



Posted: Friday, October 03, 2014

## NOTICE AND CALL OF A REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a regular meeting on  
**WEDNESDAY, OCTOBER 08, 2014 at 6:00 PM**

**CLOSED SESSION BEGINS AT 5:00 PM**

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ADJOURN TO CLOSED SESSION**
  1. Government Code section 54956.9(b);
    - a) Closed session with City Attorney re: Threatened Litigation Related to Wagner Street Trail.
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES – 09-10-14 cc**
- VI. **COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS**
- VII. **CITY MANAGER REPORT**
- VIII. **ITEMS FROM THE FLOOR**

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*
- IX. **CONSENT AGENDA**
  1. Financial Status Reports for August 2014.
  2. Staff Activities Report
  3. Law Enforcement Report
  4. Authorize City Manager to Modify Deputy Sheriff Schedule Within Existing Agreement.
  5. Receive 2014 Report Card for Humboldt County's Infrastructure.
  6. Neighborhood Disaster Preparedness Training Workshop Announcement Reminder
  7. Report/Memorandum on Trinity Street Water Leak
- IX. **DISCUSSION/ACTION AGENDA ITEMS**
  1. Discussion/Decision Regarding Verizon Proposal for Diplexer and Actuator Upgrade on Trinidad Head Site.
  2. Discussion/Decision Regarding First Reading of Vacation Dwelling Unit Ordinance 2014-01, and Resolution 2014-15 Submitting Local Coastal Program Amendment to Coastal Commission.
  3. Update and Presentation on Strawberry Rock Trail Project.
- X. **ADJOURNMENT**



## CONSENT AGENDA ITEM 1

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES**

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1. Financial Status Reports for August 2014.

**City of Trinidad**  
**Statement of Revenues and Expenditures - GF Revenue**  
**From 8/1/2014 Through 8/31/2014**

	Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue				
41010	PROPERTY TAX - SECURED	0.00	0.00	90,035.00 100.00)%
41020	PROPERTY TAX - UNSECURED	0.00	0.00	3,015.00 100.00)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	0.00	50.00 100.00)%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	0.00	485.00 100.00)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	0.00	200.00 100.00)%
41071	MOTOR VEHICLES	0.00	0.00	1,240.00 100.00)%
41100	PROPERTY TAX - INTEREST +	0.00	0.00	20.00 100.00)%
41110	PROPERTY TAX EXEMPTION	0.00	0.00	667.00 100.00)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	0.00	1,640.00 100.00)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	0.00	1,450.00 100.00)%
41190	PROPERTY TAX ADMINISTRATION FE	0.00	0.00	(2,373.00) 100.00)%
41200	LAFCO Charge	0.00	0.00	(380.00) 100.00)%
41210	IN-LIEU SALES & USE TAX	0.00	0.00	27,100.00 100.00)%
41220	IN LIEU VLF	0.00	0.00	28,070.00 100.00)%
42000	SALES & USE TAX	0.00	8.98	181,600.00 100.00)%
43000	TRANSIENT LODGING TAX	3,193.80	3,193.80	126,000.00 (97.47)%
53010	COPY MACHINE FEE	0.00	0.00	15.00 100.00)%
53020	INTEREST INCOME	12.55	28.57	13,000.00 (99.78)%
53090	OTHER MISCELLANEOUS INCOME	93.00	184.12	800.00 (76.98)%
54020	PLANNER- APPLICATION PROCESSIN	0.00	1,810.00	5,000.00 (63.80)%
54050	BLDG. INSP-APPLICATION PROCESSI	129.81	2,597.61	7,000.00 (62.89)%
54100	ANIMAL LICENSE FEES	0.00	0.00	300.00 100.00)%
54150	BUSINESS LICENSE TAX	1,065.00	9,932.00	9,900.00 0.32)%
54300	ENCROACHMENT PERMIT FEES	0.00	50.00	400.00 (87.50)%
56400	RENT - VERIZON	1,993.67	5,973.26	22,735.00 (73.73)%
56500	RENT - HARBOR LEASE	0.00	0.00	5,125.00 100.00)%
56550	RENT - PG& E	0.00	0.00	8,750.00 100.00)%
56650	RENT - SUDDENLINK	0.00	1,242.80	4,825.00 (74.24)%
56700	RENT - TOWN HALL	800.00	1,080.00	7,000.00 (84.57)%
59999	INTERDEPARTMENTAL TRANSFER INC	0.00	0.00	65,000.00 100.00)%
	<b>Total Revenue</b>	<b>7,287.83</b>	<b>26,101.14</b>	<b>608,669.00 (95.71)%</b>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 8/1/2014 Through 8/31/2014

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
60900	HONORARIUMS	250.00	500.00	2,500.00	80.00%
61000	EMPLOYEE GROSS WAGE	7,847.87	13,104.13	111,770.00	88.28%
61470	FRINGE BENEFITS	46.16	92.32	600.00	84.61%
65100	DEFERRED RETIREMENT	299.20	517.52	5,082.00	89.82%
65200	MEDICAL INSURANCE AND EXPENSE	388.77	777.54	10,068.00	92.28%
65300	WORKMEN'S COMP INSURANCE	(4,416.10)	722.83	4,471.00	83.83%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	33.00	68.00	750.00	90.93%
65600	PAYROLL TAX	626.24	1,048.05	8,939.00	88.28%
65800	Grant Payroll Allocation	0.00	(103.67)	(2,500.00)	95.85%
68090	CRIME BOND	0.00	700.00	455.00	(53.85)%
68200	INSURANCE - LIABILITY	(1,703.65)	6,355.05	8,830.00	28.03%
68300	PROPERTY & CASUALTY	0.00	3,555.50	4,280.00	16.93%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	20,000.00	100.00%
71130	ATTORNEY-LITIGATION	0.00	0.00	10,000.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	2,000.00	100.00%
71310	CITY PLANNER-ADMIN. TASKS	4,733.25	12,886.67	45,000.00	71.36%
71410	BLDG INSPECTOR-ADMIN TASKS	270.00	970.00	8,000.00	87.88%
71510	ACCOUNTANT-ADMIN TASKS	1,080.00	1,888.99	11,050.00	82.91%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	12,285.00	100.00%
72000	CHAMBER OF COMMERCE	0.00	0.00	15,045.00	100.00%
74200	REIMBURSED GRANT ADMIN EXP	0.00	0.00	(700.00)	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	148.75	1,487.50	5,700.00	73.90%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	0.00	500.00	100.00%
75170	RENT	650.00	1,300.00	8,190.00	84.13%
75180	UTILITIES	491.41	1,088.13	10,250.00	89.38%
75190	DUES & MEMBERSHIP	0.00	0.00	270.00	100.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	5,700.00	100.00%
75220	OFFICE SUPPLIES & EXPENSE	98.00	489.84	6,000.00	91.84%
75240	BANK CHARGES	18.20	22.21	200.00	88.89%
75300	CONTRACTED SERVICES	0.00	0.00	8,134.00	100.00%
75990	MISCELLANEOUS EXPENSE	54.00	54.00	100.00	46.00%
76110	TELEPHONE	140.48	256.77	1,550.00	83.43%
76130	CABLE & INTERNET SERVICE	253.08	546.59	4,900.00	88.85%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78170	SECURITY SYSTEM	0.00	258.00	1,590.00	83.77%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,500.00	100.00%
<b>Total Expense</b>		<b>11,308.66</b>	<b>48,585.97</b>	<b>334,009.00</b>	<b>85.45%</b>

**City of Trinidad**  
**Statement of Revenues and Expenditures - GF Expense**  
**301 - Police**  
**From 8/1/2014 Through 8/31/2014**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>	
Expense					
61000	EMPLOYEE GROSS WAGE	260.00	440.00	3,327.00	86.77%
65300	WORKMEN'S COMP INSURANCE	(102.70)	16.81	133.00	87.36%
65600	PAYROLL TAX	19.89	33.66	255.00	86.80%
75170	RENT	650.00	1,300.00	8,190.00	84.13%
75180	UTILITIES	218.72	359.82	2,485.00	85.52%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	400.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	88,085.00	100.00%
75350	ANIMAL CONTROL	113.00	226.00	1,925.00	88.26%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	1,000.00	100.00%
76110	TELEPHONE	79.83	160.19	1,630.00	90.17%
	<b>Total Expense</b>	<u>1,238.74</u>	<u>2,536.48</u>	<u>107,430.00</u>	<u>97.64%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
401 - Fire  
From 8/1/2014 Through 8/31/2014

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60900	HONORARIUMS	150.00	300.00	1,800.00	83.33%
75180	UTILITIES	29.16	64.25	1,150.00	94.41%
75190	DUES & MEMBERSHIP	0.00	0.00	35.00	100.00%
75280	TRAINING / EDUCATION	0.00	0.00	400.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	25,160.00	100.00%
76110	TELEPHONE	22.69	46.62	300.00	84.46%
76140	RADIO & DISPATCH	0.00	0.00	450.00	100.00%
78140	VEHICLE FUEL & OIL	164.55	164.55	350.00	52.99%
78150	VEHICLE REPAIRS	0.00	0.00	2,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	7,462.00	7,462.00	10,500.00	28.93%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	767.06	2,500.00	69.32%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	400.00	100.00%
Total Expense		<u>7,828.40</u>	<u>8,804.48</u>	<u>45,545.00</u>	<u>80.67%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
501 - PW (Public Works)  
From 8/1/2014 Through 8/31/2014

	Current Month	Year to Date	Total Budget - Original	% of Budget
Expense				
61000	2,901.00	5,042.46	40,126.00	87.43%
61250	0.00	0.00	500.00	100.00%
65100	285.38	502.72	4,296.00	88.30%
65200	1,731.78	3,331.74	28,435.00	88.28%
65300	(1,643.20)	268.96	1,704.00	84.22%
65600	244.11	424.91	3,587.00	88.15%
65800	(538.21)	(952.09)	(500.00)	(90.42)%
71210	0.00	170.00	4,800.00	96.46%
71250	0.00	0.00	6,000.00	100.00%
75240	0.00	15.00	0.00	0.00%
75300	0.00	0.00	41,000.00	100.00%
75370	0.00	0.00	450.00	100.00%
76110	56.70	56.70	0.00	0.00%
76160	460.00	460.00	0.00	0.00%
78100	32.30	52.84	5,000.00	98.94%
78120	350.16	699.18	4,000.00	82.52%
78130	0.00	0.00	2,500.00	100.00%
78140	397.50	726.40	4,700.00	84.54%
78150	0.00	0.00	2,500.00	100.00%
78160	0.00	0.00	45,000.00	100.00%
78190	2.63	439.58	6,500.00	93.24%
78200	0.00	0.00	500.00	100.00%
Total Expense	4,280.15	11,238.40	201,098.00	94.41%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
204 - IWM  
From 8/1/2014 Through 8/31/2014

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
47650	RECYCLING REVENUE	1,373.01	1,373.01	5,640.00	(75.66)%
56150	FRANCHISE FEES	445.68	445.68	7,000.00	(93.63)%
	<b>Total Revenue</b>	<u>1,818.69</u>	<u>1,818.69</u>	<u>12,640.00</u>	<u>(85.61)%</u>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	694.66	1,228.46	9,716.00	87.36%
65100	DEFERRED RETIREMENT	83.36	147.42	1,251.00	88.22%
65200	MEDICAL INSURANCE AND EXPENSE	440.56	848.16	7,302.00	88.38%
65300	WORKMEN'S COMP INSURANCE	(410.80)	67.24	344.00	80.45%
65600	PAYROLL TAX	59.52	105.26	767.00	86.28%
65800	Grant Payroll Allocation	(108.98)	(185.71)	0.00	0.00%
75120	WASTE RECYCLING PICKUP/DISPOSA	0.00	0.00	500.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	122.78	1,000.00	87.72%
	<b>Total Expense</b>	<u>758.32</u>	<u>2,333.61</u>	<u>21,380.00</u>	<u>89.09%</u>
	<b>Net Income</b>	<u>1,060.37</u>	<u>(514.92)</u>	<u>(8,740.00)</u>	<u>(94.11)%</u>

**City of Trinidad**  
**Statement of Revenues and Expenditures - Monthly Reports**  
**601 - Water**  
**From 8/1/2014 Through 8/31/2014**

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
53020	INTEREST INCOME	0.00	0.00	4,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	1,050.00	1,639.06	2,500.00	(34.44)%
57100	WATER SALES	29,807.72	58,225.84	305,000.00	(80.91)%
57300	NEW WATER HOOK UPS	0.00	0.00	3,000.00	(100.00)%
57500	WATER A/R PENALTIES	1,529.18	3,110.00	2,000.00	55.50%
	<b>Total Revenue</b>	<u>32,386.90</u>	<u>62,974.90</u>	<u>316,500.00</u>	<u>(80.10)%</u>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	5,951.76	10,228.76	79,032.00	87.06%
61250	OVERTIME	0.00	0.00	2,000.00	100.00%
65100	DEFERRED RETIREMENT	667.23	1,149.85	9,081.00	87.34%
65200	MEDICAL INSURANCE AND EXPENSE	2,694.76	5,241.22	42,045.00	87.53%
65300	WORKMEN'S COMP INSURANCE	(3,183.70)	521.11	3,229.00	83.86%
65600	PAYROLL TAX	506.53	870.81	6,871.00	87.33%
65800	Grant Payroll Allocation	(1,122.24)	(2,053.27)	(1,000.00)	(105.33)%
68200	INSURANCE - LIABILITY	(917.35)	3,421.95	4,755.00	28.03%
68300	PROPERTY & CASUALTY	0.00	1,914.50	2,305.00	16.94%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	4,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	0.00	435.61	5,950.00	92.68%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	6,615.00	100.00%
72100	BAD DEBTS	0.00	0.00	350.00	100.00%
75180	UTILITIES	1,601.16	3,025.86	15,835.00	80.89%
75190	DUES & MEMBERSHIP	0.00	58.50	700.00	91.64%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	575.00	100.00%
75220	OFFICE SUPPLIES & EXPENSE	136.00	136.00	3,500.00	96.11%
75240	BANK CHARGES	0.00	0.00	150.00	100.00%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	7,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	41.42	159.06	1,000.00	84.09%
76130	CABLE & INTERNET SERVICE	49.00	98.00	620.00	84.19%
76160	LICENSES & FEES	0.00	0.00	2,475.00	100.00%
78140	VEHICLE FUEL & OIL	58.75	179.99	2,500.00	92.80%
78150	VEHICLE REPAIRS	271.48	271.48	2,000.00	86.43%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,200.00	100.00%
78170	SECURITY SYSTEM	0.00	73.50	500.00	85.30%
78190	MATERIALS, SUPPLIES & EQUIPMEN	17.22	118.61	6,000.00	98.02%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
79100	WATER LAB FEES	170.00	220.00	4,500.00	95.11%
79120	WATER PLANT CHEMICALS	290.56	531.12	12,000.00	95.57%
79130	WATER LINE HOOK-UPS	0.00	0.00	3,000.00	100.00%
79150	WATER LINE REPAIR	184.89	184.89	20,000.00	99.08%
79160	WATER PLANT REPAIR	0.00	0.00	10,000.00	100.00%
90000	Capital Reserves	0.00	0.00	15,000.00	100.00%
	<b>Total Expense</b>	<u>7,417.47</u>	<u>26,787.55</u>	<u>276,038.00</u>	<u>90.30%</u>
	<b>Net Income</b>	<u>24,969.43</u>	<u>36,187.35</u>	<u>40,462.00</u>	<u>(10.56)%</u>

**City of Trinidad**  
**Statement of Revenues and Expenditures - Monthly Reports**  
**701 - Cemetery**  
**From 8/1/2014 Through 8/31/2014**

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
53020	INTEREST INCOME	0.00	0.00	900.00	(100.00)%
58100	CEMETERY PLOT SALES	0.00	3,003.33	7,500.00	(59.96)%
	<b>Total Revenue</b>	<u>0.00</u>	<u>3,003.33</u>	<u>8,400.00</u>	<u>(64.25)%</u>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	866.19	1,537.52	12,210.00	87.41%
65100	DEFERRED RETIREMENT	103.96	184.53	1,585.00	88.36%
65200	MEDICAL INSURANCE AND EXPENSE	556.45	1,096.43	9,336.00	88.26%
65300	WORKMEN'S COMP INSURANCE	(513.50)	84.05	528.00	84.08%
65600	PAYROLL TAX	74.23	131.75	1,132.00	88.36%
65800	Grant Payroll Allocation	(144.79)	(251.52)	(50.00)	(403.04)%
75180	UTILITIES	58.36	125.25	700.00	82.11%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	1,893.27	1,000.00	(89.33)%
	<b>Total Expense</b>	<u>1,000.90</u>	<u>4,801.28</u>	<u>26,441.00</u>	<u>81.84%</u>
	<b>Net Income</b>	<u>(1,000.90)</u>	<u>(1,797.95)</u>	<u>(18,041.00)</u>	<u>(90.03)%</u>



## CONSENT AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES**

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2. Staff Activities Report



## **STAFF ACTIVITIES REPORT**

### **September 2014**

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#### **PUBLIC WORKS**

- Major leak discovered, located, and repaired on Trinity Street.
- Half of cemetery fence complete
- A 4" water main leak on View Street discovered, located, and repaired.
- Storm drain system is in the process of being cleared for the winter.
- Start-up of new water plant components and related training; Project near completion.

Also, over the past several months staff has been making efforts to account for the discrepancy between water produced and sold. Broken meters have been replaced, meters for city or public use are now accounted for, treatment plant process water and water sold to water purveyors also being accounted for. This is an ongoing process and there is still more to be done to get an accounting of our water. The results are notable. For example, water loss for 2011 was 29.55% In 2014 to date water loss is 16.14%.

#### **PLANNING**

**OWTS** - This continues to be one of the top long-term priorities. However, it has been put aside for a couple of weeks due to other obligations. DEH staff reviewed a selection of the operating permits that were prepared. The next step will be to send out final operating permits or temporary ones when something is missing, such as a payment or piece of information. Also working on a letter to send out to Humboldt County realtors to inform them of the new requirement for upgrading certain systems at the time of property sales.

**General Plan / LCP update grant** - The draft general plan is mostly done except for the Cultural Resources Element. Staff is waiting to hear whether the City will be approved for the LCP update grant, which should occur by the end of the month. Staff is reviewing all the draft general plan elements for internal consistency and consistency with the Coastal Commission's LCP guidance and requirements. The next step will be to review the zoning ordinance for deficiencies and internal conflicts.

**Clean Beaches grant status** - The proposal has gone through a couple of revisions based on the Water Board's comments. City staff had a chance to meet with Water Board staff to discuss the grant on August 27, where we worked out some of the final details and discrepancies. In addition, the new City Manager had a chance to review and comment on the current proposal. Staff submitted what should be the final revision on September 26, and we should be able to start working on the contract soon.

**CDPR 2014-01 Appeal** - We expected to have this appeal on the October agenda. But apparently, there has been quite a bit of review up the State Park chain of command. The applicant representative is waiting on a final approval of her appeal response. The project has been scaled back to include only non-native vegetation removal, and it appears that the appellants are satisfied with the new proposal. The State Park will be proposing trimming, thinning and removal of some of the native vegetation for view restoration purposes at a future time.

**Other** - There have been a number of miscellaneous activities in the last month. This included meeting with and reporting to the new City Manager on planning issues and activities. There have also been a few property sale and transaction questions and issues, such as septic system upgrades as well as a number of inquiries regarding such things as the status of Wagner Street and a new iteration of the Homan subdivision. (This is a project outside the City, but the City had previously commented on it.) Staff has also met with Becky to discuss the City's stormwater permit and John Roberts to discuss various signs in town and enforcement issues.

## **ENGINEERING**

**Please do not drive or park on the bioswales along Ocean Avenue until the orange construction cones are removed.** The grass which has been planted in the bioswales must become sufficiently established before the bioswales can be driven on, as the grass is crucial for supporting and connecting the permeable paver systems installed.

Following is an update on the immediate construction activity we anticipate occurring over the next week. The purpose of this update is to keep everyone informed on anticipated upcoming construction activity. This update will be emailed on a weekly basis.

### **Trinidad ASBS Stormwater Project Update for Week of October 6th, 2014**

Planned construction activities next week:

- Site reconnaissance by GHD and Wahlund Construction staff.
- Minor final detail work and site cleanup on Trinity Street and Ocean Avenue stormwater improvements.

Potential road closures next week:

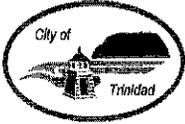
- No road closures anticipated.

Potential utility service interruptions next week:

- None Planned

The most recent project schedule is also attached.

If you have any questions about the project, please feel free to contact me using the information below or Steve Allen at [steve.allen@ghd.com](mailto:steve.allen@ghd.com)



## CONSENT AGENDA ITEM 3

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES**

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3. Law Enforcement Report

**TRINIDAD CITY HALL**

P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

*Julie Fulkerson, Mayor  
Gabriel Adams, City Clerk*



**LAW ENFORCEMENT ACTIVITY REPORT**

**August & September, 2014**

**Submitted by Deputy Pam Wilcox**

**AUGUST**

- Hiked trails with State Parks and Deputies in search of transients camps. None were located. Spoke to State Parks who hiked the trails one a different date. They located two camps.
- Numerous citizen contacts.
- Continuing to work with owner of Hidden Creek and gather intel.
- Responded to complaints regarding Wagner Street Trail.
- Attended court hearings.
- Met with numerous citizens of Trinidad.
- Numerous traffic stops including vehicle investigations.
- Responded to property on Driver Road which is connected with Hidden Creek. Arrested a subject who has been at large for some time.
- Responded to suspicious vehicles within the city and on Scenic Drive.
- Responded to a custody dispute at Hidden Creek Trailer Park.
- Assisted medical with combative patients.
- Responded to Trinidad Inn for a drug trafficking complaint. No drugs were located.
- Numerous contacts at State Beach.
- Responded to a loose dog at Strawberry Rock. The dog was aggressive and the owner refused to put the dog on a leash. The owner was contacted and was from out of the area. He was counseled.
- Responded to theft at Trinidad Harbor. Have followed up on numerous leads. No arrests have been made at this time.
- Responded to incorrigible juvenile on Stagecoach Road. Juvenile was counseled.
- Responded to three thefts at Luffenholtz Beach. Following up on numerous leads.
- Responded to alarm calls within the city and on the outskirts. All appeared to be owner error or unknown cause. No signs of break in or damage.
- Received a report of a subject who was camping on Trinidad Head. The subject started a camp fire. Cal Fire responded. After being warned, the subject was later arrested for pan handling. I have not seen him in the city since.
- Removed unwanted subject from Patricks Point Road.
- Responded to neighbor problem. Was able to find solution. No further complaints.
- Responded to restraining order violation complaints.
- Responded to conduct a welfare check on a person who neighbors had not seen. Contacted the subject and he was fine.
- Located stolen vehicle at Hidden Creek Trailer Park. No suspects located. Vehicle was abandoned.
- Responded to Murphy's Market for a counterfeit \$5. No arrests made. Subject who passed bill was gone prior to my arrival. Murphy's felt the person was not aware the bill was counterfeit.

- Counseled skateboarders regarding riding on Jim Baker's property. Reminded to them to use consideration while riding their skateboards at Saunder's Park.
- Responded to animal complaint at 505 West. Tenants have been evicted. Humboldt County Animal Control assisted and charged the tenant criminally for the loose dog and other complaints.

## SEPTEMBER

- Hiked trails with State Parks and Deputies in search of transient camps. Some trash located but no occupied camps.
- Numerous citizen contacts.
- Regular patrol and intel gathering at Hidden Creek and another related property.
- Conducted traffic stops and issued citations (mainly for driving while license is suspended)
- Report of a suspicious vehicle and person on Patricks Point Drive. Vehicle was towed.
- Took two petty theft reports at Hidden Creek.
- Investigated a report of a drug transaction at the bus stop. Was unfounded, however I am continuing to monitor the stop.
- Responded to an alarm on Edwards. Owner error.
- Conducted numerous vehicle investigations.
- Contacted transient sleeping at the lighthouse. He has since moved along.
- Conducted a welfare check of a person inside a vehicle at the lighthouse. He was fine.
- Towed abandoned motor home on Scenic Drive.
- Responded to a retraining order violation. Was resolved civilly.
- Item had been taken over month prior to a call to law enforcement.
- Made arrest for public intoxication.
- Assisted manager at Moonstone Beach regarding parking issues.
- Responded to neighbor complaints. All appeared to have been resolved.
- Skateboards reported damaging Saunders Park and Jim Baker's yard. Parents of one the children have been contacted. Sent memo to other Deputies advising them to get names of skateboards if they respond on my days off.
- Conducted numerous probation searches with State Parks and Probation.
- Responded to Orick to assist animal control. She was with a lady who had mental health issues and was not being corporative. She also was a cat hoarder. Approximately seven cats were rescued. The scene was so horrific outside agencies were called in to assist.
- Worked with casino regarding issues they



## **CONSENT AGENDA ITEM 4**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES**

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4. Authorize City Manager to Modify Deputy Sheriff Schedule Within Existing Agreement.

## CONSENT AGENDA ITEM

Date: October 8<sup>th</sup> 2014

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**Item:** Authorize City Manager to modify the Sheriff Deputy's schedule within the overall confines of the existing Agreement.

**Background:** Humboldt County and the City of Trinidad entered into an 'Agreement to Provide Law Enforcement Services within the City of Trinidad' dated July 1<sup>st</sup> 2014 whereby the County provides a dedicated Deputy Sheriff to work 40 hours a week focused on the City. The Agreement also provides that the City can, with advance notice, schedule an additional eight (8) hour shift each week, and the City has budgeted to do so in FY2014-15.

The Agreement identifies specific days of the week, and shift start and stop times for the assigned Deputy Sheriff. In the Council's approval of the agenda, the staff report very specifically lays out the days of the week and the shift start and end times for the Deputy. The Agreement does provide that County will consider modifications to the set schedule.

The City Manager would like authorization from the Council to be able to work with Deputy Wilcox and her supervisors to modify the days worked and the shift start and end times in order to maximize the effectiveness of our law enforcement efforts. There are a number of reasons that having this flexibility will benefit the City:

- An entirely predictable schedule makes it easier for anybody who seeks to avoid attracting the attention of law enforcement.
- There are seasonal changes in the type and timing of activity requiring the attention of law enforcement, and this would provide the City with the ability to respond to those changes.
- There is interest in having the Deputy be visible during the start of the school day at least some of the time, both for traffic calming and for interaction with that component of the community.
- Allow for the ongoing experience of Deputy Wilcox on the job to help guide the decision about the most effective schedule for the community

The City Manager has discussed this change with the Deputy and her supervisors and they concur that having flexibility makes sense. They wanted to make sure that such changes were approved by the City Council, hence this agenda item.

**Proposed Action:** Authorize City Manager Dan Berman to work with the Humboldt County Sheriff's Office to modify the schedule for the assigned Deputy Sheriff, within the hours and budget already approved in the existing Agreement. No changes to the existing Agreement are proposed, just clarification that the City Manager can modify the schedule.



## **CONSENT AGENDA ITEM 5**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 6 PAGES**

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5. Receive 2014 Report Card for Humboldt County's Infrastructure.

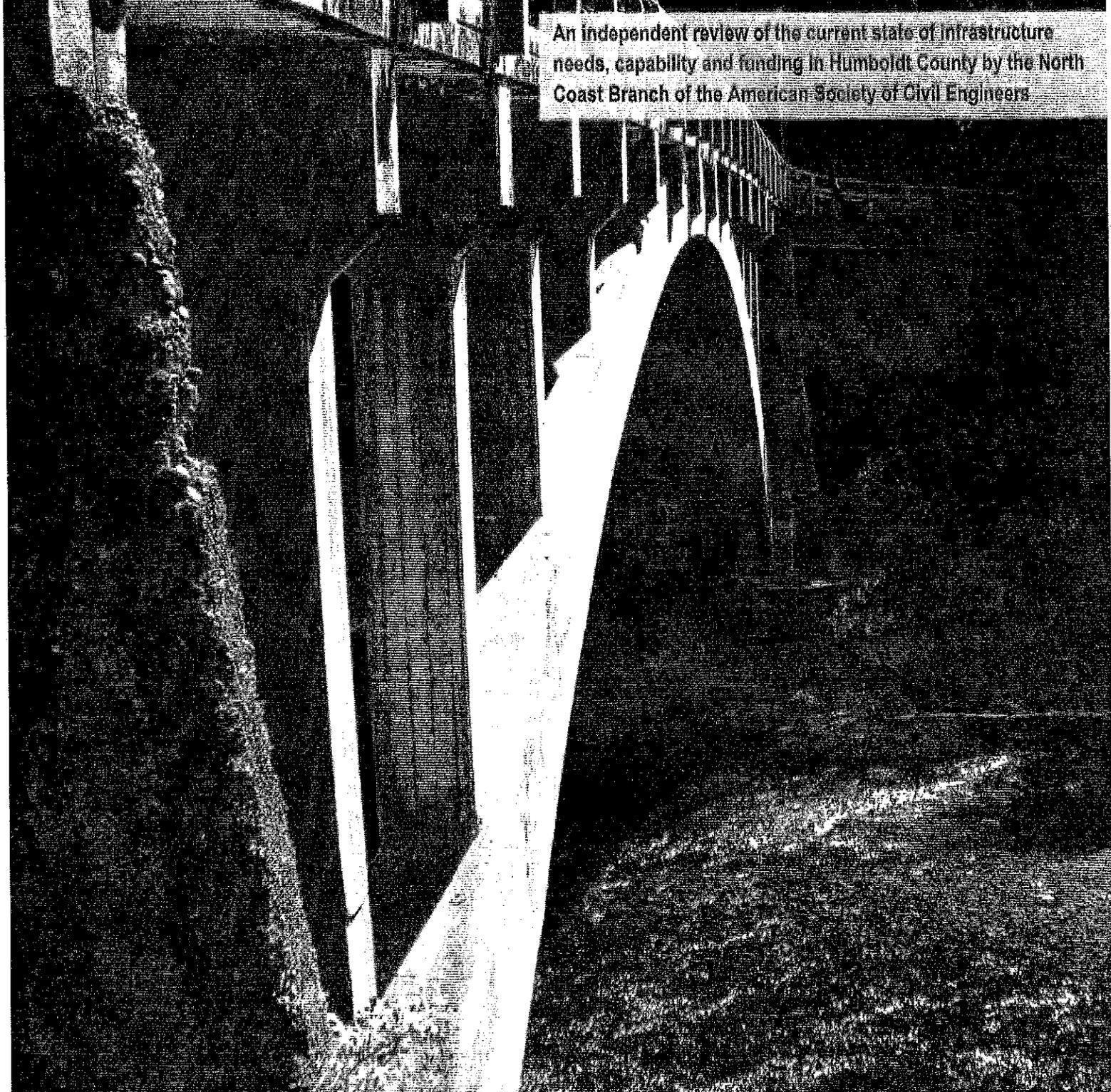
*Complete report is available in the online packet, located at [www.trinidad.ca.gov](http://www.trinidad.ca.gov) in the document library.*



**ASCE**  
AMERICAN SOCIETY OF CIVIL ENGINEERS

**2014 REPORT CARD FOR  
HUMBOLDT COUNTY'S  
INFRASTRUCTURE**

An independent review of the current state of infrastructure needs, capability and funding in Humboldt County by the North Coast Branch of the American Society of Civil Engineers





# EXECUTIVE SUMMARY

The *Report Card for Humboldt County's Infrastructure* assesses the roads and bridges that are maintained by the County, the Cities, and the Tribes within the Humboldt County area. Humboldt County's 3,568 square miles are primarily rural making transportation access and upkeep necessary for public safety. A community of 135,000 residents uses the 1,214 miles of local roads and 170 local bridges that were evaluated for the Report Card. For the Report Card, the road and bridges categories were assessed using seven fundamental criteria: condition, capacity, safety, operation and maintenance, resilience, funding and future need, and innovation.

Table 1. Humboldt County Infrastructure and Demographics by Area

Jurisdiction (City, Tribe, County, or Agency)	Area (sq. miles)	Population (2013) <sup>1</sup>	Population Density (per sq. mile)	Miles of Paved Roads	Number of Bridges
Arcata	9.1	17,836	1960	68.5	0
Blue Lake	0.6	1,260	2100	8.4	0
Bureau of Land Management (BLM)		n/a	n/a	114.2	0
Eureka	9.4	27,021	2875		1
Ferndale	1.0	1,366	1,336	7.4	1
Fortuna	4.9	11,885	2,426	45.2	7
Hoop Valley Tribe	140.0	3,041	22	15.3	4
Karuk Tribe	1.1	506	460	3.6	0
Rio Dell	2.3	3,363	1,462	14.2	0
Trinidad	0.5	365	730	3.3	0
Unincorporated County	3,400.3	72,113	21	932.0	157
Yurok Tribe		1,238			

<sup>1</sup>State of California, Department of Finance (E-1 Population Estimates for Cities, Counties, and the State—January 2013). Tribal populations from "Hoop Valley Long Range Transportation Plan (Nichols).

Reviewed and produced by a committee of local experts and officials, **the 2014 Report Card for Humboldt County gives a grade of D+ for the roads and a grade of C- for the bridges.** Humboldt County's roads and bridges infrastructure are in fair to poor condition, and the transportation infrastructure is showing signs of deterioration that requires attention. Some roads and bridges exhibit significant deficiencies in conditions and functionality, increasing risks to public safety and the local

economy. The average pavement condition index (PCI), which is a key indicator of condition and future needs, for entire Humboldt County area is 60.4 out of a possible 100 points. The facts revealed in the Roads and Bridges sections of the Report Card demonstrate that, overall, there is a need for additional work for Humboldt County to maintain the existing transportation network the community and the local economy rely on.

**Humboldt County roads and bridges require four times the amount of funds that are currently being invested to maintain this infrastructure at current condition.** To improve the condition of the roads and bridges in Humboldt County, local agencies estimate that \$426 million will be required over the next ten years. Table 2 summarizes Humboldt County's maintenance and future needs according to current budgets and projections.

**Table 2. Maintenance and Future Needs of Humboldt County Roads and Bridges by Area**

Agency	Road Length	Number of Bridges	Available Annual Budget	Budget to maintain at current condition	Budget to maintain at a Higher PCI	Budget to maintain at Higher PCI over the next 10 Years
City of Eureka <sup>1</sup>	114.2	1	\$350,000	\$2,800,000	\$4,500,000	\$47,700,000
City of Arcata <sup>2</sup>	68.5	0	\$800,000	\$2,400,000	\$2,300,000	\$23,900,000
City of Fortuna <sup>3</sup>	45.2	7	\$125,000	\$1,500,000	\$2,500,000	\$24,900,000
City of Rio Dell <sup>4</sup>	14.2	0		\$300,000	\$400,000	\$5,500,000
City of Blue Lake <sup>5</sup>	8.4	0	\$70,000	\$200,000	\$300,000	\$3,000,000
City of Trinidad <sup>6</sup>	3.3	0		\$52,000		
Bear River Band of Rohnerville Rancheria <sup>7</sup>	2.0	0	\$120,000	\$10,000	\$20,000	\$100,000
Karuk Tribe <sup>8</sup>	3.6	0	\$671,240	\$1,000,000	\$2,000,000	\$10,000,000
Yurok Tribe <sup>9</sup>			\$1,100,000	\$7,000,000	\$10,000,000	\$100,000,000
Hoopa Valley Tribe <sup>10</sup>	15.3	4	\$119,000	\$400,000	\$500,000	\$5,000,000
County of Humboldt <sup>11</sup>	932.0	157	\$3,000,000	\$12,500,000	\$14,500,000	\$200,900,000
Bureau of Land Management (BLM) <sup>12</sup>	83.0	0	\$14,000	\$30,000	80,000	\$5,000,000
<b>Total</b>	<b>1,289.7</b>	<b>169</b>	<b>\$6,369,240</b>	<b>\$28,192,000</b>	<b>\$37,100,000</b>	<b>\$426,000,000</b>

Total road length includes unpaved roads, which were not evaluated in this report.

Sources:

- 1 October 2011, City of Eureka Pavement Management Program Draft Report prepared by Nichols Engineering and Environmental Services.
- 2 October 2011, City of Arcata Pavement Management Program Draft Report prepared by Nichols Engineering and Environmental Services.
- 3 October 2011, City of Fortuna Pavement Management Program Draft Report prepared by Nichols Engineering and Environmental Services.
- 4 Randy Jensen, City of Rio Dell
- 5 Mike Foget, City Engineer for the City of Blue Lake
- 6 Steve Allen, City Engineer and January 2012, City of Trinidad Pavement Management Program Draft Report prepared by Nichols Engineering and Environmental Services.
- 7 Bear River Band of Rohnerville Rancheria
- 8 Sandi Tripp, Karuk Tribe Department of Transportation
- 9 Joseph James, Yurok Tribe
- 10 Loren Norton, Director, Hoopa Tribal Roads Department, Aggregate & Ready-Mix Enterprises October 2008, Hoopa Valley Reservation Long Range Transportation Plan Final Report
- 11 December 2011, County of Humboldt Pavement Management Program Draft Report prepared by Nichols Engineering and Environmental Services.
- 12 Brad Joe, BLM

**With only three main routes in and out of the County, the geographic isolation of Humboldt County requires resilient infrastructure.** Road access to Humboldt County is limited to one north /south route, US 101, and two east/west routes, California Highways 299 and 36. The maintenance of each of these routes is challenging due to the mountainous terrain.

**Due to its location and environment, the infrastructure in Humboldt County is vulnerable to natural events such as storms, flooding, earthquakes, and fires.** Humboldt County's geography has no shortage of natural disaster threats and there are many safety concerns on the local highways including landslides, falling rocks, and animals in the roadway. Natural disasters, such as floods and earthquakes, can threaten our roads and bridges, and low lying areas around Humboldt Bay and near the coast are susceptible to tsunamis.

**Transportation is particularly important to Humboldt County due to a robust tourism and agriculture economy.** With the Redwoods National and State Parks, Avenue of the Giants and Humboldt Redwoods State Park, each year the roads are filled with cars, bicycles, and RVs with people coming to see Humboldt County's Redwoods, pristine beaches, and rivers. Approximately 24% of the local economy is from accommodations and food service sales, making the health of the local roads and bridges essential to the local economy.

## RECOMMENDATIONS

### 1. Increase Leadership in Infrastructure Renewal

Humboldt County's infrastructure is a responsibility of local leaders, and leadership is needed to maintain and renew the infrastructure the generations before us have built. Bold leadership and a vision for how strategic infrastructure investment can help local communities are needed to reverse the current trends.

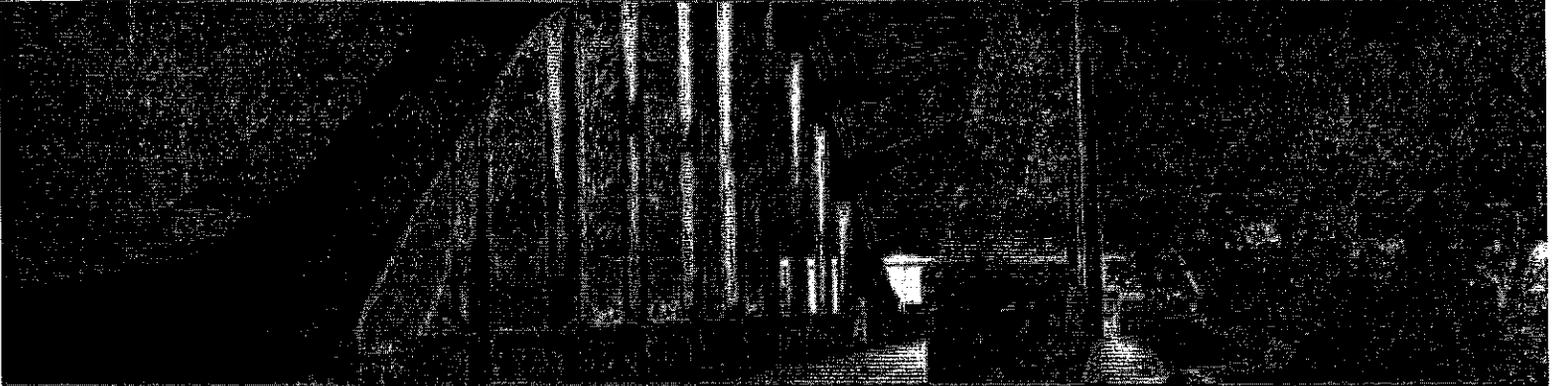
### 2. Promote Sustainability and Resilience

Today's infrastructure must meet the community's ongoing needs, and at the same time, protect and improve environmental quality. Sustainability, resiliency, and ongoing maintenance must be an integral part of improving the area's infrastructure. Today's transportation systems must be able to withstand both current and future challenges. Both structural and non-structural methods must be applied to meet challenges. Infrastructure systems must be designed to protect the natural environment and withstand both natural and man-made hazards, using sustainable practices, to ensure that future generations can use and enjoy what we build today, as we have benefited from past generations.



### **3. Develop and Fund Plans to Maintain and Enhance Humboldt County's Infrastructure**

Infrastructure investment must be increased at all levels, but it also should be prioritized and executed according to well-conceived plans that focus on the health and goals of the system. The goals should center on freight and passenger mobility, intermodality, and environmental stewardship, while encouraging resiliency and sustainability. The plans must reflect a better defined set of federal, state, local, and private sector roles and responsibilities and instill better discipline for setting priorities and focusing funding to solve the most pressing problems.



# ABOUT THE REPORT CARD

## INFRASTRUCTURE

Infrastructure is the basic physical and organizational structures and facilities (i.e. roads, power, water) needed to operate our community including:

- aviation
- bridges
- dams
- drinking water
- energy
- hazardous waste
- inland waterways
- levees
- public parks and recreation
- rail
- roads
- schools
- solid waste
- transit
- wastewater

### VISION FOR INFRASTRUCTURE

**Long Term:** Well-maintained, efficient, safe and secure infrastructure facilities that are sufficient to meet the current needs and future needs of a growing State and that protect our quality of life.

**Short Term:** A public leadership that develops, enacts and implements the practices and funding mechanisms needed to get there.

**Mission:** To prepare an assessment of Humboldt County's infrastructure to educate the public and civic leaders, and build support for dedicated and consistent sources of funding needed to sustain the public infrastructure of local jurisdictions.

## MISSION

This first *Report Card for Humboldt County's Infrastructure* assesses two important infrastructure categories: **local roads and bridges**.

The mission of this *Report Card for Humboldt's County's Infrastructure* is to prepare an assessment of Humboldt County's infrastructure to educate the public and civic leaders and build support for dedicated and consistent sources of funding needed to maintaining and improving infrastructure in a timely manner in order to get the most out of our public investments. Infrastructure failures not only disrupt the community, they also ultimately make the community bear higher costs for repairs and emergency responses and can increase risk to public safety.

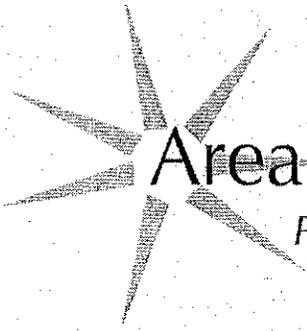


**CONSENT AGENDA ITEM 6**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES**

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6. Neighborhood Disaster Preparedness Training Workshop Announcement Reminder



# Area 1 Agency on Aging

Promoting Independence for a Lifetime

RECEIVED OCT 01 2014

SERVING HUMBOLDT AND DEL NORTE COUNTIES

**PROGRAMS**

- CAREGIVER SERVICES
  - HEALTH INSURANCE COUNSELING & ADVOCACY PROGRAM (HICAP)
  - LONG-TERM CARE OMBUDSMAN PROGRAM
  - SENIOR INFORMATION & ASSISTANCE (I&A)
  - VOLUNTEER CENTER OF THE REDWOODS/RSVP
- NATIONAL & COMMUNITY SERVICE

**EXECUTIVE DIRECTOR**

MAGGIE KRAFT, MSW

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EUREKA, CA 95501  
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(800) 408-4636 (TOLL FREE)

**DEL NORTE OFFICE**  
1765 NORTHCREST DR.  
CRESCENT CITY, CA 95531  
(707) 464-7876 (PHONE)  
(707) 464-5096 (FAX)

August 13, 2014

Mayor Julie Fulkerson  
City of Trinidad  
City Hall, 409 Trinity  
Trinidad, CA 95570

Dear Mayor Fulkerson,

Thank you for assisting and supporting the "Neighborhood Disaster Preparedness Training". Please consider reading the following letter at the next city council meeting for the public's benefit. Thanks again.

*On behalf of the Volunteer Center of the Redwoods, we would like to invite you to attend a "Neighborhood Disaster Preparedness Training". The training will be held in Trinidad at the Trinidad Town Hall on Tuesday, October 28th from 7 to 8:30 pm. All city councilmembers, city staff, and the public are invited to attend.*

*The training materials, "Neighborhood Disaster Preparedness Training Worksheets", were developed by the Volunteer Center of the Redwoods in collaboration with the local chapter of the American Red Cross.*

*In case of a major disaster, we North Coast citizens have been advised by disaster preparedness experts that we will need to take care of ourselves for at least 3 days to two weeks, and possibly longer. Giving neighborhoods the encouragement, tools and training to prepare for disasters together is one of the most effective ways to ensure that the North Coast is ready for any emergency.*

*As a public official and a community role model, we hope you will be able to show the citizens of your city the importance of being prepared by attending the training and perhaps by forming a disaster preparedness group in your own neighborhood.*

We hope you will be able to join us on October 28th. If you have any questions or would like more information, please feel free to call us at (707) 442-3763 ext. 218 or email me at mmcgarry@a1aa.org .

Sincerely,

  
Maureen McGarry  
Project Director, Volunteer Center of the Redwoods

Cc:  
All city council members and city manager



## CONSENT AGENDA ITEM 7

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES**

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7. Report/Memorandum on Trinity Street Water Leak



October 1st, 2014

**From:** City Manager Dan Berman,

**To:** Council and community members

**Memorandum Re: Trinity Street Water Leak**

**Summary version:** This leak and associated costs are the City's responsibility, as the leak resulted from the failure of a repair part that the City provided to help fix an earlier break in the line. The City budgets for water system repairs each year and the costs for this repair will come from that budget.

**Full Story:** There are two parts to this story: the initial break and repair of the line, and the more recent leak. The line was initially broken by Wahlund Construction during construction of the ASBS Stormwater Improvement Project. This was the City's responsibility because Wahlund relied on utility markings provided by the City, and an older unmapped repair had left the line in an unexpected and unmarked location.

There was a significant leak in the street during the initial line break, and all parties were urgently working together to address the situation. City staff had a repair part available and this was used to quickly fix the line. City staff's rapid response helped avoid any impact to the City's water supply, and avoid a significant delay for the Contractor. For that reason, the Contractor did not charge for their repair of the line.

In mid-September, Public Works staff realized that a significant water leak had started. It turned out that the repair part the City had provided to fix the original line break had failed, and was the source of the leak. This is not a common occurrence, but it can and did happen. As it was the City supplied part that resulted in the leak, the costs associated with this leak are the City's responsibility.

In hindsight one could argue that the City could have avoided this cost by leaving the initial repair entirely to Wahlund. At the time, water was gushing, and our Publics Works staff stepped in to help. I think that was a good decision, even if in this case the random failure of the repair part resulted in some additional cost to the City. Thankfully the community made a significant effort to conserve water during the leak, residents on Trinity Street were very helpful in allowing us to minimize losses by turning off water to the street whenever possible, and the leak is repaired and the water system is back to full storage capacity.

Respectfully,

*Dan Berman*  
City Manager



## DISCUSSION AGENDA ITEM 1

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 12 PAGES**

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1. Discussion/Decision Regarding Verizon Proposal for Diplexer and Actuator Upgrade on Trinidad Head Site.

## DISCUSSION AGENDA ITEM

October 08, 2014

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### Item: Verizon Actuator / Diplexer Improvements

Verizon is requesting the City's permission to install additional components on their existing Trinidad Head cellular antenna system, which is on property leased to Verizon by the City. Verizon is proposing to install three new diplexer units (6.0" x 7.7" x 3.7" each) on the existing Verizon Wireless pole, between the pole and existing antennas. The project also includes installing one actuator (8" x 2.8" x 2.1") on to the bottom of each of the three existing antennas and installing one new ½" RET cable along the pole from the antennas to an equipment cabinet. The purpose of the diplexers is to enhance service to accommodate increased usage. The purpose of the actuators is to allow remote adjustments in the tilt of the antennas, which is currently done manually. Verizon has provided construction details and existing and proposed elevations to show the visual changes (included in this packet).

The Ground Lease to Verizon for the cellular site on Trinidad Head owned by the City includes language as follows: "*Lessee...may make alterations, improvements, additions or utility installations to or on the Site that are necessary for the conduct of the permitted uses of the Site, subject to the prior written approval of the Lessor*" (§5.05(a)), and "*no such consent or approval shall be unreasonably withheld or delayed and all such determinations shall be made on a reasonable basis and in a reasonable manner*" (§9.11).

City staff has determined that the proposed project would not require a Coastal Development Permit, and has received concurrence from Coastal Commission staff on that determination (attached). In 1978 the Coastal Commission adopted guidance for repair and maintenance exemptions for utilities (entitled 'Repair, Maintenance and Utility Hook-up Exclusions from Permit Requirements'). This document includes the following language for communication facilities: "*A coastal permit is not required to maintain, replace, or modify existing overhead facilities, including the addition of equipment and wires to existing poles or other structures, right-of-way maintenance, and minor pole and equipment relocations. A coastal permit is not required ... [for] work required to supply increased demand of existing customers' facilities in order to maintain the existing standard of service.*" The purpose of the project is to supply increased demand to existing facilities and maintain the existing level of service, so this exemption applies.

Section 13252 of the Coastal Act Regulations (Repair and Maintenance Activities Requiring a Permit) states: "*The provisions of this section shall not be applicable to those activities specifically described in the document entitled Repair, Maintenance and Utility Hookups, adopted by the Commission on September 5, 1978 unless a proposed activity will have a risk of substantial adverse impact on public access, environmentally sensitive habitat area, wetlands or public views to the ocean (emphasis added).*" These exceptions are not applicable to this proposal because there will be no ground disturbance, no reduction in public access and very minor visual changes that will not affect views.

**Recommended Action:** Authorize Verizon to proceed with the project as proposed.

**Attachments:** Verizon project plans, elevations, and Coastal Commission staff concurrence memo.

## PERMIT EXEMPTION CONCURRENCE

Dear Trever,

Based on our review of the materials provided, we concur with the City's determination that the proposed maintenance and repair would qualify for permit exclusion as set forth in section II.B.2.b *Transmission and Distribution and Communication Facilities* of the Repair, Maintenance, and Utility Hook-up Exclusions from Permit Requirements, as adopted by the Commission on September 5, 1978. This determination is based on the following observations:

- The activity involves routine replacement and modification of existing overhead facilities, including the addition of equipment and wires to existing poles or other structures;
- No coastal development permit is required to conduct work required to supply increased demand of existing customer's facilities in order to maintain the existing standard of service.

Moreover, with respect to the further criteria set for in the Commission's administrative regulations (14 CCR §§13001 et seq.) for granting such repair and maintenance based permit exclusions, the proposed activity will not have a risk of substantial adverse impact on public access, environmentally sensitive habitat area, wetlands, or public views to the ocean insofar as:

- All public rights-of-way and coastal access facilities in proximity to the repair and maintenance site will remain open for public ingress and egress to coastal areas during the project work.
- The repair area will be limited to the area within the existing cellular tower enclosure and not require vegetation removal or ground disturbance.
- The repair work, either during its performance or once completed, will result in no change in views to the scenic and visual qualities of adjoining coastal areas.

**THIS AFFIRMATIVE CONCURRENCE OF PERMIT EXCLUSION IS PREDICATED UPON THE APPLICANT PERFORMING THE REPAIR AND MAINTENANCE WORK CONSISTENT WITH THE PROJECT DESCRIPTION AND ASSOCIATED MATERIALS PROVIDED IN AN EMAIL TO NORTH COAST DISTRICT OFFICE STAFF, DATED SEPTEMBER 23, 2014, COPY ATTACHED AND SUMMARIZED BELOW. ANY DEVIATION FROM THE DESCRIBED WORK WILL REQUIRE A REASSESSMENT OF THE CONTINUED APPLICABILITY OF THE GRANTED PERMIT EXCLUSION CONCURRENCE BEFORE ANY SUCH VARIATION IN THE WORK MAY PROCEED.**

Please feel free to contact me with any questions regarding this email.

Sincerely,

L. Kasey Sirkin  
Coastal Program Analyst II





VERIZON WIRELESS, 266 PARKSHORE DRIVE, FOLSOM, CA 95630

TRINIDAD HEAD  
 AWS PROJECT ID: 20141072250  
 PS LOCATION #: 168960  
 TRINIDAD HEAD TRAIL  
 TRINIDAD, CA 95570



ATM Engineering  
 Tim McQuillan, SE  
 3525 East Harvard Street  
 Folsom, CA 95630  
 Phone: 916-839-7300  
 Direct: 916-914-5177  
 Email: tim@atmengineering.com

STAMP

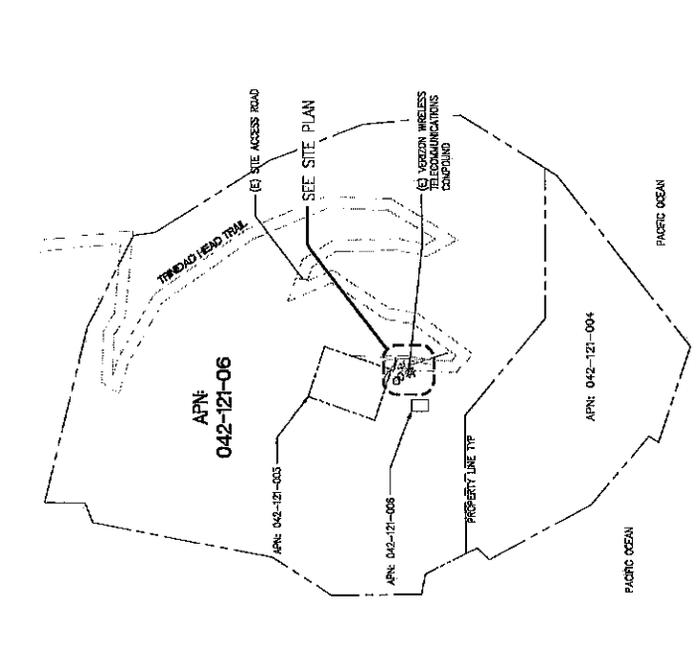
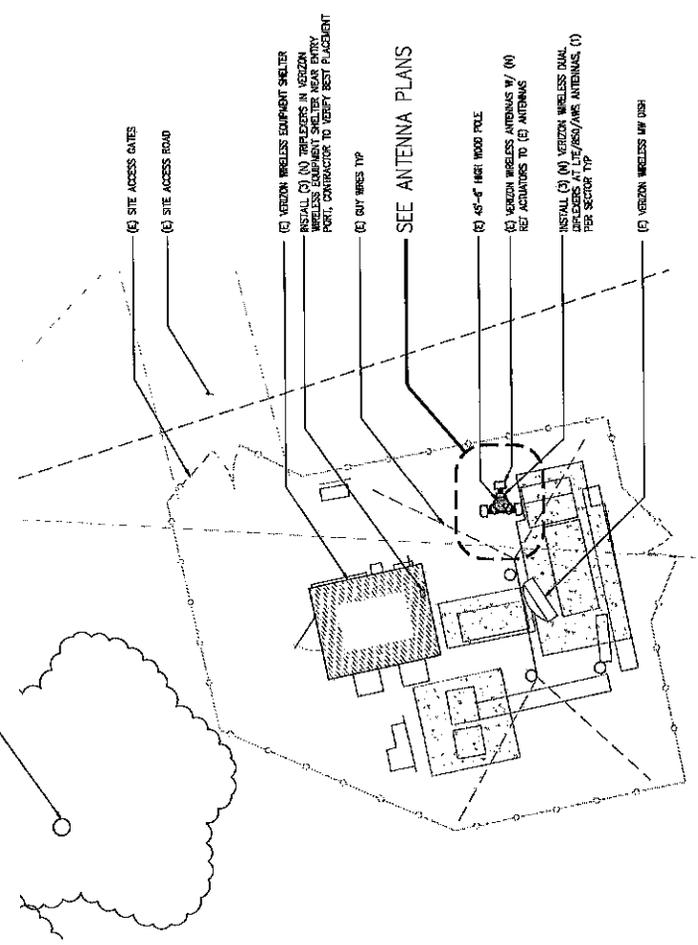
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02	08/15/14	ISSUE FOR PERMITS
03	08/15/14	ISSUE FOR PERMITS
04	08/15/14	ISSUE FOR PERMITS

ISSUE STATUS

SHEET TITLE  
 OVERALL SITE PLAN  
 & SITE PLAN  
 A-1

NOTE: CONTRACTOR TO VERIFY ANTENNAS & EQUIPMENT TO MEET WIRE CLEARANCES AS REQUIRED.

- NOTES:**
1. DO NOT SCALE DRAWINGS. ALL DIMENSIONS OF ANY BETWEEN EXISTING BUILDINGS/STRUCTURES, OR RELATIVE DISTANCES AS SHOWN BETWEEN EXISTING BUILDINGS/STRUCTURES AND THE TRAIL NORTH ARE TO BE CORRECTED BY THE SURVEYOR.
  2. EXISTING CONSTRUCTION CONDITIONS INDICATED ON THE DRAWINGS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO PROCEEDING WITH CONSTRUCTION OR BEFORE THE RESUBMISSION POINT TO PROCEED. CONTRACTOR SHALL EXPLORE AND REVIEW EXISTING CONDITIONS IN A TIMELY MANNER SUCH THAT ALTERNATE DESIGN OR DETAILS IF REQUIRED MAY BE IMPLEMENTED WITHOUT DELAY TO THE PROJECT.
  3. DURING CONSTRUCTION, THE CONTRACTOR SHALL NOT ALTER, DAMAGE OR REMOVE ANY PART OF THE EXISTING STRUCTURE UNLESS SPECIFICALLY DEMAND BY THESE DRAWINGS IS THAT THE WORK OF THE ADDITION, ALTERATION, REHABILITATION OR RECONSTRUCTION IS TO BE IN ACCORDANCE WITH THE 2013 CBC. SHOULD ANY EXISTING CONDITIONS SUCH AS SETBACKS OR NONCOMPLYING CONSTRUCTION BE DISCOVERED, REPORT IS NOT COVERED BY THE CONTRACT DOCUMENTS UNLESS THE FINISHED WORK WILL NOT COMPLY WITH THE 2013 CBC. A CHANGE ORDER OR A SUBMITTAL TO THE BUILDING DEPARTMENT PRIOR TO PROCEEDING WITH THE WORK.
  4. ALL WORK AND MATERIALS SHOWN ARE NEW UNLESS INDICATED AS EXISTING (E).
  5. IT MAY BE NECESSARY TO REMOVE ARCHITECTURAL FINISHES, PLUMBING FIXES AND FIXTURES, ELECTRICAL, CONDUIT, PIPING, FINISHES, SURFACES AND TRIM. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION, STORAGE, REPAIR AND REPLACEMENT OF ALL ITEMS TO MATCH PRE-CONSTRUCTION CONDITIONS AT THE CONTRACTORS EXPENSE. SUCH ITEMS SHALL BE REPAIRED, REFINISHED, REPAIRED AND/OR REPLACED TO MATCH PRE-CONSTRUCTION CONDITIONS AT THE CONTRACTORS EXPENSE.
  6. ALL WEATHER PROOFING INCLUDING BUT NOT LIMITED TO TIGHTENING, FLASHING, Z-FLASHING OF ANY OTHER MATERIAL THAT MAY BE ALTERED DURING INSTALLATION SHALL BE REPAIRED REPLACED AND/OR IMPROVED TO MEET THE ORIGINAL MANUFACTURERS SPECIFICATIONS. ALL WEATHER PROOFING SHALL BE SUBMITTED TO AND REVIEWED BY THE ENGINEER OF RECORD PRIOR TO ORDERING MATERIALS. SUCH REVIEW SHALL BE BILLED ON A TIME AND MATERIALS BASIS TO THE CONTRACTOR WITH NO GUARANTEE THAT THE SUBSTITUTION WILL BE ALLOWED.

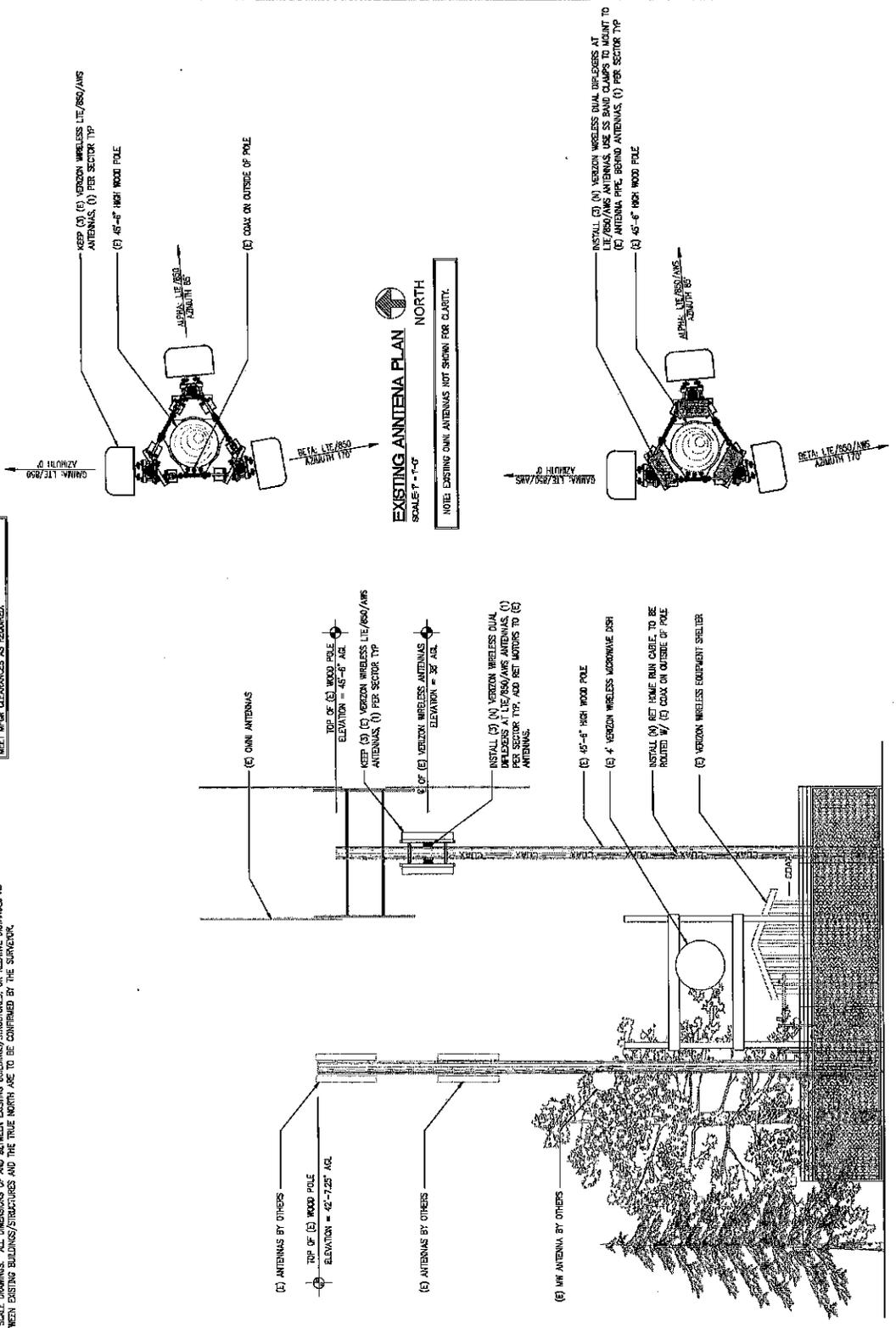


**ISSUE STATUS**

REV	DATE	DESCRIPTION
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0	08/14/14	95% CDS
0	09/26/14	100% CDS

**NOTES:**  
 1. DO NOT SCALE DRAWINGS. ALL DIMENSIONS OF AND BETWEEN EXISTING BUILDINGS/STRUCTURES, OR RELATIVE DISTANCES AS SHOWN BETWEEN EXISTING BUILDINGS/STRUCTURES AND THE TRUE NORTH ARE TO BE CONFIRMED BY THE SURVEYOR.

**NOTE:** CONTRACTOR TO VERIFY ANTENNAS & EQUIPMENT TO MEET WFR CLEARANCES AS REQUIRED.



**ELEVATION**  
 SCALE 1/4" = 1'-0"

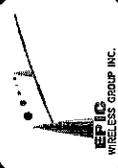
**EXISTING ANTENNA PLAN**  
 SCALE 1/4" = 1'-0"  
 NORTH

**NEW ANTENNA PLAN**  
 SCALE 1/4" = 1'-0"  
 NORTH



VERIZON WIRELESS, 256 PARKWAY DRIVE, FOLSOM, CA 95630

TRINIDAD HEAD  
 PS LOCATION #: 168960  
 AWS PROJECT ID: 20141072250  
 TRINIDAD HEAD TRAIL  
 TRINIDAD, CA 95570



ATM Engineering  
 2555 East Richwell Street  
 Folsom, CA 95630  
 Phone: 916-898-7900  
 Direct: 916-934-5177  
 Email: hanna@atmengineering.com

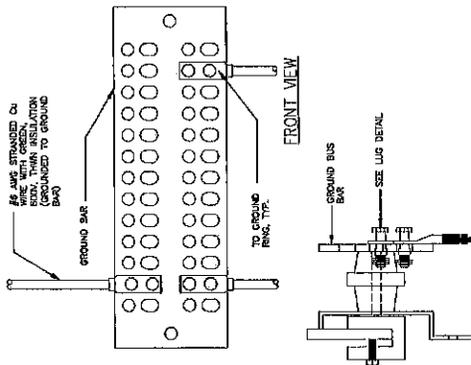
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ISSUE STATUS	REV	DATE	DESCRIPTION
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	0	05/14/14	REVISED
	0	05/14/14	REVISED

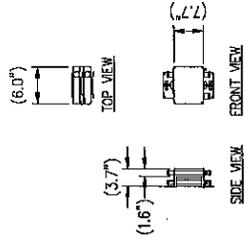
SHEET TITLE  
 DETAILS

A-3

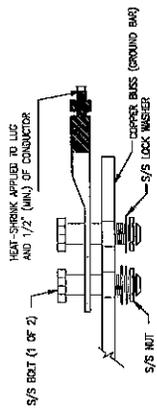
NOTE: CONSULTOR TO VERIFY ANTENNAS & EQUIPMENT TO MEET CLEARANCES AS REQUIRED.



① GROUND WIRE TO GROUND BAR DETAIL  
 NOT TO SCALE

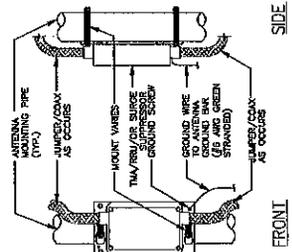


② DIPLEXER DETAIL  
 NOT TO SCALE

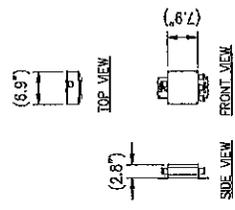


1. ALL HARDWARE TO BE 18-8 STAINLESS STEEL, INCLUDING BOLT/WASHERS. COAT ALL SURFACES WITH KOPR-SHIELD BEFORE MATING.
2. FOR GROUND BOND TO STEEL ONLY, INSERT A LOCK WASHER BETWEEN LUG AND STEEL. COAT ALL SURFACES WITH KOPR-SHIELD.
3. ALL HARDWARE TO BE 3/8" DIAMETER.

③ LUG DETAIL  
 NOT TO SCALE



④ TMA/FRU/SURGE SUPPRESSOR GROUND DETAIL  
 NOT TO SCALE



⑤ MAKE: ANDREW MODEL: C86271-DE. WEIGHT 7.7 LBS.

⑤ TRIPLEXER DETAIL  
 NOT TO SCALE

MAKE: ANDREW MODEL: C86271A-08 2X. WEIGHT 11.5 LBS.



TRINIDAD HEAD  
 PS LOCATION #: 168960  
 AWS PROJECT ID: 2014102250  
 TRINIDAD HEAD TRAIL  
 TRINIDAD, CA 95370



ATM Engineering  
 Tim McFarland, SE  
 2525 East 35th Street  
 Rosemead, CA 95370  
 Phone: 916-839-7300  
 Direct: 916-834-5177  
 Email: tim@atmengineering.com

STAMP

REV	DATE	DESCRIPTION
0	07/25/14	90% CDS
0	07/25/14	100% CDS
0	07/25/14	100% CDS

ISSUE STATUS

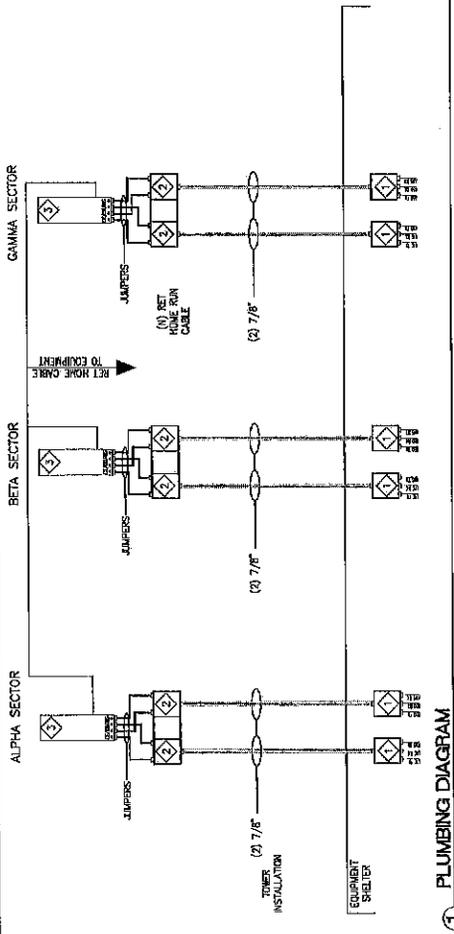
SHEET TITLE:  
 EQUIPMENT / CABLE SCHEDULES  
 AND PLUMBING DIAGRAM

A-4

**NOTES:**  
 1. THIS DRAWING HAS NOT EVALUATED ANY EXISTING LOADS OR CONDITIONS ON THIS TOWER AS SHOWN ON THIS DRAWING. SEE STRUCTURAL ANALYSIS BY OTHERS.  
 2. DRAWING SCALE IS NOT APPLICABLE & PRINTED ON 11"x17" SHEET SIZE.  
 3. THE CONTRACTOR SHALL VERIFY AND CHECK AGAINST MOST CURRENT RFP'S DESIGN.

**KEY NOTES:**

- ① (A) TRIPLEXERS, TYPICAL OF (2) PER SECTOR
- ② (B) DUAL DIPLEXERS, TYPICAL OF (1) PER SECTOR
- ③ (C) (E) L/E/R/S/D/AWS ANTENNAS, TYPICAL OF (1) PER SECTOR



① PLUMBING DIAGRAM  
 NO SCALE

NOTE: CONTRACTOR TO VERIFY ANTENNAS & EQUIPMENT TO MEET WITH CLEARANCES AS REQUIRED.

SECTOR NAME	POS	SECTOR AZIMUTH*	QTY	ANTENNA TYPE	ANTENNA WFR	UNITS-INCHES L W H	UNITS-FT W H	RAD CENTER (A&L)	TWA / DIPLEXER / RRU (QTY/TYP)	APPROX CABLE LENGTH	COAX CABLE (QTY/SIZE)	COMMENTS
ALPHA	1	85°	1	L/E/R/S/D	ANDREW	50.9 11.9 7.1 32	38"	38"	1	65'	(2) 7/8"	REUSE (3) 7/8" COAX CABLES. REMOVE (3) L/E/R/S/D ANTENNAS IN SHELTER.
BETA	1	170°	1	L/E/R/S/D	ANDREW	50.9 11.9 7.1 32	38"	38"	1	65'	(2) 7/8"	
GAMMA	1	0°	1	L/E/R/S/D	ANDREW	50.9 11.9 7.1 32	38"	38"	1	65'	(2) 7/8"	

NOTE:  
 1. CONTRACTOR TO FIELD VERIFY CABLE LENGTHS PRIOR TO ORDERING, FABRICATING, OR INSTALLING CABLES.

② (E) ANTENNA / COAX CABLE / EQUIPMENT SCHEDULE  
 NO SCALE

SECTOR NAME	SECTOR AZIMUTH*	QTY	ANTENNA TYPE	ANTENNA WFR	UNITS-INCHES L W H	UNITS-FT W H	RAD CENTER (A&L)	TWA / DIPLEXER / RRU (QTY/TYP)	APPROX CABLE LENGTH	COAX CABLE (QTY/SIZE)	COMMENTS
ALPHA	1	85°	1	L/E/R/S/D/AWS	ANDREW	50.9 11.9 7.1 32	38"	(A&L)/R/S/D	65'	(2) 7/8"	INSTALL (3) DUAL COAX CABLES AND RET ANTENNAS TO (E) ANTENNAS AND RET HOME RUN CABLE.
BETA	1	170°	1	L/E/R/S/D/AWS	ANDREW	50.9 11.9 7.1 32	38"	(A&L)/R/S/D	65'	(2) 7/8"	
GAMMA	1	0°	1	L/E/R/S/D/AWS	ANDREW	50.9 11.9 7.1 32	38"	(A&L)/R/S/D	65'	(2) 7/8"	

NOTE:  
 1. CONTRACTOR TO FIELD VERIFY CABLE LENGTHS PRIOR TO ORDERING, FABRICATING, OR INSTALLING CABLES. SUBJECT TO FINAL VERIFICATION BY THE ENGINEER.

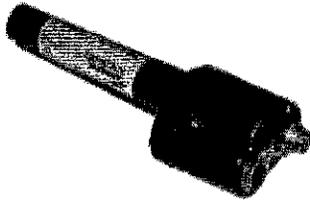
S.O.K.	SECTOR / LOCATION	POS	EQUIP QTY	APPLD TECH	EQUIPMENT WFR	UNITS-INCHES L W H	UNITS-FT W H	COMMENTS
	ALPHA/BETA/GAMMA	4	2	L/E/R/S/D/AWS ANT	COMMSCOPE DUAL DIPLEXER	7.7 6.0 3.7 11.5		INSTALL ALL EQUIPMENT PER RFP AND REPAIR ALL REPAIRS REQUIRED.
	AT EQUIPMENT	FIELD VERIFY	6	L/E/R/S/D/AWS	COMMSCOPE TRIPLEXER	7.9 6.9 3.8 7.7		

③ (N) ANTENNA / COAX CABLE / EQUIPMENT SCHEDULE  
 NO SCALE

# Product Specifications

COMMSCOPE®

POWERED BY



## ATM200-002

### Teletilt® Actuator, AISG 1.1 default protocol

- Connects to the base station antenna for remote electrical tilt
- Factory set to AISG 1.1 mode
- Absolute position sensor eliminates the need for calibration
- LED indicates tilt movement

## General Specifications

Brand Teletilt®

## Electrical Specifications

Protocol	AISG 1.1   AISG 2.0
Default Protocol	AISG 1.1
Interface Protocol Signal	Data   dc
Input Voltage	10-30 Vdc
Adjustment Cycles, minimum	10000 cycles
Adjustment Time, full range, maximum	22 s
Electrical Safety Standard	EN 60950   UL 60950
Electromagnetic Compatibility (EMC)	CFR 47 Part 15, Subpart B, Class B   EN 55011   EN 61326-1   ETS 300 386 V1.3.2 2003
EU Certification	CE

## Mechanical Specifications

AISG Input Connector	8-pin DIN Male
AISG Input Connector Quantity	1
AISG Output Connector	8-pin DIN Female
AISG Output Connector Quantity	1
Color	Black
Material Type	ABS
Lightning Surge Capability	5 times @ -3 kA 5 times @ 3 kA
Lightning Surge Capability Test Method	IEC 61000-4-5
Lightning Surge Capability Waveform	1.2/50 voltage and 8/20 current combination waveform

## Environmental Specifications

Climatic Sequence Test Method	IEC 60068-2-14
Cold Exposure Test Method	IEC 60068-2-1
Corrosion Test Method	IEC 60068-2-11, Test Condition Ka   IEC 60068-2-52, Test Condition Kb
Damp Heat Exposure Test Method	IEC 60068-2-30, Test Condition Db
Heat Exposure Test Method	IEC 60068-2-2
Ingress Protection Test Method	IEC 60529:2001, IP56
Operating Temperature	-40 °C to +70 °C (-40 °F to +158 °F)
Packaged Product Shock Test Method	ASTM D4169   GR-63-CORE, Section 4.1.1
Rain Simulation Test Method	IEC 60068-2-18, Test Condition Ra, Method 1
Relative Humidity	Up to 100%

# Product Specifications

COMMSCOPE®

ATM200-002



UV Resistance Test Method IEC 60068-2-5, Test Condition B  
Vibration Test Method ASTM D4169 | IEC 60068-2-6

## Dimensions

Width 71.1 mm | 2.8 in  
Depth 53.3 mm | 2.1 in  
Height 203.20 mm | 8.00 in  
Net Weight 0.2 kg | 0.5 lb

## Regulatory Compliance/Certifications

Agency	Classification
AISG	Compliant
ISO 9001:2008	Designed, manufactured and/or distributed under this quality management system



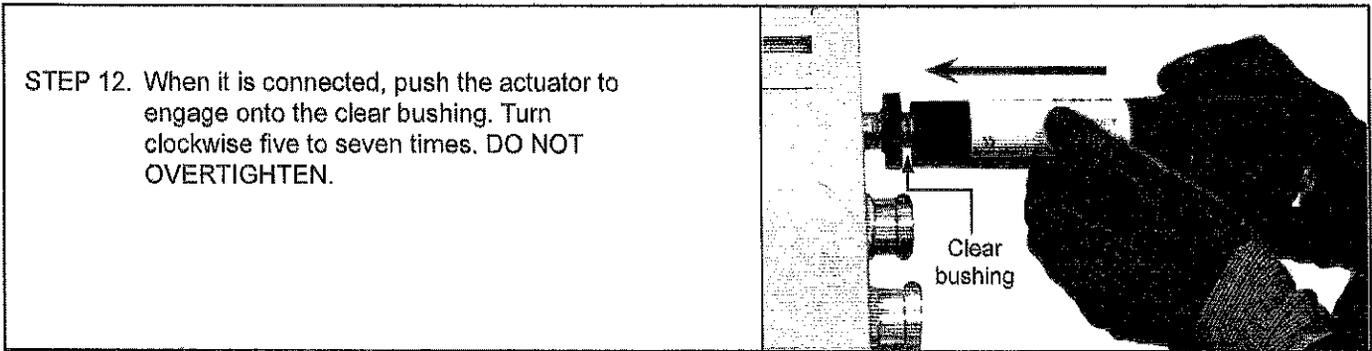


Figure 7. Engaging Actuator to Clear Bushing.

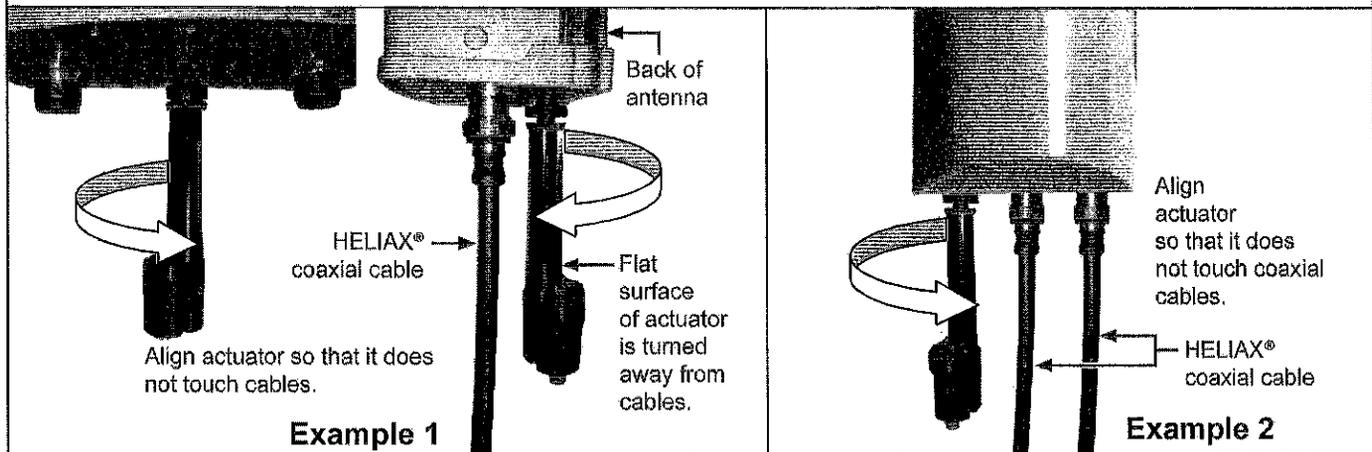
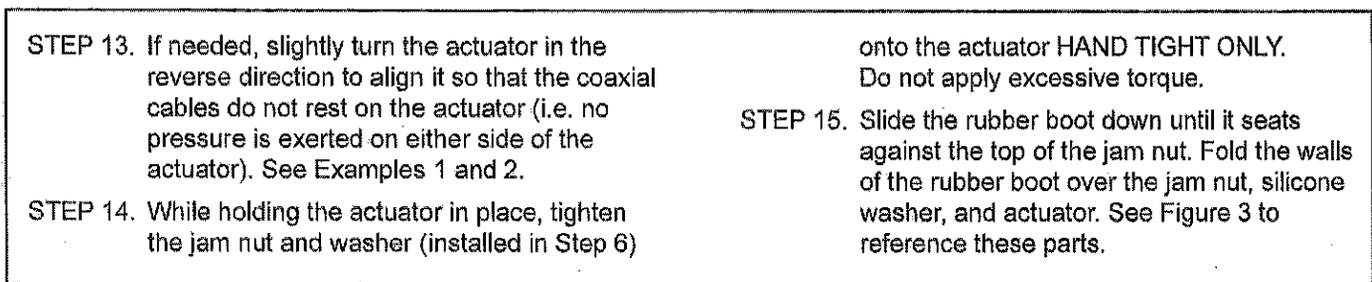


Figure 8. Aligning Replacement Actuator.

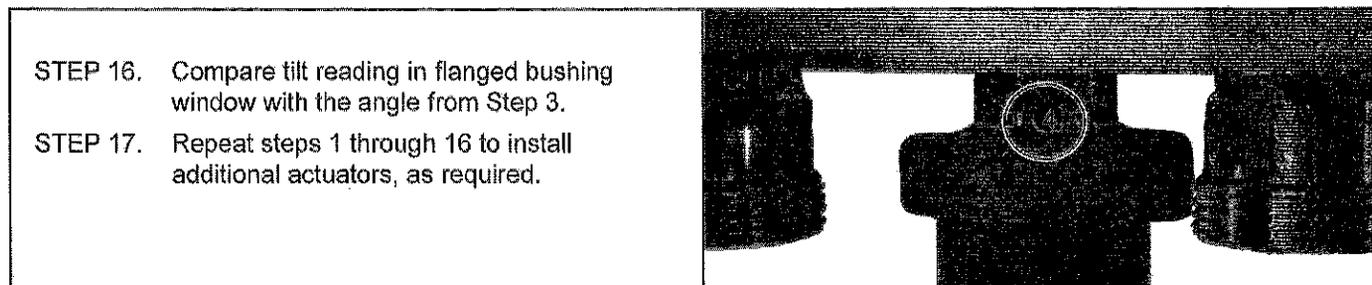
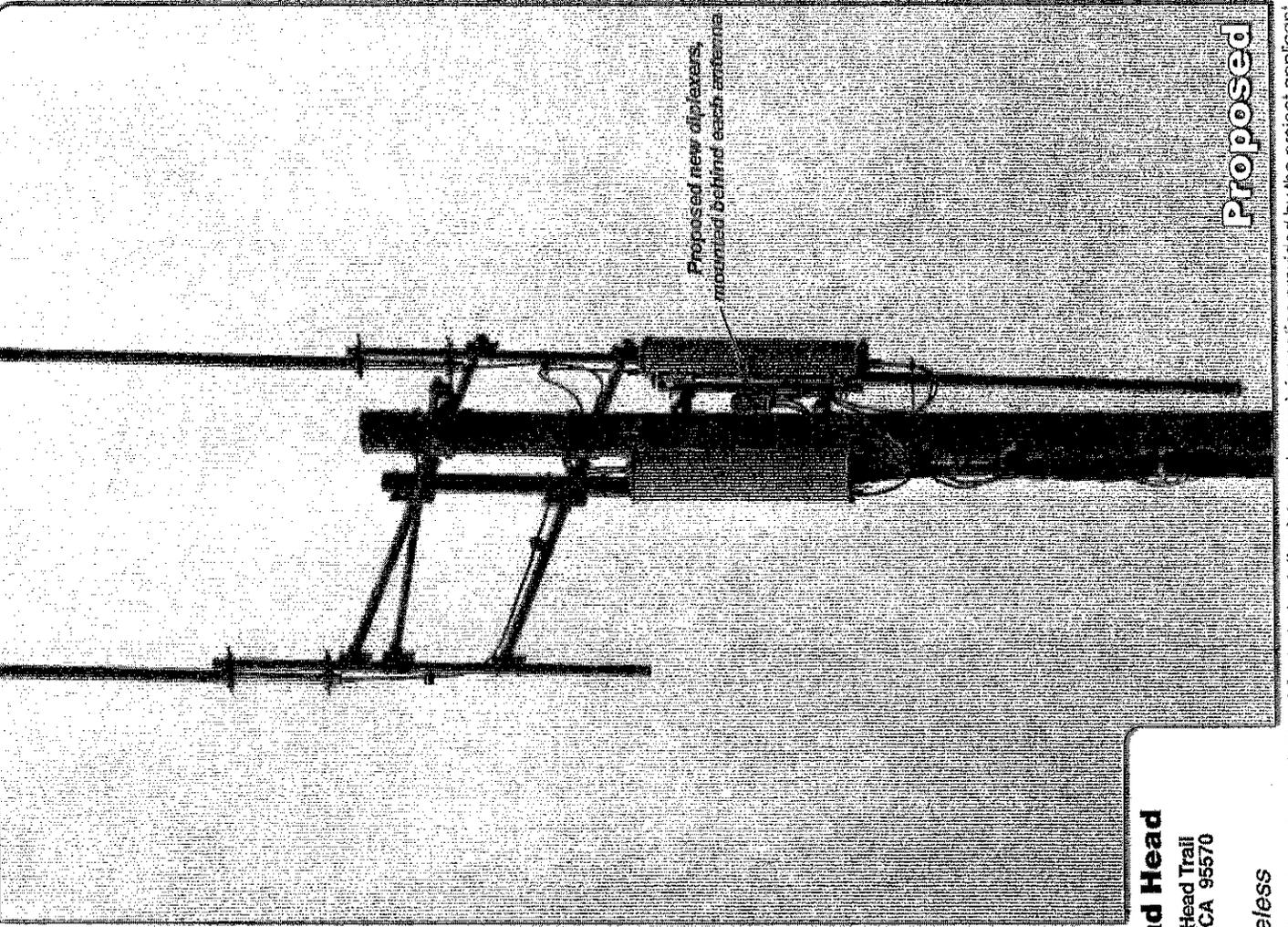
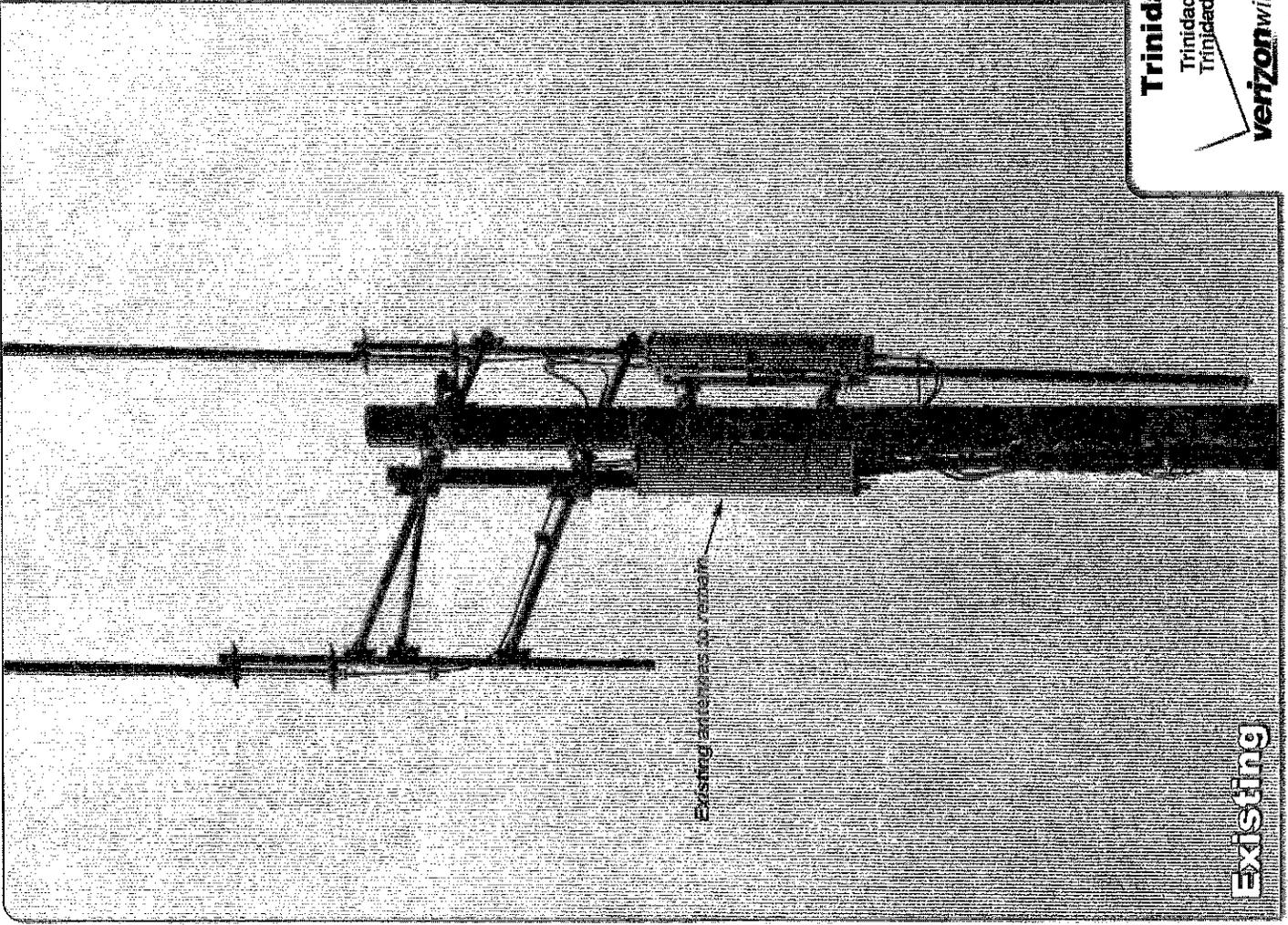


Figure 9. Verifying Downtilt Accuracy.

Photosimulation of a telephoto zoom view of the antennas as seen from the access road, looking north.

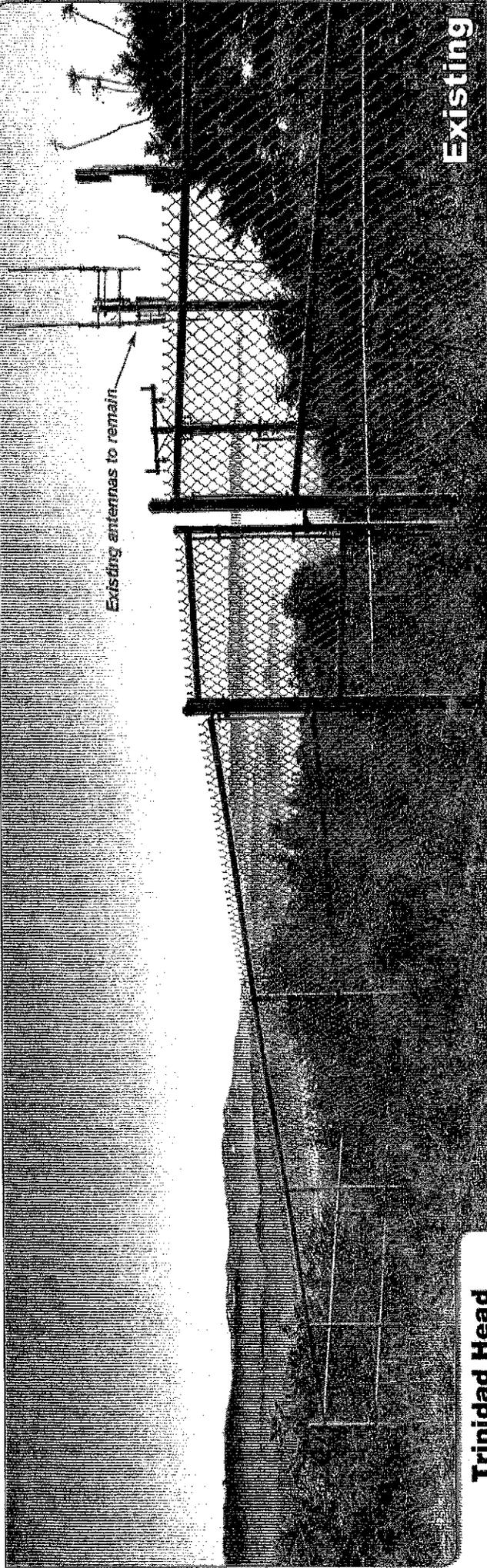


**Trinidad Head**  
Trinidad Head Trail  
Trinidad, CA 95570

**verizon**wireless

**Existing**

**Proposed**

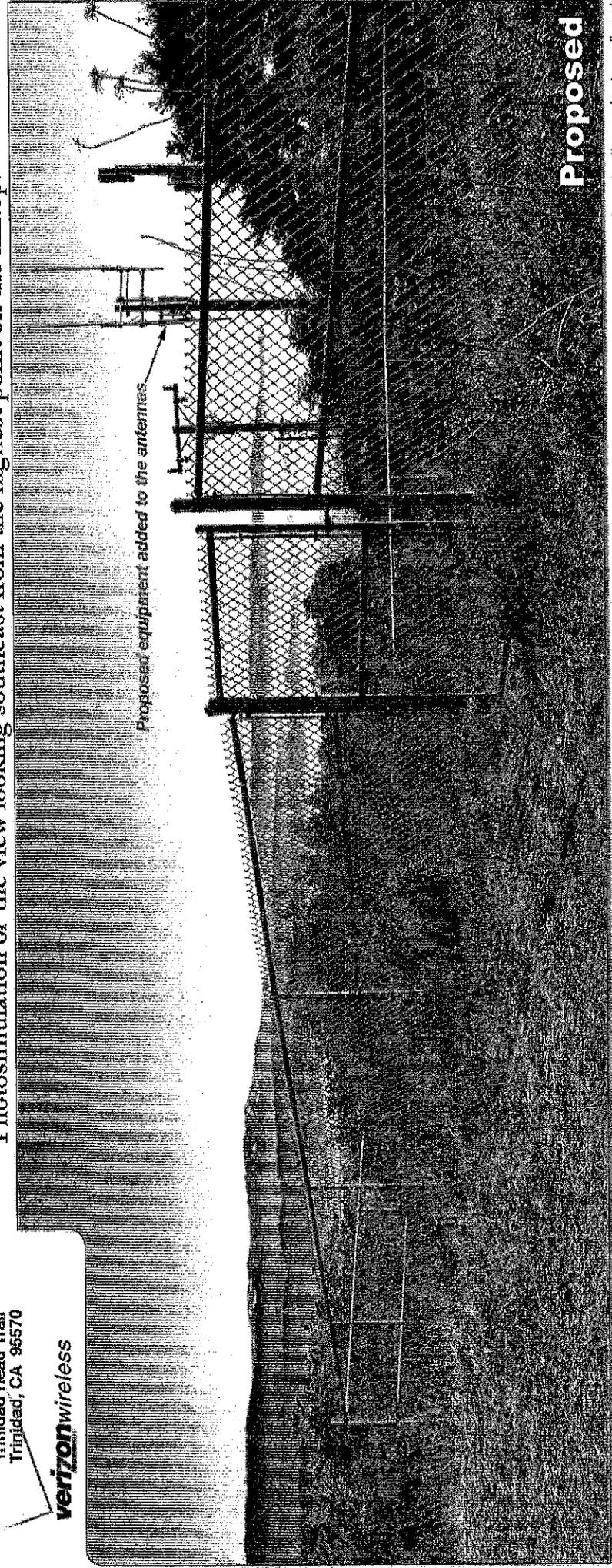


**Existing**

Photomontage of the view looking southeast from the highest point on the hilltop.

**Trinidad Head**

Trinidad Head Trail  
Trinidad, CA 95570



**Proposed**



## DISCUSSION AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES**

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2. Discussion/Decision Regarding First Reading of Vacation Dwelling Unit Ordinance 2014-01, and Resolution 2014-15 Submitting Local Coastal Program Amendment to Coastal Commission.

## **DISCUSSION AGENDA ITEM**

**Wednesday, October 08, 2014**

---

### **Item: Vacation Dwelling Unit Ordinance 2014-01 – 1<sup>st</sup> Reading, and Resolution 2014-15 Submitting Local Coastal Program Amendment to Coastal Commission.**

As a reminder, at the June Council meeting, and at the request of Coastal Commission staff, the Council approved a 'Resolution of Withdrawal' for the VDU Ordinance LCP amendment application. The reason for this was because the ordinance has changed so much since it was first adopted by the City, Coastal Commission staff would prefer to bring a clean, revised ordinance that both parties can agree on to the Coastal Commission to avoid confusion and also so they can recommend approval of the ordinance 'as submitted.' However, at that time, there was still one point of disagreement regarding the water use language in the ordinance.

The Coastal Commission wanted to see a numerical cap on VDU water use based on the design flow of the septic system, and the City wanted to ensure there was an appropriate allowance for landscaping. We had not reached an agreement on this number until now. At the August meeting, I presented you with some information that showed that there was no relationship between lot size and water use, but also that very few residences are actually using more water than the design flow of their septic systems, even including landscaping and other outdoor uses.

I had proposed two alternative solutions to Coastal Commission staff: (1) a 30% allowance above the design flow (150 gallons per bedroom per day) for landscaping, which was based on the national average of 30% (where the state average is around 55%); or (2) a broad sliding scale based on lot sizes that I found on the 'Save Our Water Website' maintained by the Association of CA Water Agencies. Coastal Commission staff researched the issue to see if they could come up with a number that is more specific to the north coast. However, water use is so variable around the state and country, they could not find anything definitive. Therefore, they have agreed on the 30% allowance.

The other outstanding issues was to come up with some language for an exception from the parking requirements for existing, established VDUs (§17.56.190.H.2). I worked on this language in cooperation with the City Attorney. There is already an appeal process for staff determinations in the zoning ordinance (§17.72.100) if someone disagrees with a determination on an exception. I have made a few other minor changes for linguistic consistency. Other than that, I put the ordinance back into the City's standard ordinance format with references to both the codified zoning ordinance section numbers and the Coastal Commission certified section numbers.

Finally, there is also a new Resolution of Submittal to be adopted for the LCP amendment application that will need to be submitted to the Coastal Commission in order to certify this ordinance as part of the City's LCP and zoning ordinance.

#### **Recommended Action:**

- (1) Conduct public hearing and approve the first reading of the revised attached VDU ordinance;
- and (2) approve the attached Resolution of Submittal.

TRINIDAD CITY HALL  
FULKERSON, MAYOR  
P.O. BOX 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

JULIE

GABRIEL ADAMS, CITY CLERK



**ORDINANCE 2014-##**

**AN ORDINANCE OF THE CITY OF TRINIDAD  
ADDING SECTION 17.56.190 TO TITLE 17 OF THE TRINIDAD MUNICIPAL CODE (ADDING SECTION  
6.26 TO THE COASTAL COMMISSION CERTIFIED ZONING ORDINANCE),  
AND AMENDING SECTIONS 17.56.160 AND 17.56.180 OF THE TRINIDAD MUNICIPAL CODE  
(AMENDING SECTIONS 6.16 AND 6.18 OF THE COASTAL COMMISSION CERTIFIED ZONING  
ORDINANCE)**

The City Council of the City of Trinidad does hereby ordain as follows:

**ORDINANCE 2012-01, SECTION 1:**

There is hereby added to the Trinidad Municipal Code a new Section, Section 17.56.190, (and hereby added to the Coastal Commission certified Zoning Ordinance a new Section 6.26), "City of Trinidad Vacation Dwelling Unit Ordinance," which shall read as follows:

**Section 17.56.180 (6.26) Regulations for Vacation Dwelling Units**

**Sections:**

- 17.56.190 (6.26).A Short Title
- 17.56.190 (6.26).B Definitions
- 17.56.190 (6.26).C Purpose
- 17.56.190 (6.26).D Application Requirements
- 17.56.190 (6.26).E Effect on Existing Vacation Dwelling Units
- 17.56.190 (6.26).F Location
- 17.56.190 (6.26).G Non-Permitted Uses
- 17.56.190 (6.26).H VDU Standards
- 17.56.190 (6.26).I Tourist Occupancy Tax
- 17.56.190 (6.26).J Audit
- 17.56.190 (6.26).K Dispute Resolution
- 17.56.190 (6.26).L Violations—Penalty
- 17.56.190 (6.26).M Violations—Revocation
- 17.56.190 (6.26).N Ordinance Review

**17.56.190 (6.26).A Short Title.**

This Section shall be known and may be cited as "City of Trinidad Vacation Dwelling Unit Ordinance."

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1. Good Neighbor Brochure.

"Good Neighbor Brochure" means a document prepared by the City and approved by the City Manager that summarizes general rules of conduct, consideration, respect, and potential remedial actions. In particular, the brochure shall include provisions for off-street parking, minimizing noise, establishing quiet hours, and minimizing disturbance to neighbors and environmentally sensitive habitat areas.

2. Event.

"Event" means any use of a structure or land for a limited period of time. "Event" includes, but is not limited to, art shows, religious revivals, tent camps, concerts, fundraisers, and weddings or receptions. "Event" does not include small parties and social gatherings of 20 people or less consistent with normal residential use.

3. Occupant.

"Occupant" within this Section means any person who exercises occupancy of a Vacation Dwelling Unit (VDU) or is entitled to occupancy by reason of concession, permit, right of access, license or other agreement for a period of 30 consecutive calendar days, or less, counting portions of calendar days as full days. Any such person so occupying space in a VDU shall be deemed to be a tourist until the period of 30 days has transpired. As used in this Section, "occupant" does not include children aged 5 or under.

Deleted: ex

4. Transient Use.

"Transient use" means any contractual use of a structure or portion thereof for residential, dwelling or sleeping purposes, for any period of time which is 30 consecutive days, or less.

Deleted: less than

5. Vacation Dwelling Unit.

"Vacation Dwelling Unit" (VDU) means any structure, accessory structure, or portion of such structures, which is contracted for transient use. As used in this Section, the definition of "Vacation Dwelling Unit" encompasses any structure or any portion of any structure which is occupied or intended or designed for occupancy by tourists for dwelling, lodging or sleeping purposes, and includes any home or house, tourist home or house, mobile home or house trailer at a fixed location except when located within a mobile home park or RV park, or other similar structure or portion thereof. "Vacation Dwelling Unit" does not include home exchanges or a short-term rental one time in a calendar year.

6. Visitor.

"Visitor" means someone staying temporarily at a VDU, but that is not an "occupant" and not staying at the VDU overnight.

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**17.56.190 (6.26).C Purpose.**

The purpose of this Section is to provide for the renting of single- and multi-family dwellings, and accessory dwelling units, for periods of thirty consecutive days or less, as transient visitor accommodations, consistent with all other provisions of the General Plan and Zoning Ordinance, and to ensure that Vacation Dwelling Units are compatible with surrounding residential and other uses and will not act to harm or alter the neighborhoods within which they are located.

**17.56.190 (6.26).D Application Requirements.**

1. Initial Application.

Each VDU must procure a VDU License. Existing VDUs must obtain a VDU License within 3 months of the adoption of this ordinance. A VDU License issued pursuant to this Section shall also serve as a business license for rental activity pursuant to Chapter 5.04 of the Trinidad Municipal Code. The VDU License shall identify the existence of a VDU at a particular address and declare the number of bedrooms in the VDU and its intended maximum occupancy.

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A site plan and floor plan must be submitted along with the VDU License application so the City can verify the number of bedrooms, off-street parking spaces, and other requirements. The site plan and floor plan do not have to be professionally prepared, but must be to scale and include enough information to verify compliance. A sample rental agreement that addresses the requirements of this Chapter shall also be provided.

Each application for a VDU License shall be accompanied with proof of a general liability insurance in the amount of one million dollars combined single limit and an executed agreement to indemnify, defend and hold the city harmless from any and all claims and liability of any kind whatsoever resulting from or arising out of the registration of a VDU.

An initial VDU License Fee, as set by resolution of the City Council, will be charged for the first year of each VDU's operation.

The City will notify all property owners within 100 feet of a VDU property of the VDU License within 7 days of its issuance or re-issuance. This notice may be combined with the required 24-hour emergency contact phone number notice required in subsection 3.b below.

Upon initial application for a VDU License, the City shall provide all VDU licensees with copies of informational materials identifying protective measures for preventing and minimizing impacts to environmentally sensitive habitat areas, water resources, and septic systems from the vacation rental use of the residences. Such protective measures include, but not limited to: (1) avoiding human encroachment into environmentally sensitive habitat areas; (2) directing or screening exterior lighting from illuminating riparian corridor areas; and (3) best management practices for the

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proper handling and disposal of trash and chlorinated water from hot tubs, swimming pools, and other spa facilities.

## 2. VDU License Renewals.

The fee for annual renewals for subsequent years shall be set by resolution of the City Council. Any changes to the site plan, floor plan, allowable occupancy, or rental agreement shall be submitted along with the license renewal.

## 3. Contact Information.

### a. Local Contact Person.

Each VDU must designate a local contact person on the VDU License form. That person may be either the owner or the property manager, and that person must live within 25 miles of Trinidad so that he/she can respond personally to an emergency.

### b. 24-Hour Emergency Contact Phone Number.

A 24-hour emergency contact phone number is required for each VDU. The 24-hour emergency contact phone number shall be prominently placed for the occupants' use inside the VDU. Any change to the emergency contact number shall be promptly provided to the Trinidad City Clerk and posted within the VDU.

The emergency contact phone number will be forwarded by the City Clerk to the Trinidad Police Department, the County Sheriff's Office, the Trinidad Volunteer Fire Department, and to each neighbor within 100 feet of the VDU within 7 days after the issuance or reissuance of a VDU License for the VDU.

The emergency contact information sent to neighbors may include further instructions in the case that a response from the 24-hour emergency contact number is not forthcoming. If there is an emergency or complaint, and the emergency contact person does not respond within a reasonable period of time, concerned persons will be encouraged to report the emergency through the 911 emergency calling system or the Police or Sheriff's Department. It is unlawful to make a false report or complaint regarding activities associated with a VDU.

### **17.56.190 (6.26).E Effect on Existing Vacation Dwelling Units.**

Each individual operating a VDU existing at the time the VDU Ordinance is adopted, including those currently holding a valid Trinidad Business License, shall be subject to the requirements of this Section of the Zoning Ordinance upon its adoption. The owner of an existing VDU which does not meet the requirements of this Section will not be issued a VDU License and shall not use the VDU structure for VDU purposes.

### **17.56.190 (6.26).F Location.**

VDU's are permitted only in Special Environment, Suburban Residential, Urban Residential, and Planned Development zoning districts. VDUs are also permitted in a legally established Accessory Dwelling Unit subject to meeting the requirements of this

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Section. Each separate VDU must obtain its own, individual VDU License. There shall be no more than one VDU per parcel.

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**17.56.190 (6.26).G Non-Permitted Uses.**

There shall be no permitted use of the VDU structure other than occupancy for dwelling, lodging, or sleeping purposes. Use for commercial events or events which are not hosted by the VDU's property owner are not permitted.

**17.56.190 (6.26).H VDU Standards**

All VDUs will be required to meet the following standards:

1. Number of Occupants.

The maximum number of occupants allowed in a VDU shall not exceed two persons per bedroom plus an additional two persons (e.g., a two-bedroom VDU may have six occupants). Except that in the Suburban Residential Zone, if the VDU has a total floor area that exceeds 800 square feet per bedroom, then for each additional 500 square feet of floor area above this total, one additional occupant may be allowed, up to a maximum of two additional occupants. Where it can be determined based on the Humboldt County Division of Environmental Health permit or file information or an actual inspection of the system, the number of bedrooms will be based on the design capacity of the septic system.

2. Off-Street Parking.

A VDU must provide at least one off-street parking space for every two occupants allowed in the VDU pursuant to Section 17.56.190 (6.26).H.1. The off-street parking space/s shall be entirely on the VDU property. VDU owner/operators shall not use public right-of-way (street) spaces to meet their required off-street parking needs. Off-street parking spaces will not be located on the septic system unless it is designed and rated for traffic in a manner that will not compromise the functioning of the septic system.

VDUs that have been in existence for a minimum of two years that can not feasibly comply with the parking requirements may apply for an administrative exception. Exception requests shall be made through the City Clerk and shall provide documentation (e.g. receipts or rental contracts) showing both that the VDU has been in active operation for a minimum of two years and the maximum rental occupancy over that period. The request shall include a detailed site plan and justification as to why the required parking spaces can not be accommodated on the site, as well as note where alternative parking is utilized. The City Planner shall only grant an exception to accommodate the documented maximum occupancy over the past two years. The City Planner may deny an exception request or approve the exception for fewer parking spaces than requested if the exception would be detrimental to the public health and safety.

3. Water Use.

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To prevent overloading of septic systems, each VDU shall be operated in a manner to ensure that the occupancy and use of a VDU shall not result in annual domestic water use greater than that associated with the non-VDU use of the residence based on an average daily consumption of 150 gallons per bedroom (7,324 cubic feet per year per bedroom) with a 30% allowance for landscaping above the design flow.

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Where it can be determined based on the Humboldt County Division of Environmental Health permit of file information or an actual inspection of the system, the number of bedrooms will be based on the design of the septic system. Annual water use records will be kept on file along with the VDU License and application materials to allow for verification that the VDU water use did not exceed allowable volumes as described above.

If the City determines that the VDU use has exceeded the appropriate average annual water usage, as described above, during the preceding year, the VDU owner/operator shall take constructive measures to reduce water use. Adaptive measures include, but are not limited to: (a) installing water conservation fixtures and appliances; (b) planting xerophytic landscaping; and/or (c) reducing the maximum occupancy of the VDU.

#### 4. Septic System.

Each VDU's owner or property manager must provide proof that the septic system for the structure in which the VDU is located is functioning properly and in conformance with all federal, state, and local regulations. Information on the appropriate use of a septic system, in a form approved by the City, shall be posted in each bathroom in the VDU and the kitchen.

#### 5. Appearance and Visibility.

The outside appearance of the VDU structure shall not change the residential character of the structure by the use of colors, materials, lighting, or signage (except as allowed by Section 17.56.160 (6.16)). The VDU shall not create any noise, glare, flashing lights, vibrations, or odors that are not commonly experienced in residential areas or that would unreasonably interfere with the quiet use and enjoyment of any other residence or business in the area.

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#### 6. Signs.

A single sign, legible from the property's street frontage, and no greater than 3 square feet in size may be attached to the VDU structure or placed immediately adjacent to the front of the VDU structure. The purpose of the sign is to notify the public that the structure is or contains a VDU. The sign must provide a 24-hour emergency telephone contact number for complaints, and a business telephone number for persons seeking information on the VDU. The signage shall comply with all applicable standards of the Zoning Ordinance's sign regulations.

#### 7. Trash.

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Trash and refuse shall not be left stored within public view, except in proper containers for the purposes of collection. There shall be no accumulation or storage of trash and / or debris on the site or within the VDU.

8. Visitors.

The number of visitors to a VDU shall be limited to not more than 20 persons, including occupants, per parcel at any time. If there is more than one VDU on a property, the 20 person maximum applies to the property, not each VDU. Visitors are not allowed to stay overnight on the premises.

9. Noise.

Occupants of VDU properties and visitors shall not generate noise such that it would unreasonably interfere with the quiet use and enjoyment of any other residence or business in the area. Any noise occurring after 10:00 pm and before 8:00 am should be contained within the VDU and shall not be able to be heard by or offend any adjacent neighbors. What is reasonable in terms of noise generated shall be determined under existing legal standards applicable to evaluating alleged nuisances.

10. Traffic.

Vehicles used and traffic generated by the VDU shall not exceed normal residential levels or unreasonably interfere with the quiet use and enjoyment of any other residences or businesses in the area. What is reasonable in terms of traffic generated shall be determined under existing legal standards applicable to evaluating alleged nuisances.

11. Tenancy.

The rental of a VDU shall not be for less than two successive nights.

12. Good Neighbor Brochure.

Prior to occupancy pursuant to each separate occasion of rental of a VDU, the owner or the owner's agent shall provide a copy of the Good Neighbor Brochure to the occupants and / or shall post the Good Neighbor Brochure in a clearly visible location within the VDU.

13. Emergency Preparedness.

Information regarding local hazards, such as earthquakes and ocean related hazards, in a form approved by the City, shall be posted within the vacation rental in an easily seen location, such as the entry or kitchen area. In particular, information regarding regular testing of the tsunami siren, the Volunteer Fire Department siren and real emergencies shall be included.

**17.56.190 (6.26).I Tourist Occupancy Tax.**

The ~~letting, leasing, or other contractual~~ use of a VDU is subject to a Tourist Occupancy Tax ("TOT") and any other mandated taxes. Each VDU owner and/or manager shall meet all of the requirements of the City with respect to registration of

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TOT collectors, and the collection, recordkeeping, reporting and remittances of applicable TOT.

**17.56.190 (6.26).J            Audit**

Each owner and agent or representative of any owner shall provide access to each VDU and any records related to the use and occupancy of the VDU to the City at any time during normal business hours, for the purpose of inspection or audit to determine that the objectives and conditions of this Section are being fulfilled.

**17.56.190 (6.26).K            Dispute Resolution.**

By accepting a VDU License, VDU owners agree to engage in dispute resolution and act in good faith to resolve disputes with neighbors arising from the use of a dwelling as a VDU. Unless an alternative dispute resolution entity is agreed to by all parties involved, dispute resolution should be conducted through Humboldt Mediation Services.

**17.56.190 (6.26).L            Violations**

1. Penalty

Violations of this Section are punishable as either infractions or misdemeanors, pursuant to the provisions of Section 17.76.050 (7.20) of the Zoning Ordinance. Each separate day in which a violation exists may be considered a separate violation. The City of Trinidad can also enforce these VDU regulations by way of nuisance abatement action. Enforcement by way of a nuisance action shall be discretionary and shall only occur upon a lawful vote of the Trinidad City Council to prosecute the matter as a civil nuisance action.

2. Revocation

If the VDU owner or property manager is deemed by City staff to be negligent in responding to an emergency situation more than two times in a 12-month period, or if more than two documented, significant violations occur in any 12-month period, the VDU License may be revoked. Documented, significant violations include, but are not limited to, copies of citations, written warnings, or other documentation filed by law enforcement. No revocation shall occur unless decided by a lawful majority vote of the Trinidad City Council and after written notice, served by first class mail, of at least 21 days was given to the owner of record and the local contact person as set forth in the VDU application. Revocation may be temporary or permanent depending on the nature and number of the violations.

3. It is unlawful to make a false report to law enforcement regarding activities associated with vacation rentals.

**17.56.190 (6.26).M            Ordinance Review**

This ordinance shall be reviewed by the Planning Commission within two years after its certification, and periodically thereafter, to ensure that it is meeting the needs of the community.

**ORDINANCE 2014-XX, SECTION 2:**

Append a new sub-section A.7 to Chapter 17.56, Section 17.56.160, Signs, (Article 6, Section 6.16, Signs) to read, in context, as follows:

- A. In all zones the following signs shall be permitted, provided that signs permitted in 2 and 3 below shall be subject to review by the design assistance committee:
  - 1. A residential nameplate bearing the name of the occupant and not exceeding 2 square feet, provided that 3 square feet shall be permitted for a residence with a home occupation...
  - 7. ~~Vacation Dwelling Unit identification signs, as allowed by Section 17.56.190 (6.26).H.5, provided that such signage is not placed in a public right-of-way, and does not rotate, blink, flash, sparkle, or obstruct the visibility of any traffic control sign.~~

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**ORDINANCE 2014-XX, SECTION 3:**

Append a new sub-section B.8 to Chapter 17.56, Section 17.56.180, Parking and Loading Facilities, (Article 6, Section 6.18, Parking and Loading Facilities) to read, in context, as follows:

Off-street parking and loading space shall be provided in all zones in conformity with the following:

- A. Each required parking space shall be not less than 8'6" wide, 18 feet long and 7 feet high, provided that where 6 or more spaces are required up to 50 percent of the spaces may be 16 feet long. Each loading space shall be not less than 10 feet wide, 25 feet long and 14 feet high.
- B. Parking spaces shall be provided as follows:
  - 1. Campground, RV park, motel: 2 spaces plus 1 space per unit.
  - 2. Single-family dwelling and mobile home on a lot: 2 spaces in addition to any garage spaces.
  - 3. Attached dwellings (duplex, townhouse): 1.5 spaces per unit...
  - 8. Vacation dwelling unit: A minimum of one off-street parking space per every two occupants allowed in the VDU unless an exception is granted pursuant to Section 17.56.190 (6.26).H.2

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**ORDINANCE 2012-01, SECTION 4:**

This Ordinance shall take effect upon certification by the Coastal Commission.

Passed, approved, and adopted this 8<sup>th</sup> day of October, 2014 by the following roll call vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

Attest:

Approved:

\_\_\_\_\_  
**Gabriel Adams**  
City Clerk

\_\_\_\_\_  
**Julie Fulkerson**  
Mayor

First Reading: **Wednesday, October 8, 2014**

Second Reading: **Wednesday, November 12, 2014**



## RESOLUTION 2014-15

### **A RESOLUTION OF THE CITY OF TRINIDAD, CALIFORNIA, SUBMITTING A LOCAL COASTAL PROGRAM AMENDMENT TO ADD TO AND AMEND SECTIONS OF THE ZONING ORDINANCE ADDRESSING VACATION DWELLING UNITS (VDUs) TO THE CALIFORNIA COASTAL COMMISSION FOR CERTIFICATION**

**WHEREAS**, the City of Trinidad City Council has adopted an ordinance amending the Implementation Plan of the Local Coastal Program to address deficiencies in the existing implementing ordinances that do not adequately regulate VDUs; and

**WHEREAS**, this amendment has been reviewed and processed pursuant to the provisions of the Local Coastal Program and City laws; and

**WHEREAS**, the ordinance is Categorically exempt per §15301 of the CEQA Guidelines exempting "the operation, repair, maintenance, permitting, leasing, licensing or minor alteration of existing private or public structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination," and per §15305 exempting "minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density," and Statutorily exempt per §15265 exempting adoption of coastal plans and programs by local governments; and

**WHEREAS**, after due notice and public hearing, and in accordance with the Local Coastal Program (Trinidad Zoning Ordinance section 7.03), the Planning Commission approved an amendment to the Zoning Ordinance on June 15, 2011, and the Trinidad City Council adopted the amendment on August 10, 2011 as recommended by the Planning Commission; and

**WHEREAS**, the City of Trinidad transmitted an LCP amendment to the Coastal Commission to amend the City's LCP to add sections to the Zoning Ordinance addressing VDUs on May 8, 2013; and

**WHEREAS**, the proposed implementation plan amendment was filed by the Commission on May 22, 2013; and

**WHEREAS**, City staff and Coastal Commission staff negotiated significant changes to the adopted ordinance to ensure compatibility with the Coastal Act, the City's LCP and local conditions; and

**WHEREAS**, Coastal Commission staff would recommend against approval of the originally submitted VDU ordinance and would be recommending numerous suggested modifications to the submitted ordinance to which the City staff consent; and

**WHEREAS**, the agreed upon changes have made tracking and understanding the differences between the ordinance that was originally submitted to the Coastal Commission and the version that since has been negotiated complicated and time-consuming to understand; and

**WHEREAS**, both parties agree that it would be in the City's best interest to withdraw the LCP amendment application in order to allow the City to rescind the originally adopted VDU ordinance and adopt a new VDU ordinance that incorporates the negotiated changes and transmit a new application for an LCP amendment; and

**WHEREAS**, the City Council withdrew the amendment on June 4, 2014 by way of Resolution 2014-06; and

**WHEREAS**, the City Council adopted the revised ordinance, attached hereto as Exhibit A, at a duly noticed public hearing on October 8, 2014; and

**WHEREAS**, this amendment is intended to be carried out in a manner in conformity with the Coastal Act and the implementing Local Coastal Program; and

**WHEREAS**, this amendment is consistent with the City's certified Local Coastal Program; and

**WHEREAS**, this amendment shall take effect immediately upon certification by the California Coastal Commission if approved as submitted. If the California Coastal Commission certifies the amendment subject to conditions that change the nature of the amendment, final approval by the Trinidad City Council shall be required prior to the amendment taking effect; and

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Trinidad, that City staff is directed to apply to, and work with, the California Coastal Commission for approval of this Local Coastal Program amendment.

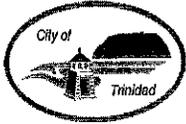
**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Trinidad on Wednesday, October 08, 2014 by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

**Attest:**

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

\_\_\_\_\_  
**Julie Fulkerson**  
Mayor



## DISCUSSION AGENDA ITEM 3

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES**

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3. Update and Presentation on Strawberry Rock Trail Project.

AGENDA ITEM

Date: October 8<sup>th</sup> 2014

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**Item:** Update on Strawberry Rock Trail Project.

**Background:** The community has enjoyed trail access to Strawberry Rock for decades, however the rock and surrounding property are owned by Green Diamond Resource Company and managed for timber production, and no formal agreement for trail access has ever been in place.

Green Diamond and the Trinidad Coastal Land Trust are working towards a Strawberry Rock Trail Project. The current working proposal would cover approximately 38 acres, and provide for:

1. a public trail from the end of the frontage road to Strawberry Rock;
2. protection of the Rock itself; and
3. protection of an approximately 24 acre grove of redwood forest that the current trail passes through.

Funding to complete this project has not yet been secured. There are a number of open questions to be decided, and the answers may depend in part on the funding sources that are found to complete the project.

1. Fee title ownership vs. Conservation Easement?
2. What entity will hold the title or easement?
3. Trail upkeep and maintenance?

The City has already indicated their enthusiastic support for the concept of a Strawberry Rock Trail Project in a letter (attached) provided in 2013. Staff will continue to engage with the parties to ensure that the City is doing what it can to help advance this project.

No Action is recommended at this time. This item was requested to be agendaized after being raised during public comment at the September meeting in order to provide opportunity for the interested public to comment.

**TRINIDAD CITY HALL**  
P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

**Julie Fulkerson, Mayor**  
**Gabriel Adams, City Clerk**



March 13, 2013

Mr. Neal Ewald  
Vice President and General Manager

Mr. Gary Rynearson  
Manager, Forest Policy and Communications

Green Diamond Resource Company  
The California Redwood Company  
P.O. Box 1089  
Arcata, CA 95518-1089

Dear Mr. Ewald and Mr. Rynearson:

Although Strawberry Rock is outside the city limits and outside the jurisdiction of the City of Trinidad, please know that the City strongly supports the collaborative efforts between Green Diamond and the Trinidad Land Trust toward the development of a conservation easement. The Council urges that Green Diamond delay action on the timber harvest plan until there has been the opportunity for input from the impacted community.

Efforts by Green Diamond, the Trinidad Coastal Land Trust, and Friends of Trinidad Head and Forests to provide for protection and preservation of the area leading to and surrounding this unique landmark are sincerely appreciated.

Very Truly Yours,

Julie Fulkerson  
Mayor

Cc: Trinidad Coastal Land Trust