City of Trinidad

Posted: Friday, April 24, 2020

NOTICE AND CALL OF THE SECOND REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a regular meeting on

TUESDAY, APRIL 28, 2020, at 6:00 PM

By Video/Audio Conference, hosted on the Cisco Webex Platform

CLOSED SESSION BEGINS AT 5:00PM

In accordance with Executive Order N-29-20 this meeting will be held via videoconference, and will be hosted on the ***Cisco Webex Platform****. Learn more about Webex here: https://www.webex.com/*

PUBLIC COMMENT*: Public comment may be submitted via email in advance of the meeting, or accepted in an orderly process during the conference. If you do not have access to the internet and would like to provide a written statement, please deliver your comment to 409 Trinity Street, Trinidad CA, by 2:00pm, Tuesday, April 28, 2020. Email to cityclerk@trinidad.ca.gov Comments will be accepted during the meeting, and included in the public record.*

HOW TO PARTICIPATE: *The meeting link and participant code is located on the calendar page of the City Website: https://trinidad.ca.gov/calendar Click on the appropriate date to access all the information.*

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ADJOURN TO CLOSED SESSION

1. *City Manager Contract Review/Negotiations Pursuant to Government Code Section 54957*

IV. RECONVENE TO OPEN SESSION – *Closed Session Report*

V. APPROVAL OF THE AGENDA

VI. ITEMS FROM THE FLOOR

At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Comments should be directed to the Council as a whole and not to individual Council Members or staff. Council and staff responses will be minimal for non-agenda items.

VII. CONSENT AGENDA

All matters on the Consent Agenda are considered routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is requested by any Council member, that item is removed from the Consent Calendar and considered separately. A single opportunity for public comment on the Consent Agenda is available to the public.

1. Second Reading of Ordinance 2020-01; Amending the Zoning Ordinance Title 17 of the Trinidad Municipal Code to Define Emergency Shelter and Allow them in the Planned Development (PD) and Commercial (C) Zones as a Principally Permitted Use, and Approve Resolution 2020-07 Authorizing Amendment Submittal to the Coastal Commission for Certification.

IX. DISCUSSION/ACTION AGENDA ITEMS

1. Discussion/Decision regarding Planning Commissioner Appointment.
2. Discussion/Decision regarding Appointment of Planning Commissioner to the STR Committee.
3. Discussion/Decision to Direct the Trails Committee to Evaluate Covid-19 Related Trail Closures.
4. Discussion/Decision to Award Construction Contract to Hooven & Co. for the Trinity Street Crosswalk Enhancement Project.
5. Discussion/Decision regarding Publishing Public Comment.

VIII. FUTURE AGENDA ITEMS

IX. ADJOURNMENT

CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION ATTACHED

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1. Second Reading of Ordinance 2020-01; Amending the Zoning Ordinance Title 17 of the Trinidad Municipal Code to Define Emergency Shelter and Allow them in the Planned Development (PD) and Commercial (C) Zones as a Principally Permitted Use, and Approve Resolution 2020-07 Authorizing Amendment Submittal to the Coastal Commission for Certification.

The City Council approved the first reading of this ordinance at the April 14, 2020 regular meeting. Ordinances require 2 readings.

The Coastal Commission requires a Resolution to be passed authorizing submittal of the zoning amendment for certification.

Recommended action: Approve by title the Second Reading of Ordinance 2020-01; Amending the Zoning Ordinance Title 17 of the Trinidad Municipal Code to Define Emergency Shelter and Allow them in the Planned Development (PD) and Commercial (C) Zones as a Principally Permitted Use, and approve Resolution 2020-07 authorizing amendment submittal to the Coastal Commission for Certification.

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

Steve Ladwig, Mayor
Gabriel Adams, City Clerk

ORDINANCE 2020-01

AN ORDINANCE OF THE CITY OF TRINIDAD ADDING SECTION 17.08.265 AND AMENDING SECTIONS 17.44.020 AND 17.36.020 AND 17.56.180 OF TITLE 17 OF THE TRINIDAD MUNICIPAL CODE TO DEFINE 'EMERGENCY SHELTER' AND TO ALLOW EMERGENCY SHELTERS AS A USE PERMITTED WITH A USE PERMIT IN THE PLANNED DEVELOPMENT ZONE AND AS A PRINCIPALLY PERMITTED USE IN THE COMMERCIAL ZONE AND ADDING PARKING REQUIREMENTS FOR EMERGENCY SHELTERS (AMENDING SECTIONS 2.03 AND 4.07.A AND 4.09.A AND 6.18.B OF THE COASTAL COMMISSION CERTIFIED ZONING ORDINANCE)

Chapter 17.08
DEFINITIONS

Sections:

17.08.010 Construction.
17.08.020 Advertising area.
17.08.030 Aggrieved person.
17.08.040 Agriculture.
17.08.050 Bluff.
17.08.060 Building.
17.08.070 Building, accessory.
17.08.080 Building inspector.
17.08.090 Campground.
17.08.100 City, city council.
17.08.110 City clerk.
17.08.120 Coastal commission.
17.08.130 Coastal development permit.
17.08.140 Coastal zone.
17.08.150 Condominium.
17.08.160 Day care center.
17.08.170 DBH.
17.08.180 Density.
17.08.190 Design assistance committee.
17.08.200 Development.
17.08.210 Duplex.
17.08.220 Dwelling, multi-family.
17.08.230 Dwelling, single-family.
17.08.240 Dwelling, townhouse.
17.08.250 Dwelling unit.
17.08.260 Emergency.
17.08.265 Emergency Shelter
17.08.270 Family.
17.08.280 Feasible.
17.08.290 Fence.
17.08.300 Fill.
17.08.310 Floor area, gross.

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17.08.320 General plan.
17.08.330 Grade.
17.08.340 Guest house.
17.08.350 Height.
17.08.360 Home occupation.
17.08.370 Kennel.
17.08.380 Lot.
17.08.390 Lot area.
17.08.400 Lot, corner.
17.08.410 Lot frontage.
17.08.420 Lot, interior.
17.08.430 Lot lines.
17.08.440 Lot line, rear.
17.08.450 Lot, nonconforming.
17.08.460 Mobile home.
17.08.470 Mobile home park.
17.08.480 Motel, *inn.*
17.08.490 New.
17.08.500 Nonconforming.
17.08.510 Off-street parking.
17.08.520 Off-street loading.
17.08.530 Ownership.
17.08.540 Person.
17.08.550 Public works project.
17.08.560 Recreation, commercial.
17.08.570 Recreational vehicle or RV.
17.08.580 Rest home.
17.08.590 Servant's quarters.
17.08.600 Services, personal and professional.
17.08.610 Sign.
17.08.620 Sign, freestanding.
17.08.630 Sign, off-premise.
17.08.640 Parking lot, public.
17.08.650 Sign, on-premise.
17.08.660 Story.
17.08.670 Street.
17.08.680 Structure.
17.08.690 Structure, accessory.
17.08.700 Use.
17.08.710 Use, accessory.
17.08.720 Use, principal permitted.
17.08.730 Yard.
17.08.740 Yard, front.
17.08.750 Yard, rear.
17.08.760 Yard, side.
17.08.770 Zone.

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17.08.260 Emergency. "Emergency" means a sudden, unexpected occurrence demanding immediate action to prevent or mitigate loss or damage to life, health, property or essential public services. (Ord. 84-180 §6(part), 1984)

17.08.265 Emergency Shelter. “Emergency shelter” means housing with minimal supportive services for homeless persons that is limited to occupancy of six months of less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay.

17.08.270 Family. "Family" means one person; or two or more persons; or a group not in excess of five persons living together as a single housekeeping unit. (Ord. 90-204 §2(T), 1990; Ord. 166 Appx. A(part), 1979)

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Chapter 17.36

PD ZONE

Sections:

17.36.010 Established--Purpose.
17.36.020 Uses permitted with a use permit.
17.36.030 Minimum lot area.
17.36.040 Maximum density.
17.36.050 Minimum yards.
17.36.060 Maximum building height.
17.36.070 Open space.
17.36.080 Application procedure.

17.36.010 Established--Purpose. The planned development (PD) zone is intended to be used in areas designated as planned development in the general plan. These areas are either residential areas where limited commercial activity may be appropriate, subject to special *integrating design,* or they are areas where design flexibility is needed to adapt appropriate uses to the site and to *surrounding uses*. Limited commercial uses, *including visitor* accommodations, visitor services, recreational uses, offices, gift shops and personal services may be appropriate. The PD zone is not intended for campgrounds and recreational vehicle parks.

The following regulations in this chapter shall apply in all planned development zones. (Ord. 166 §4.07(part), 1979)

17.36.020 Uses permitted with a use permit. Uses permitted with a use permit in the PD zone are:

A. Single-family dwelling, duplex, condominiums and townhouses with not more than four dwellings in a building; groups of permitted types;

B. Motels, *inns, gift* shops, restaurants (not drive-in), personal services, professional offices, retail sales and visitor services;

C. Home occupations as provided in Section 17.56.060;

D. Rest homes, day care centers, emergency shelters with onsite management and not more than 10 beds;

E. A combined residence with a business use allowed by this section, other than a motel, where the business is not a home occupation as described by this title. (Ord. 87-190 §1(Exh. A(part)), 1987; Ord. 168 §3, 1980: Ord. 167 §7, 1980: Ord. 166 §4.07(A), 1979)

17.36.030 Minimum lot area. For planned developments with five or more dwelling or commercial units, two thousand five hundred square feet per dwelling lot; none for commercial units; provided that the ground floor area of the unit shall not exceed one hundred percent of the lot area, except ground floor area shall not exceed seventy-five percent of the area of a corner lot. Lots shall be not less than thirty feet in width, except that corner lots shall not be less than forty-two feet in width. For planned development with less than five dwelling or commercial units, eight thousand square feet. (Ord. 166 §4.07(B)(1), 1979)

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17.36.040 Maximum density. The number of dwelling units permitted shall be determined by dividing the net development area by eight thousand square feet. Net development area shall be determined by subtracting the area devoted to commercial uses including yards, open space, parking and access roads serving commercial uses, and areas over thirty percent slope. If septic tanks are the intended means of wastewater disposal, density shall be based on soil suitability and the requirements of the city's wastewater disposal regulations. (Ord. 166 §4.07(B)(2), 1979)

17.36.050 Minimum yards. Minimum yard requirements in the PD zone are as follows: where eight thousand square feet minimum lot area applies, same as UR zone; where two thousand five hundred square feet minimum lot area applies, none, except when adjacent to any other zone the yard shall be the same as that required in the adjacent zone. The minimum yard between buildings shall be equal to the height of the higher building. (Ord. 166 §4.07(8)(3), 1979)

17.36.060 Maximum building height. Maximum building height is twenty-five feet, except that the design assistance committee may require a lesser height as provided in Section 17.56.190. (Ord. 166 §4.07(B)(4), 1979)

17.36.070 Open space. Twenty-five percent of the project site shall be common open space when dwellings are included. In addition, eight hundred square feet of common usable open space shall be provided per dwelling unit. The developer shall landscape and provide suitable recreational facilities within the usable open space areas and establish a homeowners' association or other means of providing for the perpetual maintenance of both usable and unusable common open space. Private open space, consisting of balconies or fenced area, shall be provided adjacent to each dwelling unit, and the area of such private open space shall be at least ten percent of the gross floor area of the dwelling unit. (Ord. 166 §4.07(B)(5), 1979)

17.36.080 Application procedure. The applicant shall submit three copies of the following information to the city clerk:

A. A map to scale showing:

1. Division of the land for the sale of individual lots, if any,
2. Existing contours at intervals of not less than five feet and location of trees and other significant natural features,
3. Proposed automobile and pedestrian accessways,
4. Areas proposed to be reserved for common open space,
5. Location of commercial uses, dwellings, related off-street parking and any other proposed uses with dimensions showing building size, setbacks and yard areas,
6. Proposed landscaping, fencing and screening,
7. Provision for drainage of surface waters:

B. A tabulation of total number of acres and percent thereof designated for various uses, the number of dwelling units proposed by type, and the estimated population by type of dwelling;

C. A statement setting forth a program for installation and maintenance of parking areas, lighting, courts, public and private grounds, landscaping, streets, utilities, community buildings and common open space including copies of legal documents;

D. Building elevations to scale, and a statement of design principles for structures and streetscapes;

E. Such additional information as may be required by the planning commission;

F. An initial environmental study which satisfies the requirement of the California Environmental Quality Act and city regulations adopted pursuant thereto.

Within thirty days of submittal, the applicant, interested staff and the planning commission shall meet to discuss the proposed development. A letter shall be transmitted by the city clerk within five working days after the meeting to the applicant indicating whether or not the proposal conforms with the general plan, zoning and subdivision titles and other applicable city regulations. If the applicant wishes

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to proceed, a use permit application shall be submitted to the city clerk. The application shall include seven copies of the information required above and a legal description of the property. If, after following the procedures in Chapters 17.60 through 17.68 regarding consideration of use permit applications, the planning commission approves, or approves subject to conditions, the plan and any conditions shall be forwarded to the city council for consideration and the use permit shall not become effective until ten days following approval by the city council. Unless changes are approved by the city council after receiving a recommendation from the planning commission, all aspects of the planned development shall conform to the approved development plan, which shall be made a part of the use permit. Use permits may specify a development completion period of not more than three years at which time the use permit shall expire unless the applicant obtains the one-year extension. (Ord. 166 §4.07(B)(6), 1979)

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Chapter 17.44

C ZONE

Sections:

17.44.010 Established--Intent.
17.44.020 Principal permitted uses.
17.44.030 Uses permitted with a use permit.
17.44.040 Minimum lot area.
17.44.050 Maximum density.
17.44.060 Minimum yards.
17.44.070 Maximum building height.

17.44.010 Established--Intent. The commercial zone is intended to be applied to areas designated commercial in the general plan. It provides for the commercial services that meet the convenience and retail needs of the residents and visitors. Uses serving the commercial fishing industry are also appropriate. The following regulations shall apply in all commercial zones. (Ord. 166 §4.09(part), 1979)

17.44.020 Principal permitted uses. Principal permitted uses in the C zone are:

A. Professional and business offices;

B. Social halls, fraternal and social organizations and clubs;

C. Emergency shelters with onsite management and not more than 10 beds;

D. Retail stores, agencies and services of a light commercial nature conducted entirely within an enclosed building such as antique shops, art galleries, retail bakeries, banks, barbershops, beauty salons, book stores, clothing and apparel stores, coin operated dry cleaning and laundry establishments, drugstores, florist shops, food markets, furniture stores, hardware and appliance stores, radio and television sales and service, restaurants and appurtenant licensed premises, service stations, studios, tailor shops, enclosed theaters, variety stores, plant nurseries, smokehouses and related sales, secondhand sales *appurtenant* to another permitted use. (Ord. 166 §4.09(A), 1979)

17.44.030 Uses permitted with a use permit. Uses permitted in the C zone are:

A. Motels; single-family dwellings associated with a commercial use;

B. Major auto repair, new and used auto, RV and boat sales, licensed premises not appurtenant to any restaurant, secondhand sales, storage warehouses, small animal hospital within a building, cabinet shops, contractor yards, handicraft manufacture, lumber yards, metal working shops, printing, wholesaling, commercial recreational facilities, piers, manufacture, repair and storage of fishing equipment, storage and processing of ocean produce. (Ord. 166 §4.09(B), 1979)

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17.44.040 Minimum lot area. Minimum lot area in the C zone is eight thousand square feet. (Ord. 166 §4.09(C)(1), 1979)

17.44.050 Maximum density. Maximum density in the C zone is one motel unit per two thousand five hundred square feet of lot area; eight thousand square feet of lot area per dwelling unit. (Ord. 166 §4.09(C)(2), 1979)

17.44.060 Minimum yards. Minimum yards in the C zone are front, twenty feet; rear and side, none except five feet when adjacent to any other zone. (Ord. 166 §4.09(C)(3), 1979)

17.44.070 Maximum building height. Maximum building height in the C zone is twenty-five feet, provided that greater height may be permitted subject to obtaining a use permit. (Ord. 166 §4.09(C)(4), 1979)

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

A. Each required parking space shall not be less than eight feet six inches wide, eighteen feet long and seven feet high, provided that where three to four spaces are required, one space may be sixteen feet long to accommodate compact cars; where five spaces are required, two may be sixteen feet long; and where six or more spaces are required, up to fifty percent of the spaces may be sixteen feet long.

B. Parking spaces shall be as follows:

1. Campground, RV park, motel: two spaces plus one space per unit;
2. Single-family dwelling and mobilehome on a lot: two spaces in addition to any garage spaces;
3. Attached dwellings (duplex, townhouse): 1.5 spaces per unit;
4. Offices and retail business: one space per three hundred square feet of gross floor area, with a minimum of three spaces. One additional space per employee in a medical or dental office;
5. Restaurant, lounge: one space for each four seats or two hundred square feet of gross floor area, whichever is the largest;
6. Drive-in restaurant: one space per one hundred square feet of gross floor area;
7. Wholesale, service station, vehicle and equipment repair, day care center, retail sale of bulky items: two spaces plus one space per employee on largest shift;
8. Emergency shelters: two spaces plus one space for every five beds;
9. Within the PD planned development zone: gift shops, personal services, professional offices, retail sales, visitor services and combined residence and businesses other than a home occupation: a minimum of three spaces for up to five hundred square feet of gross floor area of the business; an additional one space per each additional three hundred square feet of gross floor area of the business. This provision applies only in PD or planned development zones.

C. Required parking spaces shall be located on the same lot with the use to be served. Required parking shall not be located closer than twenty feet to the intersection of street right-of-ways. Where four or more dwellings are located on the same lot, outdoor parking shall not be closer than five feet to any on-site building and not closer than three feet to any side or rear lot line. Where more than four parking spaces are required, they shall not be located so as to require backing into the public street right-of-way. Where parking spaces or an aisle serving a parking facility is adjacent to the UR or SR zones, a sight-obscuring fence at least four feet high shall be provided.

D. Any parking facility of four or more vehicles, including access driveways and aisles, shall be graded and drained to dispose of surface water to the satisfaction of the city engineer, and shall be surfaced with concrete, asphaltic concrete, bituminous surface treatment or an equivalent satisfactory to the city engineer, and shall be maintained in good condition free of weeds, trash and debris. Individual parking spaces shall be designated by contrasting paint or markers.

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E. Driveways providing access to a parking facility shall be at least twelve feet wide for each lane of travel, and aisles providing access to parking spaces shall be as follows:

1. One-way aisle serving angle parking less than fifty degrees, twelve feet wide;
2. One-way aisle serving angle parking fifty to seventy-five degrees, or two-way aisle serving angle parking less than fifty degrees, eighteen feet wide;
3. Two-way aisle serving angle parking fifty degrees or more, or aisle serving more than seventy-five degree angle parking, twenty-four feet wide.

F. Parking facilities for nonresidential uses which will be used after dark shall be lighted, provided that the light source shall be directed away from adjoining residential premises.

G. Required parking for residences and for uses requiring less than four parking spaces shall be graded and surfaced to provide an all-weather surface.

H. In the PD, planned development zone, in lieu of providing parking facilities required by the provisions of this section, the requirements may be satisfied by payment to the city, prior to the issuance of the building permit, of an amount per parking space, prescribed by the council, for each parking space required by this section but not provided. The payment shall be deposited with the city in a special fund and shall be used, whenever possible, for the purpose of acquiring, developing, maintaining or enhancing parking facilities located, insofar as practical, in the vicinity of the use for which the payment is made. The council may decline to accept payment in lieu of providing parking facilities. (Ord. 87-190 §1(Exh. A(part)), 1987; Ord. 167 §10, 1980; Ord. 166 §6.18, 1979)

PASSED, APPROVED AND ADOPTED this 14th Day of April, 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Attest:

Gabriel Adams	**Steve Ladwig**
Trinidad City Clerk	Mayor

First Reading: Tuesday, April 14, 2020

Second Reading:

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

Steve Ladwig, Mayor
Gabriel Adams, City Clerk

RESOLUTION NO. 2020-07

A RESOLUTION OF THE CITY OF TRINIDAD, CALIFORNIA, FOR SUBMITTING A LOCAL COASTAL PROGRAM AMENDMENT TO AMEND SECTIONS OF THE ZONING ORDINANCE TO ADD REGULATIONS FOR EMERGENCY SHELTERS CONSISTENT WITH GOVERNMENT CODE SECTION 65583(a)(4) TO THE CALFORNIA 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 Emergency Shelters consistent with Government Code § 65583(a)(4); and

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

WHEREAS, the amendment is Statutorily exempt from CEQA per §15265 of the CEQA Guidelines 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 recommended approval of the amendment to the Zoning Ordinance on April 1, 2020, and the Trinidad City Council adopted the amendment by Ordinance 2020-01 on April 28, 2020; 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 as follows:

1. City staff is directed to apply to, and work with, the California Coastal Commission for approval of this Local Coastal Program amendment.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 28th Day of April, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Attest:

Gabriel Adams	**Steve Ladwig**
Trinidad City Clerk	Mayor

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DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION ATTACHED

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1. Discussion/Decision regarding Planning Commissioner Appointment.

DISCUSSION AGENDA ITEM

Tuesday, April 28, 2020

Item: Discussion/Decision regarding Planning Commissioner Appointment.

Background: The Planning Commission has been operating with only 3 commissioners since Commissioner John Graves resigned in March 2020. One of the vacant seats expire in 2020, and the other expires in 2022.

The current commissioners are:

VACANT		*Term expires December 2022*
VACANT		*Term expires December 2020*
Diane Stockness	City resident	Term expires December 2020
Cheryl Kelly	City Resident	Term expires December 2022
Richard Johnson	Trinidad area resident	Term expires December 2022

Trinidad Municipal allows the Planning Commission to include up to (2) Commissioners that live outside the city limits. Commissioner Johnson occupies 1 of these seats. This opens up the opportunity for 1 additional person to be appointed from "the greater Trinidad area" should there be a lack of in-city resident applications.

A vacancy notice has been posted since Kathleen Lake resigned in 2019. Since then, only one letter of interest has been received. Greater Trinidad area resident **Tom Hopkins** submitted the attached letter of interest on April 06.

The City Council may consider appointing Mr. Hopkins should the majority find him to be qualified and a good fit for the position. He is expected to participate remotely in the discussion, where the Council will have the opportunity to inquire more about his desire to serve the City.

Recommended Action: Consider appointment of a new member to the Planning Commission for a vacant term serving through 2020, or 2022.

Attachments: (1) Letters of interest

Trinidad City Clerk

From: tom <tomh8@sonic.net> on behalf of tomh@humboldt1.com
Sent: Monday, April 06, 2020 2:20 PM
To: cityclerk@trinidad.ca.gov
Subject: Planning Position

Hello
I am interested in working on the planning commission in Trinidad. I live just outside the city, but love the town and feel it is time for me to "do my part". I am familiar with construction, and do my best to communicate effectively. I am open to answering any questions required. Please let me know how I can help?
Thank you,
Tom Hopkins

PO Box 251
Trinidad, Calif. 95570
Cell 707-845-5130

DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION ATTACHED

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2. Discussion/Decision regarding Appointment of Planning Commissioner to the STR Committee.

At their regular meeting on April 15, the Planning Commission recommended **Commissioner Diane Stockness** to serve on the STR Committee. As per Resolution 2019-07, the City Council must evaluate the recommendation and make the appointment.

DISCUSSION AGENDA ITEM 3

NO SUPPORTING DOCUMENTATION ATTACHED

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3. Discussion/Decision to Direct the Trails Committee to Evaluate Covid-19 Related Trail Closures.

AGENDA ITEM
Date: April 28, 2020

Item IX. 3.: City Council request of Trails Committee to evaluate Trail Closures in light of COVID-19 and make recommendations

Summary:

Due to COVID-19, the City has closed some trails and made modifications to other trails in order to provide public safety and comply with the Social Distancing Orders. Outdoor activity and exercise are beneficial to the public's health, but safety measures need to be taken. The City Council would like the Trails Committee to evaluate and make suggestions regarding trail closures and safety measures to assure public safety.

Action:

Request that the Trails Committee evaluate and make recommendations regarding trail closures and modifications due to the COVID-19 pandemic and social distancing orders.

DISCUSSION AGENDA ITEM 4

SUPPORTING DOCUMENTATION ATTACHED

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4. Discussion/Decision to Award Construction Contract to Hooven & Co. for the Trinity Street Crosswalk Enhancement Project.

DISCUSSION AGENDA ITEM

Tuesday, April 28, 2020

Item: Authorization to Award Construction Contract for the Trinity Street Mid-Block Crosswalk Enhancements Project to Hooven & Co., Inc.

Staff Recommendation: Authorize the City Manager to award the Trinity Street Mid-Block Crosswalk Enhancement Project to Hooven & Co., Inc. in the amount of $12,000.

Summary: The Trinity Street Mid-Block Crosswalk Enhancement Project bid package was released and publically advertised on March 26, 2020. The bid period ended on April 10, 2020 with the City receiving a total of four bids from qualified contractors. The low bid was submitted by Hooven & Co., Inc. for a total amount of $12,000.

City staff has confirmed on the Contractors State License Board website that Hooven & Co. license is current and active. Staff also checked the State Department of Industrial Relations Division of Labor Standards Enforcement website and determined Hooven & Co. is not currently debarred from public bidding.

Background: In October 2018, the City was contacted by Katie Cavanagh, Superintendent/Principal of Trinidad Union Elementary School, who was concerned about potentially unsafe conditions along Trinity Street in front of the school. The City Engineer meet with Ms. Cavanagh on 10/26/18 to discuss her concerns and observations, which were focused on school zone visibility, drop-off/pick-up areas, and the Trinity Street crosswalk. Following the meeting, the City Engineer developed a number of recommended improvements to increase school zone visibility, and enhance safety at the Trinity Street crosswalk in front of the school. Since that time, the City Public Works staff has worked to implement several of the recommended improvements, including: establishing no parking zones on all sides of the crosswalk, installation of in-roadway crosswalk signage, and trimming of street trees to improve visibility of school speed limit sign on Main Street.

In addition to the improvements already completed by the City, the City Engineer recommended enhancing the existing crosswalk with a Rapid Rectangular Flashing Beacon (RRFB) system. RRFBs are user-actuated flashing amber lights that supplement crosswalk warning signs. The RRFB system would be double-sided, wireless, solar powered, and user activated by push buttons.

On March 19, 2019, the Humboldt County Association of Governments (HCAOG) released a call for projects for their 2% TDA Bicycle & Pedestrian Program. With this program, the City had the opportunity to submit an application to request funding for the installation of the enhanced crosswalk system for the Trinity Street crosswalk in front of the Trinidad Union Elementary School. The application was approved in May 2019.

Fiscal Impact: Up to $14,000 of the projects construction costs are reimbursable from the HCAOG 2% Bicycle and Pedestrian TDA program. Any costs beyond what is funded by HCAOG would be the City's responsibility.

Proposed Action:

Authorize the City Manager to award the Trinity Street Mid-Block Crosswalk Enhancement Project to Hooven & Co., Inc. for the amount of $12,000, and authorize the City Manager or his designee to execute the contract and related documents.

Attachments:

1. Summary of Bid Results

Bid Form

BID Proposal of Hooven & Co., Inc.
(hereinafter called "Bidder"), organized and existing under the laws of the State of CA, doing business as a corporation*.
*(*Insert "a corporation," "a partnership," or "an individual" as applicable.)*

To the City of Trinidad, a political subdivision of the State of California (hereinafter called "OWNER").

In compliance with your Advertisement for Bids, Bidder hereby proposes to perform all work for the Trinity Street Mid-Block Crosswalk Enhancement Project in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated below.

In the event of a difference between a price quoted in words and a price quoted in figures for the same quotation, the words shall be the amount bid.

By submission of this bid, each bidder certifies, and in the case of a joint bid, each party certifies as to his own organization, that his bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other bidder or with any competitor.

Bidder hereby agrees to commence work under this Contract on or before a date to be specified in the Notice to Proceed and to fully complete the project within thirty (30) consecutive calendar days thereafter.

Bidder agrees to perform all the work described in the Contract Documents for the following lump sum price: 12,000.00/00 Twelve thousand dollars and no 00/100

NOTE: Bids shall include sales tax and all other applicable taxes and fees.

Receipt of the following Addendum is acknowledged:

Addenda No.	Date
# 1,	April 2, 2020

The representations made herein are made under penalty of perjury.

Respectfully submitted: [signature]

Signature Title Tim Hooven, VP

License Number Date 663866

License Expiration Date 8/31/21

DIR Registration # 1000013619

(SEAL - If Bid is by Corporation)

HOOVEN & CO., INC. CORPORATE SEAL 05/20/99 CALIFORNIA

BID BOND

KNOW BY ALL MEN THESE PRESENTS, that we, the undersigned,

Hooven & Co., Inc. as

Principal, and Contractors Bonding and Insurance Company, as Surety, are hereby held and firmly bound unto OWNER in the penal sum of Ten Percent of Bid Amount for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed this 27th day of March, 2020.

The Condition of the above obligation is such that whereas the Principal has submitted to City of Trinidad a certain bid, attached hereto and hereby made a part hereof to enter into a contract in writing, for the: Trinity Street Mid-Block Crosswalk Enhancement Project.

NOW, THEREFORE,

(a) If said bid shall be rejected, or

(b) If said bid shall be accepted be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid), and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said bid,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its
bond shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such bid; and said Surety does hereby waive notice of any such extension.

This Bid Bond is entered into and effective on March 27, 2020.

SURETY:

Contractors Bonding and Insurance Company
Business Name

s/

Date

Jon Richard Sullivan, Attorney-in-Fact March 27, 2020
Name, Title

(Attach Acknowledgment with Notary Seal and Power of Attorney)

BIDDER:

Hooven & Co., Inc.
Business Name

s/

Date

Tim Hooven, VP 4/7/20
Name, Title

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Marin)

On March 27, 2020 before me, Karen Rhodes, Notary Public
(insert name and title of the officer)

personally appeared Jon Richard Sullivan,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

KAREN RHODES
Notary Public – California
Marin County
Commission # 2232757
My Comm. Expires Mar 1, 2022

Signature Karen Rhodes (Seal)

POWER OF ATTORNEY

RLI Insurance Company
Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

Susan J. McGowan, Michael B. McGowan, Jon Richard Sullivan, Karen Rhodes, jointly or severally

in the City of Novato, State of California its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed **Twenty Five Million** Dollars (**$25,000,000.00**) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

RLI Insurance Company and/or **Contractors Bonding and Insurance Company**, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

> "All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 4th day of February, 2019.

RLI Insurance Company
Contractors Bonding and Insurance Company

By: Barton W. Davis — Vice President

State of Illinois
County of Peoria } SS

On this 4th day of February, 2019, before me, a Notary Public, personally appeared Barton W. Davis, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

By: Gretchen L. Johnigk — Notary Public

GRETCHEN L JOHNIGK
"OFFICIAL SEAL"
My Commission Expires
May 26, 2020

CERTIFICATE

I, the undersigned officer of **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 27th day of March, 2020.

RLI Insurance Company
Contractors Bonding and Insurance Company

By: Jean M. Stephenson — Corporate Secretary

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A0058817

CITY OF TRINIDAD
TRINITY STREET MID-BLOCK CROSSWALK ENHANCEMENT PROJECT

ADDENDUM NO. 1

The purpose of this Addendum is to modify the Contract Documents for the Trinity Street Mid-Block Crosswalk Enhancement Project ("Project").

This Addendum will become part of the Contract Documents for the Project.

Each bidder must acknowledge receipt of this Addendum on the BID FORM, provided in the Contract Documents.

THE FOLLOWING ITEMS REFER TO THE CONTRACT DOCUMENTS AND TECHNICAL SPECIFICATIONS:

Item 1. The first two paragraphs if the Advertisement for Bids is revised to read as follows, with deleted text in strikethrough and added text underlined:

~~Separate sealed~~ Electronically submitted bids will be received to provide all labor, materials, equipment, and testing for the City of Trinidad's Trinity Street Mid-Block Crosswalk Enhancement Project in Trinidad, California. The project includes but is not limited to providing and installing solar-powered, wireless, rectangular rapid flashing beacon (RRFB) sign systems.

Bids will be received ~~at the office of GHD Inc., located at 718 Third Street, Eureka, California 95501,~~ until 2:00 pm April 10, 2020, via email in the manner set forth in the Information for Bidders, at which time they will be ~~publically~~ opened and ~~read aloud~~ the results posted on the City's website at: https://trinidad.ca.gov/.

Item 2. The Information for Bidders is revised to read as follows, with deleted text in strikethrough and added text underlined:

Bids will be received by City of Trinidad (herein called the "CITY"), via email, ~~mail or at the office of GHD Inc., located at 718 Third Street, Eureka, California, 95501,~~ until the time listed in the Advertisement for Bids; and then opened and the results posted to the City's website ~~at said office publically opened and read aloud~~.

This is a Public Works project so all contractors/subcontractors listed on the bid form, bidding and/or working on the project must pay prevailing wages and be registered with the Department of Industrial Relations (DIR), https://dir.ca.gov/Public-Works/Contractors.html. Copies of the prevailing rate of per diem wages are on file at the Trinidad Town Hall and shall be made available to any interested party upon request.

Contractor must hold a valid California construction license with the following classification: C-10 Electrical, C-45 Sign Contractor or Class "A" General Engineering.

The Contract Documents ~~are available and may be examined at the following locations: GHD Inc., located at 718 Third Street, Eureka, California, 95501, or~~ may be requested via email from josh.wolf@ghd.com.

END OF ADDENDUM NO. 1

Josh Wolf, PE

4/2/20

Date

N/A

SUBCONTRACTOR LIST

For each Subcontractor that will perform a portion of the Work in an amount in excess of one-half of 1% of the Bidder's total Contract Price,[1] the bidder must list a description of the Work, the name of the Subcontractor, its California contractor license number, the location of its place of business, its DIR registration number, and the portion of the Work that the Subcontractor is performing based on a percentage of the Base Bid price. **If no Subcontractor is to be used, please mark this form "N/A" and submit with your bid package.**

DESCRIPTION OF WORK	SUBCONTRACTOR NAME	CALIFORNIA CONTRACTOR LICENSE NO.	LOCATION OF BUSINESS	DIR REG. NO.	PERCENT OF WORK

[1] For street or highway construction this requirement applies to any subcontract of $10,000 or more.

~~Bids may~~ Each bid must be signed and submitted ~~in a sealed envelope, address to GHD Inc., 718 Third Street, Eureka, California, 95501~~ to the City, using the forms provided, by or before the date and time set forth in the Advertisement for Bids, or as amended by subsequent addendum, via email to josh.wolf@ghd.com. The Bid Proposal and all required forms and attachments must be included in the email as PDF scanned attachments. The subject line of the email must include the Project title and bidder's registration number with the DIR for bidding on public works contracts (Labor Code §§ 1725.5 and 1771.1), as follows:

"Bid Proposal for Trinity Street Mid-Block Crosswalk
Enhancement; DIR Reg. No. [*insert DIR registration number*]"

City will provide an electronic read receipt to each bidder showing the date and time the submission was received. Late submissions will not be considered. ~~Each sealed envelope containing a bid must be plainly maked on the outside/subject line as:~~ ~~**Bid for Trinity Street Mid-Block Crosswalk Enhancement Project.**~~

All bids must be made on the required bid form. All blank spaces for bid prices must be filled in, in ink or typewritten, and the bid form must be fully completed and executed when submitted. ~~Only one copy of the bid form is required.~~

Each proposal must be submitted on the prescribed form and accompanied by a certified check or Bid Bond in an amount of not less than 10 percent of the amount bid.

In accordance with Public Contract Code Section 10263 the Contractor will be allowed to substitute securities for monies normally withheld by the owner to insure performance under this contract.

Award will be made to the lowest, responsive, responsible BIDDER. The low bidder shall be determined based on the TOTAL BID listed on the BID FORM.

BIDDER shall provide the City with original hard copies of submitted Bid Proposal, including all required forms, within five (5) calendars of a request by the City.

BIDDER receiving a Notice of Award is required to execute the Agreement and furnish the required bonds and Contractor's certificates of insurance within fourteen (14) calendar days from the date this Notice is received by you.

Item 3. Add the following page to the end of the BID BOND:

City of Trinidad

Trinity Street Mid-Block Crosswalk Enhancement Project

Bid Opening: 4/10/20 @ 2pm

Bid Opening Results

	Bidder			
	GR Sundberg, Inc.	Hooven & Co., Inc.*	MR Construction	Cen-Pac Engineering, Inc.
Total Bid	$ 17,000.00	$ 12,000.00	$ 14,900.00	$ 24,001.00

**Apparent Low Bidder*

DISCUSSION AGENDA ITEM 5

SUPPORTING DOCUMENTATION ATTACHED

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5. Discussion/Decision regarding Publishing Public Comment.

Trinidad City Manager

From: tdavies@trinidad.ca.gov
Sent: Wednesday, April 15, 2020 1:32 PM
To: Eli Naffah
Cc: Steve Ladwig
Subject: Agenda Item

Eli-
I would like to have an agenda item regarding publishing public comment. I believe that there are a few interpretations of the council's decision and it would be best to discuss this again.

Thank you,
Tom