

This meeting is to take care of city business and 25 people are allowed in the building at any given time as long as there is social distancing and mask required. The city recommends only those having business on the agenda attend the meeting. We highly recommend all others stay home and watch the meeting electronically. Public Comments can be emailed to publiccomment@cityofseaside.us. Thank You for your patience.

**AGENDA SEASIDE CITY COUNCIL MEETING
MARCH 8, 2021 7:00 PM**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PROCLAMATION – RED CROSS MONTH (Dana Phillips)
6. COMMENTS – PUBLIC – (please keep speaking time to four minutes)
7. DECLARATION OF POTENTIAL CONFLICT OF INTEREST
8. CONSENT AGENDA
 - a) PAYMENT OF THE BILLS - \$488,451.98
 - b) APPROVAL OF MINUTES – February 22, 2021
9. REPORTS AND PRESENTATIONS:
 - a) PRESENTATION – SEASIDE PUBLIC LIBRARY ANNUAL REPORT, Esther Moberg
10. PUBLIC HEARING – ORDINANCE 2021-01 – AN ORDINANCE AMENDMENT CONSIDERING A REDUCTION IN THE REQUIRED NUMBER OF OFF-STREET PARKING SPACES FOR SMALLER (STUDIO, ONE, AND TWO BEDROOM) APARTMENTS WITHIN ALL ZONES (OF THE CODE OF SEASIDE AMENDING)
 - OPEN PUBLIC HEARING
 - CONTINUATION OR CLOSE - PUBLIC HEARING
 - COUNCIL COMMENTS
 - MOTION FOR FIRST READING BY TITLE ONLY – ALL IN FAVOR AND OPPOSED
11. UNFINISHED BUSINESS:
 - a) VACANCY - TRANSPORTATION ADVISORY COMMISSION
PLANNING COMMISSION
LIBRARY BOARD
COMMUNITY CENTER COMMISSION
12. NEW BUSINESS:
 - a) LIQUOR LICENSE APPLICATION – THE VINESIDE WINE BAR, 737 BROADWAY STREET #2 (Owner – Autumn Halle)
 - MOTION TO APPROVE

b) UPDATE - COMPLETION SEASIDE SCHOOL DISTRICT 10 PROPERTY
AND CITY OF SEASIDE PROPERTY

c) BID APPROVAL – SCOPE OF WORK AWIA 2018 RISK AND RESILIENCE
ASSESSMENT AND EMERGENCY RESPONSE PLAN FOR THE CITY OF
SEASIDE

➤ MOTION TO APPROVE

13. COMMENTS FROM THE CITY STAFF

14. COMMENTS FROM THE COUNCIL

15. ADJOURNMENT

Complete copies of the Current Council meeting Agenda Packets can be viewed at: *Seaside Public Library and Seaside City Hall. The Agendas and Minutes can be viewed on our website 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.



CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

PROCLAMATION

Whereas, the American Red Cross is a humanitarian organization that eases people's suffering during life's emergencies throughout Oregon, across the United States and around the world. The Red Cross Cascades Region has a long history of helping our neighbors in need by delivering shelter, care and hope during disasters, making our community safer through its lifesaving providing lifesaving blood; teaching skills that save lives; and supporting military, veterans and their families; and

Whereas, last year, in the Cascades Region, more than 3,000 volunteers helped the families affected by over 650 home fires by addressing their urgent needs like food and lodging and providing recovery support. Meanwhile, when large disasters like the Oregon wildfires devastated our region, volunteers from our area and all across the country provided 173,489 overnight stays, 387,590 meals and snacks, 9,955 relief items, emotional support, recovery planning and other assistance; and

Whereas, the Red Cross continues to carry out the organization's 140-year mission of preventing and alleviating suffering. During the trying times of the COVID-19 pandemic, people have stepped up to help others in need, whether it was responding to this year's record-breaking disasters across the country or rolling up their sleeves to give more than 148,500 units of blood in the Cascades Region when our country faced a severe blood shortage. This lifesaving work is vital to strengthening our community's resilience. Nearly 200 years since the birth of American Red Cross founder Clara Barton, we dedicate this month of March to all those who continue to advance her noble legacy, and we ask others to join in their commitment to care for people in need.

NOW, THEREFORE, I, Jay Barber, Mayor of the City of Seaside, in the State of Oregon, do hereby proclaim March, 2021, as

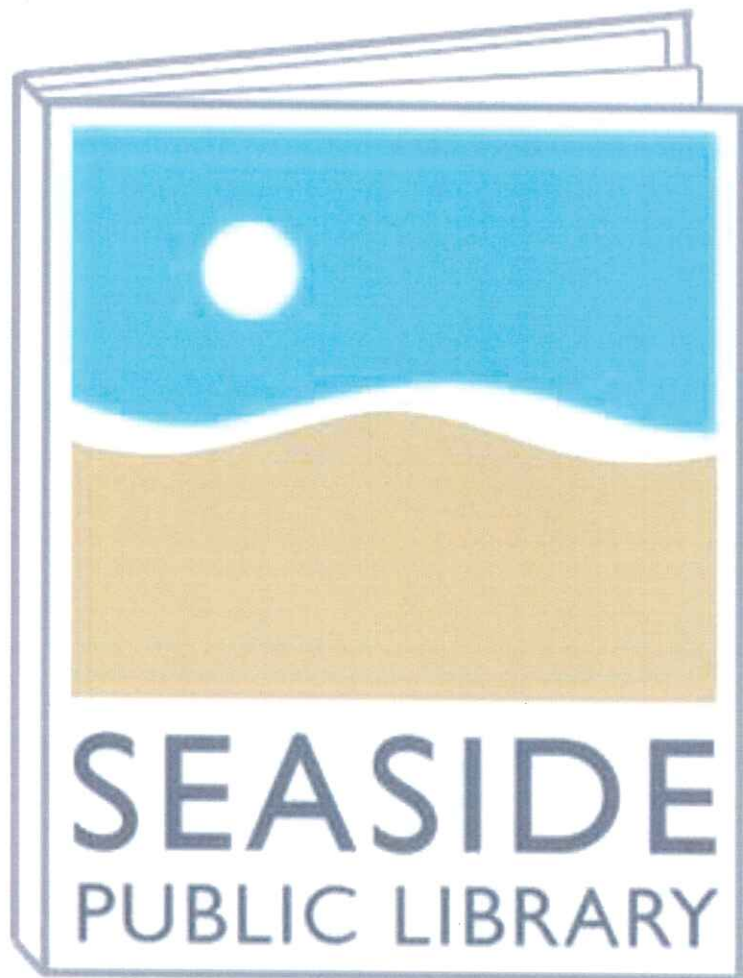
RED CROSS MONTH

in Seaside and call upon the citizens of Seaside to join in this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Seaside to be affixed this 8th day of March, 2021.



JAY BARBER, MAYOR



**SEASIDE PUBLIC
LIBRARY ANNUAL
REPORT 2019-2020**



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*Cooking Crab class with
Jennifer Burns-Bright
Fall 2019*



*Botanical Bugs drawing class with
Dorota Haber-Lehigh early 2020*

ANNUAL LIBRARY HIGHLIGHTS

Project Highlights

We digitized all library card registrations, scanning and updating every library card in the system while the Seaside Library was closed to the public in early 2020. We no longer retain paper hardcopies of library card registrations. We have moved to an online version of library cards and plan in the future to make it so people can apply for library cards on our website as well as in the library.

RFID

The new RFID system has been a success. We believe it has stopped (on at least 10 separate occasions) someone taking or stealing library materials without checking them out. We continue to work with the RFID system and our main goal is increasing scanning accuracy. We have found some limitations in the system but are overall very pleased with it.

"Even during Covid closures, library staff stayed busy digitizing library card applications, deep cleaning, putting book shelves in order, and inventorying the Library."



*Making planets at the Library
Summer 2019*

NORTHWEST LIBRARY COOPERATIVE & LIBRARIES READING OUTREACH

The Northwest Library Cooperative is an agreement between the cities and libraries of Astoria, Seaside, and Warrenton to share their individual collections through a cooperative-shared library automation system, courier system, and other resources. There is a direct result of cost savings and better use of resources for all three libraries. The Northwest Library Cooperative was formed in 2019. In 2020 the libraries joined their library systems into one automation system; The Library Corporation (TLC). Seaside and Warrenton also formed a cooperative within the Oregon Digital Consortium eBook system, and all three libraries joined a shared courier system. Seaside has seen cost savings in two of these areas. The cooperative is a direct result of the work done since 2008 to provide youth in Clatsop County with library services through the Libraries Reading Outreach in Clatsop County program.



- Circulation statistics for kids' cards (ROCC) was down 50% in 2020, 12,783 circulations vs. 24,091 in 2019. However, the same number of cards were in use: 1,724 ROCC cards total at all three libraries.
- The Cooperative saw a huge jump in shared items. Total holds checked out in 2019: 8,503. Total holds checked out in 2020: 14,742. Seaside sent 3,421 items to Astoria and Warrenton libraries in 2020 and received 3,970 items from them. In the Seaside Public Library annual survey, comments received included people requesting more items and more books on the shelves. Variety and options in all formats continue to be what people expect and request. This include digital eBooks and audiobooks, physical materials including playaways, audiobooks, DVDs, CDs, magazines, newspapers, Books, and other materials.

CIRCULATION STATISTICS

Not surprisingly, materials circulation statistics were down by over 50% from the previous year.

- ✱ 2019-2020: 78,241 checkouts (includes digital eBooks) (total library cards: 6,928)
- ✱ 2018-2019: 144,670 checkouts (includes digital eBooks) (total library cards: 7,343)

Door Count for the Seaside Public Library in 2019-2020: 109,621 front door count (This change in numbers shows how much of our usage is typically in May-August of each year)
Previous Year (2018-2019): 165,460 front door count

Digital eBook and audiobook use went up significantly this year.

We had 9,767 checkouts in 2019-2020.

The previous year was 8,876 and the year before that only 7,245.

We have access to over 96,000 digital eBooks and audiobooks through the Oregon Digital Library Consortium. Seaside also purchases Advantage titles giving our library patrons first use.

Our Library Collection is currently over 48,000 items. With our Northwest Library Cooperative, we now have access in Clatsop County to over 110,000 items in the three public libraries. We also offer Interlibrary loan borrowing to our library patrons. This gives access to items from libraries all across the United States.

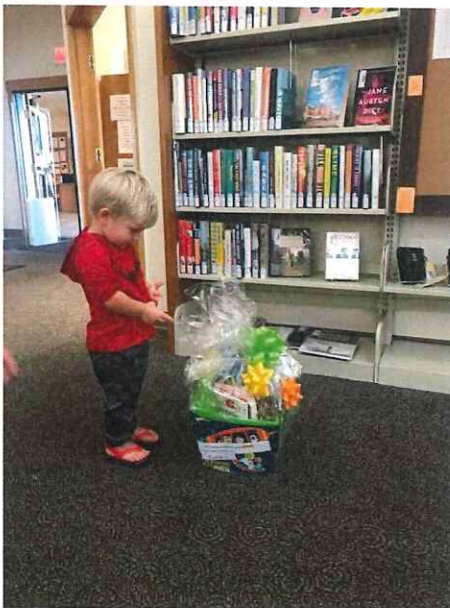
Summer Reading 2020

The Children's Librarian starts planning summer reading in January typically has summer reading ready by March. Unfortunately, this is right when Covid-19 hit in 2020. This year we had to completely redo any plans for summer reading and ended up creating two completely different programs in one year. Our summer reading program is part of a countywide effort between the three public libraries to reach as many children as possible during the summer. In 2020, Seaside Library staff distributed over 580 books with activity bags. Due to quarantine and school closures packets were distributed by the children's librarian at the following locations: the food bank in Seaside, a local summer camp, the Seaside farmers market, Seaside school district's school lunch bus (with approval from the schools). Distribution happened throughout the summer. All told the three public libraries in Clatsop County gave away over 2,000 books and activity kits to children in our community this summer.

LIBRARY SERVICES RESPONSE IN A TIME OF COVID-19 PANDEMIC, 2020.

Library Services

The end of March 2020 the covid-19 pandemic hit the Clatsop County area. The Seaside Public Library closed its doors to the public for two months. While we were closed, the first four weeks we did not offer any public services but focused on inventorying the library, digitizing all library cards (over 8,000 records!), shifting books on shelves, deep cleaning, and other tasks we could best do while closed. We also prepared reopening best practices regarding Covid related procedures for materials, public, and staff safety. The last four weeks we offered curbside services only, finally reopening our doors to the public in June. The Library stayed open until December of 2020, when the County moved into an extreme risk category due to the number of active covid cases in the county. The Library closed its doors for six weeks but continued to provide curbside services during this time. We continued to share materials with the libraries of Astoria and Warrenton. Weekly shared holds started at 400 items per week from all three libraries with an average around 300 items shared weekly in the first month, and maxed out at over 800 shared items per week in the last two weeks. We had approximately 100 library patrons that were using our curbside library services during the second closure with an average of 3-5 books reserved or checked out per patron. The Library reopened its doors on February 12th, 2021. During times of closure we suspended fines temporarily. Our Words on Wheels Outreach Program was closed March-July until nursing homes started allowing for items to be dropped with them again (they had closed all outside interaction for safety of their residents). We shifted the program to be once a month instead of the normal two times a month. We did have 3 staff people quit working at Seaside Library due to covid and we hired two new staff.



Summer Reading Grand Prize Winner 2019 Conrad Tolan

Annual Survey

24 people took the Library's annual survey at the end of 2020

Overall 83% said the library's customer service was excellent. Many of those who took the survey only used very specific services such as computers only or books only.

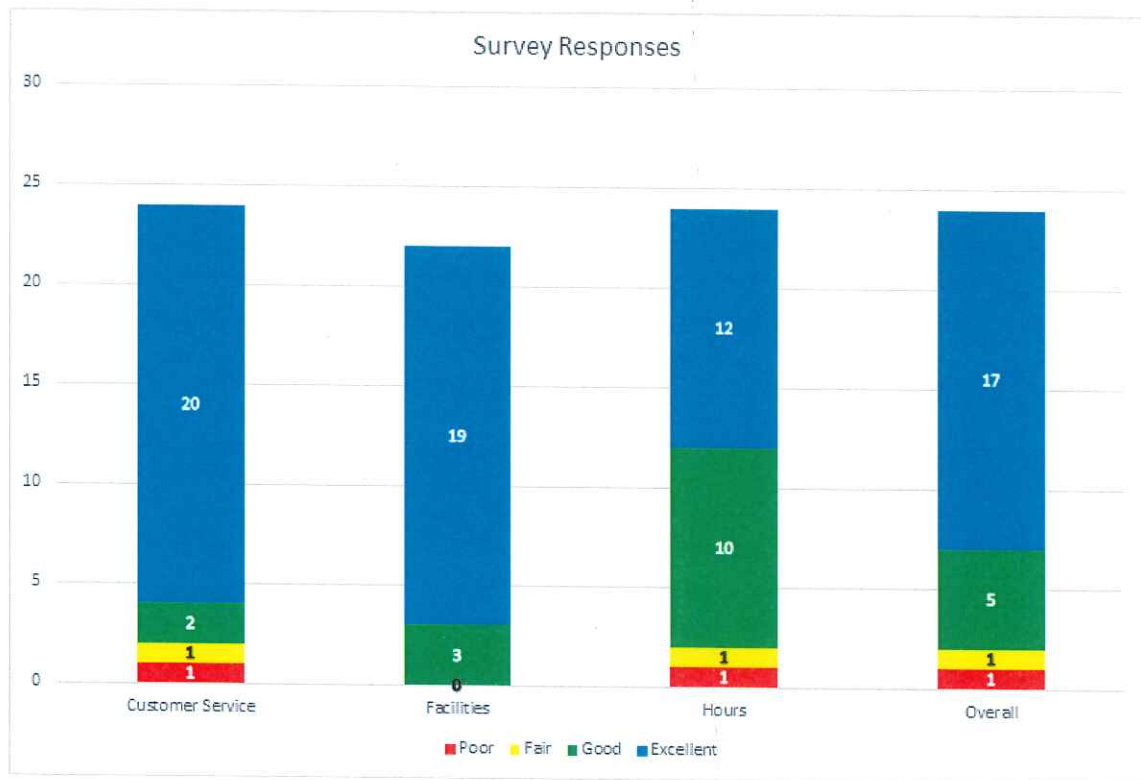
Comments:

Survey takers would like to see more space available for the following with highest priority first: more books and materials, small groups spaces, private study, larger programs space, space for community groups, and a maker space area.

One person commented they had a family member who has a disability that causes them to be loudly vocal at times. This family has always felt welcomed and appreciated in the library.

Preschool storytime was the one program most commented on (5 comments), as being most enjoyed by people using the library.

People love being able to browse and use materials from all three libraries with their Seaside Library card.



(pictured below) Library lobby display in 2020 of fossils and casts of dinosaur bones found in Oregon



Library Strategic Plan

The Library Board and Library Director have discussed and put together a library strategic plan for 2020-2022 based on the Oregon Library Association's Public Library Divisions Minimum Standards. The 50-page document lists levels of service for public libraries in Oregon. While some do not apply due to size, overall the Seaside Public Library is working to meet and/or exceed most standard goals set by the minimum standards.

Areas of Focus:

Access

Examples include: a dedicated computer for people with disabilities, bathroom automatic door openers, self-guided signage throughout library, and more parking.

Community Partnerships

Examples include: future museum partnership, formal library partnerships with community groups, and defining better the groups that support the library and their work.

Feedback and Public Comments

Examples include: an annual survey, comment cards, and more opportunity for community feedback and comments.

Diversity and Cultural Inclusion

Examples include: Survey of minority groups in Seaside, bilingual library resources, training, signage and marketing in Spanish, review of programs and services.

Library Board & Library Policy

Examples include: continuing education, orientation of new board members, update collections policy, and update or review policies as needed.

Library Staff & Library Building

Examples include: Staff training, Lighting upgrade, more storage, and long-term facility and possible expansion plan.

Publicity and Marketing

Examples include: Creating a marketing and publicity plan and shared publicity regarding the Northwest Library Cooperative.

Meet the New Staff at Seaside Public Library

After working 10 years with the Seaside Public Library, Assistant Library Director Jon Burke has retired. We appreciate his many years of service and stellar programs for adults.

In September of 2020, the Seaside Public Library hired Micah Newsome as the new Assistant Library Director. Micah moved here from Georgia. Micah has worked in public libraries in Georgia since 2012. He has worked as a library assistant, a Young Adult Librarian, and most recently as the Head of Reference at the Middle Georgia Regional Library in Macon, Georgia. Some of his earliest and fondest memories are of his hometown library, and he's excited to help provide that experience to others here in Seaside.



Ann Branson was hired as our new Teen Library Assistant in September of 2020. Ann has a background in theater and a lot of enthusiasm working with teens. She will be taking over our teen social media and helping with all teen programs here at the Seaside Public Library.

LIBRARY BOARDS

COMMITTEES & VOLUNTEERS



Library Staff

Director Esther Moberg, Assistant Director Micah Newsome,
Collections Dan Cawley, Interlibrary loan Connie Word, Children's
Librarian Marian Rose, Tech Services Alex Cockrum, Circulation Desk
Susan Park, Circulation Desk Kapri Schlenk, Words on Wheels Outreach Judy Anderson, and Teen
Librarian Ann Branson

Seaside Library Board

Chair Tess Ratty, Cathleen Teeple, Gloria Linkey, Eve Marx, and Catriona Penfield

Friends of the Seaside Public Library Board

Roni Rose, Nancy Zenk, Nancy Taggard, Hugh Kerwin, Pat Lehman, and Karen Baltier-Long

Seaside Public Library Foundation Board

Chair Leah Griffith, Ana Santili, Melissa Ousley, Cristine Shade, Jeremy Rust, Jim Shipley, and
Esther Moberg

Library Volunteers

Molly Irons, Dylan Milliren, Jane Newhouse, Frida Ruff, Violet Shad, Jean Wayne, Bob Widdop, and
Rachael Wolford

WOW Volunteers

Joyce Hunt and Linda Bjornstad

Libraries Reading Outreach in Clatsop County Board

Chair Jimmy Pearson, Esther Moberg, Kelly Knudsen, Suzanne Harold, and Jane Tucker

Art Committee

Esther Moberg, Micah Newsom, Tess Ratty, Nancy Berry, and Linda Wyss

CITY OF SEASIDE MEMORANDUM

To: Mayor & City Council
From: Planning Director, Kevin Cupples
Date: March 8, 2021
Applicant: City of Seaside, 989 Broadway, Seaside, OR 97138
Subject: 19-070ZCA Text Amendment Reduced Parking for
Smaller Apartments in All Zones

Request Summary:

The City of Seaside is considering a reduction in the required number of off-street parking spaces per dwelling unit for smaller (studio, one & two bedroom) apartments within all zones. Currently the ordinance requires two off-street parking spaces per dwelling unit, regardless of the number of bedrooms in an apartment.

The proposed text amendment was initially reviewed by the City Council in February of 2020. At that time, the proposed amendment also included a provision that would eliminate the parking requirement for certain types of residential dwelling units above ground floor commercial uses within the downtown core area zones, Resort Residential (C2) and Central Commercial (C4). During the initial review, that part of the proposed amendment was not supported by the Council, so that part of the amendment will need further review by the Commission.

Instead of putting the entire amendment on hold during the Commission's reconsideration process, staff has removed that part of the text amendment dealing with the C-2 and C-4 zone. This will give the Council an opportunity to move forward with that part of the text amendment that appeared to be supported by the Council during the initial review.

The initial amendment language was reviewed by the Planning Commission, and after their public hearing review process was completed, they supported the amended text in Ordinance 2021-01. In accordance with Article 9 of the Seaside Zoning Ordinance, the City Council needs to consider the Commission's recommendation and hold their own public hearing prior to making any final decision on the proposed text amendment.

Planning Commission Testimony Summary:

The Planning Commission heard testimony concerning the proposed text amendments during two Commission meetings in December and January of 2020. Testimony supported a reduction in the number of off-street parking

spaces for smaller apartments in all zones and the proposed text is similar to the requirements in other local jurisdictions.

Planning Commission Recommendation:

As previously stated, the Commission's original recommendation included provisions that would eliminate the parking requirement for residential dwelling units above ground floor commercial uses within the downtown core area zones, Resort Residential (C2) and Central Commercial (C4). The text in that portion of the recommendation has been removed from Ordinance 2021-01 (attached), so it is now limited to a reduction in the required number of off-street parking spaces per dwelling unit for smaller (studio, one & two bedroom) apartments within all zones.

Final Recommended City Council Action:

Conduct a public hearing to take testimony on the proposed ordinance text amendment. Following testimony and review of the Commission's recommendation, determine if any additional modifications to the ordinance language is justified.

If the proposed amendments to the off-street parking requirements are deemed appropriate, **make a motion that Ordinance No. 2021-01 be read "by title only."** This ordinance is the document that will formally recognize the Council's approval of the proposed text amendment based on the Planning Commission's recommendation in light of any modifications deemed necessary during the public hearing process.

Following the first reading "by title only", the ordinance will be scheduled for a second reading during the next Council meeting on March 22, 2021. That would allow the third reading and final adoption to then take place during the Council's meeting on April 12, 2021.

Attachments:

Ordinance No. 2021-01

Planning Commission's Recommendation

ORDINANCE NO. 2021-01

AN ORDINANCE OF THE CITY OF SEASIDE, OREGON, AMENDING THE ZONING ORDINANCE TEXT IN CODE OF SEASIDE ORDINANCE CHAPTER 158 REDUCING PARKING FOR SMALLER APARTMENTS IN ALL ZONES.

WHEREAS, the City Council and Planning Commission have been discussing potential ways the City could reduce some of the regulatory hurdles associated with developing workforce rental housing and promote more efficient use of land within the City, and

WHEREAS, amending the parking regulations in the City of Seaside Zoning Ordinance was identified as a viable means of reducing the regulatory requirements for certain types of residential housing during joint work sessions of the Council & Commission, and

WHEREAS, based on a request by the Planning Commission, the City Council initiated the public hearing process on October 28, 2019, for the Planning Commission to consider proposed amendments to the parking regulations for residential uses in the City of Seaside Zoning Ordinance.

WHEREAS, the Planning Commission conducted a duly advertised public hearing on December 3, 2019, to take public testimony on draft amendments to the parking regulations and continued the hearing to January 7, 2020, to provide additional time to consider modifications to the proposed amendments and provide an additional opportunity to take public testimony, and

WHEREAS, following the close of public comment and deliberation concerning the final wording in the draft amendment, the Planning Commission recommended the City Council approve zone code amendment 19-070ZCA based on the staff report, public testimony, and the modified parking regulation supported by the Commissioners, and

WHEREAS, the City Council held their own public hearing to take public testimony on the draft amendments and reviewed the Commission's recommendation on zone code amendment 19-070ZCA during their meeting on February 24, 2020, and supported the reduction in the apartment parking requirements but requested the Commission reconsider the residential above commercial in the C-2 and C-4 zones without any off-street parking and consider including affordability requirements.

WHEREAS, the residential above commercial provisions have been removed from the proposed ordinance based on the remand and it is now limited to the reduction in the apartment parking requirements that were originally supported by the public testimony, the Commission's recommendation, and the Council's Final Decision, which is adopted by reference hereto.

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

SECTION 1. Amend the residential use off-street parking requirements in Section 4.101 as follows:

2. Apartment dwellings <u>with more than two bedrooms</u> , condominium or time share projects.	<u>Two spaces per dwelling unit,</u>
<u>Apartments, studio without a bedroom</u>	<u>1 space per dwelling unit</u>
<u>Apartments, one bedroom</u>	<u>1.25 spaces per dwelling unit</u>
<u>Apartments, two bedroom</u>	<u>1.5 spaces per dwelling unit</u>

SECTION 2. The Seaside City Council did hold a public hearing on March 8, 2021, during which the public was given an opportunity to testify in favor and in opposition to the amendments to the City of Seaside Zoning Ordinance.

SECTION 3. The City Council hereby finds there is sufficient justification to approve the amendments to the City of Seaside Zoning Ordinance (file reference 19-070ZCA) based on the Commission's recommendation, and the Council's Final Decision.

ADOPTED by the City Council of the City of Seaside on this ____ day of _____, 2021, by the following roll call vote:

YEAS:
NAYS:
ABSTAIN:
ABSENT:

SUBMITTED to and **APPROVED** by the Mayor on this ____ day of _____, 2021.

JAY BARBER, MAYOR

ATTEST:

Mark J. Winstanley, City Manager

PLANNING COMMISSION RECOMMENDATION

Zone Code Amendment 19-070: ~~Eliminating Parking for Certain Residential Over Commercial in C2 & C4 Zones & Reduced Parking for Smaller Apartments in All Zones.~~

After considering public testimony, the Planning Commission recommended the following City Council action:

Recommended Decision: Approval Zone Code Amendment 19-070ZCA: ~~A proposed ordinance amendment by the City of Seaside to eliminate the parking requirement for small residential dwelling units above ground floor commercial uses within the downtown core area zones, Resort Residential (C2) and Central Commercial (C4).~~ The amendment will also reduce the required number of off-street parking spaces for smaller (studio, one, & two bedroom) apartments within all zones.

This recommendation is supported by the Commission's adopted findings, justification statements, and conclusions. The specific text amendments are identified in findings 5 and 8.

DECISION CRITERIA, JUSTIFICATION, FINDINGS, & CONCLUSIONS:

The following is a list of the decision criteria applicable to the request. Each of the criteria is followed by findings or justification statements adopted by the Planning Commission to support their conclusions and final recommendation. Their adopted information is being forwarded to the City Council to support the Council's final decision.

Although Article 9 in the City of Seaside Zoning Ordinance does not identify specific standards or criteria which apply to all text amendments, at a minimum, the following criteria should be addressed:

DECISION CRITERIA # 1: The proposed text amendment to the City of Seaside Zoning Ordinance is consistent with the Comprehensive Plan and it will maintain the Plan's compliance with the State Law & the Statewide Planning Goals.

FINDINGS & JUSTIFICATION STATEMENTS:

1. Published Notice Request Summary: 19-070ZCA – A proposed ordinance amendment by the City of Seaside to eliminate the parking requirement for residential dwelling units above ground floor commercial use within the downtown core area zones, Resort Residential (C2) and Central Commercial (C4).

They will also be considering a reduction in the required number of off-street parking spaces per dwelling unit for small (one bedroom and studio apartments) within all zones. Currently the ordinance requires two parking spaces per dwelling unit, regardless of the size of the dwelling. The Planning Commission will hear testimony concerning the proposed amendments and ultimately make a recommendation to the City Council.

2. The City of Seaside Comprehensive Plan and Zoning Ordinance must periodically be amended in order to stay relevant and address changing circumstances. The need for additional workforce housing has been expressed in the housing study prepared for Clatsop

County and promoting its development was identified as a goal of the Seaside City Council. By removing potential regulatory barriers to the development of new rental housing units, the development of additional rental housing units could become more practical.

3. The current ordinance requires two parking spaces per dwelling unit for all types of apartments, multifamily dwellings, & conventional detached dwelling units.

- a. This has a significant regulator impact on the potential development of rental housing units above ground floor commercial uses. Especially the existing commercial buildings within the C-2 & C-4 zones where properties commonly have very little off-street parking (if any) on the property where their buildings are located.
- b. This has a significant impact on the amount of backup land necessary to develop smaller apartments or multifamily dwellings which in turn drives up the land cost to develop smaller rental housing.

4. Other neighboring communities have lower standards for off-street parking than Seaside.

Cannon Beach:

a. Single-family dwelling, two-family dwelling and multiple family dwelling in condominium ownership: 2 per dwelling unit, except that 1 per dwelling unit is required for residences that are provided in conjunction with a commercial use where those residences constitute no more than 50% of the building area.

b. Multiple-family dwellings in other than condominium ownership:

Studio	1 per dwelling unit
1 bedroom	1.25 per dwelling unit
2 bedroom	1.5 per dwelling unit
3 or more bedrooms	2 per dwelling unit

Warrenton:

Residential Uses	Parking Spaces Required
Single-family detached dwelling (including manufactured home on individual lot)	2 spaces
Two- and three-family dwelling	1.5 spaces per dwelling unit
Multifamily and single-family attached dwelling	
Studio units or 1-bedroom units less than 500 sq. ft.	1 space per unit
1-bedroom units 500 sq. ft. or larger	1.5 spaces per unit
2-bedroom units	1.75 spaces per unit
3-bedroom or greater units	2 spaces per unit
Senior housing; retirement complexes seniors 55+ years	1 space per unit
Rooming and boarding houses; dormitories	2 spaces per each 3 guest rooms, or 1 space per 3 beds, whichever is greater
Bed and breakfast	1 space per guest bedroom
Manufactured home parks	2 spaces per dwelling unit
Accessory dwelling	None if lot already contains at least 2 spaces; otherwise, 1 space is required

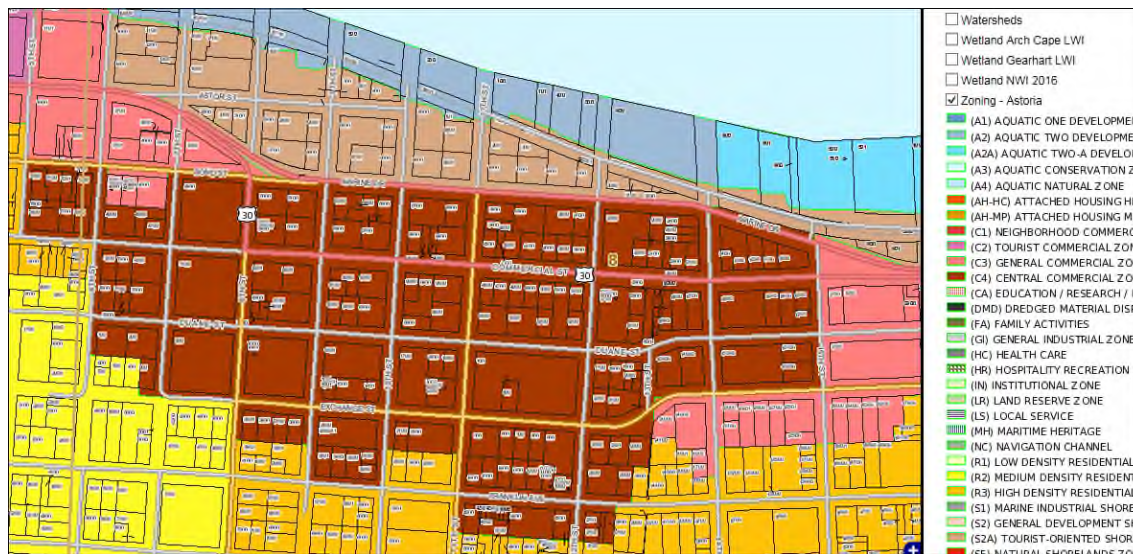
Astoria:

Multi-family Dwelling including Group Housing	1.5 spaces per dwelling unit with more than one bedroom; 1.25 spaces per dwelling unit limited to one bedroom, or one bedroom group housing units; Calculation is based on specific number of each type of units within the complex.
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Downtown Area.

Uses in the C-4 Zone (Central Commercial) and uses between 7th and 14th Streets in the A-2 (Aquatic Two Development) and S-2A Zones (Tourist Oriented Shoreland) are not required to provide off-street parking.

Exception: In the C-4 Zone, off-street parking and loading requirements shall apply to Lots 1, 2, 3, Block 40, McClure's Addition (south side of 600 Block Duane Street) as required by Amendment A99-02, Ordinance 99-21.



5. The Planning Commission and City Council have discussed potential amendment to the off-street parking requirements in the City's Zoning Ordinance. The following draft text amends are being proposed in an attempt reduce some of the regulatory hurdles associated with developing workforce rental housing and promote more efficient use of land within the city.

~~Amend the Definitions Section 1.030 to include a new Dwelling Definition as follows:~~

- ~~• Dwelling, Residential-over-Commercial: A dwelling unit of one bedroom, or less, which is located above a commercial establishment.~~

~~Amend the Conditional Uses Permitted in the C-2 zone, Section 3.073,2. as follows:~~

- ~~2. Condominiums, apartments, **Residential-over-Commercial** and time-share units~~

~~Amend the Commercial Resort (C-2) Zone, Section 3.075, 8. as follows:~~

- ~~8. Off-Street Parking: None required; except Section 3.072 (4) hotel, motel or tourist court; and Section 3.073 (2) condominiums and apartments; parking as specified in Section 4.100, **but no parking for Residential-over-Commercial units.**~~

~~**Amend the Conditional Uses Permitted in the C-4 zone Section 3.093, 2. as follows:**~~

- ~~2 Condominiums, apartments, **and Residential-over-Commercial.**~~

~~**Amend the Central Commercial (C-4) Zone, Section 3.095, 8. as follows:**~~

- ~~8. Off-Street Parking: As specified in Section 4.100 for all new buildings, **but no parking for Residential-over-Commercial units.**~~

~~**Amend the residential use off-street parking requirements in Section 4.101 as follows:**~~

- ~~2. Apartment dwellings **with more than two bedrooms**, condominium or time share projects. Two spaces per dwelling unit,~~

~~**Apartments, studio without a bedroom**~~

~~**1 space per dwelling unit**~~

~~**Apartments, one bedroom**~~

~~**1.25 spaces per dwelling unit**~~

~~**Apartments, two bedroom**~~

~~**1.5 spaces per dwelling unit**~~

~~6. The proposed amendment that would create the Residential-over-Commercial use is supported in part by the recognition there are some employees of businesses in the downtown core area that bicycle, skateboard, buss, or walk to work; and many of these employees do not even own a car.~~

~~7. Verbal and written testimony was considered by the Planning Commission during their initial public hearing on December 3, 2019. Following that hearing, the Commissioners further discussed the draft text amendment language during a work session on December 17, 2019. This lead to a number of proposed modifications to their original draft text amendments to Section 4.101 and they have been included in this updated draft.~~

~~8. During the initial public hearing, the Seaside Public Works Director expressed concerns that allowing Residential-over-Commercial without required parking in the C-2 & C-4 zones could adversely impact street sweeping within the downtown core since tenants could be parking on the streets in the early morning hours when they routinely sweep the streets.~~

~~In an attempt to address this concern without creating one specific solution that would apply to every situation, it was suggested that it could be addressed by the applicant at the time the conditional use permit is submitted for review and consideration. By adding the following text to Article 6, the applicant will be responsible for addressing how their Residential-over-Commercial use will prevent any adverse impacts to the City's routine street maintenance within the C-2 & C-4 zones.~~

~~**Section 6.240 Residential-over Commercial**~~

~~**Although Residential-over-Commercial uses within the C-2 & C-4 zones do not have a specific requirement to provide off-street parking, the applicant must specify how the tenant's overnight on-street parking will not adversely impact the City's routine street maintenance.**~~

CONCLUSION TO CRITERIA #1:

The proposed text amendments in findings 5 and ~~8~~ will not conflict with the provisions in the City's Comprehensive Plan or impact the Plan's compliance with Statewide Planning Goals. The requested amendment will help reduce some of the regulatory hurdles associated with developing workforce rental housing and promote more efficient use of land within the city.

FINAL RECOMMENDATION:

Recommend the City Council approve the text amendment identified in findings 5 and ~~8~~ subject to any further modifications during their public hearing process. This recommendation can be supported by the Commission's adopted findings, justification statements, and conclusions.

TRANSPORTATION ADVISORY COMMISSION

(Meetings are scheduled the third Thursday of every month at 6:00 PM)

The purpose of the Transportation Advisory Commission is an advisory body to make recommendations to the City Council on matters concerning transportation and proposed transportation projects. The Transportation Advisory Commission shall have the powers and duties which are now or may hereafter be assigned to it by Charter, ordinance, resolution or order of this city and in addition it will:

- Assist the City Council in recognizing community priorities by advising on transportation policies and goals;
- Increasing communications between the City, the public, the Oregon Department of Transportation (ODOT), the County, and all interested parties;
- Reduce misunderstandings concerning transportation planning, design, and construction;
- Review current transportation related ordinances and recommend amendments;
- Review proposed transportation projects planned for the City of Seaside and make recommendations;
- Review the City of Seaside Transportation Systems Plan every five years and report to the City Council;
- Complete other projects, as they relate to transportation, as directed by the City Council.

The Commission shall consist of five members who are not employees of the City of Seaside and who will be appointed by the City Council. A minimum of four members shall reside within the city limits; and one member may live outside the city limits in order to represent concerns of neighboring properties and jurisdictions.

All members shall serve for a term of four years. Any portion of a term exceeding one-half the period of the term shall be considered a term.

Each year in January, the first meeting of the Commission, the members shall appoint one of their members as Chairperson and one as Vice-Chairperson. City staff shall serve as Secretary to the Transportation Advisory Commission. Minutes of all meetings will be filed with the City Council.

The commission shall hold a regular meeting at least once each month of the calendar year. The meeting shall be open to the public and legally noticed.

COMMITTEE/COMMISSION APPOINTMENT

1. Date Council Notified: September 14, 2020

Name: Bill Carpenter

Commission/Committee: Transportation Advisory Commission

Resignation Date: Carpenter - September 30, 2020

Term Expiration Date: October 1, 2020

Wants to be considered again: Carpenter - No

2. Applicants:

3. Nominations:

4. Appointment:



CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

TRANSPORTATION ADVISORY COMMISSION

Term of Office: 4 years
Number of Members: 5

Chairperson*
Vice Chairperson**

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXP.</u>
VACANCY (CARPENTER)			10/01/2020
BEN OLSON**	2025 MAPLE ST.	503-738-2956	10/01/2022
TERRY HARTILL*	85208 HWY 101	503-738-7108	10/01/2023
VINEETA LOWER	815 6TH AVENUE	503-621-6588	10/01/2023
MATTHEW STOLBERG	870 AVENUE I, UNIT 2	503-739-2539	10/01/2024
DALE MCDOWELL	1387 AVENUE 'U'	503-738-5112	Public Works

SEASIDE PLANNING COMMISSION

(Meetings are scheduled the first and third Tuesday of every month at 6:00 PM)

The purpose of the Seaside Planning Commission is to recommend and make suggestions to the Council and to other public authorities concerning the laying out, widening, extending and locating of public thoroughfares, the parking of vehicles, the relief of traffic congestion, betterment of housing and sanitation conditions, and the establishment of districts for limiting the use, height, area, bulk and other characteristics of buildings and structures related to land development. The Planning Commission is to recommend to the Council and other public authorities plans for regulating the future growth, development and beautification of the city with respect to its public and private buildings and works, streets, parks, ground and vacant lots, and plans consistent with future growth and development of the city in order to secure to the city and its inhabitants sanitation, proper service of public utilities, including appropriate public incentives for overall energy conservation, and plans for shipping and transportation facilities.

The commission consists of seven members who are not officials or employees of the city and who will be appointed by the Mayor, subject to the approval of the City Council. A minimum of five members shall reside within the city limits; a maximum of two members may reside within the urban growth boundary, but outside the city limits. All members shall serve for a term of four years. A Planning Commissioner's term of office shall commence on the first day of November of the first year of his or her term.

Each year, at the first Committee meeting in November, the members shall appoint one of their members as Chairperson and one as Vice-Chairperson. One of the Committee members will serve as Secretary. Minutes of all meetings will be filed with the City Council.

No more than two members of the Commission may engage principally in the buying, selling or development of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, which engages principally in the buying, selling or developing of real estate for profit.

The Committee shall hold a regular meeting at least once each month of the calendar year. The meetings shall be open to the public. Any person appointed to serve on this committee who misses three or more regularly scheduled meetings during a 12-month period shall be notified by letter that the position must be vacated. The individual may appeal the decision to the City Council. (A 12-month period is defined as beginning in January of each calendar year.)

The members shall serve without salary or compensation of any nature.

Please Note: It is Council policy that applicants must be a city or urban growth boundary resident, business owner or employee of a business for at least one year, depending on permit type/commission residency requirements.

CITY OF SEASIDE

Interest Form for City of Seaside Business License Application

NAME (Print) _____ ALIAS _____ PHONE (Home) _____
 (Cell) _____ (Fax) _____

ADDRESS (500 Wharfing Place, Dept. 100 Seaside, OR 97138)

MAIL ADDRESS (If Different From Above) (Seaside, OR)

BUSINESS ADDRESS (If Applicable) (Seaside, OR)

EMAIL ADDRESS (e-mail) (e-mail)

LENGTH OF TIME IN SEASIDE (1 Year) ARE YOU A RESIDENT? (YES) (NO) (SEASONAL) Yes ☒ No ☐

OCCUPATION (Assistant City Commissioner - Highways & Streets)

PAST OCCUPATIONS _____

Are you an owner or operator of a business or other activity? (If Yes, please specify below)

Do you have any other business or activity? (If Yes, please specify below)

None _____

List your employment history (business or other activity) (If Yes, please specify below)

5 years as SEASIDE City Council Member

12 years as Assistant City Commissioner - Highways & Streets

Do you and your spouse or partner own any other business or other activity?

Yes, please specify below (If Yes, please specify below)

Do you ever own any other business or other activity? (If Yes, please specify below)

Yes, please specify below (If Yes, please specify below)

What is your business? _____

Please list your references (including your own) (If Yes, please specify below)

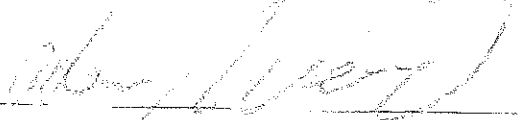
NAME	RELATIONSHIP	ADDRESS	PHONE
Mark Brown	Supervisor	332nd Highway, SE	503-737-1644
Sammy Hunt	Friend	171 8th Street, SE	503-854-1758
Joshua F. Singer	Friend	1411 1st Street, SE	503-444-1251

I authorize my parent or entity controlling the City of Seattle to limit information relating to my employment or participation in the City of Seattle to the extent necessary to protect my privacy and ability to participate in the City of Seattle from any and all public disclosure of information that would cause the City of Seattle to be in a position to conduct an investigation.

DATE

1/27/21

SIGNATURE



COMMITTEE/COMMISSION APPOINTMENT

1. Date Council Notified: January 25, 2021

Name: Adam Wood

Commission/Committee: Planning Commission

Resignation Date: Posalski – December 11, 2020

Term Expiration Date: Posalski - November 1, 2021

Wants to be considered again: Posalski – City Council Member

2. Applicants:
Adam Wood

3. Nominations:

4. Appointment:



CITY of SEASIDE

OREGON'S
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RESORT

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

PLANNING COMMISSION

Term of Office: 4 years

Number of Members: 7

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
VACANCY (POSALSKI)			11/01/2021
CHRIS HOTH*	420 AVENUE I	738-7861	11/01/2022
JON WICKERSHAM	780 6TH AVENUE	503-440-4816	11/01/2022
ROBIN MONTERO	2471 SUNSET BLVD.	206-852-1810	11/01/2023
LOUIS NEUBECKER	1859 BROADWAY	717-0153	11/01/2023
TERI CARPENTER	220 AVENUE 'U'	425-246-9962	11/01/2024
KATHY KLECZEK	2080 ALDERCREST	503-440-3232	11/01/2024

EX OFFICIO MEMBERS: MAYOR, CITY ATTORNEY, CITY MANAGER, CITY ENGINEER, CODE
ENFORCEMENT OFFICER

*CHAIR

**VICE CHAIR

SEASIDE LIBRARY BOARD

(Meetings are scheduled the first Tuesday of each month at 4:00 PM)

The Seaside Public Library Board acts in an advisory capacity to the Library Director and Seaside Public Library on behalf of Seaside City Council regarding the operations of the City Library. The Seaside Public Library Board advises the Library Director on matters that relate to library services, policies, and funding. The Seaside Library Board shall approve bylaws, recommend library policies to the city council, follow Oregon's open meetings law and public records laws, build a good community support for the library's services, while actively listening and responding to the community requests for library services.

The board consists of five members appointed by the Mayor subject to City Council approval. The Seaside Public Library is advised by the library board. All terms of office shall be four years beginning on December 31st, and no member shall hold office for more than two full consecutive terms.

The board shall meet at least once a month in the library at a designated time and special sessions may be called by the chair of the board should the chair deem it necessary.

The board shall elect a chairman and vice-chair at the beginning of each serving year, and in the absence of the chairman, the vice chair shall assume the duties of the chairman. The board, should it so desire, may appoint the librarian as secretary to the board to take minutes and to keep a record of its actions.

The members shall serve without salary or compensation for services rendered.

COMMITTEE/COMMISSION APPOINTMENT

1. Date Council Notified: November 23, 2020

Name: Tess Ratty

Commission/Committee: Library Board

Resignation Date: Ratty - Served Two Terms

Term Expiration Date: December 31, 2020

Wants to be considered again: Ratty - N/A Served Two Terms

2. Applicants:
Marilyn Bailey
Cheryl Adamscheck
Thomas Ryan
Teresa Simplot
Melissa Clark
Harriet Sheridan

3. Nominations:

4. Appointment:

Please Note: It is Council policy that applicants must be a city or urban growth boundary resident, business owner or employee of a business for at least one year, depending on committee/commission residency requirements.

CITY OF SEASIDE

Interest Form for Committee/Commission/Board Vacancies

NAME Bailey Marilyn PHONE 503/ 344-7652
Last First

ADDRESS 750 Avenue R Seaside OR 97138

MAIL ADDRESS (DIFFERENT THEN ABOVE) _____

BUSINESS ADDRESS (IF APPLICABLE) _____

EMAIL ADDRESS WiserSally6@gmail.com

LENGTH OF TIME IN SEASIDE 1 mo. ARE YOU A REGISTERED VOTER IN SEASIDE: Yes ☒ No ☐

OCCUPATION House wife

PAST OCCUPATIONS Banker, Receptionist, Customer Service, Administration

List committee/commissions on which you would like to serve: Seaside Library Board

List committee/commissions you are currently appointed to: N/A

List employment and volunteer activities, which may relate to service on committee/commissions:

Volunteer assistant Gresham Greater Baptist Church, Volunteer Helper at Dharma Rain Zen Center, Administration, Receptionist, Search Assistant at Gresham Public Library

List skills and special knowledge that you may have acquired from these activities:

Administration, Customer Service, Account Management, Filing, Supplies and Resources Allocation, Team Strategy Coordination

Have you ever been convicted, pled guilty or pled "no contest" to any crime, offense, or major traffic violation? Yes ☒ No () If yes, what offense? Trespass, and Disorderly Conduct

When? 8/2004 Please explain: Argument with a police officer after having alcoholic beverage, But have since been in recovery

Please list 3 references including an employer or supervisor, and people that have known you for at least 2 years. (No City Council Members, Please)

NAME	RELATIONSHIP	ADDRESS	PHONE
<u>Coleby Bailey</u>	<u>Husband</u>	<u>750 Avenue R Seaside OR</u>	<u>(503) 344-7652</u>
<u>Barbie Hanson</u>	<u>Friend</u>	<u>20955 E Marble Canyon Way Mayer AZ</u>	<u>(503) 568-0388</u>
<u>Heather Elliot</u>	<u>Volunteer Supervisor</u>	<u>385 NW Miller Ave Gresham OR</u>	<u>(503) 988-5123</u>

I authorize, any person or entity contacted by the City of Seaside to furnish information relating to my appointment to the Commission/Committee/Board indicated above and I release any such person or entity from any and all liability for furnishing such information. I also release the City of Seaside from any and all liability for conducting such an investigation.

DATE 2/6/2021 SIGNATURE [Signature] B

Please Note: It is Council policy that applicants must be a city or urban growth boundary resident, business owner or employee of a business for at least one year, depending on committee/commission residency requirements.

CITY OF SEASIDE

Interest Form for Committee/Commission/Board Vacancies

NAME Adams Cheryl PHONE 206 434-2216
Last First

ADDRESS 3345 Bayview Terrace, Seaside 97138

MAIL ADDRESS (DIFFERENT THEN ABOVE) _____

BUSINESS ADDRESS (IF APPLICABLE) _____

EMAIL ADDRESS wycombe girl2@gmail.com

LENGTH OF TIME IN SEASIDE 1 year ARE YOU A REGISTERED VOTER IN SEASIDE: Yes ☒ No ☐

OCCUPATION owned property here since 2015
Retired public relations manager, Boeing

PAST OCCUPATIONS journalist (print), public relations for clients
and companies in OR and WA

List committee/commissions on which you would like to serve:
Seaside Library Board

List committee/commissions you are currently appointed to: secretary, Clearbrook
Maintenance Assn, an HOA in Lacey, WA

List employment and volunteer activities, which may relate to service on committee/commissions:

former church librarian, Lacey former
president, Puget Sound South, association of church libraries

List skills and special knowledge that you may have acquired from these activities:

plan yearly events, lead board of directors meetings,
write newsletter articles

Have you ever been convicted, pled guilty or pled "no contest" to any crime, offense, or major traffic violation? Yes ☐ No ☒ If yes, what offense? _____

When? _____ Please explain: _____

Please list 3 references including an employer or supervisor, and people that have known you for at least 2 years. (No City Council Members, Please)

NAME	RELATIONSHIP	ADDRESS	PHONE
<u>Heidi Larson</u>	<u>friend</u>	<u>1021 6th Ave Seaside</u>	<u>739-0779</u>
<u>Tyenne Leach</u>	<u>former boss</u>	<u>10988 Point Vashon Dr SE</u>	<u>206 601-3511</u>
<u>Roberta Larson</u>	<u>library associate</u>	<u>4236 N. Vassault St</u> <u>Tacoma, WA 98407</u>	<u>253-353-4675</u>

I authorize, any person or entity contacted by the City of Seaside to furnish information relating to my appointment to the Commission/Committee/Board indicated above and I release any such person or entity from any and all liability for furnishing such information. I also release the City of Seaside from any and all liability for conducting such an investigation.

DATE 2-22-2021 SIGNATURE Cheryl Adams

my parents lived in Seaside 1977-2005. I grew up here and

Please Note: It is Council policy that applicants must be a city or urban growth boundary resident, business owner or employee of a business for at least one year, depending on committee/commission residency requirements.

CITY OF SEASIDE

Interest Form for Committee/Commission/Board Vacancies

NAME Ryan. Thomas PHONE 206 7991825
Last First

ADDRESS 465 8th Ave

MAIL ADDRESS (DIFFERENT THEN ABOVE) PO Box 1064

BUSINESS ADDRESS (IF APPLICABLE) _____

EMAIL ADDRESS imtr1948@gmail.com

LENGTH OF TIME IN SEASIDE 4 yrs ARE YOU A REGISTERED VOTER IN SEASIDE: Yes ☒ No ☐

OCCUPATION Retired

PAST OCCUPATIONS TV news journalist - actor, director, producer, writer

List committee/commissions on which you would like to serve: _____

List committee/commissions you are currently appointed to: _____

List employment and volunteer activities, which may relate to service on committee/commissions: _____

List skills and special knowledge that you may have acquired from these activities: _____

Have you ever been convicted, pled guilty or pled "no contest" to any crime, offense, or major traffic violation? Yes ☐ No ☒ If yes, what offense? _____

When? _____ Please explain: _____

Please list 3 references including an employer or supervisor, and people that have known you for at least 2 years. (No City Council Members, Please)

NAME	RELATIONSHIP	ADDRESS	PHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I authorize, any person or entity contacted by the City of Seaside to furnish information relating to my appointment to the Commission/Committee/Board indicated above and I release any such person or entity from any and all liability for furnishing such information. I also release the City of Seaside from any and all liability for conducting such an investigation.

DATE Feb 25, 2021 SIGNATURE Thomas Ryan

Please Note: It is Council policy that applicants must be a city or urban growth boundary resident, business owner or employee of a business for at least one year, depending on committee/commission residency requirements.

CITY OF SEASIDE

Interest Form for Committee/Commission/Board Vacancies

NAME Simpot Teresa PHONE 515, 210 - 8901
Last First

ADDRESS 1573 Whispering Pines Dr # B Seaside, OR 97138

MAIL ADDRESS (DIFFERENT THEN ABOVE) N/A

BUSINESS ADDRESS (IF APPLICABLE) _____

EMAIL ADDRESS Teresa.simpot@gmail.com

LENGTH OF TIME IN SEASIDE 1 yr ARE YOU A REGISTERED VOTER IN SEASIDE: Yes ☐ No ☒

OCCUPATION General Manager - Holiday Inn Express + Suites

PAST OCCUPATIONS Hotel Management

List committee/commissions on which you would like to serve: Any available. I want to be involved in the community that I now live in (Library)

List committee/commissions you are currently appointed to: N/A
I had attended chamber events prior to covid

List employment and volunteer activities, which may relate to service on committee/commissions:
Working with CVB & Chambers in Iowa, NE, and WA, OR
Special Olympics, Bike Clubs

List skills and special knowledge that you may have acquired from these activities:
Organization, Speaking with Groups, Leadership
Working in fast paced environments, Meeting people, Selling, Training

Have you ever been convicted, pled guilty or pled "no contest" to any crime, offense, or major traffic violation? Yes ☐ No ☒ If yes, what offense? _____

When? _____ Please explain: _____

Please list 3 references including an employer or supervisor, and people that have known you for at least 2 years. (No City Council Members, Please)

NAME	RELATIONSHIP	ADDRESS	PHONE
<u>Barb Cullinan</u>	<u>Previous Supervisor</u>	<u>Des Moines IA</u>	<u>515-711-6449</u>
<u>Dana Rasmussen</u>	<u>Business Friend</u>	<u>Des Moines IA</u>	<u>515-979-1231</u>
<u>Gary Johnson</u>	<u>Friend</u>	<u>Tacoma, WA</u>	<u>253-376-2789</u>

I authorize, any person or entity contacted by the City of Seaside to furnish information relating to my appointment to the Commission/Committee/Board indicated above and I release any such person or entity from any and all liability for furnishing such information. I also release the City of Seaside from any and all liability for conducting such an investigation.

DATE 2/23/21 SIGNATURE Teresa Simpote

Please Note: It is Council policy that applicants must be a city or urban growth boundary resident, business owner or employee of a business for at least one year, depending on committee/commission residency requirements.

CITY OF SEASIDE

Interest Form for Committee/Commission/Board Vacancies

NAME clark melissa PHONE 9715702454
Last First

ADDRESS 1525 12th ave seaside or 97138

MAIL ADDRESS (DIFFERENT THEN ABOVE) _____

BUSINESS ADDRESS (IF APPLICABLE) _____

EMAIL ADDRESS missy524@yahoo.com

LENGTH OF TIME IN SEASIDE 1year ARE YOU A REGISTERED VOTER IN SEASIDE: Yes ☒ No ☐

OCCUPATION stay at home mom

PAST OCCUPATIONS recruiter, staffing coordinator

List committee/commissions on which you would like to serve: library board

List committee/commissions you are currently appointed to: n/a

List employment and volunteer activities, which may relate to service on committee/commissions: elks club seaside officer

List skills and special knowledge that you may have acquired from these activities: multi tasking, customer service, budget,

Have you ever been convicted, pled guilty or pled "no contest" to any crime, offense, or major traffic violation? Yes ☐ No ☒ If yes, what offense? _____

When? _____ Please explain: _____

Please list 3 references including an employer or supervisor, and people that have known you for at least 2 years. (No City Council Members, Please)

NAME	RELATIONSHIP	ADDRESS	PHONE
Jeremiah Clark	spouse	1525 12th ave	3607534953
Danielle Soc Lopez	supervisor	Beaverton Or	5035839009
Brandyn oviedo	son	Beaverton Or	9715702465

I authorize, any person or entity contacted by the City of Seaside to furnish information relating to my appointment to the Commission/Committee/Board indicated above and I release any such person or entity from any and all liability for furnishing such information. I also release the City of Seaside from any and all liability for conducting such an investigation.

DATE 2.28.21 SIGNATURE Mr Clark

Please Note: It is Council policy that applicants must be a city or urban growth boundary resident, business owner or employee of a business for at least one year, depending on committee/commission residency requirements.

CITY OF SEASIDE

Interest Form for Committee/Commission/Board Vacancies

NAME Sheridan. Harriet PHONE 503.706 2478
Last First

ADDRESS 251 S Cottage Ave Gearhart OR. 97138

MAIL ADDRESS (DIFFERENT THEN ABOVE) _____

BUSINESS ADDRESS (IF APPLICABLE) _____

EMAIL ADDRESS Hsheri@gmail.com

LENGTH OF TIME IN SEASIDE 5 years ARE YOU A REGISTERED VOTER IN SEASIDE: Yes ☐ No ☒

OCCUPATION Retired

PAST OCCUPATIONS Public school teacher of Spanish, Italian and French

List committee/commissions on which you would like to serve: Library

List committee/commissions you are currently appointed to: _____

List employment and volunteer activities, which may relate to service on committee/commissions: _____

List skills and special knowledge that you may have acquired from these activities: _____

Have you ever been convicted, pled guilty or pled "no contest" to any crime, offense, or major traffic violation? Yes ☐ No ☒ If yes, what offense? _____

When? _____ Please explain: _____

Please list 3 references including an employer or supervisor, and people that have known you for at least 2 years. (No City Council Members, Please)

NAME	RELATIONSHIP	ADDRESS	PHONE
Susan Spring	Friend	Gearhart	503 440 4133
Anne Mesch	Friend	Gearhart	503 97122
Chelsea Harper	CASA supervisor	Seaside	503 7395462

I authorize, any person or entity contacted by the City of Seaside to furnish information relating to my appointment to the Commission/Committee/Board indicated above and I release any such person or entity from any and all liability for furnishing such information. I also release the City of Seaside from any and all liability for conducting such an investigation.

DATE March 4, 2021 SIGNATURE Harriet Sheridan

CITY of SEASIDE



OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

LIBRARY BOARD

Term of Office: 4 years

Number of Members: 5

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
(VACANCY) RATTY			12/31/2020
CATRIONA PENFIELD	PO BOX 366	738-6380	12/31/2021
EVE MARX	2356 S. DOWNING ST.	914-588-7051	12/31/2022
KATHLEEN TEEPLE	33230 BEERMAN CREEK LANE	738-3155	12/31/2023
GLORIA LINKEY	561 BONNIE COURT	440-7142	12/31/2020

*CHAIR

COMMUNITY CENTER COMMISSION

(Meetings are scheduled the first Tuesday of every month at 10:00 AM)

The purpose of the Community Center Commission is to be an advisory body to recommend and make suggestions to the City Council concerning matters relating to the well being of the community center and its users. Receive direction from the Council concerning matters relating to the well being of the community center and its users.

The commission consists of nine members who are not officials or employees of the city and who shall be appointed by the City Council. A minimum of five members shall reside within the city limits; a maximum of four members may reside within the Urban Growth Boundary, but outside the City limits.

A Community Center Commissioner's term of office shall commence on June 1, of each year of his/her term. At the first Commission meeting in June, the Commission will appoint one of their members as Chairperson and one as Vice-Chairperson. One member of the Commission will serve as secretary and minutes will be filed with the City Council.

The Commission shall hold a regular meeting at least once each month of the calendar year. The meetings shall be open to the public. Any person appointed to serve on this committee who misses three or more regularly scheduled meetings during a 12-month period shall be notified by letter from the Mayor that the position must be vacated. The individual may appeal the decision to the City Council. (A 12 month period is defined as beginning in January of each calendar year.)

The members shall serve without salary or compensation of any nature. "The members shall serve without salary or compensation of any nature."

COMMITTEE/COMMISSION APPOINTMENT

1. Date Council Notified: **March 8, 2021**

Name: Kristin Kabanuk
Jordan Virding

Commission/Committee: **Community Center Commission**

Resignation Date: Kabanuk - January 11, 2021
Virding – March 3, 2021

Term Expiration Date: **Kabanuk - June 1, 2023**
Viriding – June 1, 2022

Wants to be considered again: No

2. **Applicants:**

3. Nominations:

4. Appointment:

Kimberley Jordan

From: Kristin Kabanuk <kristinkabanuk@gmail.com>
Sent: Monday, January 11, 2021 3:32 PM
To: Piper O'Brien; dgooch@sunsetempire.com; kjordan@cityofseaside.us
Subject: Resignation from Chisolm Commission

Hello All,

There are a couple of factors playing into my decision to resign from the commission at this time. I am willing to communicate that I have been so incredibly overwhelmed with work since COVID started that I have nothing left to give right now. I hope that at the beginning of 2022 things will start to ease up in my life so that I can re-apply for a position, but for now, I need to part ways.

Please feel free to read my email aloud and communicate my sincere regrets to the other members at tomorrow's meeting. I apologize I can't make it tomorrow, I had intended to come, but work is simply too demanding right now.

It has been a pleasure serving with you all, I look forward to the future when things are back to normal!

Sincerely,
Kristin Kabanuk

Kimberley Jordan

From: Jordan Virding <jordan.virding@gmail.com>
Sent: Wednesday, March 3, 2021 4:06 PM
To: Kimberley Jordan
Subject: Community Center Resignation

Kim,

I just wanted to let you know that I am in the process of moving out of Seaside and I am no longer able to fill the position on Community Center Commission. I informed the other members yesterday at our meeting.

Thank you,
-Jordan

CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

COMMUNITY CENTER COMMISSION

Term: 3 years

Number of Members: 9

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>TERM EXPIRES</u>
JULIA WEINBERG	431 AVENUE 'I'	503-717-5284	6/01/2021
LEILA VERNOR	764 3 RD AVENUE	738-4352	6/01/2021
GENEVIEVE ULBRICHT	391 BEACH DRIVE	503-781-4644	6/01/2021
(VACANCY) VIRDING			6/01/2022
PIPER O'BRIEN***	720 S. LINCOLN	738-3169	6/01/2022
MOLLY IRONS**	221 7 TH AVENUE	738-7005	6/01/2022
MALINDA AUSTIN	2062 CEDAR STREET	738-3926	6/01/2023
LOUIS NEUBECKER	1859 BROADWAY	717-0153	6/01/2023
(VACANCY) KABANUK			6/01/2023
DANA PHILLIPS	1845 BROADWAY	738-9413	CITY COUNCIL

*CHAIR

**VICE CHAIR

***SECRETARY

LIQUOR LICENSE APPLICATION

Autumn Haile
The Vineside Wine Bar
737 Broadway #2
Seaside

This business has applied for a Limited On-Premises Sales Liquor License. This would be for a new outlet for liquor license. Previously the business was a gallery.

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 applicant and business applying for the liquor license and attached is the information received. The applicant was sent a copy of the Police Department review.

Criteria for consideration

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 un-licensable 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.

Seaside Police Department

March 2nd, 2021

MEMORANDUM

TO: Mayor and City Council
FROM: David Davidson, Seaside PD Detective
SUBJECT: The Vineside Wine Bar

The Seaside Police Department has reviewed the liquor application for The Vineside Wine Bar, located at 737 Broadway St. #2, Seaside, OR. This is a request for a limited on-premises sale license.

The review did not find any disqualifying information or reason to deny this application.

If you have any additional questions, please let me know.

Sincerely,

A handwritten signature in black ink, consisting of two large, overlapping loops followed by a horizontal line extending to the right.

Det. D. Davidson
Seaside Police Department

Working Together We Can Make A Difference

CITY of SEASIDE



OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

March 4, 2021

Autumn Haile
The Vineside Wine Bar
737 Broadway #2
Seaside

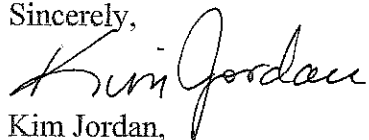
Dear Autumn:

This letter is to confirm the Oregon Liquor License application for **The Vineside Wine Bar located at 737 Broadway #2, Seaside**, is scheduled to appear on the agenda for the City Council meeting Monday, March 8, 2021, at 7:00 PM.

City Council requests the owner or a representative attend the Council meeting as they will be discussing the liquor license application and may have questions to ask. Attached is the Seaside Police Department memorandum that is submitted to City Council for review.

This will be an in person public meeting where social distancing will be done and Mask Required while in City Hall. .

Sincerely,



Kim Jordan,
City Recorder

The logo for the City of Seaside features a stylized illustration of a coastal scene. It includes a rocky coastline with a lighthouse, a small boat in the water, and a curved road or pier leading towards the shore. The text "CITY of SEASIDE" is superimposed over the top of the illustration.

CITY of SEASIDE

OREGON'S
FAMOUS
ALL-YEAR
RESORT

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

Date: March 3, 2021

Recommendation to City Council

From: Dale McDowell – Public Works

To: The Honorable Mayor and City Council Members

RE: AWIA 2018 Risk and Resilience Assessment and Emergency Response Plan

Dear Honorable Mayor and City Council Members,

America's Water Infrastructure Act (AWIA) passed Congress in 2018 and all cities are required to develop a drinking water resilience and emergency response plan.

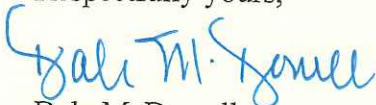
We have contacted Murray Smith to review the scope of work, and provide us a complete breakdown of tasks to include Cybersecurity that will become part of our Water Master Plan and existing Emergency Operations Plan. Murray Smith has the experience and knowledgeable staff to assist the City of Seaside in developing this plan

The Fee Estimate is as follows:

Murray Smith	\$76,595.00
Triad Cybersecurity	<u>\$14,184.00</u>
Total:	\$90,779.00

Upon review of the Scope of Work and Fee Estimate, it is my recommendation that the City of Seaside enter into an agreement for this plan.

Respectfully yours,

A handwritten signature in blue ink that reads "Dale M. McDowell".

Dale McDowell
Public Works Director

EXHIBIT A

SCOPE OF WORK AWIA 2018 RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN CITY OF SEASIDE, OREGON

Background

In late 2018, Congress passed the America's Water Infrastructure Act (AWIA), which provides guidelines to complete an assessment of the risks to and resilience of drinking water systems. The AWIA states that public water systems serving as many people as the City of Seaside's system will need to submit a certified letter that their Risk and Resilience Assessment has been completed prior to June 30, 2021. Within six months of submitting their Risk and Resilience Assessment, or at a minimum prior to December 31, 2021, the City must submit a letter certifying that the City has updated its Emergency Response Plan, as required in the AWIA. In response to these requirements, the City of Seaside (City) solicited Murraysmith to create its Risk and Resilience Assessment Plan.

Murraysmith has developed the following scope of work for the City's Risk and Resilience Assessment per the AWIA. As part of this scope of work, Murraysmith will provide technical expertise and recommendations to assist the City in developing a Risk and Resilience Assessment.

This Risk and Resilience Assessment will draw upon documents that the City has already developed or are currently in development. The Risk and Resilience Assessment will follow AWWA Standard J100, and will include an all-hazards assessment, including malevolent acts, natural hazards, and critical dependencies.

The Risk and Resilience Assessment will be written as a live document to be updated as needed and reviewed and revised at least every five years per AWIA requirements. The Risk and Resilience Assessment will provide a valuable resource for the City to use in planning for emergencies and creating and maintaining a reliable, high-quality water supply for its customers.

Approach

The approach will be a collaborative effort involving both City staff and Murraysmith. Murraysmith will provide the technical assessment, risk calculations, and written sections. The City will provide documents, data, and support, as requested by Murraysmith. The City will also review all elements of the Risk and Resilience Assessment.

Task 2 – Data Collection and Gap Analysis

2.1 Data Collection

Under this subtask, Murraysmith will work with the City to gather relevant plans and information to complete the risk and resilience assessment and the emergency response plan. Murraysmith will prepare a list of data needs and/or requests. The City will compile all requested/relevant documents and send them to Murraysmith. Then Murraysmith will review the received documents to verify that necessary information is gathered prior to initiating the work program.

It is anticipated that the City has several documents that may be relevant in completing the City's RRA. These documents include the City's Vulnerability Assessment and Emergency Response Plan, developed in response to the Public Health Safety and Bioterrorism Preparedness Act of 2002. It is assumed that, in addition to these documents, Murraysmith will review up to five additional documents. Additional documents may include: Hazard-specific plans, Business Continuity Plans, IT Recovery or SCADA Plan, Facility Specific Plans, Emergency Operations Plan or Emergency Management Plan. The City will compile all requested/relevant documents and send them to Murraysmith. Murraysmith will review the received documents to gather necessary information prior to initiating the work program.

2.2 Gap Analysis and Threat-Asset Pair Development

Under this subtask, Murraysmith will review the City's existing resources and documents. Murraysmith will validate what major aspects of the Risk and Resilience Assessment the City already has and identify additional content needed per the new requirements of the AWIA.

As part of this subtask, Murraysmith will develop a list of the City's water system's critical assets. These critical assets include physical and cyber security elements, and human/living elements that, if compromised, would disrupt the ability to provide service or have unacceptable economic impacts.

Critical asset analysis and characterization will include a baseline assessment of the City's Cybersecurity protocols. The Cybersecurity Guidance Tool will be used to conduct Gap Analysis and determine a baseline risk Cybersecurity threat-asset pairs.

Murraysmith will then review the potential threat types that each critical asset may face. The AWWA J100 standard uses an all-hazard approach, considering threat type categories of malevolent threats, natural hazards, and dependency and proximity threats. The AWWA J100 provides a reference list of specific threats that can be used as a starting point for each threat type, and the City can add any additional foreseeable threats to the analysis.

Once the threat-asset pairs and the consequence criteria have been developed, Murraysmith will develop a threat-asset matrix that rates each threat-asset pair by its consequence score.

Assumptions

- Threat-Asset Pair Workshop will be held either virtually or at the City, will be four (4) hours and will be attended by three (3) Murraysmith staff – two in-person and one virtual. Assumed travel time is a total of three (3) hours from Murraysmith's Portland Office.
- The Site Visit will take no more than four (4) hours and will be attended by two (3) Murraysmith staff, at least one (1) City staff and optionally one (1) security consultant staff. The Site Visit will coincide with Threat-Asset Pair Workshop.
- Following the Threat-Asset Pair Workshop, the City will provide a Network Block Diagram for use in the Cybersecurity Use Tool.

City Responsibilities

- Provide requested documentation and data in a timely manner.
- Attend the Site Visit.
- Attend Threat-Asset Pair Workshop.
- Include the City's System Integrator, if applicable, in the Gap Analysis and Threat-Asset Pairs Workshop
- Provide Network Block Diagram Cybersecurity Analysis

Task 3 – Conduct and Develop Risk and Resilience Analysis

This task includes completion and certification of the Risk and Resilience Assessment required under AWIA and due at the end of June 2021. Murraysmith will utilize both the Program to Assist Risk & Resilience Examination (PARRE). These tools provide an interactive database designed to assist water systems complete the AWIA Risk and Resilience Assessment and certification process.

3.1 Risk Analysis

During this subtask, Murraysmith will calculate values for the consequence, vulnerability, and threat for each threat-asset pair. Murraysmith will then use these values to calculate the risk for each threat-asset pair. To help with these calculations, Murraysmith will use both PARRE.

The consequence analysis will calculate the cost of the consequence in dollars. This analysis will look at various consequences of the threat-asset pairs, including number of fatalities and serious injuries, financial loss to the City, and economic losses to the community.

The vulnerability analysis will calculate the likelihood that a malevolent event is successful, or a given natural, dependency, or proximity threat causes the estimated consequences. This step will determine the ability of each critical asset to withstand each specified threat. The analysis involves examining existing security capabilities and structural components, as well as countermeasures, mitigation measures, and their effectiveness in reducing damages from threats.

Murraysmith and Triad will collaborate with the City to conduct a Use Case Analysis that most closely match the City's Process Control System and Business Network configuration and practices.

3.4 Risk and Resilience Workshop

After the risk and resilience analyses have been completed, Murraysmith and the City will meet to discuss the findings prior to finalizing the risk and resilience analyses. This workshop will include the results of the Cybersecurity Use Tool. Murraysmith will review recommended controls and assess City's current adherence to the controls as a result of the Use Case Analysis.

3.5 Develop Risk and Resilience Assessment

Murraysmith will then use the PARRE tool to generate a high-level summary of the findings. Murraysmith will prepare a technical memorandum (TM) summarizing the risk analysis and resilience analysis development and findings and will include the PARRE summary as an appendix. The draft TM will be submitted to the City for review and comment prior to finalizing.

The TM will include security recommendations, including 1) recommended controls and City current practices to identify gaps for the development of a Cybersecurity Improvement Plan, and 2) Physical site security recommendations and AWWA G430 compliance findings.

After the TM has been finalized, Murraysmith will support the City in the completion of the secure online EPA certification process, indicating the completion of the Risk and Resilience Assessment per the requirements of the AWIA.

Task Deliverables

- Cybersecurity Use Tool Report
- DRAFT and FINAL versions of the Risk and Resilience Assessment
- DRAFT and FINAL versions of the completion letter for the Risk and Resilience Assessment
- Risk and Resilience Analyses Workshop Meeting Agendas and Notes

Assumptions

- Murraysmith will analyze up to 50 critical threat-asset pairs.
- Murraysmith will use the list of threats provided by AWWA Standard J100.
- Murraysmith will utilize PARRE to help perform the Consequence, Vulnerability, and Threat Likelihood calculations, and to help calculate the baseline risk for each threat-asset pair.
- Risk and Resilience Analyses Workshop will be held at either virtually or at the City, will be four (4) hours, and will be attended by three (3) Murraysmith staff and optionally one (1) Triad cybersecurity staff.

The Plan will build on the Risk and Resilience Assessment findings, in addition to existing documentation and procedures wherever possible.

4.1 Consolidate Additional Documents for Emergency Response Plan

Murraysmith will look for additional content to add to the Emergency Response Plan. This information may include additional action plans for any malevolent acts, natural disasters, or cyber events that were reviewed in the RRA but not discussed in the previous plan. Murraysmith will prepare a list of data needs and/or requests. The City will compile all requested/relevant documents and send them to Murraysmith. Murraysmith will review these documents along with relevant AWWA standards, including G440 and M19, and adjust the plan as necessary to align the ERP with the most up-to-date industry standards.

Murraysmith will consolidate other relevant City documents that were utilized in the development of the RRA in support of the ERP.

4.2 Emergency Response Plan Workshop

Murraysmith and the City will meet to present the key components of the ERP, identifying sections and structure, in conjunction with relevant City documents. Murraysmith will use the feedback from this workshop to develop the ERP.

4.3 Develop Emergency Response Plan

Murraysmith will use the information collected in prior subtasks and in the workshop to develop the updated ERP.

After the ERP has been finalized, Murraysmith will draft a letter stating that the City has completed its ERP update per the requirements of the AWIA.

Task Deliverables

- DRAFT and FINAL versions of the Emergency Response Plan
- DRAFT and FINAL versions of the completion letter for the Emergency Response Plan
- Emergency Response Plan Workshop Meeting Agenda and Meeting Summary

Assumptions

- Workshop will be four (4) hours and will be attended by three (3) Murraysmith staff. Workshops will be held via video conferencing or at the City.
- The updated ERP will go through one (1) review cycle. All changes requested by the City will be incorporated into the Final ERP.
- The City will submit the letter stating that the ERP is complete to the EPA.

Fee Estimate

The estimated budget for the proposed work program is \$76,595 with the option of adding Triad as a subconsultant for cybersecurity for an estimated budget of \$90,779. The proposed Fee Estimate Spreadsheet is attached as EXHIBIT B. Should the City elect for optional tasks 2.3 and 3.3, a deduct in the fee estimate is included for Murraysmith's hours for tasks 2.2, 3.1, and 3.2, respectively.

Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant's Hourly Rates, plus Direct Expenses incurred. Billing rates are as shown in the table below. Subconsultants, when required by the Consultant, will be charged at actual costs plus a 10 percent fee to cover administration and overhead. Direct expenses will be paid at the rates shown in the table below. The City agrees to allow the Consultant and sub-consultants to adjust rates on an annual basis in January of each year.

Principal Engineer VI	\$ 270.00
Principal Engineer V	\$ 260.00
Principal Engineer IV	\$ 250.00
Principal Engineer III	\$ 239.00
Principal Engineer II	\$ 230.00
Principal Engineer I	\$ 222.00
Professional Engineer IX	\$ 212.00
Engineering Designer IX	\$ 204.00
Professional Engineer VIII	\$ 202.00
Engineering Designer VIII	\$ 193.00
Professional Engineer VII	\$ 191.00
Engineering Designer VII	\$ 184.00
Professional Engineer VI	\$ 182.00
Engineering Designer VI	\$ 175.00
Professional Engineer V	\$ 171.00
Engineering Designer V	\$ 164.00
Professional Engineer IV	\$ 161.00
Engineering Designer IV	\$ 161.00
Professional Engineer III	\$ 157.00
Engineering Designer III	\$ 157.00
Engineering Designer II	\$ 143.00
Engineering Designer I	\$ 132.00
Technician IV	\$ 155.00
Technician III	\$ 139.00
Technician II	\$ 120.00
Technician I	\$ 101.00
Administrative III	\$ 110.00
Administrative II	\$ 101.00
Administrative I	\$ 89.00

CITY OF SEASIDE
AWIA - RRA & ERP
PROPOSED FEE ESTIMATE

Staff Name	LABOR CLASSIFICATION (HOURS)						Estimated Fees							
	Principal Engineer II	Professional Engineer V	Engineering Designer V	Engineering Designer II	Administrative II	Administrative III	Hours	Labor	Subconsultants	Subconsultant Multiplier	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	\$230	\$171	\$164	\$143	\$101	\$110								
	Alderman	VandeBergh	YoungC	Usagawa	Steinberg	Scharback								
Task 1 - Project Management														
Task 1.1 - Coordination with City and Staff Management		14	4				18	\$ 3,050		1.1	\$ -	\$ -	\$ -	\$ 3,050
Task 1.2 - Invoices and Budget Oversight		12				12	24	\$ 3,372		1.1	\$ -	\$ -	\$ -	\$ 3,372
Task 1.3 - Kick-off Meeting	2	3	1	6			12	\$ 1,995		1.1	\$ -	\$ -	\$ -	\$ 1,995
Task 1 Subtotal	2	29	5	6	0	12	54	\$ 8,417	\$ -		\$ -	\$ -	\$ -	\$ 8,417
Task 2 - Data Collection and Gap Analysis														
Task 2.1 - Data Collection		4		8			12	\$ 1,828		1.1	\$ -	\$ -	\$ -	\$ 1,828
Task 2.2 - Gap Analysis and Threat-Asset Pair Development	3	28	8	58			97	\$ 15,084		1.1	\$ -	\$ -	\$ -	\$ 15,084
Task 2.3 - Security-Related Gap Analysis (See Optional Task 2.3)*							0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 2.4 - Gap Analysis and Threat-Asset Pair Workshop	4	10		12			26	\$ 4,346		1.1	\$ -	\$ -	\$ -	\$ 4,346
Task 2.5 - Site Visit		4		4			8	\$ 1,256		1.1	\$ -	\$ -	\$ -	\$ 1,256
Task 2 Subtotal	7	46	8	82	0	0	143	\$ 22,514	\$ -		\$ -	\$ -	\$ -	\$ 22,514
Task 3 - Conduct and Develop Risk and Resilience Analysis														
Task 3.1 - Risk Analysis	2	14	4	32			52	\$ 8,086		1.1	\$ -	\$ -	\$ -	\$ 8,086
Task 3.2 - Resilience Analysis	2	10	4	30			46	\$ 7,116		1.1	\$ -	\$ -	\$ -	\$ 7,116
Task 3.3 - Security-Related Risk & Resilience Analysis Work (See Optional Task 3.3)*							0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 3.4 - Risk and Resilience Workshop	5	8		10			23	\$ 3,948		1.1	\$ -	\$ -	\$ -	\$ 3,948
Task 3.5 - Develop Risk and Resilience Assessment	4	18	4	46			72	\$ 11,232		1.1	\$ -	\$ -	\$ -	\$ 11,232
Task 3 Subtotal	13	50	12	118	0	0	193	\$ 30,382	\$ -		\$ -	\$ -	\$ -	\$ 30,382
Task 4 - Develop Emergency Response Plan														
Task 4.1 - Consolidate Additional Documents for Emergency Response Plan	1	8		12			21	\$ 3,314		1.1	\$ -	\$ -	\$ -	\$ 3,314
Task 4.2 - Emergency Response Plan Workshop	5	8		10			23	\$ 3,948		1.1	\$ -	\$ -	\$ -	\$ 3,948
Task 4.3 - Develop Emergency Response Plan	4	12		24	16		56	\$ 8,020		1.1	\$ -	\$ -	\$ -	\$ 8,020
Task 4 Subtotal	10	28	0	46	16	0	100	\$ 15,282	\$ -		\$ -	\$ -	\$ -	\$ 15,282
SUBTOTAL - BASE WORK	32	153	25	252	16	12	490	\$ 76,595	\$ -		\$ -	\$ -	\$ -	\$ 76,595

Optional Tasks														
Task 2.3 - Gap Analysis and Threat-Asset Pair Development		-8		-10			-18	\$ (2,798)		1.1	\$ -	\$ -	\$ -	\$ (2,798)
Task 2.3 - Security-Related Gap Analysis							0	\$ -	\$ 9,200	1.1	\$ 10,120	\$ -	\$ -	\$ 10,120
Task 3.1 - Risk Analysis		-2		-9			-11	\$ (1,629)		1.1	\$ -	\$ -	\$ -	\$ (1,629)
Task 3.2 - Resilience Analysis		-2		-9			-11	\$ (1,629)		1.1	\$ -	\$ -	\$ -	\$ (1,629)
Task 3.3 - Security-Related Risk & Resilience Analysis Work							0	\$ -	\$ 9,200	1.1	\$ 10,120	\$ -	\$ -	\$ 10,120
SUBTOTAL - SUBCONSULTANT TASKS	0	-12	0	-28	0	0	-40	\$ (6,056)	\$ 18,400		\$ 20,240	\$ -	\$ -	\$ 14,184
GRAND TOTAL - BASE WORK + OPTIONAL SUBCONSULTANT	32	141	25	224	16	12	450	\$ 70,539	\$ 18,400		\$ 20,240	\$ -	\$ -	\$ 90,779

* Tasks 2.3 and 3.3 are optional and not included in the Base Work total

RISK AND RESILIENCE ASSESSMENTS AND EMERGENCY RESPONSE PLANS:



NEW REQUIREMENTS FOR DRINKING WATER UTILITIES

Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems¹ that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan.

RISK AND RESILIENCE ASSESSMENT

Your utility must conduct a risk and resilience assessment and submit certification of its completion to the U.S. EPA by the following dates:

Important Dates

- March 31, 2020 if serving $\geq 100,000$ people.
- December 31, 2020 if serving 50,000 to 99,999 people.
- June 30, 2021 if serving 3,301 to 49,999 people.

Recertification

Every five years, your utility must review the risk and resilience assessment and submit a recertification to the U.S. EPA that the assessment has been reviewed and, if necessary, revised.

Visit the U.S. EPA website to find more information on guidance for developing a risk and resilience assessment at <https://www.epa.gov/waterriskassessment/conduct-drinking-water-or-wastewater-utility-risk-assessment>.

EMERGENCY RESPONSE PLAN

Your utility must develop or update an emergency response plan and certify completion to the U.S. EPA **no later than six months** after risk and resilience assessment certification. Each utility deadline is unique; however, the dates below are the due dates for utilities who submit a risk and resilience assessment certification by the final due date according to the population served.

- September 30, 2020 if serving $\geq 100,000$ people.
- June 30, 2021 if serving 50,000 to 99,999 people.
- December 30, 2021 if serving 3,301 to 49,999 people.

Within six months of submitting the recertification for the risk and resilience assessment, your utility must certify it has reviewed and, if necessary, revised, its emergency response plan.

Visit the U.S. EPA website for guidance on developing an Emergency Response Plan at <https://www.epa.gov/waterutilityresponse/develop-or-update-drinking-water-or-wastewater-utility-emergency-response-plan>.

TOOLS OR METHODS

AWIA does not require the use of any standards, methods or tools for the risk and resilience assessment or emergency response plan. Your utility is responsible for ensuring that the risk and resilience assessment and emergency response plan address all the criteria in AWIA Section 2013(a) and (b), respectively. The U.S. EPA recommends the use of standards, including AWWA J100-10 Risk and Resilience Management of Water and Wastewater Systems, along with tools from the U.S. EPA and other organizations, to facilitate sound risk and resilience assessments and emergency response plans.

¹ Section 2013 of AWIA applies to community water systems. Community water systems are drinking water utilities that consistently serve at least 25 people or 15 service connections year-round.

Still have questions about the new AWIA requirements?
Contact the U.S. Environmental Protection Agency (U.S. EPA) at dwresilience@epa.gov.

Office of Water (4608T)
EPA-817-F-19-004
May 2019



FREQUENTLY ASKED QUESTIONS

I need more information about risk and resilience assessments and emergency response plans:

Risk and resilience assessments evaluate the vulnerabilities, threats and consequences from potential hazards.

What does a risk and resilience assessment include?

- Natural hazards and malevolent acts (i.e., all hazards).
- Resilience of water facility infrastructure (including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems).
- Monitoring practices.
- Financial systems (e.g., billing systems).
- Chemical storage and handling.
- Operation and maintenance.

Who should I work with when creating my emergency response plan?

- Utilities must coordinate the risk and resilience assessments, as well as the emergency response plans with local emergency planning committees.

For more information, see www.congress.gov/bill/115th-congress/senate-bill.

What does an emergency response plan include?

- Strategies and resources to improve resilience, including physical security and cybersecurity.
- Plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water.
- Actions and equipment to lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers.
- Strategies to detect malevolent acts or natural hazards that threaten the system.

I need more information on the certification process:

What do I need to submit to the U.S. EPA?

- Each utility must submit a certification of your risk and resilience assessment and emergency response plan. Each submission must include: utility name, date and a statement that the utility has completed, reviewed or revised the assessment. The U.S. EPA has developed an optional certification template that can be used for email or mail certification. The optional certification form will be available in August 2019.

Who can certify my risk and resilience assessment and emergency response plan?

- Risk and resilience assessments and emergency response plans can be self-certified by the utility.

How do I submit my certification?

- Three options will be provided for submittal: regular mail, email and a user-friendly secure online portal. The online submission portal will provide drinking water systems with a receipt of submittal. The U.S. EPA recommends using this method. The certification system will be available in August 2019.

When can I submit the initial certification?

- Utilities should wait to submit the initial certification to the U.S. EPA until the U.S. EPA publishes *Baseline Information on Malevolent Acts Relevant to Community Water Systems*, which is required under AWIA by August 2019.

Do I need to submit my certification to my state or local government?

- No. Section 2013 of AWIA does not require utilities to submit the certification to state or local governments.

How long do I need to keep a copy of my risk and resilience assessment and emergency response plan?

- Utilities need to keep a copy of both documents for five years after certification.

What if I do not have a copy of my most recent risk and resilience assessment?

- The U.S. EPA intends to destroy vulnerability assessments (VAs) submitted in response to the Bioterrorism Act of 2002, but if utilities would like to have their VA and certification documents mailed to them, contact WSD-Outreach@epa.gov, and on utility letterhead, include the utility name, PWSID, address and point of contact as an attachment to the email.

RESOURCES & TOOLS

Conducting a Risk and Resilience Assessment

- The U.S. EPA's Risk and Resilience Baseline Threat Document (available August 2019).
- The U.S. EPA's [Vulnerability Self-Assessment](#).

The U.S. EPA Website

- <https://www.epa.gov/waterresilience/americas-water-infrastructure-act-2018-risk-assessments-and-emergency-response-plans>.

Developing an Emergency Response Plan

- [Emergency Response Plan Guidance](#).
- The U.S. EPA's [Emergency Response Webpage](#).
- [Local Emergency Planning Committees](#).

Still have questions about the new AWIA requirements?
Contact the U.S. Environmental Protection Agency (U.S. EPA) at dwresilience@epa.gov.

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