



CITY OF SEASIDE CITY COUNCIL AGENDA

Monday, March 13, 2023

To provide public comment for City Council meetings, participants should register prior to the meeting. Please complete the form linked below to offer public comment at an upcoming City Council meeting. You may provide public comment using the following methods:

1. In-person (meetings are held at Seaside City Hall, 989 Broadway, Seaside, OR)
2. Via Zoom web conference or telephone (obtain link and register at cityofseaside.us)
3. Written comments may be submitted using this [form](#), via e-mail to publiccomment@cityofseaside.us or in person at City Hall (989 Broadway, Seaside, OR).

If you are providing public comment in person or via Zoom, please keep in mind your comments will be limited to three (3) minutes. If your comments will be longer than three (3) minutes, please submit your comment in writing and utilize your three (3) minutes to summarize your written document. Please review the [Public Comment Rules of Conduct](#) prior to the meeting.

CITY COUNCIL WORK SESSION: 5:00 PM

1. City Council Priorities Discussion {40 min}
2. Discussion of Current/Future Agenda Items {10 min}

CITY COUNCIL MEETING: 6:00 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **PROCLAMATION**
 - a) CHILD ABUSE PREVENTION MONTH
6. **PUBLIC COMMENTS** Members of the public may use this time to provide comment to the City Council on items that are not scheduled on this agenda for a public hearing or public comment. Speaking time is limited to three minutes.
7. **DECLARATION OF POTENTIAL CONFLICT OF INTEREST**
8. **CONSENT AGENDA**
 - a) PAYMENT OF THE BILLS - \$292,506.47
 - b) APPROVAL OF MINUTES – February 27, 2023
9. **REPORTS AND PRESENTATIONS:** None

10. **CITY OF SEASIDE BOARDS, COMMISSIONS, AND COMMITTEES**
 - a) VACANCY BUILDING BOARD OF APPEALS (3 Vacancies)
11. **UNFINISHED BUSINESS:**
 - a) **REQUEST FOR APPROVAL:** UPDATED ELECTRONIC MEETING POLICY
12. **NEW BUSINESS**
 - a) **REQUEST FOR RECOMMENDATION:** LIQUOR LICENSE APPLICATION A MIGHTY THAI & SUSHI, LLC, 2490 US101, UNIT 2 (New Outlet Limited On-Premises Liquor License, Owners Yutana Imvitaya and Saisone Saiyachak)
 - b) **APPROVAL:** CITY COUNCIL PRIORITIES
 - c) **DISCUSSION:** PROPOSED BUILDING CODE FEE CHANGES
 - d) **DISCUSSION:** FOOD FORREST PROPOSAL TO MOVE COMMUNITY GARDENS
13. **COMMENTS FROM CITY STAFF**
14. **COMMENTS FROM THE COUNCIL**
15. **ADJOURNMENT**

Complete copies of the Current Council meeting Agenda, Packets, and Minutes can be viewed at:
www.cityofseaside.us.

All meetings other than executive sessions are open to the public. When appropriate, any public member desiring to address the Council may be recognized by the presiding officer. Remarks are limited to the question under discussion except during public comment. This meeting is handicapped accessible. Please let us know at 503-738-5511 if you will need any special accommodation to participate in this meeting.

PROCLAMATION

Whereas, child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone; and

Whereas, every child is precious and deserves to grow up in a healthy, safe, nurturing environment free from the dangers and harmful effects of child abuse and neglect; and

Whereas, our children are our most valuable resources and will shape the future of Clatsop County, Oregon; and

Whereas, child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

Whereas, child abuse prevention succeeds through partnerships among parents, child-welfare agencies, mental and physical health care providers, schools, law enforcement agencies, faith-based organizations, businesses and community members by fostering loving, supportive and violence-free homes; and

Whereas, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

Whereas, prevention remains the best defense for our children and families.

NOW, THEREFORE, I, Steve Wright, Mayor of the City of Seaside, do hereby proclaim the month of April, 2023, as:

CHILD ABUSE PREVENTION MONTH

in the City of Seaside, and urge all citizens to recognize this month and help to improve the quality of life for all children and families.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Seaside to be affixed this 13th day of March, 2023.

STEVE WRIGHT, MAYOR

CITY OF SEASIDE CITY COUNCIL AGENDA – MONDAY, FEBRUARY 27, 2023

**CITY COUNCIL
WORKSESSION 5:00 PM**

The City Council nominated Gretchen Stahmer and Merlin Benjamin at the February 13, 2023, City Council meeting and set up interviews for this City Council work session.

Planning Commission Interview 5:00 PM – Gretchen Stahmer.

Planning Commission interview 5:10 PM – Merlin (Ben) Benjamin.

City Branding Discussion:

City of Seaside Branding Project City Council Work Session Presentation: Staff has been working with consultants for the company Lookout to update the city logo. Part of it is welcoming Mayor's and City Councilors from all around the state of Oregon to the LOC Spring Conference in Seaside. The consultants are Holly McAfee and Danny Guralnick and they've done some great work. Holly and Danny joined the work session for the presentation City of Seaside Branding Project: Evolution of the Seaside Brand - In past 7 - 8 years, Seaside has invested in strategically positioning the city as a tourism & meetings destination with a focus on: Standing apart from competitors, Focusing on off-season travel, Helping visitors understand all the experiences beyond the beach, Significantly upgrading convention facilities. Introduced a New, Vibrant, Playful Brand for Seaside Tourism, that actually evolved it 4 times since 2015. Prom Centennial. Current Direction - Seaside is for Fun. Updated City Signs. Convention Center Evolution. The Challenge - Refresh the existing city brand to have a more modern feel and to tie in with the tourism and convention center branding for a more unified look. The Opportunity - Have the city brand and seal reflect the forward thinking, excellent work that's being done on behalf of its citizens (like the 2034 Visioning Project). The City Seal/Brand in Context of the Current Brand Family. There were a lot of ideas studied. The logo presented felt like the right direction – simplified and balanced, highlighting the lamp post, the Prom and Tillamook Head – three beloved icons locals identify with Seaside. But the kite felt too whimsical for a city seal. Note: the iconic lamp post sits over a stylized (not realism-based) representation of the Prom wall. The logo was narrowed down to a version without the kite, or a version with a cloud instead and liked the black instead of gray. A City of Seaside logo was presented. There were examples of the logo shown on the current website, and current press release.

City Council had an ongoing discussion regarding the logo and will discuss further the City of Seaside Logo.

To view the work session: www.cityofseaside.us [YouTube Video](#)

MINUTES SEASIDE CITY COUNCIL - (PUBLIC AND ELECTRONIC MEETING) FEBRUARY 27, 2023 6:00 PM

CALL TO ORDER The Regular meeting of the Seaside City Council was called to order at 6:00 PM by Mayor Steve Wright.

ROLL CALL Mayor Wright asked Kim Jordan, City Recorder, to do the roll.

Present: Mayor Steve Wright; Council President David Posalski; Councilors Seth Morrisey, Steve Dillard, Tita Montero, and Tom Horning.

Absent: Councilor Randy Frank

Also, Present: Spencer Kyle, City Manager; Jon Rahl, Assistant City Manager; Zach Fleck, Seaside Finance Director; Mike Dimmick, Interim Public Works Director; Joshua Heineman, Visitors Bureau Director; and Kim Jordan, City Recorder.

AGENDA Mayor Wright stated may I have a motion for the approval of the agenda.

Councilor Morrisey moved to approve the agenda, with a second from Councilor Horning; carried unanimously (Morrisey/Horning)

PROCLAMATIONS

Mayor Wright stated tonight we have a special proclamation and, it's being brought to us by Katie McLeod, who's the Executive Director of the Chamber of Commerce. Would you come and introduce it and then we'll have Counselor Montero read it.

Katie McCloud, Seaside Chamber of Commerce Director, stated women's History Month is dedicated to the often overlooked contributions of women, to United States history. The goal is to highlight the achievements and contributions made by a variety of women. Last year, the Seaside Chamber of Commerce wanted to highlight the achievements and contributions from the women in our very own community. Personally. Over the first year I was here, I got to know some of the women in Seaside tell me all the different jobs they had, which was usually more than one, the organizations they were in, often being the leaders in their group, and many programs they were a part of creating or helping with each year. When March came around, I had this last minute idea to interview a few women in our community. What I thought would be four or five interviews turned into over 20. I laughed with them, I cried with them, and more importantly, got to tell a glimpse of their stories in our community. We called it Women in Business, and it blew up overnight. The support and appreciation it had received was incredible. I had dozens of people email, call, text, or stop me on the street asking who was next. We were honored to receive outstanding social media campaign with the State of Oregon, Chamber of Commerce. As women, we don't naturally brag about our accomplishments, so this is a big focus, in this year's women in business. The women being interviewed this year don't get a choice to be humble. We're making them brag about themselves a little bit. We have a lot more plan to take this to be beyond a campaign in future years. So be in the lookout for that. As much as I personally love this month and campaign, I do look forward to the time when we no longer as women have to fight as being seen as equals. Until then, we will continue to highlight the incredible women who helped make Seaside and beyond. Last thing I want to say is a quote from a woman who inspired so many others. Ruth Bader Ginsburg. "Women believe women belong in all places where decisions are being made. It shouldn't be that women are the exception".

Mayor Wright stated Councilor Montero, would you please read the Proclamation?

Councilor Montero read the Proclamation for Women's History Month.

**COMMENTS –
PUBLIC**

Mayor Wright stated now's the time for public comments. Members of the public may use this time to provide comment to the City Council on items that are not scheduled on this agenda for a public hearing or public comment. Speaking time is limited to three minutes. We have, three people, I believe signed up. The first one I'm going to call on is Kathy Samsel. We have, your little map here. You going to tell us about it?

Kathy Samsel, Seaside, stated I'm here to talk about the homeless camp again, three minutes and I may not be able to make it again, and I may see you on the next Monday. Anyway, I have a couple suggestions for you as where we might move this, the swamp. As I refer to it, I suggest that we lease some property. We look into the Carol O'Donovan property, or property next to the old high school by between the high school and Sopko, I believe you folks own part of that. There's two portable buildings and parking between, the high school from Utti's. I know Utti's owns the high school, but the two portable buildings, there's parking there. If we could lease that land, that would work good. The two rusty old buildings, I don't know if they're full of garbage from this things Seaside or who owns them, but you use them, over by the recycle. That would be a place to look at. And then my next one is I suggest that we use some of the covid money, that we have to build and regulate and supervise a new site and a controlled homeless site. And then we rent or share a grant writer to write a grant to replace the funds that we would have to use so that we can, you can use it to build bridges or whatever is needed for the city. I'm only coming back to see you every other Monday since a serious concern, like the Mill Pond cannot be discussed in three minutes. Besides the people's other mental and health problems, the majority of folks are sick due to respiratory conditions down there. It is so wet and damp. There's one person right now in the hospital who's coming out of pneumonia. And both his legs are septic because he lives in his van, his truck, and he can't lay down. He has no other problems other than that. I mean, he's not one of our drug related people. The map is two-sided that I show you. It is, designed. I'll go as fast as I can into three different zones. My concept is we get really strict from day one. We say what we're going to provide for homeless people. We'll provide a tent section, in zone two will provide a pallet section.

Mayor Wright stated you have provided, some great ideas here. I read everything you gave to us the last time. What I would suggest is, we have a chat with, our city manager and work out a time when you can give them some more detail. And, let's move on from that. I think you have some great ideas that are worth discussing. on

Ms. Samsel stated on the backside of your paper, also as my suggestion on how we situate a limited amount, so that we do what we do really well.

Mayor Wright stated Rick Bowers signed up for comment and, provided us with another great piece of information.

Rick Bowers, Astoria, stated and I will be referring to that. I've spent the last four or five years reading a lot of reports, consulting reports, academic studies and books related to homelessness. And today I just wanted to share a few things that I've learned about rents and correlating that to homelessness. And I'll start with this handout that as a chart in the middle. And it compares, each state on their median rent compared to their rate of homelessness. And as you might be able to see, there's a, general trend line that, you know, more expensive areas have higher rates of homelessness. And the quote on the upper left is from an econo northwest study that was referring to this. It says, high rents are to blame for the severity of the state's Homelessness. Crisis economists, John Quigley and Steven Raphael were among the first to demonstrate that housing affordability, rather than personal circumstances, is the key to predicting the relative severity of homelessness across the United States. They estimated that a 10% increase in rent leads to a 13.6% increase in the rate of homelessness. And then jumping to the upper right, this same study says that over a 2010 to 2016 time period, Oregon created only 63 new housing units for every hundred new households that were being formed. So we were going backwards and we're still going backwards. And then on the right, this is from another study that says there's ample empirical evidence, finding that regulatory restrictions tend to increase the price of housing and in turn to make communities less affordable for low and moderate income households. They're particularly referring to zoning restrictions. And then another study, the author says, if policy advocates are interested in reducing housing costs, they would do well to start with zoning reform. Building small numbers of subsidized housing basically is going to have a trivial impact. That a big impact is zoning reform. And I think that's all I have to say except for my tagline. Housing solves homelessness. Thank you.

Mayor Wright stated next, signed up ahead of time. Seamus McVey,

Seamus McVey, Seaside, stated I don't know if you all have been out to the Mill Ponds lately. It's, pretty abysmal conditions out there right now. Putting people in a wetlands may have been shortsighted, especially coming into these wetter months. I think that it's something I know we're looking, the city is looking for a place to relocate, and I am really hoping that's moving along at a pretty quick pace because the reasonableness that HB 3115 calls for in the area that you set up, is very evidently not there for all stakeholders, which is to say those people who are residing there, it's not reasonable to be moving out every week in the conditions that are present there, aside from the wear and tear that's going on with their tents and belongings. You got to look at just the flat out, muddy, wet conditions that are ever present. Even when it hasn't rained, it's still the water, because it's a wetland is seeping up. That's, not conducive to good health. It's not conducive to keeping their property functional. What little they have is being ruined. And that would seem to constitute an undue burden. It's not reasonable. It, can be seen that it's not reasonable by the sheer number of people who are saying, I'll take the ticket. I ain't moving out. I can't risk the damage to my property and to my health by going through this week after week. I would like to ask that the city consider either until the new location is found, removing the, Thursday move outs and replacing it with a cleaning day where participant, where people there can help clean and achieve that same goal that's ostensibly being looked for anyway, where, or reduce it to once a month where they're not damaging so much of their stuff.

Mayor Wright stated and we have, Peggi Compton also signed up.

Peggi Compton, Seaside, stated I am a member here, resident of the Mill Ponds. And I do agree that the Thursday move outs are really hard on us. I work at Safeway and it's hard for me to ask for the day off to go and do it. I'm a single person. For me to move all my stuff on a Thursday is really hard. It's several trips back and forth to only do it for a few hours and then have to turn around and go back.

If we're doing that because of the cleanliness, I would be willing to be a person to go around and make sure that everybody keeps their stuff within their tents or within, you know, like a three foot radius around their tents. I don't know. The move out is really hard. A lot of people, we don't have very much, people are asking for maybe a second tent for storage, so that it doesn't look so bad with their stuff hanging out. They have bicycles and extra propane tanks and stuff like that. Its not much. It's the bare minimum, but it does look trashy. If there's something that we can do to help with that also, as far as the, the homeless and the rent, that's true. I work at Safeway, but I still can't afford to live here in Seaside. I love Seaside. I can't afford to pay, you know, pay rent for just a simple, you know, studio, apartment or anything.

CONFLICT

Mayor Wright stated the next item is a declaration of potential conflict of interest. Councilors.

No one on the Council declared a potential conflict of interest.

CONSENT AGENDA

Mayor Wright stated move to the consent agenda.

Councilor Morrissey moved that we approve the consent agenda, with a second from Councilor Montero; carried unanimously. (Morrissey/Montero)

Consent Agenda: Payment of the Bills - \$225,923.94; and February 13, 2023, minutes approved.

REPORTS AND PRESENTATIONS:

None

CITY OF SEASIDE COMMITTEE, COMMISSION, AND BOARDS:

VACANCY –

PLANNING COMMISSION

Mayor Wright stated we did interview two very, talented and, good candidates tonight. What would the Council like to do? If nothing, we will can leave it open.

Council President Posalski moved to appoint Gretchen Stahmer, with a second from Councilor Montero.

Mayor Wright stated normally, when we have two candidates, what we'll end up having a roll call vote, unless, you want to do otherwise. I will, do that instead. Is that all right? We're looking to appoint one of two people, Gretchen Stahmer or Ben Benjamin. And, will you do a roll call vote, Kim.

Mayor Wright called for a roll call vote:

FRANK	ABSENT
MORRISEY	STAHMER
DILLARD	BENJAMIN
WRIGHT	BENJAMIN
MONTERO	STAHMER
POSALSKI	STAHMER
HORNING	STAHMER

Mayor Wright stated Gretchen Stahmer wins four to two. Congratulations. And, make sure, if Ben's watching that we make sure we keep his name on file. We can certainly use him in other places.

Term expiration for Gretchen Stahmer, Planning Commission member is November 1, 2026.

(1 Vacancy – 2 Applications)

UNFINISHED BUSINESS:

ELECTRONIC MEETING POLICY

Mayor Wright stated moving on, unfinished business, we have a couple of items we've been, working on. We worked on these two things at our last work session, two weeks ago, and you have seen updated, policies for, the electronic meeting. Let's discuss that one. Council or city manager, Spencer Kyle, please.

Spencer Kyle, City Manager, stated for the public that's here for their benefit, at our last City Council meeting, during the work session, we had a discussion as a Council on, the ability for the City Council to participate in City Council meetings, practically speaking over Zoom. During the pandemic, the Council moved to meetings that were entirely over Zoom. Since then, the city has come back into live meetings. However, we've never really addressed the ability for a Council member to, for the city to hold what's called a hybrid meeting, which is an in-person meeting with some people participating over Zoom. There were lots of, various opinions last week. I don't think there was necessarily a consensus. The general direction I got from that meeting was, let's try it out. What I've done is take in the previously adopted electronic meeting policy that allowed for the Council to meet electronically and just edited that to include both electronic or hybrid meetings. That was, seemed the least disruptive. I will say we didn't, I couldn't find anything that says that Council member can't participate. But I think that has been the general direction and discussion without a formal policy. The way it's drafted now is a Council member could participate over Zoom and, participate in discussion and vote. But those are things that at this point, if the Council wishes to go a different direction, we can do that and amend the policy as you wish. I do think when we get to the point of, both, as some of our Council goals amending our charter and the procedures of the Council, I think it'll be good to update and solidify some of these practices. But where we have an existing policy that allows the Council to meet remote, it seemed the, simplest way it would be to do a quick amendment to that. So really turning it back to the City Council. And does this reflect what a majority of the Council wishes to do? Or is there a different direction that you'd like to take?

Mayor Wright stated let's start here with Steve. Give us some comments. What do you think?

Councilor Dillard stated like I mentioned in the workshop before, I'm fine with, staying where we are or amending it. I'm absolutely fine with the, proposal that's presented, but I understand the concerns that other, members had and, I have no problem with those.

Councilor Wright stated Tom.

Councilor Horning stated well, I prefer to, to have, as many people participating. So having hybrid participation is, my preference.

Mayor Wright stated Seth.

Councilor Morrissey stated as I stated in our workshop, I am against the hybrid model. I think if we all have to meet virtually that makes sense because of covid or some other reason, but having a mix. I have no problem with Councilors participating in the discussion, but my concern comes with the voting. And have we worked out things like, let's say a Councilor drops off mid discussion. Do we still have a quorum? Is he part of that quorum? Because he can now not vote. Let's say, you know, he can't dial in, he can't call in for some reason that could happen. How are we going to address these issues? And I think it's allowing people to not be in this chamber when we are allowed to be in the chamber, I think degrades the importance of what we're doing here. I'm against the hybrid model. I just don't see really a need for it. I think most of us can get to most of the meetings. And I'm against the hybrid, but I'm okay with the remote meeting if the state calls for it or, you know, for some reason we have to do it.

Mayor Wright stated Tita.

Councilor Montero stated I've consulted with, several of my Councilor colleagues in other cities through, the LOC Women's Caucus. Quite a few cities already have this in place where they allow, hybrid meetings and they allow people, City Council members to attend the meeting via Zoom and to vote, et cetera. This isn't anything unusual. I'm in favor of it.

However, I do pay attention to some warnings that I heard. And that is, if you're going to put it in place, you make sure you have really good rules about it. One city in particular has found that, Councilors have just decided, I'm going to go. There's no rule about that, how they have to attend or how many times they're allowed to attend through a hybrid situation. They just do it all the time. And there's no rule that says you have to actually have your face on Zoom. They turn their, video off and you don't know if they're there or not. So that doesn't change that I'm in favor of doing this. I think it's a way to, help us represent our constituents more, but I would only be in favor if we have some really hard and fast rules, none of some of which are in this electronic meeting policy. But the ones that I've mentioned are not, and I think that we need to go through there and, really pay attention to what, how many times, what can be the cause. What does attendance look like? How do you make sure you have a quorum? What happens if somebody falls off? What happens if you have connectivity problems?

Mayor Wright stated Council President.

Council President Posalski stated I look at this from, a couple of different viewpoints. First from the Councilors viewpoint. I believe the Councilors have run for office because they want to be part of this Council. I don't see that, I mean, as of yet, because we haven't started it, the Councilors will be using it as an excuse not to be here, but more as a tool to be here when they're not able to be present in person. We still in our city charter have a rule that if you miss three meetings, you can be voted off by the Council, which essentially disenfranchises the voters that have elected that Councilor. But I believe that being in place, I don't think that the, remote meetings would be, an alternative to in-person meeting, in-person meetings and attendance. But it gives the opportunity for the Council to take action if a person just does not take the importance of being here seriously. I know that there's been important decisions in the past, over the past year where I was out of town and would like to have been, able to participate even though, I was able to watch, but I wasn't able to participate in the meeting. And I think it's valuable for my constituents to give me the tools to be able to participate on their behalf. I am in favor of a change here, but I agree with Counselor Montero that we should dive into some rules and have those in place.

Mayor Wright stated I basically agree with, Council President Posalski. I really think people need to be here as well, and I've made that very clear all along. There are going to be times when you just can't, there are rules about, well, effectively if you're dropping off and you can't get back on, you're effectively like one of us would get up and walk out. If that removes your quorum, then your meeting can't continue. Most cases that I've seen, I don't think that would affect us, because, you know, most people are going to be here anyway. I agree that you can try to write rules. The only problem is you have so many different variables that you're going to come up against and figuring it out. I guess I'm in favor of doing this for now. We can write some rules. In fact, just this weekend I finished revising our Council procedures from my standpoint, and I'm going to submit it to the city manager soon so he can put some comments in and we'll likely, look at it at an upcoming work session. And within that is going to be some of these specifics, how you work in a hybrid meeting. And I'm certainly willing to take comments of what kind of things you guys think ought to be in there. The fallback David mentioned from the charter is, has always been there. And, you know, we, haven't had an issue with Randy being gone, for instance, during, February and March. And if we all agree that's okay, then fine. But if, somebody decides to what we all feel like is, disregarding the purpose of this, then we could certainly take drastic action. I would hope it would never get to that. That being said, I guess, you know, what's your preference as far as, adopting this as our new electronic meeting or updated electronic meeting policy?

Councilor Montero stated I personally would prefer not to adopt it until the rules are included.

Council President Posalski stated I agree.

Councilor Horning stated so do I.

Mr. Kyle stated we're here in a Council meeting tonight, so this is really, these are the rules that govern yourselves. So this, in terms of staff's position, this is whatever you want that works for you. While we're in this meeting, I think it would be helpful, Tita's brought up several rules, things that we could, we should have an answer for. I think it'd be helpful in this meeting to, we've got time, let's talk about some of those things. What I don't want to do is try to take a stab at some guidelines and totally miss the mark.

We have some diverse opinions here. And so trying to hit center mass here for what's something that, a majority of the Council wants to see. And so what are some of the, rules that you think should be included? And do we have some consensus now on what the rule should be that we can bring back? I think that will help our discussion next time instead of having staff try to take a, stab at it. I would suggest let's bring up what the topic of the rule is and have some discussion, you know, yay or nay or what the guidelines are.

Councilor Montero stated I wrote some notes to myself about rules. The first one that I would say, needs to be there, that this has to be, that the rest of the Council needs to be informed in advance that the person is going to be, attending by hybrid fashion.

Mayor Wright stated I certainly agree with the comment about leaving, and this will be up to the, tech side of things that leaving a face on there with the mic open, unless there's some reason why it couldn't be open.

Mr. Kyle stated I think the mic, typically you want to have it off, so there's not background noises, but on when they're speaking.

Councilor Montero stated they should be able to open the mic. But yes, having their face visible and, also if they're not visible, it's just like any one of us sitting here had walked out the room.

Mayor Wright stated that would be only zoom.

Mr. Kyle stated so you can't, no calling in for example, to the Council meeting.

Mayor Wright stated you guys okay with that?

Council consensus yes.

Councilor Morrisey stated if the zoom connection drops, there's no backup is what we're saying. We're just out.

Mr. Kyle stated I think if the zoom meeting drops, it's like the Mayor said. You've walked out of the room. I don't know how you.

Mayor Wright stated how you couldn't work around that.

Mr. Kyle stated if the Council's going to do this, that's just part of participating remotely.

Council President Posalski stated I'd like a clause in there that talks about the fact that a hybrid or a zoom attendance does not constitute a meeting as it relates to the charter. Being present as it relates to the Charter.

Mr. Kyle stated this is one area. I was thinking about that as I heard some of the discussions. My concern would be that for purposes of voting and approving something officially, they can do that, but it can't constitute participating in the meeting.

Councilor Montero stated I think it does constitute participating in the meeting. If you've zoomed in and you are included in the discussion and you can vote, you've attended the meeting.

Council President Posalski stated then what recourse do we leave? If the person just decides I'm going to zoom every meeting,

Councilor Montero stated well, that's where we then put a rule in about number of occurrences. and reasons. You can only do this x number of times a year and you can only do this for these reasons and one can't be you're sitting at home.

Mr. Kyle stated let's tackle that for the first question and we can come back. I mean, we're not, we're not setting anything in stone now, but what's a reasonable number for a person to be able to participate annually?

Council President Posalski stated I think six.

Councilor Montero stated that's a lot. I was going to say three.

Councilor Dillard stated six sounds high to me too.

Mayor Wright stated six is 25%.

Mr. Kyle stated one thing to consider, and here's where it gets complicated, and that is, is there a difference between someone, having a health issue and being confined to bed for a certain amount of time and say for three months and someone who wants to go on vacation for three months? It sounds different, but, do we want to be in the business of, scrutinizing people.

Mayor Wright stated well they're should also be a clause that the Council has the ability to relax the rule for certain circumstances that we decide at that time. If there is somebody that's going to go over it and, let's say that case in particular, then we should be able to revise our rule.

Mr. Kyle stated and I'm not saying you have to, I'm just, I pose the question because I can see the question down the road. This situation's a little different. Let's go back to how many times we've a little bit of discussion on six.

Mayor Wright stated I was thinking four.

Council President Posalski stated one per quarter that seems, reasonable.

Mr. Kyle stated and that could be maybe just clarify, that could be four where they are participating and voting, but they could participate or observe for all the meetings they're missing. Like anyone from the public.

Councilor Morrisey stated I'm voting for zero per quarter.

Councilor Montero stated we already talked about the person must be visible. Is there anything we need to say about how virtual attendance affects a quorum or voting rules? I don't think we do.

Mr. Kyle stated I think if you consider them participating, then they are participating. ,

Councilor Montero stated about connectivity, I think we do need to say loss of connectivity equals not being in the meeting.

Council President Posalski stated agree.

Mr. Kyle stated the mayor mentioned a little bit about do we want to get into the reasons?

Council President Posalski stated I don't think we can. I don't think we do. I'm not going to tell you that your reason isn't valid or is valid if we're talking about four times once a quarter, it's not unreasonable to expect us to miss a meeting quarter.

Councilor Montero stated but you have to remember you said four times, it could be four times in a row.

Council President Posalski stated absolutely.

Councilor Montero stated and then you don't have any more for the rest.

Council President Posalski stated should say calendar year.

Mayor Wright stated Tom, Steve.

Councilor Horning stated well, I was thinking that your recommendation for hearing the excuse or the letter from home, why submit.

Gives you the flexibility to respond to the circumstances where some, reasons might not hold water very well, whereas the others might be extremely important.

Councilor Montero stated and that kind of makes sense with the suggestion that you had Steve in relaxing the rules. You have to be making some judgments to decide to relax a rule.

Mr. Kyle stated maybe, it's four per calendar year and if there's a request for more, it needs to be considered by the entire City Council, and at that point, you can request the reason.

Mayor Wright stated that clause is already in our, I'm just listening, the clause is already in our Council rules that these rules can be, relaxed if the Council determines that they need to be for whatever reason. But we're going to try to stick to what it says.

Councilor Montero stated you have to agree to the reasons. You're at the other end.

Councilor Morrissey stated I'm a hard no on all of it. I think the constituents elect us to be in the chamber. And when you zoom into a meeting, you're less available to the people that are here trying to interface with us. And so that's why I'm a hard no. If the Council's will, is to move forward with this. What I would recommend is that it's as strict as possible, so it happens as few times as possible.

Councilor Dillard stated I'm very comfortable with the technology. I've done a lot of work remotely, but what Councilor Morris said just now and two weeks ago has stuck with me because a year ago I was watching another agency that I thought were using, had abused the whole emergency thing. They stayed Zoom, they stayed Zoom, they stayed Zoom and would not let the public into the chambers to face them on a contentious issue. And so I'm very concerned about abuse, and I'm fine with a limit of two or three or possibly even four for a year.

Mr. Kyle stated any other rules we should be considering.

Councilor Montero stated I can't think of any right this minute.

Mayor Wright stated this policy is the entire city's policy. So all boards, commissions and committees are following this too. Whether or not we actually have the ability to do hybrid meetings and all that is another question. That takes a significant amount of staff time.

Councilor Montero stated let me remind you of something. In the last legislative session it was passed that all public meetings need to be available through, digital means. And I personally asked the sponsor of that legislation, did she mean committees, commissions, et cetera, of a City Council? And she said yes,

Mayor Wright stated but there was also a clause that said wherever reasonably possible too. We will continue to work in that direction, but, we've got to, you know, we've got to work with what we got. The other thing is the state didn't give us all the money that we need to be able to do all of that anyway. On this subject though, particularly, what we're looking here is addressing the Council. We will continue to work on any the others. The Airport Committee does just fine doing it. I attended one of their meetings and, there was, one of their members that, was doing everything, voting everything else while they didn't do any votes. It is possible. Anything else that you'd like to see changed?

Mr. Kyle stated I'll try to get as close as we can and we'll tweak it from there. Maybe completely reject it and maybe I'll accept it. I don't know. It's really up to the Council.

MAYORAL

PROCLAMATION POLICY

Mayor Wright stated look at our proclamation policy and say that it is okay. And, it gives me the authority to, follow something to follow. So does anybody have any comments about it?

Councilor Montero stated knowing the length of time that, goes into planning our Council meetings and the, you know, the agenda has to be set so many days before the meeting, et cetera, I would suggest changing the first line to say that all proclamation requests shall be made at least a month in advance so that people know they can make them further in advance.

I would also suggest that under item number one near the end of the sentence, where the request may, if it's the, has the same text, the request may be made with a one week lead time. I would suggest changing that to a two week lead time. People work towards deadlines and I don't want to see the Council or the city staff be put in a position when it's somebody else's emergency. I also think that, down under format requirements of a Seaside proclamation that, the effective date of the proclamation, let me see how I can say this. The time that the proclamation is read needs to be prior to the dates being proclaimed. So for instance, tonight we had women's history month for March 1st. Okay, that's fine. But that wouldn't be fine if that was given to us to read on our first march, City Council meeting. We need to be proclaiming before something happens. Not in the middle or not after. Somehow you need to put in that your, the dates being proclaimed need to be prior or after.

Mr. Kyle stated the proclamation needs to be made prior to the effective date. My only question on that date is, and for the Council is I think that's reasonable. We've had that discussion of which meeting is it best placed on in some respects, if it's being requested by a member of the public, would you want to default to when they, maybe they might prefer to do it at the first meeting of the, say it's a month. They might prefer to do it because it's closer to an event they're putting on.

Council President Posalski stated Veterans Day. Could be a veteran.

Mr. Kyle stated I only throw that out there to, say or do we want to be that hard? I think that's a best practice. But do you, well, do you defer to the, request of the person making the application?

Councilor Montero stated it puts the mayor and the City Council, but mainly the mayor in the position of looking like they're late to the party. And when you proclaim, you know, women's History Month that started March 1st and you proclaim it on March 13th, it doesn't have as much, oomph, shall we say. And I think it makes us look like we are late. The public doesn't always understand that proclamations don't start with us. They start with somebody asking for it. Now, if it's a proclamation that doesn't have to be read, I'm glad to see that you've made, the possibility of proclamations that can just be signed by the mayor and don't have to be read. If that's the case and that's what they want, then it wouldn't matter.

Mayor Wright stated before you move on to the next one, just one thing I'd make a comment about is that we have this list or developing this list, and we're going to try to make sure they're all scheduled out for the rest of the year.

Councilor Montero stated if those groups still want them.

Mayor Wright stated that's just it. And some of them may not fit these guidelines.

Councilor Montero stated and there may be people wanting proclamations who aren't on that list. So you still have to have the rules for the future.

Mayor Wright stated but a lot of the issues will be taken care of because we already know when to schedule them.

Council President Posalski stated one more question about that is there are a couple of times a year where we generally will cancel a Council meeting. In those situations.

Mayor Wright stated we'll stay away from those. I mean, we'll stay away from, signing any proclamations to those period. They're usually second meetings in a month anyway.

Councilor Montero stated I would suggest that, under the last section, format requirements number four, instead of please provide a contact name, they must provide a contact name. And then I would suggest that we look at how many proclamations might we have in a meeting. Do we want to say two or fewer proclamations in a meeting, and first come first serve.

Mr. Kyle stated I think that's where I would recommend you just defer to the mayor's discretion since you're kind of giving him that discretion

Mayor Wright stated I'll try to, you know, get some of them to be done, like you said earlier by just signing it and saying it's effective, but we're not going to read it in the meeting. Particularly those that come later to the, show. Where was the one that you just mentioned?

Councilor Montero stated down where it says, format requirements down at the very bottom, number four, instead of please provide a contact name. Oh, you must provide all that information. No, if you don't provide it, we can't do anything

Mr. Kyle stated we're just trying to be polite.

Mayor Wright stated we're going to get all that information. Revise a little bit?

Mr. Kyle stated I think we can do this. What I've got are four changes, but let me know if I'm missing anything. One is to change it from a month prior to at least a month prior, changing the kind of recurring ones to two weeks prior.

They must provide their name and that they need to request that if it's done, in Council meeting, it needs to be done prior to any effective date starting. What I would propose, I think we're close enough, is to have someone make a motion with, those four changes and directing staff to update the policy or according have the Council approve that policy with the recommend or the updates, put into the policy. And we can be done at this meeting, I think. If you trust us that we can get that wording right.

Councilor Montero stated I was going to leave it to somebody else to make the motion.

Councilor Montero moved that we adopt this policy with the changes that we just discussed, with a second from Council President Posalski; carried unanimously. (Montero/Posalski).

Councilor Morrissey stated I would just say overall I think it's a great policy and the real point that I wanted to get in there when we had the workshop is that it is the mayor's discretion because your name's on it. And I'm happy that you made that very clear.

NEW BUSINESS:

LIQUOR LICENSE APPLICATION

Liquor License Application New Limited On Premises. The Culinary Concierge CHEZ, 719 First Avenue, Seaside. New Owner: Destiny Deras.

Mayor Wright stated in new business. We have a request for, a recommendation on liquor license application from the culinary concierge. And, Destiny, are you here? Just tell us a little about what, you're going to be doing. How long you been here?

Destiny Deras, Culinary Concierge owner, stated I've been here in Seaside for eight years. Hopefully this summer I'll be opening CHEZ, which will be a cut to order cheese shop, charcuterie shop, as well as a wine shop. During the day we'll do retail and to go soup, salads and sandwiches. And then in the evening we'll have kind of a little bit of a shift of gears and I'll be more of a wine, cheese, and snack lounge, as well as it'll be a place where we'll be facilitating our, catering business out of.

Mayor Wright stated questions from the Council. If none, may I have a motion to recommend approval?

Councilor Morrissey stated looks like Seaside Police Department did their checks and they recommended that we approve it. So I move to recommend approval of the liquor license application for the Culinary Concierge LLC., with a second from Councilor Horning; carried unanimously. (Morrissey/Horning).

LIQUOR LICENSE APPLICATION

Liquor License Application New Limited On Premises. Hammer and Stain North Coast, 1775 S. Roosevelt, Seaside. New Owner: Jason Edwards.

Mayor Wright stated second request for liquor license from Hammer and Stain North Coast. Jason Edwards. Hi, Jason. Tell us a little about what you're doing.

Jason Edwards, Hammer and Stain North Coast Owner, stated we are a DIY Workshop, brand new business. My family's been in Seaside since 1987 or so. We offer a wide array of craft options for people. We have thousands of designs that we kind of set up for people, and you can come in and choose what you want to work on. And, then we make the magic happen. We also do, public workshops with certain projects, private parties, and team building events, great for date night. We do signs, charcuterie boards, quilts, tote bags, pillows, just a, a wide array of, tools available in our workshop. And so we just want to accent that offering with some local beer and wines.

Mayor Wright stated Council.

Councilor Montero stated will you also be serving food?

Mr. Edwards stated no, that's why we're just seeking the limited license, because it'll be in conjunction with the workshop. We're not open for you to just come and sit down and, order beverages. So it's in, association with the primary activity, which is the crafting. And so under that regulation in the State of Oregon, there's no food requirement.

Mayor Wright stated may I have a motion.

Councilor Morrissey stated it looks like on this one, Seaside PD did their background check and all is good. So I moved to recommend approval of the liquor license application for Hammer and Stain North Coast, with a second from Council President Posalski; carried unanimously. (Morrissey/Posalski)

**CITY COUNCIL
ELECTRONIC PACKETS**

Mayor Wright stated it looks like we're back to city manager. You going to tell us about, or have us discuss electronic packets?

Mr. Kyle stated some of you have been around here for a while, noticed we've, started doing the packets a little bit different, both with the agendas. I will say, not to give anything away, but, between the mayor, myself, and Kim and Jon, we've been working at some other streamlining things that will, I think will affect your packets coming up. And it's not ready for prime time yet, but we'll just tease you a little bit. What I wanted to talk about is how we want to go about delivering packets. The first thing I would say is I think it's important that every Council member be able to get the packet in the way that works for them. I'm not trying to force anyone into an electronic packet and that just doesn't work for them. But at the same time, it cuts down on a lot of costs for the city and time, to not print off. I think. Kim, how many, a year ago, how many packets were you printing off?

Ms. Jordan stated 26.

Mr. Kyle stated and probably 23 of them went right into the recycling.

Council President Posalski stated and then hand delivering them to us.

Mayor Wright stated that is 23 each meeting.

Mr. Kyle stated correct. We are continuing to try to streamline things and I know that there are some on the Council that, like the electronic packets, others that don't prefer it. I think we'll continue to provide that option as long as it's something the Council wants. However, I do think it would be helpful, for those who do want electronic packet for us to streamline the process a little bit. One of the things that I think will be important to do is to get a software where we can easily upload documents, the packets to your, devices. In previous city, we used something, we used Dropbox, and so when it was done, we put it there and it shows up. There are other options and we wanted to look into. One of the things I wanted to talk about is, typically when cities go to electronic packets, they will, provide something, a device for the Council to, review the packet on. The first time I did that with the city, we made the decision, we bought everyone iPads and it worked for some didn't work for others. We learned quickly that people have preferences on how they use it, and we didn't really want to get into the business of picking those kinds of things. There was also the, issue came up that someone had an iPad for four years and when they were done, what do they do with it at that point?

It's somewhat out of date. The next Council member didn't really want someone's iPad that they've been rubbing their fingers on it for the last four years and things like that. But it was a city asset. What do we do with that? And, in my experience, what's worked well is to provide a stipend to a Council member to purchase their own device that they own. But that part of the stipend agreement is that we can put the software on there needed to deliver the packet and that, they're using it for that purpose. For some Council members. It also, they choose to use it to help separate their, maybe their city work from personal work or things like that. That's really up to the Council. I really want to have a discussion of how the Council would like to do that. If we do decide to do the stipend route, is that every, do we do that every two years. Is every time someone takes office and, you know, every four years what that dollar amount is. It really is your discretion. And what would work well for our Council. My thought is give you some flexibility for what will work well for you, while at the same time seeing some things that I've noticed in my career have worked well and other things have not worked well. So really want to hear from the Council and see if there's some consensus on this.

Mayor Wright stated Seth.

Councilor Morrisey stated I'm all for going electronic as long as we have some kind of dedicated device for the city, because all the, record keeping requirements that have been drilled in our head through League of Oregon Cities conferences and everything else that I know, we do need to keep that separation and we have to retain all the information we're given or give it back to you. So I think having a separate device makes a lot of sense.

Councilor Montero stated I totally agree with that.

Council President Posalski stated I agree. I think, and then come up with some sort of a process for, getting that retention back to the city for anything that's done on that device.

Mr. Kyle stated so that the city can, if a public records request comes, that part of kind of, there's an agreement that Council member would sign that they would turn it back into the city upon request or something like that.

Mayor Wright stated you guys are thinking stipend or actual device stipend?

Councilor Montero stated I'm thinking stipend because I don't want an iPad, but I want to be able to, to bring it. I want to be able to read my Council packet any time I want. I want to be able to make notes on it. I just want to go paperless.

Councilor Morrisey stated as I've been told, and as I understand it, correct me if I'm wrong, we either have to retain all the documents that we have or we have to give them to you.

Mr. Kyle stated I think the city needs to have access to for the duration of time that we have to keep the record. So whether you keep it or we keep it either way, it's the same. The record is available upon requests. I think the, bigger concern is not deleting things and things like that. And so whether you have it or we have it, it's just kind of like your emails. We can, well you guys all have city emails and so we have access to them, but I mean, those are things that we can work out if we want to, if there are, methods for us to say store stuff in the cloud, and it's always there with your device, we can look at that as, as a way that's where the retention is.

Mayor Wright stated I'll address a little of that. I've been doing this since I've been on the Council and I have a method that works. I don't know whether it'll work for everybody else, but I'll, talk about that when everybody else is done talking.

Councilor Montero stated if we have a paper packet and we don't write on it, we can throw it away. It's only if you've written on it, but you have to retain your notes.

Councilor Morrisey stated well I have at least 10 bankers' boxes full of packets.

Mr. Kyle stated check with, Kim as to whether or not those need to be kept.

Councilor Dillard stated I don't have a preference on this. The stipend is fine. A separate city device makes a lot of sense because, it would be so much cleaner as far as record keeping.

Mayor Wright stated Tom.

Councilor Horning stated well, it calls for reforming, classic messy office process. But the way things are getting, misfiled presently, I think having something like what you use makes a lot of sense. If you'd give us me a personal tour of your iPad.

Mr. Kyle stated tutorials are included. Mayor guarantees.

Mayor Wright stated as long as you're doing exactly what I'm doing. Guaranteed. My thing was exactly what Seth said when I, figured this out, not before I got on the Council, which I really should have figured out when I was on the Planning Commission, but I started collecting packets and I, I knew I had to keep them because I took the elected essentials and they said, you write on it. And I, write lots of notes and I quickly ran outta room. What I started doing, I figured out what I use. I've used an iPad basically since they came out. And I have a method where the program I use, I store everything in one folder with a lot of sub folders. It's called government. And anything that goes into that folder I know is public record. Anytime somebody would request something, I'm going to send a whole lot of files or in that sub directory to Kim and say, here's everything you figure out. Sorry, Kim. But it's so much simpler and all the records there, and I'm at the point now where it's getting kind of cumbersome, but, the directories and in whatever program you end up using is actually pretty simple, but I can only say that because I've been doing it for so long, and that's always, been my case. I guess I would assume stipend would work best for people so they can make their own choice of what device. For somebody that's just getting into it, I would highly recommend that's all you use it for. And that makes it really easy to keep it separate. The city is moving into a direction with using, I don't know if you call it Office 365 or what, but there's ability to share files a lot more. And, city manager, Spencer and I have been kind of doing that a little bit. It works great. He said the other day I was typing in some changes and he's sitting there in his office watching them come up on the screen.

Mr. Kyle stated I missed some things. It was kind of embarrassing to see someone making my corrections, but it was helpful too.

Mayor Wright stated those kind of things, you know, I don't know. We might have to be careful. Is that a meeting, if we get too many people? It's all right. But if we're all doing something. What do you think?

Mr. Kyle stated I think we're close there. Right off the top of my head. One of the things I need, we need to figure out what is that stipend? What I would probably do is go and price out what I, forgive me I'm not showing any preferences. I'd go out and price say an iPad that we think would be capable of doing this and set the, stipend somewhere around there. And then whether you choose to use that or a different kind of, tablet, or let's say you choose a laptop, works better for you, that's going to probably be more expensive, but will reimburse you up to the stipend amount For that purpose. And that's kind of how I would price it. If Council has a different approach, it's really up to you.

Mayor Wright stated I think that's fine.

Council President Posalski stated and I don't know if the stipend should include the cost of the software if we're having to purchase software for each of them, if that needs to be included in the stipend amount or not.

Councilor Montero stated well, if they're using Microsoft 365, they're going to be purchasing the licenses.

Council President Posalski stated I just don't know if for your accounting or whatever, if that needs to be put into that.

Mr. Kyle stated I don't think that is essential for anyone to use. I don't think it'll be necessary to have Office 365. I think it works well for the mayor, and you could choose to do that. What we could say is you have a stipend, a technology stipend, and then maybe you can use it if you're spending less than that, if you wanted to buy certain software. I think I still want to solidify the program, the software, and how we would deliver it.

And let's kind of understand that a little bit before we bring back the policy and we'll talk to some of our other neighboring cities and find out what's, working well for them.

Councilor Montero stated I have to say that I, I also put things in file in my laptop, and I'm looking forward to moving that all off my laptop onto something else.

**COMMENTS –
CITY STAFF
AND OTHERS**

Mayor Wright stated we reached the point where, comments from City staff and anybody else. I see Kerri's back there. Kerri, want to say anything? Our director of the downtown association?

Kerri Lambert, SDDA, stated I just want to make sure everyone's aware that we have two fundraisers coming up, this Thursday, March 2nd from 6:00 AM to 2:00 PM at Seaside Coffee House. I assume mayor will be there at some point in time that day, but, half of all the sales of all handcrafted beverages and drip coffee. I always have a hard time with that. Go to the starfish. Basically it's now downtown beautification is what we're calling it used to be winter lighting, but now goes into that fund. And then on Wednesday, March 8th at Dundee's, we will have, from 4:00 PM to 9:00 PM our annual fundraiser for Flower baskets. And half of all proceeds of everything will go to that project. Those flower baskets will be out the Wednesday before Memorial Day through the car show in September, which should be around September 17th, 18th, somewhere in there.

Mayor Wright stated city staff back there. Joshua, you want to run up here?

Joshua Heineman, Seaside Visitors Bureau Director, stated we are now accepting, applications for the next round of tourism grants, and we will be accepting applications through May 5th. These are grants that support, events and projects that have the strong potential to drive overnight stays in Seaside, especially in the off season. In the past, we've supported events at the museum, SDDA, Chamber, Sunset Empire, a whole bunch of other places. You can find information about that on the city website or do news and announcements, and you can link to the full guidelines through there, or you can find it on the visitor page, seasideor.com. Scroll on down to grants and branding.

Mayor Wright stated anything from Public works, from finance department?

Zach Fleck, Seaside Finance Director, stated there's so many great segues today on, in terms giving you guy's stipends. That means we probably have to process a budget amendment, which coming into the last third of the year. We'll start getting into a little more. But, my point tonight is that, budget season is, right around the corner. I'm in the final touches of creating a budget calendar. I just need the final sign off from the boss to, get it out to the budget committees and everyone. Be on the lookout for that. And then, on the other side of that note, for grants for anyone that, wishes to submit a non-profit submission to Council or the city for the annual nonprofit request that we get, I'm going to put the packets, we're going to do them online, or they can come up here and they can get a packet from the window this year. That will be online. I'm going to work with Kim to get, a notification out into the paper also, so trying to get as much awareness out there as we can. We will have that for you shortly.

Councilor Montero stated when will those packets be available?

Mr. Fleck stated my hope is the end of the week. That's what I'm shooting for right now.

Mayor Wright stated you got the paper sitting right next to you there.

Mr. Fleck stated and final note, if any, if you guys do choose to go with iPads, we have an apple expert in Jon Rahl here, he can teach you guys everything you need to know.

Mayor Wright stated I think that was all the city staff out there, Mr. Rahl.

Jon Rahl, Assistant City Manager, stated we as you know, are in the process of hiring for both Public Works director and, library director. We completed first round of Public Works Director interviews last week. We are just started the first round of library director interviews today. Those will run through Wednesday. So these are going on concurrently.

We anticipate doing finalists for Public Works Director shortly. The library director will come probably next week, something announcement process. They're both happening concurrently going on really good candidates from both sides of it. Just looking forward to moving through that process. Third thing I was going to mention today in the work session, you noticed we didn't have microphones on the table, we do have a speaker installed in the ceiling that helps, when we put this speaker. A new microphone in the ceiling, that picks up more of the room audio. The system has been great, but these microphones have been limited to, directionally where the voice is coming from. And so they didn't pick up a lot of things. That's why we always say, step up to the microphone or make sure your microphone's on. This will do a better job of picking that up. Especially for our table work sessions, these are still more valuable when you're talking about any closed captioning needs or, recordings. But from a work session, we hope that worked well tonight. So I did get a little bit of feedback from people listening, Hey, try this, try that. So we'll be tinkering with it. But one really cool aspect of this system also now that we now have in place is, we have assisted listening devices. If we have folks that, have a request either their hard of hearing, or just are having difficulty hearing, depending on where they are situated in the room, we now have a device that they can check out. Kim's actually testing one right now, wear's a little slip around her ear, and so she can hear. Along with that, there's a piece to it that actually we have hearing loops. So if you, if you're familiar, sorry to get too technical here, but there are hearing aids that have a t coil in them. And these lists or hearing loops will actually drape over your shoulders, and aid the process, for being able to hear, especially sometimes even these, speakers don't do a good enough job depending on where you're sitting. A couple of new tools. The third aspect of that is you can actually download an app, and if you had headphones, you could listen along if you're in the building here. A lot of good assisted listening there. Final thing I wanted to mention is the podcast a little late getting the third episode out. That'll drop probably tomorrow. And then the fourth episode will be out on Friday.

Mayor Wright stated Spencer.

Mr. Kyle stated got a, short list here. One is I've been working with Anne McBride on, some emergency management training for the City Council. What is your role during an emergency? I think that would be helpful for you to know that and be trained on that. We are working to develop that. Hasn't come together yet. As we are starting to plan it, we think it makes the most sense instead of having an extended training, part of it would be give you a basic overview of the emergency management, model that we use for responses. And then talking about your role with. There are some online classes that are pretty short that you can take. So we we're kind of looking at maybe having some prerequisites, if you will, that you do on your own before coming to the meeting. And then you kind of have the basics and we can talk just specifically about the Councils, role during an emergency. When we have some more definite plans. We'll try to pick a date to do that training. I don't think it'll be longer than a work session. It'll be a dedicated workshop just to that training. We have been working with the Sunset Empire and Seaside School District on the, amended, IGA for Broadway Field. One thing, we met today, one thing that came up is, and the school district needs to do a conditional use permit for our code for the softball field. Traditionally with a, conditional use permit or any land application, you can have someone doing it on behalf of a landowner. An example may be a developer that has a contract on a property, and their contract says, I'll purchase your property for this amount if I get these approvals through the land use process. They come in, take their application through and they can represent, they're doing it with the permission of landowner. In this case, we will anticipate having the conditional use permit coming from the school district, but since they they're not the property owner, it would be the city and Sunset Empire as the landowner. We would need to sign off on that. As I talked today, the question was do I have the direction to sign off? And I said, I think that that was what's already been decided is that we're granting permission. I feel like I have the direction that I can sign off that they can submit an application for something that's on our property. Now, what I said is we have to be careful on separate from all that is the whole process of getting a conditional use permit and having our planning building fire do their review. And if I sign this, it's the left hand, not the right hand. And, kind of trying to keep those things separate. I think Sunset Empire's ready to sign off on that. I wanted to make sure that's the general understanding. If you want, we can have it, come back to the Council. However, I don't think anything has changed from the direction you've already previously given. And so I'd rather wait for it to go through the conditional use process that would go through the planning department and the planning commission. That being said, when we get to the point of an updated IGA that will come back to the City Council and everything.

Right now, the approval or the green light you've given me and given them is that you've got our permission, but you've got to, we gave some conditions with that permission and they'll need to come back. So unless I hear otherwise, that's kind of the, the road I'm starting to go down. But speak now or forever hold your peace, if you will,

Council President Posalski stated that doesn't bypass any of the other conditions that we as an Council had put on them using that property.

Mr. Kyle stated this is just, it would be me signing off as, representing the landowner of the city that they have our permission to be pursuing this project.

Mayor Wright stated they still have to do the permit and, all the other things involved.

Mr. Kyle stated one of things I wanted to update on, and we had some public comment on this. Working and looking at updating the camping policy. That is something we may bring back. And as was, requested tonight, one of the things we are looking at is possibly, decreasing the, frequency of move outs. Our concern has been, well, it's been difficult to enforce and, so we want something that works. The only way we would consider doing that is if we have other policies in place that will, preserve the, things that the move outs are trying to help with. So for example, we'll probably have stricter rules on the kinds of materials, how much, how many things people can bring in. We'll probably have, as was suggested, a cleanup days each week instead of, move out days. So that's something we are working on. I think benefits both the city and the people camping there. We're not quite ready yet, but we are working on that diligently. I will say we have had, well backing up a little bit, we, have opened the floodgates in working with our city attorney a little bit, and so they have quite a few things on their plate, and this is one of them. We did have them review our, current ordinance and policies. And for the most part, I shouldn't say for the most part, think we are in compliance with all the, rules we have. And so as we go to make amendments to that or as a law changes, we'll be sure to keep them in the loop on that. They did have some recommendations if we do amend some policies, some things that they'd like to see included. And we'll bring that back along those lines. We continue to make progress on identifying a permanent site. Right now I'm told we are getting close to having some, having staff figuring out the exact site plan to know whether or not a particular site works. And so as soon as I think we have something, a site plan that works, I think that we'll bring that back for the Council to consider and review it and give some feedback on. But it is a high priority and something that we are working on. The last thing is, and I mentioned this in the work session, I just wanted to follow back, not to have a whole discussion on, the logo, but, as, Jon and Josh and I, meet with our consultants again, it feels like we're not quite there yet, but what work do we need to do to, bring back to the Council? I think one of the things I heard was we'd rather get it right than get it quickly in, in terms of having it for the conference. And if that's the feeling, that's just fine. I think that's smart. I, don't want to force something or that you're not comfortable with, not ready with. I guess I think that's the feeling. That's what I heard. Does that reflect the Council's thoughts to rather take it slow and get it right than rush it through?

Councilor Morrisey stated I've worked on a lot of projects for branding and websites and all those things, and there's always a back and forth and to have a first iteration come to us. And obviously it's our decision, so we're going to have input on it. And I would like to see us take more time and get it right. It is the City of Seaside Seal, which is a very important thing. I would like to take more time with it.

Councilor Montero stated I agree.

Council President Posalski stated I thought it was pretty close, but apparently not.

Mr. Kyle stated I guess the question for me is, we think we're close. What, direction and what feedback can we provide our consultants to refine it and bring something back

Councilor Morrisey stated to David's point, I'm not saying throw the whole thing away, I'm just saying it needs tweaks and adjustments in my opinion.

Council President Posalski stated what are those tweaks that you would recommend?

Councilor Morrisey stated number one, Tillamook Head definitely does not look right.

If you look at the original City Seal, it looks different than the, clip art they're using. It depends on the vantage point, obviously, but that's probably more the shape of what Tillamook Head looks like. I think the colors are off-put. It has kind of a turquoise water, which I do not see in our ocean. And then Tillamook Head is green and it's not the same color of Tillamook Head.

Mr. Kyle stated I think they're for sure trying to create a color palette that's consistent with other logos as opposed to creating some reality. I will say we did look at blue water and it was, from a design point it was not as satisfying or something.

Councilor Montero stated I guess the question might be that if we're looking at the business logo for the city, does it have to be in the same color palette as the tourism and the convention center? And again, I'm going to say look at the library logo. Do we have to match because a business logo has a different purpose?

Council President Posalski stated is there something from the library logo that you would like to see added or, change the library logo to match the others.

Councilor Montero stated I'm saying that they probably need to look at the library logo just to see what's there.

Council President Posalski stated so not as part of this process.

Councilor Montero stated definitely not suggesting it as part of this.

Mr. Kyle stated I guess to comment on that. I think that we are not trying to match the other logos. I've described it as we're trying to, they're trying to be cousins of each other, right? So you can tell that they are related, but they aren't the same. And part of that's an effective branding campaign is that there is some consistency, but again, each being used for their specific purposes, which they are three different purposes that have some commonality.

Mayor Wright stated any comments from you guys? Because a lot of this is going to be in black and white or grays anyway, you know, I don't think the colors all that important other than the places where you're going to use color. And I just keep going back to the fact that this is an artistic version. It's not necessarily going to be exactly accurate. Those of us that live here know it's not. But other people, you know, they're going to look at it and say, there's, you know, there's a, the prom and the pole and there's that big hill out there. I'm not as concerned about that side, but I remember there was a lot of concern about the, the logo back when this first came out, that it was going to look too cartoonish and, not represent Seaside. And yet it does. And it's won a lot of awards. I'll be the first to say, I don't know anything about art. I just know, I'm satisfied with what it is. And I think it shows who we are, particularly for the extra detail that we're moving away from, the, current seal.

Councilor Montero stated we consistently talk about, this is a community and we not only support tourism, but we have our residents. We have to make this a livable community. We need to respond to our residents. I see this business logo as the part that represents our residents and the people that live here. And if residents look at this logo and say, that's not Tillamook Head, then I don't think we're doing our job.

Councilor Morrissey stated I get the mayor's point that this, you know, its art. It's not a hundred percent true to form, but it would be the equivalent of Cannon Beach putting a haystack rock on their logo that doesn't look like haystack rock, because that is our haystack rock. So it's a big deal.

Mr. Kyle stated I think what I'm hearing that I would ask them to look at, because one of the concerns is they, what they mentioned is the, stylized one that they presented tonight was traced from a photo of Tillamook Head. And so maybe what we would do is, give a couple of different options with different, vantage points.

Councilor Montero stated something like that about this.

Council President Posalski stated I think what we're talking about is we're talking about the same picture, just the amount of it that's showing up in the circle is really different.

Councilor Montero stated no I think we're talking about what Tillamook head looks like and when I look at something and I say, well that's Tillamook Head.

Council President Posalski stated if you take off the left third of this picture, that's what was up there.

Councilor Morrissey stated no because the right side wasn't the same, didn't have the same.

Mr. Kyle stated I think that's helpful. I think part of this is I just want to give them something. What can they tweak? What I don't want to come back is bring back the exact same logo and, and we say, well, it's not quite right. I think I have enough direction that maybe we can fine tune it and bring back a couple of options.

Councilor Morrissey stated I will say this, I loved the, lamp, the way that it stuck out. I thought that was really good. So there's my positive feedback.

Mr. Kyle stated I'll just say if I plug for our consultant, they were really good. I even asked them and said, could we do something that was just like the lamp head that was something a lot simpler or something like that. And they showed me why they looked at it, but it looks like a spinning top. You don't know what it is without the context. And so there are a lot of things that I thought of, why don't we do this? Why don't we do that? And they had considered it and there was a good reason why. And I think it's, I think what we said sounds like just fine tuning a little bit. And so I think that's the direction I needed.

Councilor Montero stated and this is, getting down just maybe a little picky but as you get towards Tillamook Head show a wave.

**COMMENTS –
COUNCIL**

Mayor Wright stated let's move on. Any comments, Steve?

Councilor Dillard stated no sir. I'll pass.

Mayor Wright stated Tom.

Councilor Horning stated just to wish everybody well that, had to put up with cold weather and, a little snow, but, everything that the city's been doing, it seems to be handling those kind of conditions is fine. That's all I have to say.

Mayor Wright stated Seth.

Councilor Morrissey stated after I left the last meeting, I kicked myself for not thanking Kim and the rest of the city staff for putting together that massive packet. This is an incredible amount of work and thank you for doing that. But I do welcome the transition to electronic packets, not just for the, time it'll save you guys, but the environment and all those other things. I did have a, Tourism meeting with Joshua and, the two quick updates that kind of stuck out to me were web traffic is down a little bit, but obviously tourism's still very solid, especially with PBL and everyone in town. So much appreciated on the off season, but things are going really good.

Mayor Wright stated Tita.

Councilor Montero stated I really appreciated, well as, president of the Women's Caucus for the League of Oregon Cities, I was especially pleased to be able to read our Proclamation tonight. It said a lot of, things that people need to think about, how women are leaders in so many different ways. Tonight I really appreciate it. Also, we, we did a lot of what people might call housekeeping kinds of activities. And I think it's really important, for our citizens to see sort of the behind the backdoor and the internal workings of what we do and the different decisions we make and how we get there. I'm thankful that you're bringing these things to us, Spencer. I was going to have my first coffee with a Councilor last Thursday, which I had to cancel because of the snow and, ice. I do not go out in it. And, I now have coffee with a Councilor regularly on the fourth Thursday of every month from 10 to 11 at Bagels by the Sea.

Mayor Wright stated David.

Council President Posalski stated couple things had a Transportation Commission meeting. There was an idea brought up by the Meals on Wheels folks to help improve their parking, where they pick up the meals over at the community center. Some new signage was put in there to hopefully keep the area clear for them to be able to get in there. I just had a question, clarification on procedures. When we're dealing with motions and stuff, we switched from having a motion for the planning commission to a vote between two people. And I wasn't sure on what the procedure was or where that process change happened.

Mayor Wright stated that is part of our Council procedures. That, specifies when there's two candidates, you should have a roll call vote.

Council President Posalski stated a vote between the people as opposed to a motion to appoint. Even if one of them was no motion to appoint one of them.

Councilor Montero stated I don't know. It's kind of confusing. I think when there's an open motion on the floor, we have to at least close the motion.

Council President Posalski stated maybe we can look into that. And that was my only question.

Mayor Wright stated to finish up tonight. I sent you all a copy of the Oregon Mayor's Association compiled briefing book. That's something like 140 pages long. But, if you read through there and you don't actually have to read the whole thing, there's a page about 20 pages in that gives you the, summary of what each city plans to use the money for that. The governor hasn't, said anything about actually doing, but it's for things like emergency shelters, navigation centers, housing, food banks, and, such. So there is a big need across the state by all cities even to the point of, you know, you're saying it's for housing and food banks as well. It's not strictly for, homeless situations. Sometimes it's for preventing homelessness. We'll see where that goes, but at least it's out there now. You're also invited, if we get there, it goes until nine o'clock tonight. Oregon Coast Visitor Association has a business social over at Maggie's that's started 40 minutes ago. You didn't get dinner tonight, so you can probably get over there and get a little bit. Just to close off, I agree with Tita that, was a really good proclamation to put out. And, I was looking for a quote that would go along with it and this one just kind of tongue in cheek, but it's from the first female British Prime Minister Margaret Thatcher. She said, "If you want something said, ask a man. If you want something done, ask a woman". We're adjourned.

To view the City Council meeting: www.cityofseaside.us [YouTube Video](#)

ADJOURNMENT

The regular meeting adjourned at 7:39 PM.

Kim Jordan, City Recorder

STEVE WRIGHT, MAYOR



Staff Report – City Council Meeting

Meeting Date: March 13, 2023
Author: Kim Jordan, City Recorder
Department: City Manager’s Office
Subject: Board, Commission and Committee Vacancies
Type of Item: Discussion

Introduction:

The Building Board of Appeals has three vacancies.

Background:

The City relies upon volunteers to help advise the City Council relating to the operations, oversight and priorities of various programs and facilities. These boards, commissions, and committees regularly have vacancies that need to be filled. The City Council approved the Building Board of Appeals Ordinance at the February 13, 2023, City Council meeting, and will take effect on March 15, 2023.

Department Review:

Because the ordinance was recently updated, the Building Board of Appeals has three vacancies. Candidates to fill this board must meet the following criteria:

1. Must reside in Clatsop County
2. Are qualified by experience and training to pass upon matters pertaining to building construction.

Budget Impact:

None

Alternatives:

None

Requested Action:

The purpose of this agenda item is for the Council to announce the vacancies.

Attachments:

1. Building Board of Appeals information sheet and members list.
2. Ordinance No. 2023-01, An Ordinance Of The City Of Seaside, Oregon, Amending Chapter 31 Boards, Commissions, And Committees

SEASIDE BUILDING BOARD OF APPEALS

The Seaside Building Boards of Appeals was established in order to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretations of all city and state regulated building codes.

The Building Board of Appeals consists of (3) three members who reside within the city limits and who are qualified by experience and training to pass upon matters pertaining to building construction. The members are appointed by the mayor subject to City Council approval.

The Building Board of Appeals shall adopt reasonable rules and regulations for conducting its investigation and shall render all decisions and findings in writing to the Building Official and a copy to the appellant. The Building Official shall be an ex-officio member and shall act as secretary of the Board.



CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

989 BROADWAY
SEASIDE, OREGON 97138
(503) 738-5511

BUILDING BOARD OF APPEALS

Term of Office: 3 years

Number of Members: 3

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
VACANCY			03/31/2024
VACANCY			03/31/2025
VACANCY			03/31/2026

ORDINANCE NO. 2023-01

**AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, AMMENDING
CHAPTER 31 BOARDS, COMMISSIONS, AND COMMITTEES**

WHEREAS, the City of Seaside has a Building Board of Appeals made up of five members who are appointed by the City Council, and

WHEREAS, members of the Building Board of Appeals are bound by a residency requirement to live within the city limits, and

WHEREAS, expanding the residency requirement to include all of Clatsop County and lowering the number of members from five (5) to three (3) will make available subject matter experts who conduct business in Seaside for appointment to the Building Board of Appeals,

NOW, THEREFORE, THE CITY OF SEASIDE ORDAINS AS FOLLOWS:

SECTION 1. Chapter 31, Section 31.020 BUILDING BOARD OF APPEALS is hereby amended as follows:

31.020 CREATED.

- (A) As provided by Section 150.69 of the Seaside Code of Ordinances, there shall be and is hereby created a Building Board of Appeals consisting of three members who reside within Clatsop County and who are qualified by experience and training to pass upon matters pertaining to building construction.
- (B) The Building Board of Appeals is established in order to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretations of all city and state regulated building codes. (Ord. 85-39, passed 10-14-85)

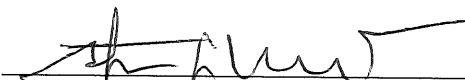
31.021 APPOINTMENT OF MEMBERS.

The Building Board of Appeals shall be appointed by the City Council. Original appointments shall be as follows: one appointee for one year; one appointee for two years; and one appointee for three years. Thereafter, appointments shall be for a three-year period. The Mayor, with approval of the Council, may remove a member for cause deemed sufficient by the City Council. (Ord. 85-39, passed 10-14-85; Am. Ord. 95-45, passed 11-13-95)

ADOPTED by the City Council of the City of Seaside on this 13 day of February, 2023, by the following roll call vote:

YEAS: MORRISEY, DILLARD, WRIGHT, MONTERO, POSALSKI, HORNING
NAYS: NONE
ABSTAIN: NONE
ABSENT: FRANK

SUBMITTED to and **APPROVED** by the Mayor on this 14 day of February, 2023.



STEVE WRIGHT, MAYOR

ATTEST:



Spencer Kyle, City Manager



Staff Report – City Council Meeting

Meeting Date: March 13, 2023
Author: Spencer Kyle, City Manager
Department: City Manager
Subject: Electronic Meeting Policy
Type of Item: Approval

Introduction:

The City is seeking approval of an update to the Electronic Meeting Policy to allow members of the City Council and other boards, commissions, and committees to participate in meetings in a hybrid format, allowing for a mix of in-person and virtual participation.

Background:

At the February 13, 2023, City Council work session the Council discussed allowing City Council members to participate in official Council meetings virtually, while the meeting is being held in person. These types of meetings are often called hybrid meetings. In December 2020, the City Council approved an electronic meetings policy for the purposes of meeting entirely online. That policy did not contemplate nor cover a hybrid meeting scenario.

At the February 27, 2023, City Council meeting, the Council gave staff direction to add some requirements for participation in the hybrid meetings. Those requirements are discussed in the next section.

Department Review:

Staff has completed the attached update to the Electronic Meeting Policy.

Staff has worked to update the electronic meetings policy to include the following requirements to participate in hybrid meetings:

- Council must be notified in advance if a participant wished to attend electronically
- The participants' video camera must be on
- Number of occurrences: four per calendar year
- Loss of connectivity means the participant has left the meeting; however, the Council may extend beyond four occurrences by a vote

As a reminder, this policy applies not only to the City Council, but to all other boards, commissions, and committees. Some of these entities are ready to participate electronically; while others need the technological capabilities as well as training for the staff liaison. Once those are in place, staff expects all boards, commissions, and committees to be able to handle hybrid meetings. The attached policy indicates that it is effective immediately for the governing bodies and as available for boards, commissions, and committees.

Budget Impact:

None

Alternatives:

As previously mentioned, there were many different opinions shared regarding when Council members could participate virtually and whether or not they could vote virtually. This policy reflects what staff understood as general consensus, but not complete consensus. The City Council may consider amendments to the text of the policy, or the Council may choose to not adopt a policy at this time.

Requested Action:

If the City Council is ready to approve the attached Electronic Meeting Policy, a councilor would make the following motion:

“I move that the City of Seaside approve the attached updated Electronic Meeting Policy.”

Attachments:

1. Electronic Meeting Policy



ELECTRONIC MEETING POLICY

PURPOSE

The need and advantages of holding electronic meetings from time to time is both acknowledged and necessary. This policy is intended to provide guidance when holding and participating in these meetings.

DEFINITIONS

Electronic meeting: An electronic or e-meeting is any meeting that takes place in an online and/or telephonic environment **or that allows for a hybrid of in-person and online and/or telephonic participation.** An ~~e-meeting~~**electronic meeting** is a web-based meeting or conference format that allows people to see and/or hear each other. Participants talk in real time and may make presentations with visual aids such as charts and graphs.

SCOPE

This policy provides for the use of electronic means for council meetings, commission meetings, committee meetings, board meetings and meetings of the whole – especially when physical meetings cannot be held.

Electronic meetings may be used to hold meetings subject to due notice requirements for any such meeting being met (or waived by unanimous consent in special circumstances). **A member of a board, commission, committee, or council who wishes to participate electronically in a hybrid meeting must notify the chair of the meeting of their intention to participate electronically at least 24 hours in advance.**

All participants **meeting online** must have access to the necessary equipment for participation. A right of membership is participation; therefore, the type of technology or technologies used must be accessible to all members to be included in the meeting.

Members of boards, commissions, committees, or councils who wish to participate in electronic meetings must keep their video camera on during the meeting to be considered present. A loss of meeting connectivity, where the member is unable to participate electronically, means that particular members has left the meeting. A member who has left the meeting is no longer able to participate in discussion nor vote on agenda items. Additionally, a member leaving a meeting may affect the ability of a board, commission, committee, or council to maintain a quorum.

When boards, commissions, committees, or councils are meeting in-person, it is expected that every member will make reasonable efforts to attend meetings in person. A member is limited to participating electronically in a hybrid meeting to four (4) times per calendar year. This limitation may be extended by a majority vote of the board, commission, committee, or council in extenuating circumstances.

All rules pertaining to in-person meetings apply equally to electronic meetings, for example, notice, pre-meeting ~~package~~**packet** requirements, quorum, minute taking, voting, confidentiality requirements, etc.

All meeting participants must ensure they understand this type of meeting becomes part of the public record. Any statements made are understood that they are “on the record.” Meeting participants agree that they will maintain a level of professionalism and any meeting backdrops will be in good taste.

All provisions and policy related to in-camera meetings and conflict of interest will apply equally for all electronic meetings.

At no time will meeting participants record any portion of the meeting. The only exception to this is any recording made by the Recorder or other approved ~~corporate-public~~ officer for the purpose of minute taking or sharing for civic engagement purposes.

In no circumstance are discussions in the “chat” function of virtual meeting software to be copied and saved by meeting participants or included as part of the official meeting minutes. Only when it is announced as a request for chat questions by the meeting chair, and those questions are subsequently read aloud for all participants to hear will they be included as part of the official record.

Subject to any conditions or limitations provided for under the Act, Regulations, Bylaws or this Policy (which some jurisdictions waive during the course of a declared emergency), a member, board or committee member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.

ELECTRONIC MEETING PROCEDURE

- The **City Manager, Assistant City Manager**, Department Head or a member of the department that is developing the meeting agenda will serve as the technology lead for each electronic meeting. This includes establishing and distributing electronic meeting URLs, assisting the city recorder with proper meeting notice as well as making sure the meeting is recorded (in audio and/or video form) for future preservation and documentation.
- The Head or Chair of the Committee will be the chair of the meeting.
- Any technology employed will enable every member of a council, commission, committee or board to hear and be heard by all other participants in the meeting.
- The Chair will ensure that declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.
- The meeting will be administered in such a way that the rules governing conflict of interest are complied with.
- Attendance shall be taken and duly recorded to ensure participants are recognized as in attendance.
- Participants will identify themselves before speaking or by using the software’s technology to put their first and last name on the screen in order to assist the recording secretary in recording the minutes.
- Those participating in an electronic meeting shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves, in order to ensure a quorum is maintained.
- All meeting participants must have a copy of the meeting packet including the agenda prior to the meeting for reference during the electronic meeting.

- Voting at electronic meetings shall be carried out as follows for all meetings and for all votes to ensure that accurate records of votes are maintained:
 - When a vote is called, following a clear and concise set of motions, the chair of the meeting will ask for a roll call vote.
 - The recorder or secretary of the meeting will call upon each individual member, asking members for a verbal of “yes/no” or “yea/nay” vote. Either is acceptable.
 - Following the vote, the recorder/secretary will announce the total votes for each side.
 - The chair will then announce the number of votes cast in favor or against the motion and whether motion carries.
- The Chair will make the decision as to whether the motion was carried or defeated.
- To avoid as much disruption as possible and to support seamless dialogue and debate, all **virtual** participants will keep their electronic devices on mute unless speaking.
- Any open chat windows in the technology must be used only to resolve technological problems – it should not be used for side discussions, lobbying other members and participants or voicing support for motions on the floor. Members, Boards and Committees meet and have authority only as a collective with due order.
- The Zoom software shall serve as the electronic meeting software of choice, allowing for proper recording and archiving to take place in a like method for all city meetings.
- The cost for such software and storage will be shared equally with departments in the city.

~~It is understood by the presiding body and by employees and volunteers of the City of Seaside that this is not a permanent replacement for physical meetings. This policy is meant to give councils, commissions, committees and boards the opportunity to meet when physical meetings are not possible. This policy will become effective upon approval by the City Council. The intention of this policy is for all governing bodies, the City Council and Planning Commission, to be afforded the opportunity to participate in electronic meetings, including hybrid meetings, immediately. Other boards, commissions, and committees will be able to participate in electronic meetings when the equipment is installed and available and the staff liaison has been properly trained in the use of the electronic meeting technology.~~

This policy was ~~reviewed originally adopted~~ by the Seaside City Council on December 14, ~~2020~~2020, during a regular council meeting, ~~approved and adopted from this date moving forward.~~

Updated, March 13, 2023.

Mayor Jay Barber

Date



Staff Report – City Council Meeting

Meeting Date: February 27, 2023
Author: Kim Jordan, City Recorder
Department: City Manager’s Office
Subject: Liquor License Application – A Mighty Thai & Sushi, LLC.
Type of Item: Approval

Introduction:

The city has received the liquor license application from A Mighty Thai & Sushi, LLC.

Background:

A Mighty Thai & Sushi, LLC., provides food service in the restaurant to families living and visiting the Oregon Coast. The business is applying for a new Limited On-Premises Liquor License. The owner is Yutana Imvitaya.

Budget Impact:

None

Department Review:

A Mighty Thai & Sushi, LLC., 2490 US101 Unit 2, Seaside, Owner Yutana Imvitaya has applied for a Limited On-premises Sales Liquor License.

Limited On-premises sales license – allows the sale of malt beverages, wine, and cider for consumption at the licensed business, and the sale of kegs of malt beverages to go. Licensees can cater small scale and large-scale private events if they have pre-approval from OLCC.

The Police Department has reviewed the business and applicants applying for the liquor license and has no concerns with the application.

Alternatives:

The City Council, after consideration, may determine to make a favorable, unfavorable, conditionally favorable or no recommendation to the OLCC. If the City Council makes an unfavorable or conditionally favorable recommendation to the OLCC regarding any application for liquor license, the recommendation will be based on a finding that one or more of the following conditions exist:

1. There is a history or pattern of illegal or disorderly activity on the premises.
2. There have been disturbances and/or other problems (such as fights, altercations, drug dealing by patrons, furnishing alcohol to minors by patrons, public drunkenness, alcohol related litter, etc.) related to the exercise of the applicant’s alcohol license privilege and the applicant has failed to take reasonable and timely corrective action when notified of these problems by the police or the OLCC.
3. There is a continuing problem of noise from this business disturbing neighbors.
4. The applicant would be a poor risk for compliance with liquor laws, as indicated by a felony conviction, which reflects on the applicant’s ability to be a responsible liquor licensee.
5. The applicant would be a poor risk for compliance with liquor laws, as indicated by a failure to comply with liquor laws.

6. The applicant has a history of abusing alcohol or other controlled substances and would be a poor risk for compliance with liquor laws.
7. The applicant has made an intentional and materially false statement about a matter that reflects on the applicant's ability to comply with the State's liquor laws.
8. An unlicensable person or a party not named as applicant has an ownership interest in the business to be licensed.
9. The applicant has failed to operate as originally proposed to the City Council, the original proposal having been a deciding factor in the Council's favorable recommendation to the OLCC.
10. The applicant has expanded the boundaries of the licensed premises to areas not originally considered by the Council and without City and OLCC approval.
11. The business is located within 500 feet of a school, child care facility, church, hospital, nursing or convalescent care facility, a park or child-oriented recreation facility, or an alcohol and other drug treatment facility and there is evidence that the business will adversely impact the facility.

Requested Action:

"I move to recommend approval of the Liquor License Application for A Mighty Thai & Sushi, LLC.

Attachments:

1. Seaside Police Department Recommendation.

Seaside Police Department

MEMORANDUM

TO: Mayor and City Council

FROM: Bill Barnes, Seaside Police Detective

SUBJECT: A Mighty Thai & Sushi
2490 Hwy 101 N unit 2, Seaside, OR

DATE: 03/03/23

The Seaside Police Department has reviewed the liquor application and completed a background check for A Mighty Thai & Sushi, in Seaside, OR at 2490 Hwy 101 N unit 2, Seaside, OR on 03/03/23.

Our person background check found no disqualifiers on the owners, Yutana Imvitaya, Kaisone Saiychak or at this location. Yutana is the owner/operator and will be managing the establishment himself as well as cooking.

Yutana's sister owned and operated this establishment without any issues prior and has a similar Thai restaurant in Manzanita.

There will be 3 establishments at this location in this dwelling. On the south side is The Noodle House, A Mighty Thai is in the middle and the old bar which is not currently open and will have a future owner is on the north end. There are no building code violations with the City of Seaside and each is divided off from the other. Yutana told me there will be no free flow of alcohol between the businesses.

Yutana will be storing the alcohol in the back where customers are not allowed. He plans on serving beer, wine and sake. There are no plans on serving hard alcohol at this time.

As with the past floor plan for this section the restaurant, there are two inside and one outside seating areas. The outside is on the river side with the only door to this section from the restaurant.

There are no disqualifying factors with Yutana Imvitaya, Kaisone Saiychak or with this location. If you have any additional questions, please let me know.

Corporal Bill Barnes
Seaside Police Department



Staff Report – City Council Meeting

Meeting Date: March 13, 2023
Author: Spencer Kyle, City Manager
Department: City Manager
Subject: City Council Priorities
Type of Item: Approval

Introduction:

The City Council intends to adopt their biennial priorities for the City of Seaside.

Background:

The City Council met in their January retreat to develop their priorities for the next two years. After much discussion, the City Council narrowed their priorities to 16. Subsequent to the retreat, the City Council participated in a poll to help narrow down, prioritize and identify the urgency of the various priorities. The poll results area attached to this staff report.

Department Review:

The following are the 16 priorities the City council identified in the order that they were ranked by “importance” in the survey.

1. Identify priorities for ARPA funds
2. Identify and develop a site for homeless/houseless individuals
3. Establish goals and structure to mitigate the impacts of homelessness
4. Support the Comprehensive Plan update
5. Encourage the development of workforce housing (remove roadblocks and incentivize)
6. Support hiring, succession planning, and development needs for City staff through the budget process
7. Develop North 40 Park
8. Develop use strategies for Cartwright Park
9. Define the role of City advisory committees
10. Study the acquisition of estuary park property
11. Review and update the City Charter
12. Continue to develop a strategy (funding, government support, engineering prioritization) to support Bridge replacements
13. Develop use strategies for church property
14. Develop a strategy to increase our watershed area
15. Support local food resiliency (evaluate zoning roadblocks)
16. Complete feasibility study for tsunami-resilient parking structure

The City council was also asked to rank the same priorities but doing it by “urgency level”. See the attached slides for the full results.

During our work session, the Council will have its final meeting with the facilitators from the Coraggio Group. The purpose of the work session will be to narrow down the priorities to the top 10 and to ensure that the City Council is comfortable with the wording of the priorities.

While all the priorities are important, the Coraggio Group facilitators and staff believe it will be important to narrow the priorities to the top 10. This does not mean that the other six priorities are not important nor that the City won't be working on them as appropriate, it's just indication certain priorities are important enough for inclusion in the Council's top 10.

An interesting note is that the list of top 10 priorities based upon "importance" and based upon "urgency" contain the identical priorities. The order is slightly different; however, the actual priorities are the same. As the City Council works to narrow the list to 10, this observation appears to give the Council some confidence that there really is an objective top 10.

Another consideration is the timing of the priorities. In preparation for this discussion, staff met with the Coraggio Group facilitators. We discussed whether or not the priorities should have specific dates for completion. The recommendation from the Coraggio Group was to not assign dates at this time for the following reasons:

1. The priorities are all items to be accomplished in the next two years, so they already have a certain amount of timing and accountability assigned to them.
2. There are many considerations regarding the timing of the completion of the priorities—more than can be developed and understood in one meeting. For example, what are the dependencies for each priority (other items that need to be accomplished in a certain order). Many of these things need to be worked out and strategies developed.

The Coraggio Group recommends that the City Council regularly visit and discuss the priorities in their meetings. This will help staff and the Council develop the right timelines for each priority and ensure they're accomplished within the two-year window.

Budget Impact:

These priorities will be used to develop the budget for the next two years. The priorities selected for inclusion will have a budget impact; however, the details of those impacts won't be apparent until draft budgets are prepared.

Alternatives:

Staff is requesting the Council adopt their top 10 priorities. During the work session, the City Council may reword some of the priorities and make other changes. The Council also has the option of choosing whatever number of priorities the Council believes is both reasonable and attainable.

In addition, the Council priorities are on this meeting's agenda so that the Council may approve them. If the City Council wishes to make further changes or have additional discussions, the Council may choose to take no action and continue the item to a future meeting.

Requested Action:

If the City Council is ready to approve the Council priorities, a councilor would make the motion listed below. Staff has taken the first step to make the motion reflect the top 10 priorities identified in the survey. A Councilor making a motion to approve the priorities should do so indicating the priorities they wish the Council to vote on. When doing this, it will make the conversation easier to identify which priorities you wish to include by refereeing to them by the number assigned to them in the staff report.

“I move that the City of Seaside approve the City Council Priorities for 2023-2024 including priorities 1-10 as identified in the staff report.”

Attachments:

1. 2023 City Council Priorities-Survey Results



2023 City Council Priorities-Survey Results

City of Seaside

Figure 1: Ranked Priorities

The following priorities are in random order. Please rank order the priorities based on which ones are most important and have the greatest impact to Seaside communities.

N = 7

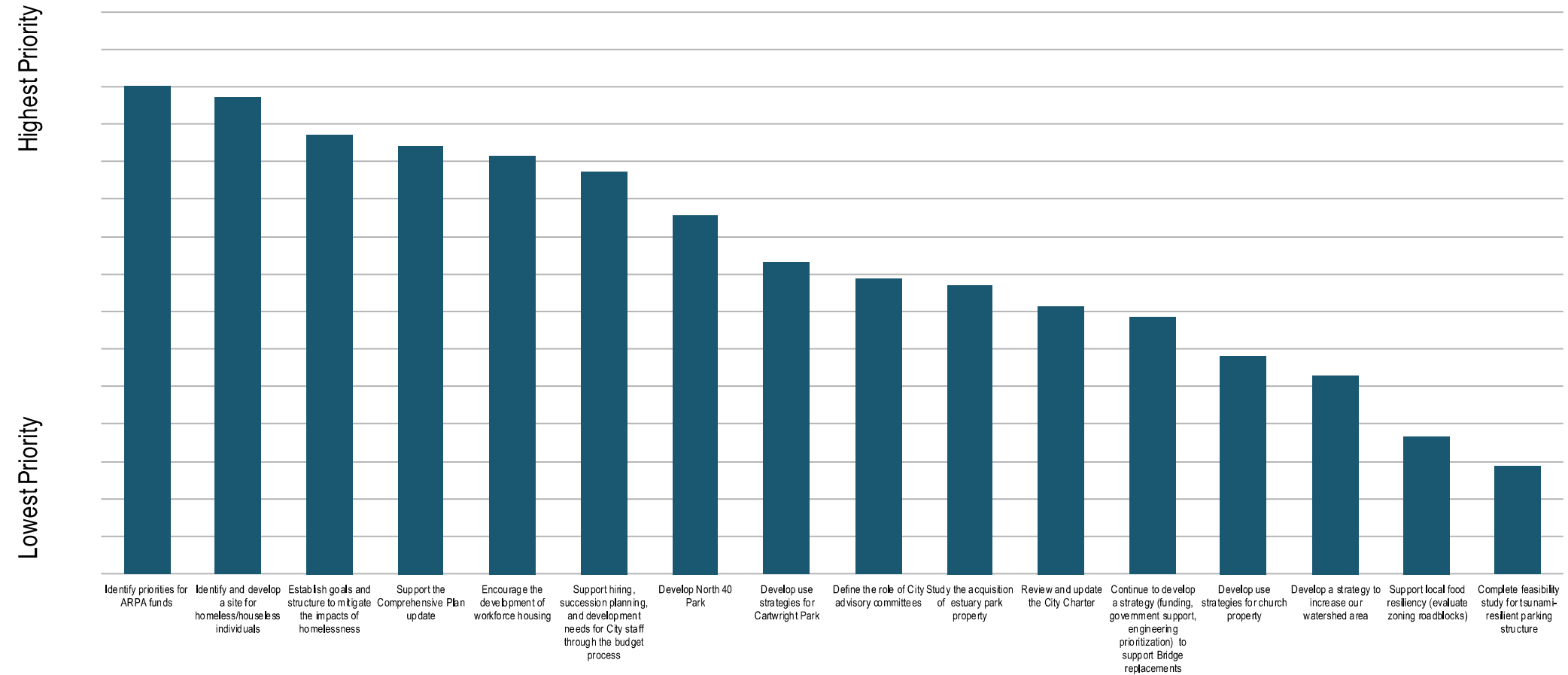


Figure 1a: Top Ten Ranked Priorities

The following priorities are in random order. Please rank order the priorities based on which ones are most important and have the greatest impact to Seaside communities.

N = 7

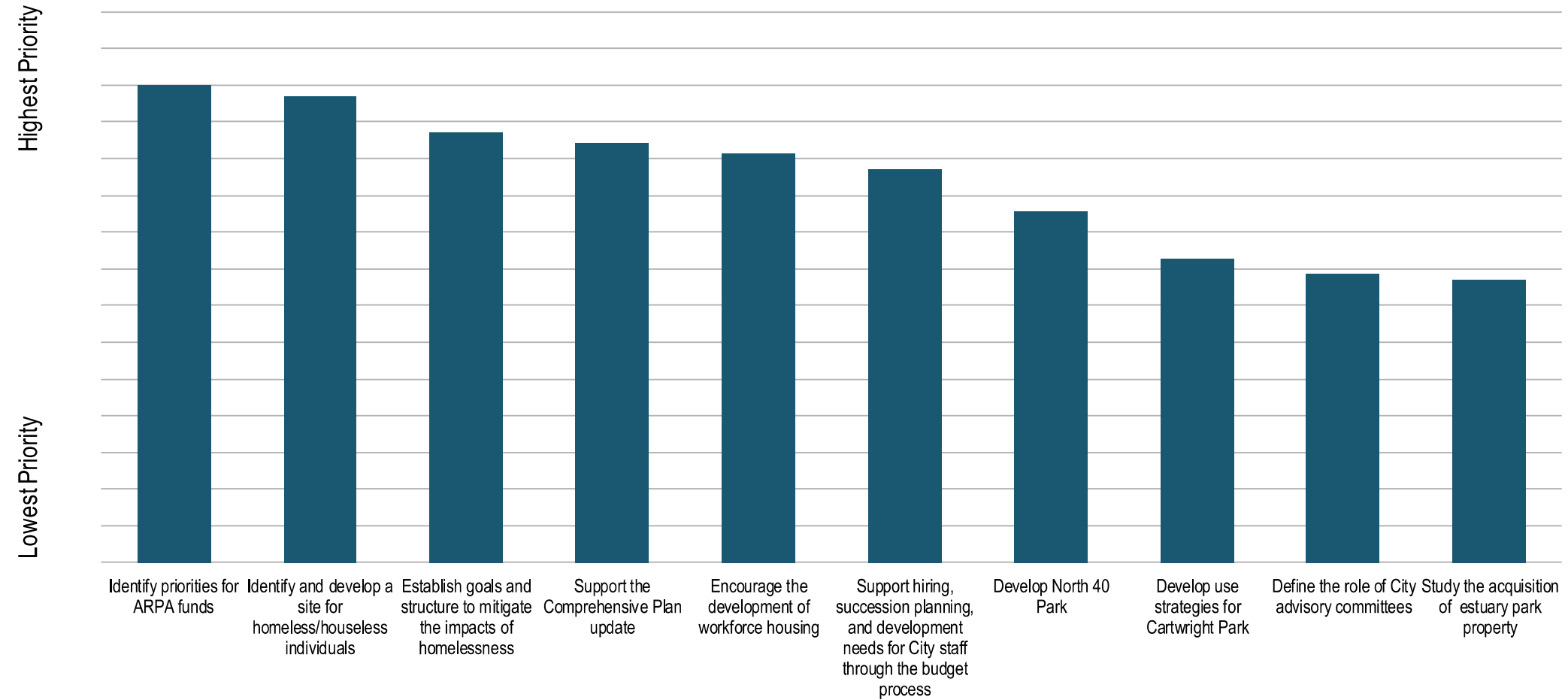


Figure 2: Priority Urgency Level

Please rank the following priorities on their level of urgency.

N = 7

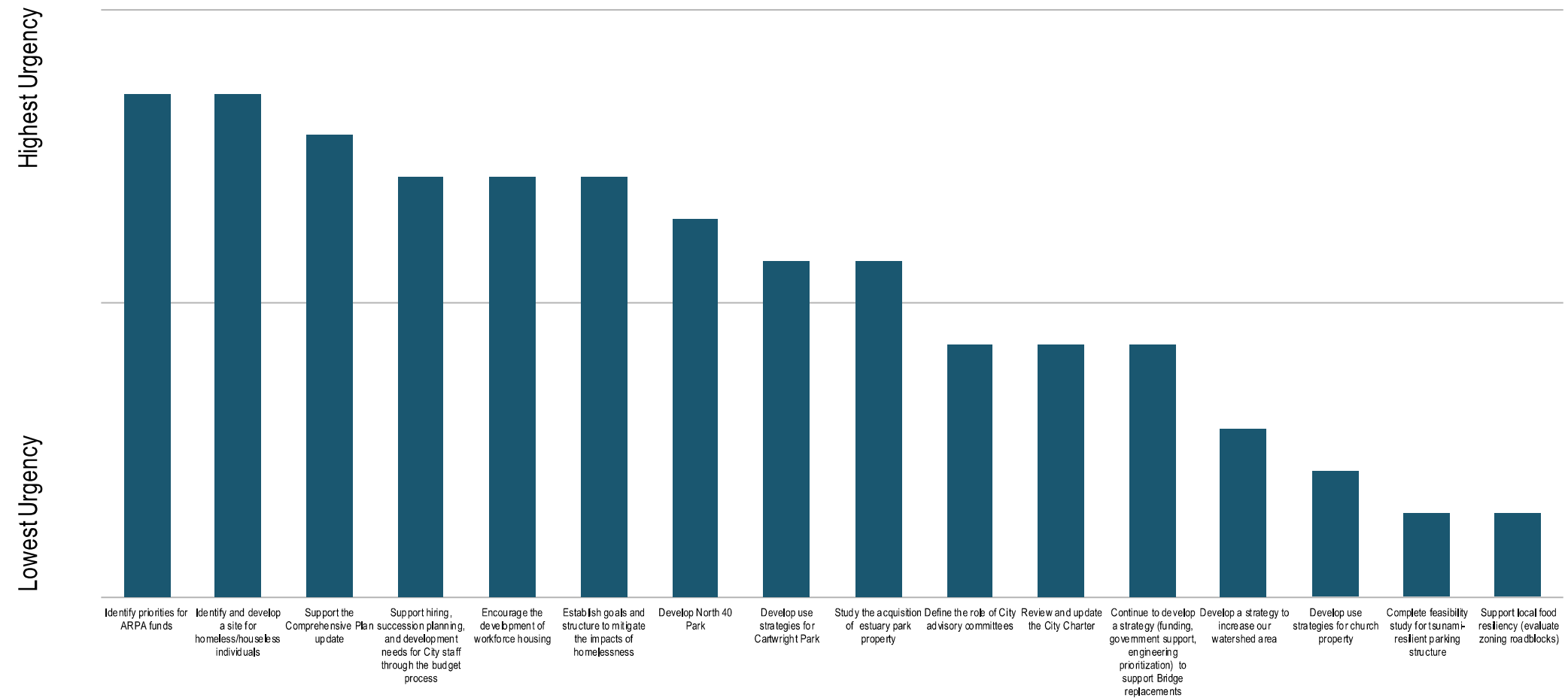
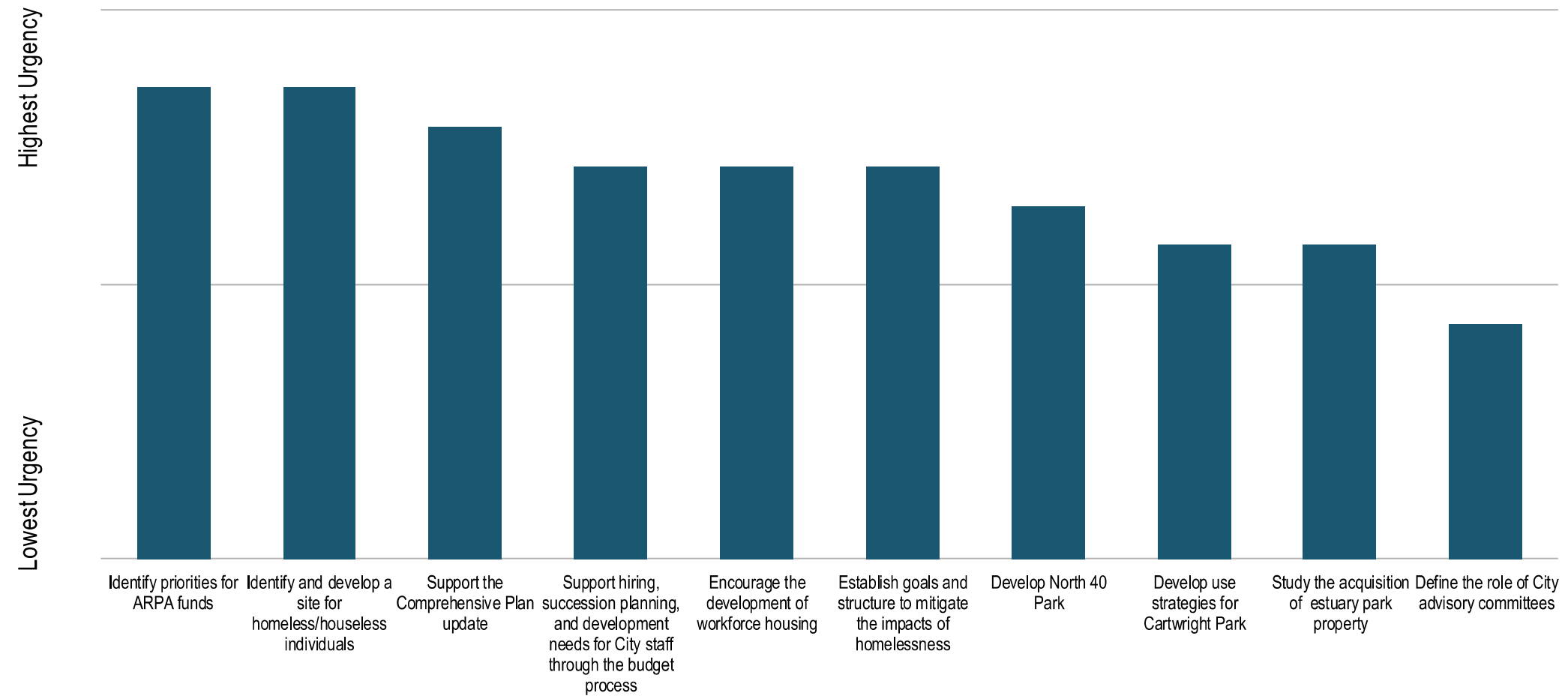


Figure 2a: Top Ten Priorities by Urgency Level

Please rank the following priorities on their level of urgency.

N = 7





Staff Report – City Council

Meeting Date: February 27, 2023
Author: Jeff Flory, Community Development Director
Department: Community Development
Subject: Building Permit Fee Schedule
Type of Item: Discussion

Introduction:

The City of Seaside Community Development department is implementing the State of Oregon ePermitting Software. This request is for the Seaside City Council to adopt the model fee schedule provided by the State of Oregon Building Codes Division.

Background:

The City of Seaside's Building Department has not increased building permit fees since 2009. Part of onboarding ePermitting process requires an audit of our fee schedule. The audit revealed several items within the schedule that were not in compliance with current state law. The State of Oregon Building Codes Division recommended adopting their model fee schedule.

Department Review:

The City Council will not be changing the building permit fees at the meeting on March 13, 2023. Those changes do need to happen; however, there is a notice process through the state that needs to be completed before the City updates the fees. During this Council meeting, the City needs to decide what the fees will be that are noticed. Based upon the direction of the City Council, staff will notify the state of the City's intention to update our building permit fees and begin the required notice process. At the completion of the notice period, staff will return to the City Council to hold the public hearing on the proposed changes. That public hearing and discussions will happen after a 45-day notice period.

There are two separate, but related, sets of changes the City needs to make. They include:

1. Updating the way building permits are charged to be inline with current state requirements (first attachment), and
2. Implementing a credit card and technology fee into the schedule (second attachment).

Staff has attached these two fee schedules for review by the council. The first exhibit maintains our current fee levels and inputs those values into the model schedule provided by the state. The second exhibit includes an approximate 4% fee increase within the model schedule (the amount is approximate because staff has rounded the fees to the nearest dollar to simplify the process).

The City currently charges a 3% fee for applications paid by credit card. This fee covers the City's costs for credit card purchases. The ePermitting system does not have the ability to charge the 3% credit card service fee. Staff is requesting an approximate 4% increase in building permit fees to cover the 3% credit card surcharge that is already paid by customers using a credit card along with an additional 1% for technology upgrades for staff to fully utilize the ePermitting system.

The technology fee will be used by staff to purchase computer equipment to keep our hardware up to date which will help us continue to alleviate the usage of paper. Additional software provided through the ePermitting upgrade allows for digital plan review. The software does not run well on dated machines, so keeping equipment up to date will be imperative to successfully go paper-free.

Other specific items the technology fee will pay for:

- A kiosk at the service area within Community Development to allow customers the ability to apply and pay for permits.

- Mobile devices/tablets to log and document inspections as well as generate and e-mail inspection results while in the field.
- Upgrades to the conference room so that a large monitor can be used to review plans with customers or other city staff.
- Upgrades to computer monitors so that plan review can be done solely digitally.
- Upgrade the computer and monitor at the customer service area so staff has the ability to show maps and exhibits to customers at the counter while answering their questions.

Budget Impact:

Implementing the ePermitting system is going to increase the ability for customers to purchase permits via a web-based portal which will significantly increase the number of permits purchased using a credit card. Current revenues from building permits, planning fees, and the business license allocation fund the Community Development Department. Since fees are contingent on construction and development within the community, there is always some revenue fluctuation. However, even with regular fluctuations due to changes in development activity levels, the Community Development department cannot absorb the credit card and technology costs into its existing budget. These costs are a part of doing business in a modern economy and need to be built into the fee schedule.

The table below is the Community Development revenue broken down into credit card vs. cash/check transactions for calendar years 2020-2022. The totals are for building permits, mechanical permits, plumbing permits, plan review, cemetery plots, prom benches and plaques, public works fees, system development charges, and other miscellaneous fees. While the bulk of the revenue comes from Building Department fees; Planning and Public Works fees will also need to be addressed in the near future.

Year	Cash/Checks	Credit Cards	Total
2020	\$523,411.56	\$93,159.55	\$616,571.11
2021	\$628,290.61	\$100,529.60	\$728,820.21
2022	\$647,038.96	\$142,963.40	\$790,002.36

Over the past three years many customers pay with cash or check to avoid the credit card surcharge. The banking system used by ePermitting does not allow a pass-through fee to utilize credit cards. There is no mechanism built in to charge a credit card fee which leaves entities with two options. Cities and counties may elect to build the surcharge fee into their fee schedule or to add a “technology” fee of 3%-5% to cover the credit card service charge and technology upgrades for the e-permitting system.

If all customers paid with a credit card from 2020-2022, the city would have spent approximately \$64,000 in service charges for the last three calendar years. Staff expects the convenience of ePermitting will generate a significant increase in the number of credit card transactions upon implementation and the rate of credit card utilization will only increase after that.

Requested Action:

Staff is requesting direction on which fee model the City intends to follow. The State of Oregon Building Codes Division requires a 45-day notice of a proposed building fee increase for local jurisdictions. After the Council determines the proposed fee schedule, staff will provide the required 45-day notice to the State of Oregon for the public hearing for the adoption of a new fee schedule and set the hearing for a future City Council meeting.

After discussion, the City council should give staff direction on the method of credit card and technology fee charges the City would like to provide in the notices. The choices are to:

1. Increase all fees by an average of 4%, or
2. Add a “technology” fee of 4% as a standalone item in the fee schedule that will be charged on all applications.

While the City is taking no formal action at this time, it would be beneficial to get an informal poll on the method that the City Council intends to notice so that staff has clear direction.

Attachments:

1. Current Fee Schedule Compared to State Model Schedule
2. Current Fee Schedule Compared to State Model Schedule with approximate 4% increase

Staff and/or Key Contacts:

Jeff Flory, Community Development Director

Comparison of Seaside’s Current Fee Schedule and the Proposed Fee Schedule within the State’s Model Schedule (No Increase in Base Fees)

A. Structural Permit Fees

Structural Permit Fee table			
Valuation	Seaside Current Fee	Valuation	Seaside Proposed Fee
\$1 - \$500	\$84.00	\$1 - \$500	\$84.00
\$501 - \$2000	\$84.00 for the first \$500 plus \$2.64 for each additional \$100 or fraction thereof, to and including \$2000	\$501 - \$2000	\$84.00 for the first \$500 plus \$1.74 for each additional \$100 or fraction thereof, to and including \$2000
\$2001 - \$25000	\$110.00 for the first \$2000 plus \$10.53 for each additional \$1000 or fraction thereof, to and including \$25000	\$2001 - \$25000	\$110.10 for the first \$2000 plus \$10.51 for each additional \$1000 or fraction thereof, to and including \$25000
\$25001 - \$50000	\$352.00 for the first \$25000 plus \$7.90 for each additional \$1000 or fraction thereof, to and including \$50000	\$25001 - \$50000	\$351.83 for the first \$25000 plus \$7.89 for each additional \$1000 or fraction thereof, to and including \$50000
\$50001 - \$100000	\$549.00 for the first \$50000 plus \$5.27 for each additional \$1000 or fraction thereof, to and including \$100000	\$50001 - \$100000	\$549.08 for the first \$50000 plus \$5.28 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$813.00 for the first \$100000 plus \$4.39 for each additional \$1000 or fraction thereof	\$100001 and above	\$813.08 for the first \$100000 plus \$4.39 for each additional \$1000 or fraction thereof
		<i>Base fees have been adjusted to reflect correct calculations. Fees per \$100(0) were adjusted to closely retain original fees. No other adjustments were added.</i>	
<i>When a structural permit is required by the state building code for retaining walls, decks, fences, accessory structures, etc – see Structural Permit fees by valuation</i>			
Other Structural – Seaside Current Fees		Seaside Proposed Fees	
Structural Plan Review (when applicable)	75% of structural permit fee	75% of structural permit fee	
Additional Plan Review (when applicable) - hourly	\$84.00, minimum one hour	\$84.00, minimum one hour	
Fire Life Safety Plan Review (when applicable)	50% of structural permit fee	50% of structural permit fee	
Reinspection – per each	\$84.00	\$84.00	
Each additional inspection, above allowable – per each	\$84.00	\$84.00	
Inspections for which no fee is specifically indicated (as required) - hourly	\$84.00, minimum one hour	\$84.00, minimum one hour	

Comparison of Seaside’s Current Fee Schedule and the Proposed Fee Schedule within the State’s Model Schedule (No Increase in Base Fees)

Inspection outside of normal business hours - hourly	\$84.00, minimum 2 hours	\$84.00, minimum 2 hours
Deferred Submittal Plan Review Fee – in addition to project plan review fees	\$340.00 plus 75% of the permit fee according to OAR 918-050-0110 (2)(3) using the valuation of the particular deferred submittal. This fee is in addition to the project fees based on the total project valuation.	65% of the permit fee according to OAR 918-050-0170 using the valuation of the particular deferred portion with a minimum of \$250.00
Phased Project Plan Review Fee – in addition to project plan review fees	\$340.00 plus permit fees for cost of the phased portion.	\$340.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1500.00 per phase
Structural demolition – complete demolition, not subject to State Surcharge	\$84.00	\$84.00
Structural alteration (<u>not</u> demo) – partial, soft, interior	See Structural Permit Fee table by valuation, incurs State Surcharge	See Structural Permit Fee table by valuation, incurs State Surcharge
Structural Minimum Permit Fee	Currently unestablished	\$84.00
Investigation Fee – hourly (min. 1hr)	Currently unestablished	\$84.00

Residential Fire Suppression – Standalone System, fee includes plan review <i>[See Plumbing Fee section for Continuous Loop/Multipurpose System]</i>			
Square Footage of Area to be Covered	Seaside Current Fee	Seaside Proposed Fee	
0 – 2000 sq ft	\$216.00	0 – 2000 sq ft	\$216.00
2001 – 3600 sq ft	\$284.00	2001 – 3600 sq ft	\$284.00
3601 - 7200 sq ft	\$420.00	3601 - 7200 sq ft	\$420.00
7201 sq ft and greater	\$554.00	7201 sq ft and greater	\$554.00
Commercial Fire Suppression	See Structural Permit Fee table by valuation	See Structural Permit Fee table by valuation	
Solar Structural Installation Permits – <i>separate Electrical Permit application may also be required</i> – Seaside Current Fee		Seaside Proposed Fee	
Solar Permit (when required) – Prescriptive Path System, fee includes plan review	\$250.00	\$250.00	

Comparison of Seaside’s Current Fee Schedule and the Proposed Fee Schedule within the State’s Model Schedule (No Increase in Base Fees)

Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>
Investigation Fees - <i>actual or average cost may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines.</i> Seaside Current Fee		Seaside Proposed Fee
Investigation Fee – hourly	Currently unestablished	\$84.00/hour, minimum one hour
When applicable, structural permits use valuation as determined by ICC Valuation Table current as of February 1 of each year, as per OAR 918-050-0100.		

B. Manufactured Dwelling Placement Permit Fees

Seaside Current Fee		Seaside Proposed Fee
Manufactured Dwelling Placement Fee *	\$160.00	\$160.00
State (Cabana) Fee	\$30.00	\$30.00
Reinspection – per each	\$84.00	\$84.00
Each additional inspection, above allowable – per each	\$84.00	\$84.00
Inspections for which no fee is specifically indicated (as required) - hourly	\$84.00, minimum one hour	\$84.00, minimum one hour
Inspection outside of normal business hours - hourly	\$84.00, minimum 2 hours	\$84.00, minimum 2 hours
Investigation fee – Mfd Dwelling	Currently unestablished	See Structural – Investigation Fees
* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30” above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.		
-- See Structural schedule by valuation for non-dwelling modular placements		

Comparison of Seaside’s Current Fee Schedule and the Proposed Fee Schedule within the State’s Model Schedule (No Increase in Base Fees)

C. Manufactured Dwelling/RV Parks – Area Development Permit (ADP)

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

D. Mechanical Permit Fees

Residential	Seaside Current Fee	Seaside Proposed Fee – per each appliance
Air conditioner	\$44.00	\$44.00
Air handling unit of up to 10000 cfm	\$32.00	\$32.00
Air handling unit 10001 cfm and over	Currently unestablished	\$32.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	Currently unestablished	\$32.00
Attic or crawl space fans	\$22.00	\$22.00
Chimney/liner/flue/vent	Currently unestablished	\$32.00
Clothes dryer exhaust	\$32.00	\$32.00
Decorative gas fireplace	Currently unestablished	\$32.00
Ductwork only	Currently unestablished	\$32.00
Evaporative cooler other than portable	Currently unestablished	\$32.00
Floor furnace, including vent	Currently unestablished	\$44.00
Flue vent for water heater or gas fireplace	\$32.00	\$32.00
Furnace – greater than 100000 BTU	\$52.00	\$52.00
Furnace – up to 100000 BTU	\$44.00	\$44.00
Furnace/burner including duct work/vent/liner	Currently unestablished	\$44.00
Gas or wood fireplace/insert	\$32.00	\$32.00
Gas fuel piping outlets	\$18.00	\$18.00
Heat pump	\$58.00	\$58.00

Comparison of Seaside’s Current Fee Schedule and the Proposed Fee Schedule within the State’s Model Schedule (No Increase in Base Fees)

Hood served by mechanical exhaust, including ducts for hood	\$32.00	\$32.00
Hydronic hot water system	Currently unestablished	\$32.00
Installation or relocation domestic/type incinerator	Currently unestablished	\$32.00
Mini split system	Currently unestablished	\$58.00
Oil tank/gas diesel generators	Currently unestablished	\$32.00
Pool or spa heater, kiln	Currently unestablished	\$32.00
Range hood/other kitchen equipment	\$32.00	\$32.00
Repair, alteration, or addition to mechanical appliance including installation of controls	\$32.00	\$32.00
Suspended heater, recessed wall heater, or floor mounted heater	\$44.00	\$44.00
Ventilation fan connected to single duct	\$32.00	\$32.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit	Currently unestablished	\$32.00
Water heater	\$32.00	\$32.00
Wood/pellet stove	\$32.00	\$32.00
Other heating/cooling	\$32.00	\$32.00
Other fuel appliance	\$32.00	\$32.00
Other environment exhaust/ventilation	\$32.00	\$32.00
Commercial Mechanical Fees		
Valuation	Seaside Current Fee	Seaside Proposed Fee
\$1 - \$500	\$84.00	\$84.00
\$501 - \$2000	\$84.00 for the first \$500 plus \$2.64 for each additional \$100 or fraction thereof, to and including \$2000	\$84.00 for the first \$500 plus \$1.74 for each additional \$100 or fraction thereof, to and including \$2000
\$2001 - \$25000	\$110.00 for the first \$2000 plus \$10.53 for each additional \$1000 or fraction thereof, to and including \$25000	\$110.10 for the first \$2000 plus \$10.51 for each additional \$1000 or fraction thereof, to and including \$25000

Comparison of Seaside’s Current Fee Schedule and the Proposed Fee Schedule within the State’s Model Schedule (No Increase in Base Fees)

\$25001 - \$50000	\$352.00 for the first \$25000 plus \$7.90 for each additional \$1000 or fraction thereof, to and including \$50000	\$351.83 for the first \$25000 plus \$7.89 for each additional \$1000 or fraction thereof, to and including \$50000
\$50001 - \$100000	\$549.00 for the first \$50000 plus \$5.27 for each additional \$1000 or fraction thereof, to and including \$100000	\$549.08 for the first \$50000 plus \$5.28 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$813.00 for the first \$100000 plus \$4.39 for each additional \$1000 or fraction thereof	\$813.08 for the first \$100000 plus \$4.39 for each additional \$1000 or fraction thereof
Other Mechanical Fees		
Mechanical Plan Review (when applicable)	35% of mechanical permit fee	35% of mechanical permit fee
Additional Plan Review (when applicable) – per hour	\$84.00, minimum one hour	\$84.00, minimum one hour
Reinspection – per each	\$84.00	\$84.00
Each additional inspection, above allowable – per each	\$84.00	\$84.00
Inspections for which no fee is specifically – per each indicated (as required)	\$84.00, minimum one hour	\$84.00, minimum one hour
Inspection outside of normal business hours	\$84.00, minimum 2 hours	\$84.00, minimum 2 hours
Investigation fee - Mechanical	Currently unestablished	See Structural – Investigation Fees
Mechanical Minimum Permit Fee	\$84.00	\$84.00

E. Plumbing Permit Fees

New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. <i>Half bath counted as whole.</i>		
	Seaside Current Fee	Seaside Proposed Fee
One bathroom, one kitchen	\$286.00	\$286.00
Two bathrooms, one kitchen	\$312.00	\$312.00
Three bathrooms, one kitchen	\$352.00	\$352.00
Each additional bathroom > 3 – or – kitchen > 1	\$42.00/each	\$42.00/each
Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes	\$36.00	\$36.00

Comparison of Seaside’s Current Fee Schedule and the Proposed Fee Schedule within the State’s Model Schedule (No Increase in Base Fees)

rain, footing, trench, and leach) – <i>first 100 ft included in bathroom/kitchen fee</i>		
Commercial and Non-New Residential		
Site Utilities	Seaside Current Fee	Seaside Proposed Fee
Sanitary Sewer - First 100 feet or less	\$65.00	\$65.00
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$36.00	\$36.00
Storm – first 100 feet or less	\$65.00	\$65.00
Storm – Each additional 100 feet or fraction thereof	\$36.00	\$36.00
Water – first 100 feet or less	\$65.00	\$65.00
Water – Each additional 100 feet or fraction thereof	\$36.00	\$36.00
Fixtures	Seaside Current Fee	Seaside Proposed Fee – per each
Per Fixture	\$22.00	Removed
Commercial Base Fee (3 or fewer fixtures)	\$250.00	Removed
More than 3 Fixtures base Fee plus per fixture cost over 3 fixtures	\$22.00	Removed
Absorption valve	Currently unestablished	\$22.00
Backflow preventer	\$42.00	\$42.00
Backwater valve	\$42.00	\$42.00
Catch basin or area drain	Currently unestablished	\$22.00
Clothes washer	Currently unestablished	\$22.00
Dishwasher	Currently unestablished	\$22.00
Drinking fountain	Currently unestablished	\$22.00
Ejectors/sump pump	Currently unestablished	\$22.00
Expansion tank	Currently unestablished	\$22.00
Fixture cap	Currently unestablished	\$22.00
Floor drain/floor sink/hub drain	Currently unestablished	\$22.00
Garbage disposal	Currently unestablished	\$22.00
Hose bib	Currently unestablished	\$22.00

Comparison of Seaside’s Current Fee Schedule and the Proposed Fee Schedule within the State’s Model Schedule (No Increase in Base Fees)

Ice maker	Currently unestablished	\$22.00
Primer	Currently unestablished	\$22.00
Sink/basin/lavatory	Currently unestablished	\$22.00
Stormwater retention/detention tank/facility	Currently unestablished	\$22.00
Swimming pool piping	Currently unestablished	\$22.00
Trench drain	Currently unestablished	\$22.00
Tub/shower/shower pan	Currently unestablished	\$22.00
Urinal	Currently unestablished	\$22.00
Water closet	Currently unestablished	\$22.00
Water heater	\$42.00	\$42.00
Other – plumbing	Currently unestablished	\$22.00
Alternate potable water heating system	Currently unestablished	\$22.00
Interceptor/grease trap	Currently unestablished	\$22.00
Manholes	Currently unestablished	\$22.00
Roof drain (commercial)	Currently unestablished	\$22.00
Medical Gas – fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances		
Valuation	Seaside Current Fee	Seaside Proposed Fee
\$0 - \$5000	Currently unestablished	\$58.00
\$501.00 - \$2000	\$58.00 for the first \$500.00 plus \$2.54 for each additional \$100 or fraction thereof	\$58.00 for the first \$500.00 plus \$7.60 for each additional \$100 or fraction thereof, to and including \$500.00
\$2001 - \$25000	\$172.00 for the first \$2000 plus \$2.37 for each additional \$100 or fraction thereof, to and including \$25000	\$172.00 for the first \$2000 plus \$5.13 for each additional \$100 or fraction thereof, to and including \$25000
\$25001 - \$50000	\$290.00 for the first \$25000 plus \$2.20 for each additional \$1000 or fraction thereof, to and including \$50000	\$289.99 for the first \$25000 plus \$35.08 for each additional \$1000 or fraction thereof, to and including \$50000
\$50001 - \$100000	\$1167.00 for the first \$50000 plus \$2.11 for each additional \$1000 or fraction thereof, to and including \$100000	\$1166.99 for the first \$50000 plus \$21.10 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$2222.00 for the first \$100000 plus \$2.45 for each additional \$1000 or fraction thereof	\$2221.99 for the first \$100000 plus \$2.45 for each additional \$1000 or fraction thereof

Comparison of Seaside’s Current Fee Schedule and the Proposed Fee Schedule within the State’s Model Schedule (No Increase in Base Fees)

Residential Fire Suppression – Multipurpose/Continuous Loop System, fee includes plan review <i>[See Structural Fee section for Standalone System]</i>		
Square Footage of Area to be Covered	Seaside Current Fee	Seaside Proposed Fee
0 – 2000 sq ft	\$216.00	\$216.00
2001 – 3600 sq ft	\$284.00	\$284.00
3601 - 7200 sq ft	\$421.00	\$421.00
7201 sq ft and greater	\$554.00	\$554.00
	Other Plumbing Fees – Seaside Current Fee	Seaside Proposed Fee
Plumbing Plan Review (when applicable) – commercial	35% of commercial plumbing permit fee	35% of commercial plumbing permit fee
Plumbing Plan Review (when applicable) – residential	35% of residential plumbing permit fee	35% of residential plumbing permit fee
Additional Plan Review (when applicable) – per hour	\$84.00/hour, minimum one hour	\$84.00/hour, minimum one hour
Reinspection – per each	\$84.00/each	\$84.00/each
Each additional inspection, above allowable – per each	\$84.00	\$84.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$84.00/hour, minimum one hour	\$84.00/hour, minimum one hour
Inspection outside of normal business hours – per hour	\$84.00/hour, minimum 2 hours + mileage	\$84.00/hour, minimum 2 hours + mileage
Investigation fee - Plumbing	Currently unestablished	See Structural – Investigation Fees
Plumbing Minimum Permit Fee – commercial	\$84.00	\$84.00
Plumbing Minimum Permit Fee – residential	\$84.00	\$84.00

F. Miscellaneous Fees

	Seaside Current Fee	Seaside Proposed Fee
Permit Reinstatement fee – to renew already expired permit, as eligible; subject to State Surcharge	Currently unestablished	\$84.00

Comparison of Seaside’s Current Fee Schedule and the Proposed Fee Schedule within the State’s Model Schedule (No Increase in Base Fees)

Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	Currently unestablished	\$84.00 after first extension
Returned Check fee (NSF)	\$35.00	\$35.00
Refund processing fee – not subject to State Surcharge	Currently unestablished	\$42.00

G. Miscellaneous Community Development Fees Not Party to the Building Permit Program

	Seaside Current Fee	Seaside Proposed Fee
System Development Processing Fees		
a. One- and two-Family Dwellings	\$25.00	\$25.00
b. Commercial New	\$120.00	\$120.00
c. Commercial Additions	\$84.00	\$84.00
Processing Side Walk Deferments	\$25.00	\$25.00
Preliminary Plan Review Fees	\$84.00	\$84.00
Bonding for System Development Fees	\$100.00	\$100.00

Current Fee Schedule Compared to State’s Model Schedule with Approximate 4% Increase.

A. Structural Permit Fees

Structural Permit Fee table			
Valuation	Seaside Current Fee	Valuation	Seaside Proposed Fee
\$1 - \$500	\$84.00	\$1 - \$500	\$87.00
\$501 - \$2000	\$84.00 for the first \$500 plus \$2.64 for each additional \$100 or fraction thereof, to and including \$2000	\$501 - \$2000	\$87.00 for the first \$500 plus \$1.81 for each additional \$100 or fraction thereof, to and including \$2000
\$2001 - \$25000	\$110.00 for the first \$2000 plus \$10.53 for each additional \$1000 or fraction thereof, to and including \$25000	\$2001 - \$25000	\$114.15 for the first \$2000 plus \$10.93 for each additional \$1000 or fraction thereof, to and including \$25000
\$25001 - \$50000	\$352.00 for the first \$25000 plus \$7.90 for each additional \$1000 or fraction thereof, to and including \$50000	\$25001 - \$50000	\$365.54 for the first \$25000 plus \$8.21 for each additional \$1000 or fraction thereof, to and including \$50000
\$50001 - \$100000	\$549.00 for the first \$50000 plus \$5.27 for each additional \$1000 or fraction thereof, to and including \$100000	\$50001 - \$100000	\$570.79 for the first \$50000 plus \$5.49 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$813.00 for the first \$100000 plus \$4.39 for each additional \$1000 or fraction thereof	\$100001 and above	\$845.29 for the first \$100000 plus \$4.52 for each additional \$1000 or fraction thereof
		<i>Base fees have been adjusted to reflect correct calculations. Fees per \$100(0) were adjusted to closely retain original fees. No other adjustments were added.</i>	
<i>When a structural permit is required by the state building code for retaining walls, decks, fences, accessory structures, etc – see Structural Permit fees by valuation</i>			
Other Structural – Seaside Current Fees		Seaside Proposed Fees	
Structural Plan Review (when applicable)	75% of structural permit fee	75% of structural permit fee	
Additional Plan Review (when applicable) - hourly	\$84.00, minimum one hour	\$87.00, minimum one hour	
Fire Life Safety Plan Review (when applicable)	50% of structural permit fee	50% of structural permit fee	
Reinspection – per each	\$84.00	\$87.00	
Each additional inspection, above allowable – per each	\$84.00	\$87.00	
Inspections for which no fee is specifically indicated (as required) - hourly	\$84.00, minimum one hour	\$87.00, minimum one hour	

Current Fee Schedule Compared to State’s Model Schedule with Approximate 4% Increase.

Inspection outside of normal business hours - hourly	\$84.00, minimum 2 hours	\$87.00, minimum 2 hours
Deferred Submittal Plan Review Fee – in addition to project plan review fees	\$340.00 plus 75% of the permit fee according to OAR 918-050-0110 (2)(3) using the valuation of the particular deferred submittal. This fee is in addition to the project fees based on the total project valuation.	\$250.00
Phased Project Plan Review Fee – in addition to project plan review fees	\$340.00 plus permit fees for cost of the phased portion.	\$340.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1500.00 per phase
Structural demolition – complete demolition, not subject to State Surcharge	\$84.00	\$87.00
Structural alteration (<u>not</u> demo) – partial, soft, interior	See Structural Permit Fee table by valuation, incurs State Surcharge	See Structural Permit Fee table by valuation, incurs State Surcharge
Structural Minimum Permit Fee	Currently unestablished	\$87.00
Investigation Fee – hourly (min. 1hr)	Currently unestablished	\$87.00

Residential Fire Suppression – Standalone System, fee includes plan review <i>[See Plumbing Fee section for Continuous Loop/Multipurpose System]</i>			
Square Footage of Area to be Covered	Seaside Current Fee	Seaside Proposed Fee	
0 – 2000 sq ft	\$216.00	0 – 2000 sq ft	\$224.00
2001 – 3600 sq ft	\$284.00	2001 – 3600 sq ft	\$295.00
3601 - 7200 sq ft	\$420.00	3601 - 7200 sq ft	\$436.00
7201 sq ft and greater	\$554.00	7201 sq ft and greater	\$576.00
Commercial Fire Suppression	See Structural Permit Fee table by valuation	See Structural Permit Fee table by valuation	
Solar Structural Installation Permits – <i>separate Electrical Permit application may also be required</i> – Seaside Current Fee		Seaside Proposed Fee	
Solar Permit (when required) – Prescriptive Path System, fee includes plan review	\$250.00	\$260.00	

Current Fee Schedule Compared to State’s Model Schedule with Approximate 4% Increase.

Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>
Investigation Fees - <i>actual or average cost may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines.</i> Seaside Current Fee		Seaside Proposed Fee
Investigation Fee – hourly	Currently unestablished	\$87.00/hour, minimum one hour
When applicable, structural permits use valuation as determined by ICC Valuation Table current as of February 1 of each year, as per <i>OAR 918-050-0100</i>.		

B. Manufactured Dwelling Placement Permit Fees

Seaside Current Fee		Seaside Proposed Fee
Manufactured Dwelling Placement Fee *	\$160.00	\$166.00
State (Cabana) Fee	\$30.00	\$30.00
Reinspection – per each	\$84.00	\$87.00
Each additional inspection, above allowable – per each	\$84.00	\$87.00
Inspections for which no fee is specifically indicated (as required) - hourly	\$84.00, minimum one hour	\$87.00, minimum one hour
Inspection outside of normal business hours - hourly	\$84.00, minimum 2 hours	\$87.00, minimum 2 hours
Investigation fee – Mfd Dwelling	Currently unestablished	See Structural – Investigation Fees
* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30” above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.		
-- See Structural schedule by valuation for non-dwelling modular placements		

Current Fee Schedule Compared to State’s Model Schedule with Approximate 4% Increase.

C. Manufactured Dwelling/RV Parks – Area Development Permit (ADP)

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

D. Mechanical Permit Fees

Residential	Seaside Current Fee	Seaside Proposed Fee – per each appliance
Air conditioner	\$44.00	\$45.00
Air handling unit of up to 10000 cfm	\$32.00	\$33.00
Air handling unit 10001 cfm and over	Currently unestablished	\$33.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	Currently unestablished	\$33.00
Attic or crawl space fans	\$22.00	\$23.00
Chimney/liner/flue/vent	Currently unestablished	\$33.00
Clothes dryer exhaust	\$32.00	\$33.00
Decorative gas fireplace	Currently unestablished	\$33.00
Ductwork only	Currently unestablished	\$33.00
Evaporative cooler other than portable	Currently unestablished	\$33.00
Floor furnace, including vent	Currently unestablished	\$45.00
Flue vent for water heater or gas fireplace	\$32.00	\$33.00
Furnace – greater than 100000 BTU	\$52.00	\$54.00
Furnace – up to 100000 BTU	\$44.00	\$45.00
Furnace/burner including duct work/vent/liner	Currently unestablished	\$45.00
Gas or wood fireplace/insert	\$32.00	\$33.00
Gas fuel piping outlets	\$18.00	\$19.00
Heat pump	\$58.00	\$60.00

Current Fee Schedule Compared to State's Model Schedule with Approximate 4% Increase.

Hood served by mechanical exhaust, including ducts for hood	\$32.00	\$33.00
Hydronic hot water system	Currently unestablished	\$33.00
Installation or relocation domestic/type incinerator	Currently unestablished	\$33.00
Mini split system	Currently unestablished	\$60.00
Oil tank/gas diesel generators	Currently unestablished	\$33.00
Pool or spa heater, kiln	Currently unestablished	\$33.00
Range hood/other kitchen equipment	\$32.00	\$33.00
Repair, alteration, or addition to mechanical appliance including installation of controls	\$32.00	
Suspended heater, recessed wall heater, or floor mounted heater	\$44.00	\$45.00
Ventilation fan connected to single duct	\$32.00	\$33.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit	Currently unestablished	\$33.00
Water heater	\$32.00	\$33.00
Wood/pellet stove	\$32.00	\$33.00
Other heating/cooling	\$32.00	\$33.00
Other fuel appliance	\$32.00	\$33.00
Other environment exhaust/ventilation	\$32.00	\$33.00
Commercial Mechanical Fees		
Valuation	Seaside Current Fee	Seaside Proposed Fee
\$1 - \$500	\$84.00	\$87.00
\$501 - \$2000	\$84.00 for the first \$500 plus \$2.64 for each additional \$100 or fraction thereof, to and including \$2000	\$87.00 for the first \$500 plus \$1.81 for each additional \$100 or fraction thereof, to and including \$2000
\$2001 - \$25000	\$110.00 for the first \$2000 plus \$10.53 for each additional \$1000 or fraction thereof, to and including \$25000	\$114.15 for the first \$2000 plus \$10.93 for each additional \$1000 or fraction thereof, to and including \$2000

Current Fee Schedule Compared to State's Model Schedule with Approximate 4% Increase.

\$25001 - \$50000	\$352.00 for the first \$25000 plus \$7.90 for each additional \$1000 or fraction thereof, to and including \$50000	\$365.54 for the first \$25000 plus \$8.21 for each additional \$1000 or fraction thereof, to and including \$25000
\$50001 - \$100000	\$549.00 for the first \$50000 plus \$5.27 for each additional \$1000 or fraction thereof, to and including \$100000	\$570.79 for the first \$50000 plus \$5.49 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$813.00 for the first \$100000 plus \$4.39 for each additional \$1000 or fraction thereof	\$845.29 for the first \$100000 plus \$7.28 for each additional \$1000 or fraction thereof
Other Mechanical Fees		
Mechanical Plan Review (when applicable)	35% of mechanical permit fee	35% of mechanical permit fee
Additional Plan Review (when applicable) – per hour	\$84.00, minimum one hour	\$87.00, minimum one hour
Reinspection – per each	\$84.00	\$87.00
Each additional inspection, above allowable – per each	\$84.00	\$87.00
Inspections for which no fee is specifically – per each indicated (as required)	\$84.00, minimum one hour	\$87.00, minimum one hour
Inspection outside of normal business hours	\$84.00, minimum 2 hours	\$87.00, minimum 2 hours
Investigation fee - Mechanical	Currently unestablished	See Structural – Investigation Fees
Mechanical Minimum Permit Fee	\$84.00	\$87.00

E. Plumbing Permit Fees

New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. <i>Half bath counted as whole.</i>		
	Seaside Current Fee	Seaside Proposed Fee
One bathroom, one kitchen	\$286.00	\$297.00
Two bathrooms, one kitchen	\$312.00	\$324.00
Three bathrooms, one kitchen	\$352.00	\$366.00
Each additional bathroom > 3 – or – kitchen > 1	\$42.00/each	\$43.00/each
Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes	\$36.00	\$37.00

Current Fee Schedule Compared to State's Model Schedule with Approximate 4% Increase.

rain, footing, trench, and leach) – <i>first 100 ft included in bathroom/kitchen fee</i>		
Commercial and Non-New Residential		
Site Utilities	Seaside Current Fee	Seaside Proposed Fee
Sanitary Sewer - First 100 feet or less	\$65.00	\$67.00
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$36.00	\$37.00
Storm – first 100 feet or less	\$65.00	\$67.00
Storm – Each additional 100 feet or fraction thereof	\$36.00	\$37.00
Water – first 100 feet or less	\$65.00	\$67.00
Water – Each additional 100 feet or fraction thereof	\$36.00	\$37.00
Fixtures		
Per Fixture	Seaside Current Fee	Seaside Proposed Fee – per each
Commercial Base Fee (3 or fewer fixtures)	\$22.00	Removed
More than 3 Fixtures base Fee plus per fixture cost over 3 fixtures	\$250.00	Removed
Absorption valve	\$22.00	Removed
Backflow preventer	Currently unestablished	\$23.00
Backwater valve	\$42.00	\$43.00
Catch basin or area drain	\$42.00	\$43.00
Clothes washer	Currently unestablished	\$23.00
Dishwasher	Currently unestablished	\$23.00
Drinking fountain	Currently unestablished	\$23.00
Ejectors/sump pump	Currently unestablished	\$23.00
Expansion tank	Currently unestablished	\$23.00
Fixture cap	Currently unestablished	\$23.00
Floor drain/floor sink/hub drain	Currently unestablished	\$23.00
Garbage disposal	Currently unestablished	\$23.00
Hose bib	Currently unestablished	\$23.00

Current Fee Schedule Compared to State's Model Schedule with Approximate 4% Increase.

Ice maker	Currently unestablished	\$23.00
Primer	Currently unestablished	\$23.00
Sink/basin/lavatory	Currently unestablished	\$23.00
Stormwater retention/detention tank/facility	Currently unestablished	\$23.00
Swimming pool piping	Currently unestablished	\$23.00
Trench drain	Currently unestablished	\$23.00
Tub/shower/shower pan	Currently unestablished	\$23.00
Urinal	Currently unestablished	\$23.00
Water closet	Currently unestablished	\$23.00
Water heater	\$42.00	\$43.00
Other – plumbing	Currently unestablished	\$23.00
Alternate potable water heating system	Currently unestablished	\$23.00
Interceptor/grease trap	Currently unestablished	\$23.00
Manholes	Currently unestablished	\$23.00
Roof drain (commercial)	Currently unestablished	\$23.00
Medical Gas – fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances		
Valuation	Seaside Current Fee	Seaside Proposed Fee
\$0 - \$5000	Currently unestablished	\$60.00
\$501.00 - \$2000	\$58.00 for the first \$500.00 plus \$2.54 for each additional \$100 or fraction thereof	\$60.00 for the first \$500.00 plus \$7.90 for each additional \$100 or fraction thereof, to and including \$500.00
\$2001 - \$25000	\$172.00 for the first \$2000 plus \$2.37 for each additional \$100 or fraction thereof, to and including \$25000	\$178.50 for the first \$2000 plus \$5.34 for each additional \$100 or fraction thereof, to and including \$25000
\$25001 - \$50000	\$290.00 for the first \$25000 plus \$2.20 for each additional \$1000 or fraction thereof, to and including \$50000	\$301.32 for the first \$25000 plus \$36.48 for each additional \$1000 or fraction thereof, to and including \$50000
\$50001 - \$100000	\$1167.00 for the first \$50000 plus \$2.11 for each additional \$1000 or fraction thereof, to and including \$100000	\$1,213.32 for the first \$50000 plus \$21.94 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$2222.00 for the first \$100000 plus \$2.45 for each additional \$1000 or fraction thereof	\$2,310.32 for the first \$100000 plus \$2.55 for each additional \$1000 or fraction thereof

Current Fee Schedule Compared to State's Model Schedule with Approximate 4% Increase.

Residential Fire Suppression – Multipurpose/Continuous Loop System, fee includes plan review <i>[See Structural Fee section for Standalone System]</i>		
Square Footage of Area to be Covered	Seaside Current Fee	Seaside Proposed Fee
0 – 2000 sq ft	\$216.00	\$224.00
2001 – 3600 sq ft	\$284.00	\$295.00
3601 - 7200 sq ft	\$421.00	\$437.00
7201 sq ft and greater	\$554.00	\$576.00
	Other Plumbing Fees – Seaside Current Fee	Seaside Proposed Fee
Plumbing Plan Review (when applicable) – commercial	35% of commercial plumbing permit fee	35% of commercial plumbing permit fee
Plumbing Plan Review (when applicable) – residential	35% of residential plumbing permit fee	35% of residential plumbing permit fee
Additional Plan Review (when applicable) – per hour	\$84.00/hour, minimum one hour	\$87.00/hour, minimum one hour
Reinspection – per each	\$84.00/each	\$87.00/each
Each additional inspection, above allowable – per each	\$84.00	\$87.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$84.00/hour, minimum one hour	\$87.00/hour, minimum one hour
Inspection outside of normal business hours – per hour	\$84.00/hour, minimum 2 hours + mileage	\$87.00/hour, minimum 2 hours + mileage
Investigation fee - Plumbing	Currently unestablished	See Structural – Investigation Fees
Plumbing Minimum Permit Fee – commercial	\$84.00	\$87.00
Plumbing Minimum Permit Fee – residential	\$84.00	\$87.00

F. Miscellaneous Fees

	Seaside Current Fee	Seaside Proposed Fee
Permit Reinstatement fee – to renew already expired permit, as eligible; subject to State Surcharge	Currently unestablished	\$87.00

Current Fee Schedule Compared to State's Model Schedule with Approximate 4% Increase.

Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	Currently unestablished	\$87.00 after first extension
Returned Check fee (NSF)	\$35.00	\$35.00
Refund processing fee – not subject to State Surcharge	Currently unestablished	\$42.00

G. Miscellaneous Community Development Fees Not Party to the Building Permit Program

	Seaside Current Fee	Seaside Proposed Fee
System Development Processing Fees		
a. One- and two-Family Dwellings	\$25.00	\$26.00
b. Commercial New	\$120.00	\$124.00
c. Commercial Additions	\$84.00	\$90.00
Processing Side Walk Deferments	\$25.00	\$26.00
Preliminary Plan Review Fees	\$84.00	\$87.00
Bonding for System Development Fees	\$100.00	\$104.00



Staff Report – City Council Meeting

Meeting Date: March 13, 2023
Author: Spencer Kyle, City Manager
Department: City Manager
Subject: Food Forrest Proposal to Move Community Gardens
Type of Item: Discussion

Introduction:

The Food Forrest non-profit organization gave a proposal to the Seaside School District (SSD) to move the community gardens to the American Legion property. Councilor Posalski will provide an update to the City Council on that proposal.

Background:

SSD is making progress towards constructing a new softball facility at Broadway Park. Part of the design necessitates the relocation of the Herche Family Training Facility, which in turn necessitates the relocation of the community gardens. These gardens are located on City property and are operated by Sunset Empire Park and Recreation District (SEPRD).

Department Review:

Staff has not yet been involved in discussions with SSD regarding the relocation of the gardens. The relocation is a responsibility of SSD, not the City. Staff anticipates bringing any proposals from SSD to the City Council once SSD makes that request.

Councilor Posalski, representing Seaside Food Forrest, has made a proposal to SSD to move the gardens. Councilor Posalski has been asked to update the City Council on these efforts.

It may be helpful for the City Council to clarify for the public's benefit the City's level of involvement in the Food Forrest's proposal. Staff believes that Food Forrest has been acting independent of the City, which is appropriate, but it may be helpful to have that stated during the meeting to remove any confusion.

Budget Impact:

None

Alternatives:

This is a discussion only.

Requested Action:

No action is being requested. The City Council may use this time to ask questions about the proposal and to give David Posalski and staff any general comments or direction.

Attachments:

None



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[Home](#) > [Public Comment Submission or Registration](#) > [Webform results](#) > Submission #12

Submission information

Form: [Public Comment Submission or Registration](#) [1]

Submitted by Anonymous (not verified)

March 7, 2023 - 9:39am

71.8.171.75

Full Name:

Rick Bowers

Full Address (Providing your address is required to offer public comment):

[REDACTED], Astoria, OR 97103

Phone Number:

[REDACTED]

E-mail Address:

rick@speak-peace.com

Confirm E-mail Address:

rick@speak-peace.com

Is this comment for the City Council or the Planning Commission?

City Council

Meeting Date you will be providing public comment (Council Meets 2nd and 4th Monday of Month, Planning Meetings 1st Tuesday of Month)

March 13, 2023

Select which option you will be using to attend the meeting:

In-Person

In-Person Instructions:

I have read and understand the in-person instructions.

Is this comment for the general (open) comment period or for a specific agenda item?

General Comment

Please state the topic on which you would like to offer comments:

homelessness

If you would like to submit a photo or other documents along with your comment please upload them here:

[ace-homelessness.pdf](#) [2]

Please select one of the following required options:

I am stating that I would like this comment submitted to the City Council prior to its next meeting and included in the council packet. Further, I'm stating that by checking this box, I understand that it will become part of the public record. Comments made without a name and address cannot be added to the public record.

Source URL: <https://www.cityofseaside.us/node/20386/submission/11186>

Links

[1] <https://www.cityofseaside.us/public-comment-form>

[2] <https://www.cityofseaside.us/system/files/webform/ace-homelessness.pdf>

Mr. Mayor and Seaside City Council Members,

I am sorry to miss tonight's City Council Meeting.

I have a couple of pictures I would like to share for consideration for a new Homeless Camp.

My past proposal has mentioned the importance of distinguishing between the different populations the camp would serve. At the Mill Pond there are three groupings. The homeless folks have separated themselves into those that are working and can't find housing, those that are living in different types of motor homes, cars, and trucks. The last group is composed of people in need of mental health and drug dependence. Usually, you find a combination of drugs and mental health concerns. These people live alone or have built structures that house a supportive unit. There is also a group that has removed itself into a section that was not designated for their use. This is not an area that you would consider a safe place. They say they are over there because they don't like rules. They, too, have critical mental health and drug problems.

Tonight I would like to suggest that in your design, plan to have safety and health rules that are maintained at all times. That each of these groups is separate, yet within the entire camp area. I would provide each person with a large container that locks. This is where they keep items that cannot fit in their sleeping arrangement safely. Everything is in the box or the living space.

Many of these people enjoy trading and keeping things that you and I would consider trash - something of no use. Such as a popcorn popper, a 4-foot mirror, and a bike that doesn't work. These are their treasure and their wealth. I believe they pick up their SSI check and go to the junk store right by the Crab Pot, where they find treasures. Often these items are tossed away or disappear within a few days - however, there is always something to replace them.

The Tent area:

Give an outlined area where they are assigned a tent and Their storage box. I suggest that it is formed by a wooden outline or a painted outline.

Select tents that allow a person to stand.

Have a personal wastebasket in each tent.

Have a tent area or tent tie-down that can stand West Coast Winds.

Attached you will find two examples of tents that could be used.

One is cheaper but is designed for Southern California This is a tent camp arrangement.

The red tent costs more but can be tied down and will last for a number of years - it comes in different sizes and colors for color coding areas.

Have a productive meeting

Kathy Samsel. [REDACTED] Seaside, Oregon. 97138



PS - the Mill Pond Camper that slept in his Tahoe was taken to the hospital for a week and then moved to Portland, where he will be in rehab for 5-6 weeks learning to walk again.

Vantage™ Shelter + Camping Cube™

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ADD TO



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Details

Spacious Interior

The Camping Cube is unexpectedly roomy inside, with a 10' x 10' interior and a peak height of 11' 5". That translates to 100 square feet of floor space and a generous 6' 10" of both headroom and valence clearance. The three height settings can be adjusted in 3" increments.

Steel Frame

The white steel frame is the same used on our E-Z UP shelters. In fact, if you already own one of our pop-up canopies, you can turn it into a tent by simply ordering a Camping Cube package to complete it.

[SKYFUZE™ Lighting \(https://www.ezup.com/lighting\)](https://www.ezup.com/lighting) | [E-Z UP® PRO-GRADE \(https://www.ezup.com/prograde/\)](https://www.ezup.com/prograde/)



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- Waterproof Floor
- 2 Interior Storage Pockets
- O-Ring Attachment Points to Hang your Gear
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Read More

TOP COLOR: Splash

STANDARD



CAMPING CUBE COLOR: Royal Blue

STANDARD

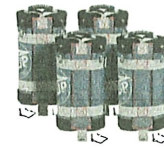


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Details

The Vista™ Shelter & Camping Cube™ Sports tent bundle allows for a stress-free setup and offers spacious space with loads of features. What makes the Vista™ pop-up tent ideal is the thoughtfully design features, including an oversized zippered entrance with tie-backs, three screened windows and a vented roof. This means you get excellent airflow and ventilation while still being protected from the elem

