8/2/2024	1
	Attended staff meeting	Began compiling data from public engagement activities 4 hours		Creative District application research 6 hours	Creative District Application research 2 1/2 hours	Attended Creative district next steps meeting 11/2 hours	Creative District application research 4 hours	Completed comprehensive plan update page content 2 hours	
Week 6 Day	8/5/2024	0/5/0004	8/6/2024-8/7/24	8/7/2024	8/8/2024	1			
	Creative district application research	Public engagement report for Expo and Art Walk 5 hours	Writing internship report	Finished engagement reports					

Table 3: Detailed Activity Log

9. Appendix B: Expo Engagement Summary

Public Engagement Summary

Expo & Bite of Mason County Street Fair 7/19/2024

Description of Event

The Shelton-Mason County Chamber of Commerce hosts an annual Expo & Bite of Mason County Street Fair to showcase local businesses and attract tourism into Shelton's downtown. Occurring from 11:30 AM to 6:30 PM on July 19th, 2024, the Expo consisted of 6 blocks of Railroad Avenue which were closed to car traffic and filled with booths from local businesses and organizations.

Goals

Obtain general feedback from community on ideas for City and suggestions for improvement.

Description of Activities

The City of Shelton ran a booth at the Expo with information on upcoming events and services, featuring staff from the Public Works department and Community and Economic Development department. Two easel boards were set up to prompt Expo attendees to provide their thoughts and feedback to the city.

Big Ideas Board

The "Big Ideas Board" was a blank 24x36 inch sheet of paper in which the community was prompted to share any ideas they had to improve the city of Shelton. The scope was broad and elicited a large variety of interpretations.

Mapping Activity

A 24x36 inch sheet of paper displaying the Shelton City limits map was displayed on an easel board with the prompt "What do you like in Shelton? What would you change?", encouraging community members to highlight areas which need improvement and describe what improvements they would like to see there.

Results of Activities

Big Ideas Board

The Big Ideas Board was the more popular out of the two activities, where two entire sheets were filled out by community ideas. A complete table of all responses, their category, and how many people signaled support via a mark like a star, smiley face, etc is attached as appendix A. In sorting all 43 responses, 13 categories were made to sort them. The following graphic demonstrates the breakdown of ideas by category and number of responses:

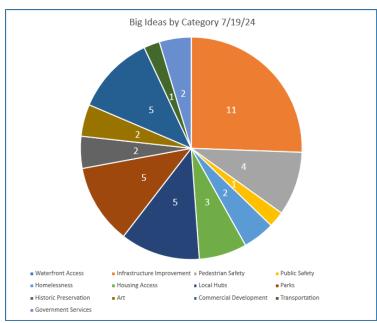


Figure 17: Big Ideas by Category 7/19

The most popular category of idea was infrastructural improvements, where many participants had particular projects for street or utility improvements in mind. One observation which anecdotally sticks out was the frequency of comments on roundabouts, where the phenomenon was witnessed in which one idea stated about roundabouts spurred a debate in the form of ideas as to if and where Shelton needed roundabouts.

Tied for second place was local hubs, commercial development, and parks. Many

respondents were of an older generation who had lived in Shelton for most of their lives, recalling a day when there was more access to recreation and local retail business in town. Ideas such as the creation of smaller, local grocery stores, bowling alleys, and increased park space seemed to reflect a desire for Shelton to once again offer such amenities.

Mapping Activity

The second activity was similar in format yet was intended to be a space for more critical feedback, as opposed to inventive ideas. In total there were less individual responses, yet responses given often lead to constructive conversations. The following graphic shows the responses as they were written on the board:

Several responses were outside of the scope of the City, but applied to County jurisdiction. Many of the responses involved either traffic flow improvements, safety, or pedestrian improvements. This activity seemed to be more intimidating to people as it required one to be well-versed in Shelton's geography and able to interpret an aerial map, but when possible City staff helped respondents in finding their way around the map to make their comments.



Figure 18: Mapping Activity

Key Takeaways and Findings

- A great majority of the respondents were older, lifelong Sheltonites with a broad scope of the context of Shelton's development.
- The respondents did not appear to be representative of Shelton's population, suggesting more outreach would be required to obtain a representative sample of responses.
- Many responses dealt with areas outside of the range of the City's jurisdiction, suggesting a possible need for more Countywide outreach.
- Lack of adequate infrastructure, particularly aging roads and pedestrian safety, were key concerns in feedback responses.
- There seems to be a broad desire for public waterfront access, with some respondents referencing successful waterfront redevelopment projects in other towns on the Salish Sea.
- Increased access to public space during later hours, particularly space with weather protection, was a popular priority for many respondents.
- Addressing homelessness and access to housing was a key concern to many respondents.
- There is a lot of public support for a "Splash Pad" style park in Shelton.
- Roundabouts are a controversial, yet not necessarily opposed suggestion for improving traffic in many areas of town.

Appendix A: Big Ideas Board Responses by Category

Big Ideas Expo 7/19 Page 1	Category	Agree
Public Access Pier Shelton Waterfront	Waterfront Access	3
Improve Roads	Infrastructure Improvement	1
Winco	Commercial Development	1
Roundabout at Turner and Front	Infrastructure Improvement	1
Painting crosswalks more often	Pedestrian Safety	1
Waterfront restaurant and retail space	Waterfront Access	1
development west of 101	Commercial Development	1
Improve pedestrian access @ community college	Pedestrian Safety	1
Traffic light @ Brockdale and Wallace Kneeland	Pedestrian Safety	1
Improve bumpy streets and potholes	Infrastructure Improvement	1
tax for street improvements	Infrastructure Improvement	1
pave more roads	Infrastructure Improvement	1
Swings at new park on northcliff	Parks	1
Splash Pad	Parks	1
Parking visibility on Railroad	Infrastructure Improvement	1

Restore historic buildings	Historic Preservation	1
Community creative open mic	Art	1
More development by racetrack	Commercial Development	1
Cheaper housing	Housing Access	1
Roundabout at Agate Road	County	1
More tourist activities	Local Hubs	1
Crosswalks @ brockdale, springfield loop	Pedestrian Safety	1
	Homelessness, Housing	
More homeless resources	Access	1
More housing	Housing Access	1
Better elder transportation	Transportation	1
Bowling Alley	Local Hubs	2
Roller Rink	Local Hubs	2
Increase in water supply	Infrastructure Improvement	1
Mixed use residential - 5 over 1s	Housing Access	1
Sewer Expansion	Infrastructure Improvement	1
Smaller grocery stores	Commercial Development	1
Taco Time and Lowes	Commercial Development	1
Better amenities for currently unhoused outside -		
bathrooms, sanitation	Homelessness	1
Art Spaces	Art	1
Natural Food Store	Commercial Development	1
Firearm Safety Hunting Course	Public Safety	1
Big Ideas Expo 7/19 Page 2	Category	Agree
Recycled gray water	Infrastructure Improvement	1
Shower for homeless	Homelessness	1
Review land use codes - are they fair, prejudiced?	Government Services	1
Public garbage access	Infrastructure Improvement	1
	Homelessness, Housing	
Transitional housing	Access	1
Recreation space for families and youth	Local Hubs	1
Splash Pad	Parks	1
Road improvements that don't cost the building		
owner	Infrastructure Improvement	1
Bowling Alley	Local Hubs	1
Waterfront Access - Poulsbo	Waterfront Access	1
Food cart corners like Portland	Commercial Development	
Table 1: Pia Ideas Pasnonses by Category: Erno		

Table 4: Big Ideas Responses by Category: Expo

10. Appendix C: Art Walk Public Engagement Summary

Public Engagement Summary

Shelton Downtown Art Walk 7/27/2024

Description of Event

The first annual Shelton Art Walk was a week-long celebration of arts and creatives in Shelton, culminating in the Art Walk on Saturday, July 27th from 4:00 PM to 10:00 PM. Appendix A includes the event map showing the extent and locations of participating businesses and vendors in downtown Shelton. Appendix B shows the programming for the Saturday event. Both of these can be found on the Art Walk website: https://sheltonartwalk.com/program

Goals of Engagement

To promote the proposal of a Shelton Creative District, with the Art Walk as a sample event of what could be expected with the establishment of a creative district.

To gauge public opinion on the proposed creative district.

Encourage feedback on budget allocation and prompt responses regarding potential areas of priority with regard to government spending.

Gather information for community goals for comprehensive plan update.

Description of Activities

Big Ideas Board

The "Big Ideas Board" was a blank 24x36 inch sheet of paper in which the community was prompted to share any ideas they had to improve the city of Shelton. The scope was broad and elicited a large variety of interpretations.

Mapping Activity

A 24x36 inch sheet of paper displaying the Shelton City limits map was displayed on an easel board with the prompt "What do you like in Shelton? What would you improve?", encouraging community members to highlight areas which need improvement and describe what improvements they would like to see there.

Penny Poll

This was the main activity at the City booth, intending to gauge public opinion on where to allocate City budget. Participants were given 5 beads (pennies could not be sourced), which represented the City of Shelton's budget. 9 jars were provided, all representing different areas where people could allocate their "budget." Participants were encouraged to spend their budget

however they saw fit, with opportunities to place more than one bead in one jar or even write in their own idea for budget allocation.

Results of Activities

Big Ideas Board

The Big Ideas board was massively successful, as it was during the 7/19 Chamber Expo. This time, responses were less guided and many respondents simply walked up, wrote something, and left. Full results are detailed in Appendix C, but the following graphic shows responses by category:

Local hubs were the most popular suggestion here, with many respondents in support of public art and community space in which they cold hold meetings and gatherings for creative projects.

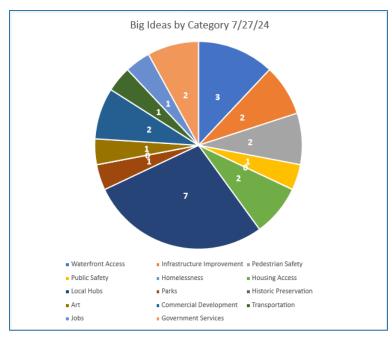


Figure 19: Big Ideas by Category 7/27

Further, suggestions of bowling alleys and splash pads once again showed significant popular support, with both getting 6+ symbols of support next to the ideas.

Mapping Activity

There was very little engagement with the map activity as far as writing on the map goes, but many people did stop and talk about it. Perhaps this is an activity which requires more direct facilitation to be effective.

Penny Poll

This was the focal engagement activity and had the most total responses at 490 total beads, or 98 individual responses. The following graphic shows the breakdown of results:

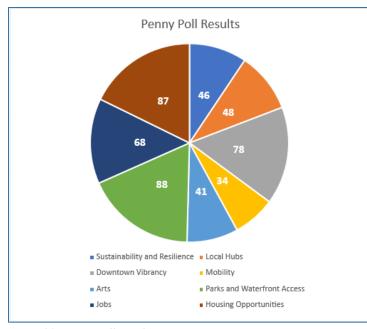


Figure 20: Penny Poll Results

The distribution of responses is a lot more even than what was seen in the big ideas board, but majorities still exist. The top voted area to allocate funding was parks and waterfront access, with housing opportunities being a close second. Unlike the Big Ideas Board, which showed local hubs as the top priority, local hubs was ranked 5th out of 8 in the Penny Poll. Art too, ranked somewhat low, but many respondents chose to rank it low because the City was showing arts to be a priority given the Arts Walk event and Creative District Proposal taking place.

Not shown in the graphic are 7 write-in responses, described verbatim as follows:

- Child & elder support daycare, car-less area
- Environmental restoration
- Combo tennis/pickleball public courts
- Public tennis courts! Also can use as pickleball courts!
- Neighborhood sidewalks, increase walking & biking safety, bring back stoplights on Railroad Avenue
- Spaces to get your freak on
- Someplace to buy clothing

Key Takeaways/Findings

- People enjoy the Big Ideas Board as a space for inventive discussions of growth, regardless of if there is someone facilitating the activity.
- Mapping activities may need a greater level of facilitation to help guide people through the map.
- Several respondents said that they really enjoyed the Penny Poll, indicating it may be useful for the future.
- Broadly, people are in favor of spending money on parks, amenities, and solutions to make housing more accessible.

- The Art Walk drew a diverse crowd with a wide variety of responses in the engagement activities.
- Verbal support at the Art Walk for a creative district was unanimous.

Appendix A: Art Walk Map



Appendix B: Art Walk Programming

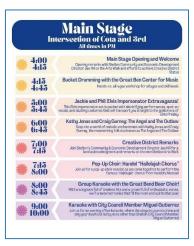




Figure 22: Summary Art Walk

Figure 23: Summary Art Walk Program 1 Program 2

Figure 21: Summary Art Walk Map

Appendix C: Big Ideas Board Responses

Big Ideas Art Walk 7/27	Category	Agree
Preserve Union Hall Logo	Historic Preservation	30
More Police and Sheriff	Government Services	1
EV Substation downtown	Infrastructure Improvement	1
Futsal court	Parks	1
Splash pad	Parks	7
More parks	Parks	1
More Walking paths	Parks	3
Walking path to waterfront access	Parks, Waterfront Access	1
Late-night meeting spots for adult events	Local Hubs	1
Affordable Housing	Housing Access	2
City Pool	Parks	3
Bike/Pedestrian paths	Transportation	2
Human-scale downtown	Pedestrian Safety	1
Quadplexes	Housing Access	1
Juried Art Show	Art	1
In-town road repairs	Infrastructure Improvement	1
Public Tennis Courts w/ pickleball lines	Parks	1
Housing loss prevention	Homelessness, Housing Access	1
Bowling Alley	Local Hubs	9
Waterfront restaurant	Waterfront Access	2
More Sidewalks	Pedestrian Safety	1
Ways to see working waterfront	Waterfront Access	1
Restaurant at yacht club	Waterfront Access	1
Improved downtown safety	Public Safety	2
Comic Con	Local Hubs	1
More sports complexes	Parks	1
Light manufacturing jobs	Jobs	1
Splash Pad at Kneeland Park	Parks	4
Waterfront development	Commercial Development	1
Rails to trails support	Parks	1
More parks and rec programs	Parks	1
Each generation involved in every decision	Government Services	1
Better communication on public events	Government Services	1
Concert venue	Local Hubs	1
Food pod	Commercial Development	1
More Parks and waterfront access	Parks, Waterfront Access	1
Roller Rink	Local Hubs	1
New Skate Park	Local Hubs	1
Arcade	Local Hubs	1

Table 5: Big Ideas Responses by Category: Art Walk

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Credit City of SheltonInternship Report	
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Credit City of SheltonFigure 1: Aerial Photo of Downtown Shelton and Oakland Bay with	
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