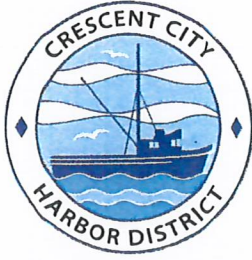


**Strategy I - Task 2: Upgrade Old Englund
Marine building as hub for partnering
organizations.**



Board of Harbor Commissioners of the Crescent City Harbor District

DATE: January 22, 2019

FROM: Harbor Staff -

SUBJECT: Strategic Plan: Task 2 – Upgrade of 201 Citizens dock Rd. (Old Englund building)

AGENDA ITEM NUMBER: 2. A. i - Strategy 1 – Task 2

I. BACKGROUND

As placed on the Agenda (Item 5) for September 04, 2018 Commission Meeting. Commissioner W. White requested that the Harbor Commission review and discuss the possibility of hosting the Visitors Bureau Information Center (V.B.I.C.) at 201 Citizens Dock Road. Previous used as the Englund Marine retail outlet. After a full discussion the Harbor Commission voted (5-0-0) to approve further research by Harbor Staff.

On the September 18, 2018 Agenda (Item 6) The Commission discussed the mechanics of preparing the building in advance of extending an invitation the V.B.I.C. Harbormaster C. Helms reported ongoing discussions with potential partners for use of the building.

On the October 02, 2018 Agenda (Item 4). Additional discussion of preparing the Old Englund Marine building in advance of offering an invitation to V.B.I.C. Commissioner Stone suggested the Commission direct staff to provide for a more detailed reporting. Commission directed staff to issue a report with a building layout, infrastructure needs (restrooms, upgrades, remodeling, etc.), and partner possibilities.

Since that directive the following (4) four (Oct. 16, 2018, Nov. 06 & 20, 2018 and finally Dec. 04, 2018) Commission meetings with Canceled. The Meetings of December 18, 2018 or January 07, 2019 did not have this item on the Agenda.

II. STAFF UPDATE

Have made calls and visited with local contractors to obtain estimates. The only company to reply was George Mayer of G.R. Construction Inc. We walked the entire site and discussed replacement requirements per DNC Building and ADA Codes. We also wanted to make a few upgrades to improve the overall visual impact of the exterior and interior. We may have missed some items, and possibly included items that may be considered extraneous. The attached estimate is ONLY an estimate.

As of today, Staff is not fully cognizant of whom the partners of this project will include. We have added suggestions from Commissioners and others in the community, as to what businesses we may wish to include.

III. STAFF RECOMMENDATIONS

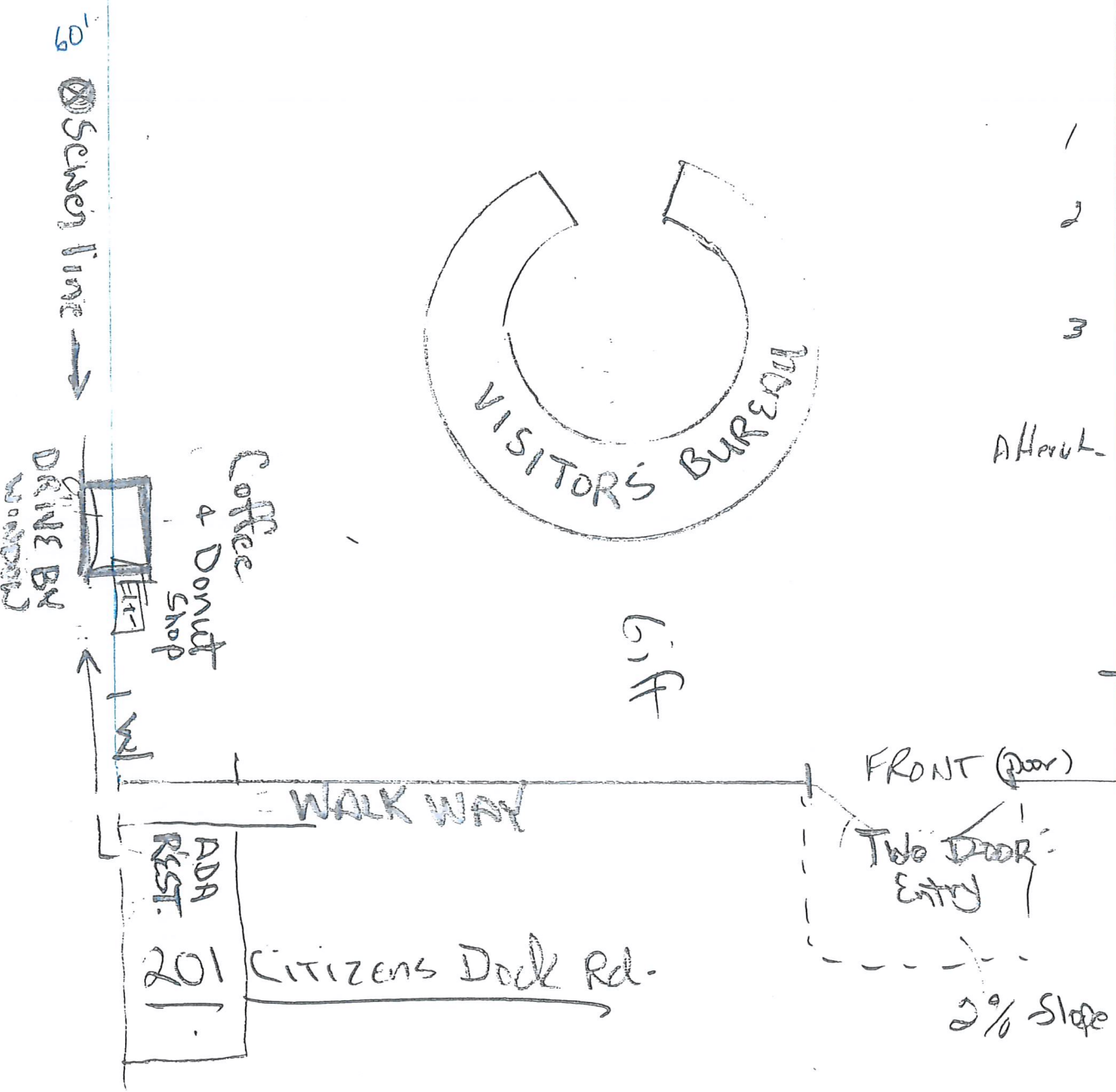
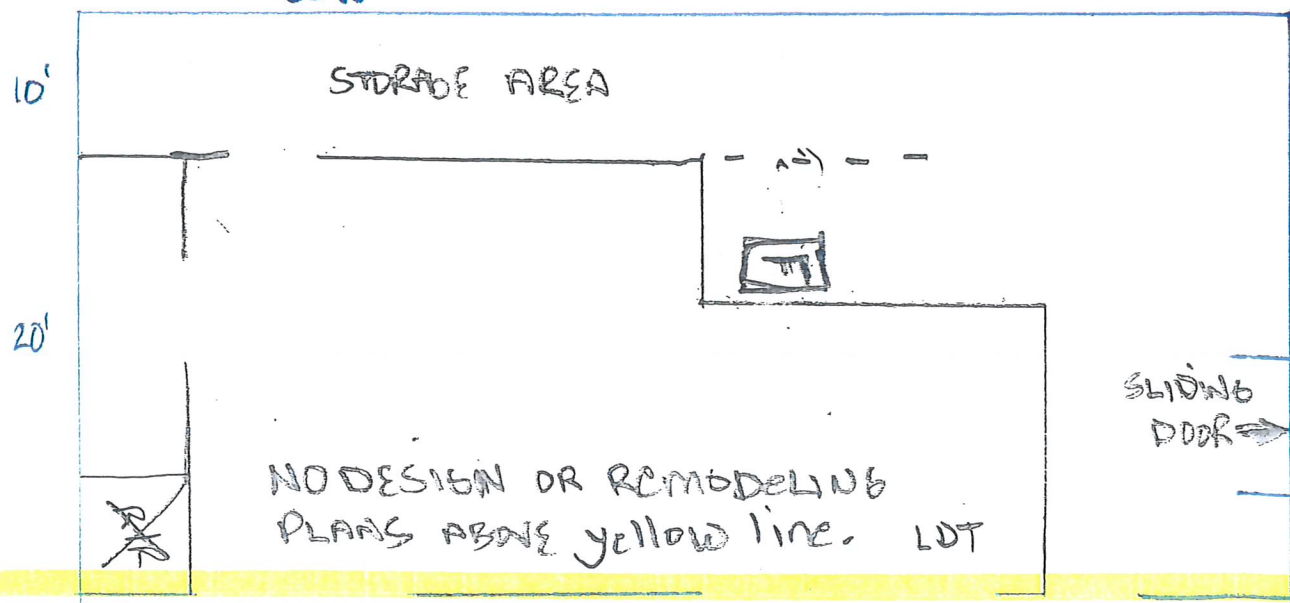
Staff recommends that the Commission review the documents. Then advise Staff of what they would prefer to keep, modify or delete. In the near future, we will have a much clearer understanding of our potential partners and then be ready to accommodate their requirements.

IV. ATTACHMENTS

- **Design – Hand Drawn Rendition**
- **Estimate of Remodel/Update to Code – GR Construction Inc.**
- **ADA Accessibility Review – Ashdown Architecture Inc. S.F Ca.**
- **Regular Minutes September 04, 2018**
- **Regular Minutes September 18, 2018**
- **Regular Minutes October 02, 2018**

Asphalt for parking \updownarrow

FIN REVISED
1.18-2018 Agenda 1/22/18



- Ned
 - 1 All Window
 - 2 Top of wall metal
 - 3 Finish soft
- or - wall -
- ADA RAMP
- ADA PARK

G.R. Construction
1072 Huntington St.
Crescent City, CA. 95531
CA. Lic. B-1 259307 Or. 147407
Ph (707) 464 5725, Fax (707) 464 2796
Cell 707-954-0917

Crescent City Harbor Dist.
101 Citizens Dock Road
Crescent City, California

January -16- 2019

I George Mayer, D.B.A. G.R. Construction. Purpose to furnish all labor, material and equipment to remodel the old Englund Marine Supply building. **THIS IS A ESTIMATE**

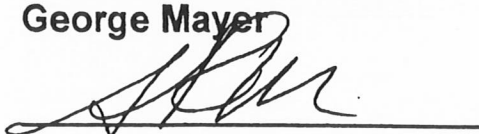
Scope of Work:

#1	Extend the sewer line to front for mobile restrooms.	
		\$2,500.00
#2	Remove and replace sidewalk for ADA ramps and parking.	
		\$9,500.00
#3	Remove wall metal on west side and replace with Hardi Plank.	
		\$8,500.00
#4	Remove and rehang light on new drop ceiling.	
		\$2,500.00
#5	Install drop ceiling on display area, 60' x 60'	
		\$15,360.00
#6	Cover all beams to match drop ceiling.	
		\$7,500.00
#7	Install new back wall's fill in to match old wall.	
		\$3,500.00
#8	Move heater to back and incase duck work to match ceiling.	
		\$4,800.00
#9	Sheetrock outside walls and paint,	
		<u>\$9,200.00</u>
	Sub Total	\$63,360.00

To replace all front glass complete and install new ADA 6 ft. store front doors. **Remove and install \$38,800.00**

G. R. CONSTRUCTION

George Mayer



Accessibility Survey

CASp Inspected

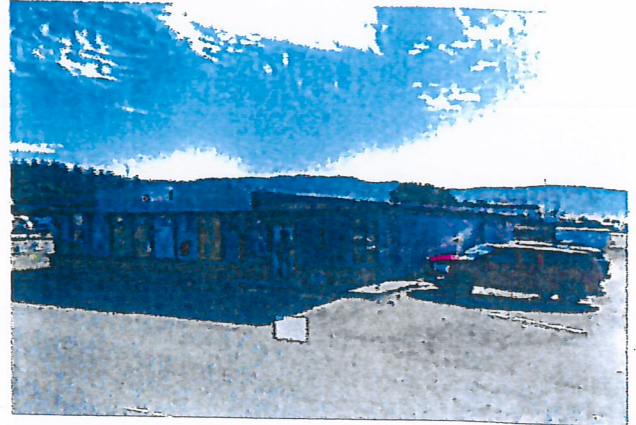
Project Location

Project Name: Crescent City CASp
Project Location: 201 Citizens Dock Road
Crescent City, CA 95531
Constructed:

Survey Date: April 28, 2018

Referenced Codes

California Building Code Title 24 - 2016



Tax credits and deductions are available to help pay for inspection and construction costs. Additional information is available at:
www.ashdownarch.com/resources.html

Correction Timeframe

We suggest that the accessibility issues identified in this report should be corrected within 18 months.

Readily Achievable

The ADA requires companies that provide goods and services to the public, make corrections in existing buildings, to issues affecting accessibility when those corrections are readily achievable, which is defined as "easily accomplishable and able to be carried out without much difficulty or expense."

Determination of readily achievable is dependent on:

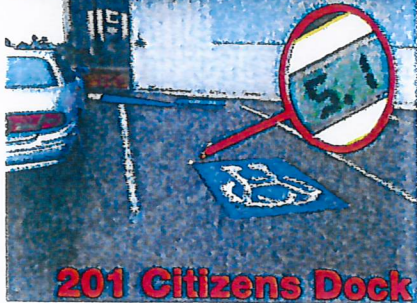
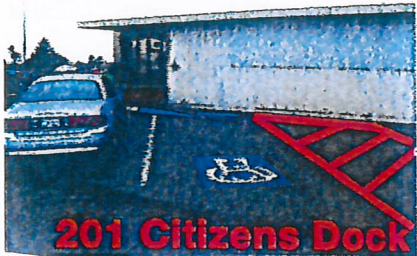
1. The nature and cost of the correction
2. The overall financial resources of the site or sites involved, the number of people employed at the site, the effect on expenses and resources, or other impacts of the correction on the operation of the site.
3. The geographic separateness, and the administrative or fiscal relationship of the site in question to any parent corporation or entity.
4. The overall financial resources of any parent corporation or entity, the number of employees and the number, type and location of its facilities.
5. If applicable the type of operation of any parent corporation or entity.

Since determination of readily achievable depends significantly on the financial resources of the property and business owner, it is beyond the scope of this report to identify what, if any accessibility corrections can be considered readily achievable.

Parking

Issue:

Provide accessible parking space with required loading aisle with max. slope of 2%.



Accessible stall needs to be deeper – to provide 18'-0" stall depth.



Accessible parking spaces to be 18'-0" deep. Car spaces to be 9'-0" wide. Van spaces to be 12'-0" wide.

Exception: Van space to be 9'-0" wide where access aisle is 8'-0" wide min.

CBC 11B-502.2

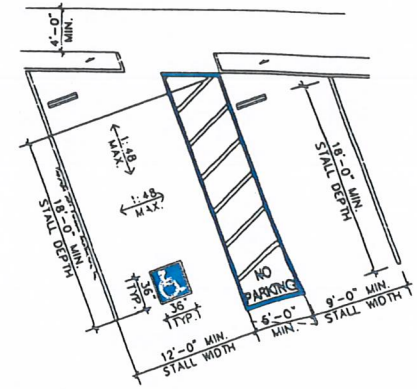
Access aisles to be 60" wide min.

CBC 11B-502.3.1

Perimeter of access aisle to be painted blue. Within border hatched lines at 36" on center. "NO PARKING" to be painted in each access aisle in 12" high letters.

CBC 11B-502.3.3

Additional Notes:



CBC Fig. 11B-502.3.3

Ramps

Issue:

Max. ramp slope to be 8.3%.

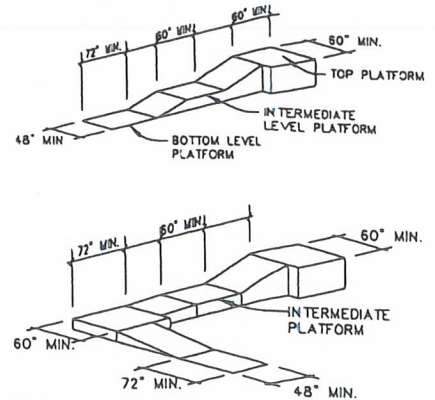


Max. Ramp slope to be 1:12 (8.33%)

Slope	Max. Rise	Max.
1:12	30"	30 ft.
1:13	30"	32.5 ft.
1:14	30"	35 ft.
1:15	30"	37.5 ft.
1:16	30"	40 ft.
1:17	30"	42.5 ft.
1:18	30"	45 ft.
1:19	30"	47.5 ft.

CBC 11B-405.2

Additional Notes:

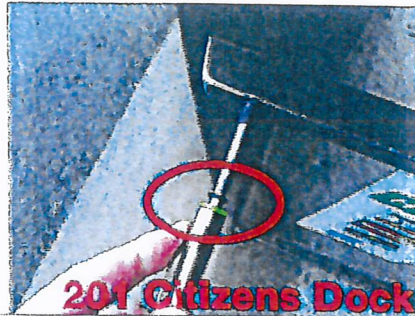


CBC Fig. 11B-405.7

Doors

Issue:

Adjust doors to not exceed 5 lbs max. force.



Door opening force:

- 5 lbs. Interior doors
- 5 lbs. Exterior doors (other than fire doors)
- 15 lbs. Fire doors

CBC 11B-404.2.9

Additional Notes:

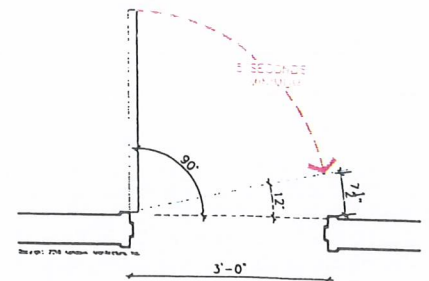
Issue:

Adjust doors to provide 5 seconds of swing time from 90 degrees to within 12 deg. of latch.

Entry door currently = 3 sec.

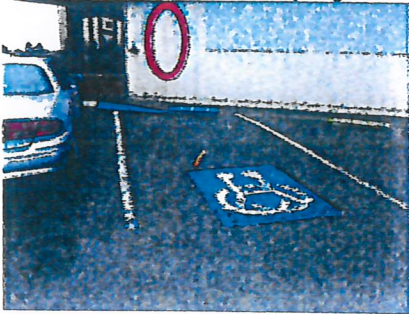
Door & gate closers to be adjusted to close from an open position of 90 degrees in not less than 5 seconds to a point 12 deg. from latch.

CBC 11B-404.2.8.1



Issue:

Provide required tow away sign.



Additional tow away sign to be posted at each entrance to parking facility, or visible from each accessible stall.

Tow away sign to be 17"x22".

CBC 11B-502.8.1



CBC 11B-502.8.2 Tow Away Sign



Regular Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	September 4, 2018 5:30 p.m.

Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Meeting, Tuesday September 4, 2018 AT 5:30 P.M.

PRESENT: PATRICK A. BAILEY (PRESIDENT), JAMES RAMSEY (SECRETARY)
COMMISSIONERS: RONALD A. PHILLIPS, WES WHITE, BRIAN L. STONE

ABSENT: NONE

OTHERS PRESENT: CHARLIE HELMS, TRACI FANSLER, JESSICA CEJNAR, PAT RIDEOUT, KEN COWAN

5:30 p.m. The Board of Harbor Commissioners will meet in open session to discuss the following agenda items.

President Bailey opened the meeting at 5:30 p.m.

Pledge of Allegiance

Commissioner White led the Pledge of Allegiance.

Public Comment

The following person(s) addressed the board:

NONE

1. Consent Agenda

Requests to remove items from the Consent Agenda may be heard at this time

A) Approval of the warrant list since the 21 August, 2018, Harbor Commission Meeting

B) Approval of the minutes of the 21 August, 2018 Harbor Commission Meeting

On a motion by Commissioner Phillips, seconded by Commissioner Stone and on a 5-0-0 vote the Crescent City Harbor District Board of Commissioners approved the Consent Agenda.

AYES: Commissioner White, Commissioner Ramsey, Commissioner Stone, Commissioner Phillips, and President Bailey

NOES: NONE

ABSENT: NONE

2. Authorize use of the Harbor District Meeting Room as the Precinct #17 polling place for the November 6, 2018 General Election

If approved, cancel or re-schedule the Commission meeting that is scheduled for that date

On a motion by Commissioner Ramsey, seconded by Commissioner Phillips and on a 5-0-0 vote the Crescent City Harbor District Board of Commissioners approved the use of the Harbor District Meeting Room as the Precinct #17 polling place for the November 6, 2018 General Election.

AYES: Commissioner White, Commissioner Ramsey, Commissioner Stone, Commissioner Phillips, and President Bailey
NOES: NONE
ABSENT: NONE

3. Presentation by Pat Rideout on proposed improvements at The Chart Room.

Mr. Rideout will share plans for upgrades he desires to make at The Chart Room

Pat Rideout addressed the Commission regarding the proposed changes to install a fence around the recycling and trash bins. The fence would shield the view of trash cans, recycling bins and boxes.

On a motion by Commissioner White, seconded by Commissioner Stone and on a 5-0-0 vote the Crescent City Harbor District Board of Commissioners approved proposed improvements at The Chart Room.

AYES: Commissioner White, Commissioner Ramsey, Commissioner Stone, Commissioner Phillips, and President Bailey
NOES: NONE
ABSENT: NONE

4. Discuss placement of Floating Christmas tree at the Outer Boat Basin for Holiday Season.

Ken Cowan, North Coast Ocean Sports and Grill, will present his idea and a plan for holiday decoration at the Harbor District. Discuss and direct staff accordingly

Ken Cowan addressed the Commission regarding his idea to place a floating Christmas tree in the Harbor. Mr. Cowan will design and construct the tree but is asking the Harbor to assist with placing the tree on an appropriate structure to be secure and visible. There was discussion regarding lighting the tree, and the cost to the Harbor. Charlie Helms responded that it would cost the Harbor about \$500 in staff labor and electrical hook-up.

On a motion by Commissioner White, seconded by Commissioner Phillips and on a 5-0-0 vote the Crescent City Harbor District Board of Commissioners approved the placement of floating Christmas tree at the Outer Boat Basin for Holiday Season pending information on costs to the Harbor.

AYES: Commissioner White, Commissioner Ramsey, Commissioner Stone, Commissioner Phillips, and President Bailey
NOES: NONE
ABSENT: NONE

5. Discussion about researching the possibility of hosting the Visitors Bureau Information center at 201 Citizens Dock Road. Discussion about mechanics of preparing the old Englund Marine building in advance of extending an invitation to the Visitors Bureau to operate a facility at the Harbor District

Commissioner White requested this item because there was some discussion at the Chamber about them looking at the old Englund Marine building as their office space. Commissioner White went on to state that this would be a good opportunity to look at other partners for the building who need space, and sharing the space would be a cost savings to all partners. Additional tenants could be the Visitor's Bureau, the Redwood Conservancy, USFS, and others. The building could become an inter-agency facility. Charlie Helms reminded the Commissioners that the bathroom facilities will need to be addressed which would need to be ADA accessible. Bringing in an ADA

mobile restroom facility would be less expensive. Commissioner Phillips inquired about payments from these agencies. Charlie Helms explained that every tenant pays on a percentage of sales basis, so their gift shop sales would be part of that. The Harbor could also move their gift shop into that building. Commissioner White explained that hosting information agencies in that building would bring in more visitors to the Harbor. Charlie Helms stated the Harbor would have to redo the floors and paint the interior, the roof and exterior are in good shape. On a motion by Commissioner Phillips, seconded by Commissioner Ramsey and on a 5-0-0 vote the Crescent City Harbor District Board of Commissioners approved further research on the possibility of hosting the Visitors Bureau Information center at 201 Citizens Dock Road.

AYES: Commissioner White, Commissioner Ramsey, Commissioner Stone, Commissioner Phillips, and President Bailey
NOES: NONE
ABSENT: NONE

6. **Update on the progress of seeking funding for the Vertical Evacuation Center at the Crescent City Harbor District.** Staff report on progress of locating funding opportunities for Vertical Evacuation Center
Charlie Helms reported that he is working with the Consultants on acquiring the Opportunity Zone investments from individuals who are interested in investing in rural areas. Also, folks have been asking questions about using Measure C funds for the vertical evacuation and other projects. Charlie stated that it needs to be made clear to folks that Measure C money must be used to pay down the disaster loan, then repair and maintenance. Commissioner Phillips stated that many of the Commissioners have probably heard the same thing. There needs to be clarification, maybe the Harbor should put an op-ed in the paper to explain the different projects and how they will be funded and clarify the Measure C funding. The Commissioners suggested that the Friends of the Harbor take the lead in distributing information to the local media.
7. **Update on the progress of the solar energy project.** Deputy Harbor Master Lane Tavasci will update the Board of Harbor Commissioners on the solar project
The project is progressing; ADE was here for test drilling for footings and pilings.
8. **Update on the progress of the Citizens Initiative addressing the Harbor District debt situation.**
Listen to presentation and Discuss
Commissioner White reported that the Republican committee has endorsed Measure C.
9. **Discussion of Harbor District debt situation and options for fundraising to meet debt challenge.**
Review, discuss strategy and direct staff if action is needed
Nothing new to report.
10. **CEO Report**
Charlie Helms reported that he met with Tamera Gedik from California Coastal Commission and walked her through the proposed projects. They discussed the aspects of the project and she was very engaged in the discussion. Charlie also discussed the status of the Land Use Plan and the difficulties the Harbor has been having with the County trying to ascertain what else they would like to be included in the plan. Charlie and Tamera also discussed the Tourist Lodging Development Plans. Charlie Helms next attended a meeting with California Fish and Game to hear more about their aquaculture activities, and he also attended the Del Norte County Economic Development Corporations Bi-County Summit in which there was much discussion on



Regular Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	September 18, 2018 5:30 p.m.

Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Meeting, Tuesday September 18, 2018 AT 5:30 P.M.

PRESENT: PATRICK A. BAILEY (PRESIDENT), JAMES RAMSEY (SECRETARY)
COMMISSIONERS: RONALD A. PHILLIPS, WES WHITE, BRIAN L. STONE

ABSENT: NONE

OTHERS PRESENT: CHARLIE HELMS, LANE TAVASCI, TRACI FANSLER, JESSICA CEJNAR, ARDEN SHANK,
LINDA SUTTER

5:30 p.m. The Board of Harbor Commissioners will meet in open session to discuss the following agenda items.

President Bailey opened the meeting at 5:30 p.m.

Pledge of Allegiance

President Bailey led the Pledge of Allegiance.

Public Comment

The following person(s) addressed the board:

Eileen Cooper would like an opportunity to present some information to the Commissioners regarding additional strategies for safe retreat in natural disasters, such as a walking trail, and lifesaving boats.

1. Consent Agenda

Requests to remove items from the Consent Agenda may be heard at this time

A) Approval of the warrant list since the 21 August, 2018, Harbor Commission Meeting

B) Approval of the minutes of the 21 August, 2018 Harbor Commission Meeting

On a motion by Commissioner Ramsey, seconded by Commissioner Phillips and on a 5-0-0 vote the Crescent City Harbor District Board of Commissioners approved the Consent Agenda.

AYES: Commissioner White, Commissioner Ramsey, Commissioner Stone, Commissioner Phillips, and President Bailey
NOES: NONE
ABSENT: NONE

2. **Authorize use of the old Englund Marine building at 201 Citizens Dock Road as a Haunted House Fundraiser for the Friends of the Harbor.** Discuss and approve
On a motion by Commissioner Ramsey, seconded by Commissioner Stone and on a 5-0-0 vote the Crescent City Harbor District Board of Commissioners approved the use of the old Englund Marine building at 201 Citizens Dock Road as a Haunted House Fundraiser for the Friends of the Harbor.

AYES: Commissioner White, Commissioner Ramsey, Commissioner Stone, Commissioner Phillips, and President Bailey
NOES: NONE
ABSENT: NONE

3. **Approve Draft Crescent City Harbor District 10 Year Strategic Plan.** Discuss and approve
Public Comment: Eileen Cooper would like to see additional language in the plan that identifies the general goal of tsunami safety.
On a motion by Commissioner Ramsey, seconded by Commissioner Stone and on a 5-0-0 vote the Crescent City Harbor District Board of Commissioners adopted the Crescent City Harbor District 10 Year Strategic Plan as a living document.

AYES: Commissioner White, Commissioner Ramsey, Commissioner Stone, Commissioner Phillips, and President Bailey
NOES: NONE
ABSENT: NONE

4. **Report on potential cost range for Harbor District to assist in placement of dock for floating tree holiday decoration.** Review and direct staff as needed
Lane Tavasci explained the process to place a dock for the floating Christmas tree. The dock is not suitably stable and making electricity available would require running the conduit underwater which would be quite expensive. Lane discussed alternatives to accommodate Christmas decorations; place the tree on the end of the Tally Ho dock which already has power in place and would need a barricade of sorts to keep the sea lions away, or ask the fleet if they would be interested in decorating their boats for the season. The Harbor Commissioners discussed other alternatives and then asked that further information be brought back to the next Commission meeting.
Public Comment: Linda Sutter suggested that the Security Officer for the Harbor could patrol the docks during the time the lights are on display and also suggested a walkabout type of display and solar lights would be a good addition.

5. **Update on the progress of seeking funding for the Economic Development Projects at the Crescent City Harbor District.** Mr. Arden Shank and CEO Helms will report on progress of locating funding opportunities
Charlie Helms introduced Arden Shank who is a Community Development Consultant contracted by the Harbor to provide an overview of funding potentials for the Harbor's major projects. Arden Shank shared his background and experience; and then discussed the different funding opportunities for the Harbor projects. There are basically four funding streams to consider; grants, conventional loans, New Markets Tax Credits, and Opportunity Funds. The Crescent City area has been identified as an Opportunity Zone and is eligible to use Opportunity funds if it finds investors who are interested in investing in their projects. Opportunity Funds are capital gains that need to be reinvested to provide tax benefits to the investors. New Markets Tax Credits are designed to increase the flow of capital to businesses and low-income communities by providing a modest tax incentive to private investors. For investors to invest the project must be a revenue-

generating project because the investors will expect their investments to be returned. Traditional loans and grants will also be part of funding packages; it will take a combination of funding sources to bring the projects together and the total project funding must be in place before construction begins. Commissioner Stone asked about the timeframe for putting these funding packages together. Arden Shank replied it would be about two or three years for the projects that the Harbor is pursuing. The three projects could be looked at separately for funding, but again the complete funding must be in place before construction of each project. The Commissioners thanked Mr. Shank for the information and look forward to the projects getting started.

6. **Discussion about researching the possibility of hosting the Visitors Bureau Information center at 201 Citizens Dock Road.** Discussion about mechanics of preparing the old Englund Marine building in advance of extending an invitation to the Visitors Bureau to operate a facility at the Harbor District.
Charlie Helms reported ongoing discussions with potential partners for the use of the building.
7. **Update on the progress of the solar energy project.** Deputy Harbor Master Lane Tavasci will update the Board of Harbor Commissioners on the solar project
Lane Tavasci reported that the final reviews of the design plans are underway with PPL, and then the plans will be submitted to the county planning department. Coastal Commission review and approval will follow.
8. **Update on the progress of the Citizens Initiative addressing the Harbor District debt situation.**
Listen to presentation and Discuss
Commissioner Stone distributed a mailer that will be sent to the voters in the county in regards to Measure C and they are developing flyers to be posted. A fundraiser is planned to raise money for Measure C promotion. Commissioner Ramsey reported that signs are being delivered and plans for forums are underway.
9. **Discussion of Harbor District debt situation and options for fundraising to meet debt challenge.**
Review, discuss strategy and direct staff if action is needed
Commissioner Stone reported that the annual payment for the USDA Disaster loan was just made in the amount of \$260,303.22.
Public Comment: Linda Sutter asked about accessing the Harbor's financials which she wasn't able to access on the website. Charlie Helms stated he would get the reports for her.
10. **CEO Report**
Charlie Helms reported on the renewal of the Coast Guard Mooring Lease, the ground lease is \$1 per year and the mooring lease is an annual amount of almost \$26,000. Charlie also met with Senator McGuire's staff to advise them on the Harbor's economic development plans and talked about the progress with the Tsunami Experience/Vertical Evacuation Center. Charlie also informed the Commissioners about a testimonial that the Harbor received which will be used for future marketing and outreach.
11. **Commissioner Reports.** Reports from Commissioners who represent the Harbor District on the Chamber of Commerce, Tri-Agency, Inter-Governmental Relations Committee, Harbor Safety Committee and any other civic or community groups and from any current ad hoc committees.



Regular Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	October 2, 2018 5:30 p.m.

Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Meeting, Tuesday October 2, 2018 AT 5:30 P.M.

PRESENT: PATRICK A. BAILEY (PRESIDENT), JAMES RAMSEY (SECRETARY)
COMMISSIONERS: WES WHITE, BRIAN L. STONE

ABSENT: RONALD A. PHILLIPS

OTHERS PRESENT: CHARLIE HELMS (via telephone), LANE TAVASCI, TRACI FANSLER, JESSICA CEJNAR,
AUTUMN LUNA, EILEEN COOPER, SARAH CARON

5:30 p.m. The Board of Harbor Commissioners will meet in open session to discuss the following agenda items.

President Bailey opened the meeting at 5:30 p.m.

Pledge of Allegiance

Commissioner Ramsey led the Pledge of Allegiance.

Public Comment

The following person(s) addressed the board:

NONE

Adjourn to Closed Session

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
Conference with Legal Counsel *Cruz Hernandez v. Bountiful Oceans, Inc.* Northern District Case No.: 4:17-cv-03625-JSW

Crescent City Harbor District v. Dutra et al. Sacramento Superior Court Case No.: 34-2017-00215044-CU-BC-GDS

Crozier v. Crescent City Harbor District Del Norte Superior Court Case No.: CVPI-2018-1194

4. **Discussion about researching the possibility of hosting the Visitors Bureau Information center at 201 Citizens Dock Road.** Discussion about mechanics of preparing the old Englund Marine building in advance of extending an invitation to the Visitors Bureau to operate a facility at the Harbor District.

Commissioner Stone inquired about Item #5 and asked for background information. Lane Tavasci stated that Captain Shon Nichols inquired about the building at 201 Citizens Dock Road for a restaurant. Captain Nichols was asked to submit a proposal for discussion by the Commissioners. Commissioner White expressed concern about this intended proposal because previously the Board had agreed to pursue the building use for a visitor center with several interested partners. Commissioner White went on to state that the intended proposal should not be considered until the previous action that the Board has agreed to pursue be fully explored. Commissioner Ramsey and Commissioner Stone are in agreement to table Item #5.

Public Comment: Sarah Caron, Executive Director of the Crescent City Chamber of Commerce and Visitors Bureau, was invited to share her thoughts. Sarah stated that the Chamber and Visitor Bureau is very excited for the opportunity to have their agencies at the Harbor location and have been working towards that goal. The visibility, parking, accessibility and location are optimal for visitors to stop at this location. This is a potential to bring in up to 500 visitors to the Harbor on a daily basis during the summer season. Sarah is hopeful for the prospects to find partnerships in the building which will create an income to the Harbor. Eileen Cooper stated that at the public input session for the Strategic Plan a visitor center was just one idea and the Commissioners should take an opportunity to explore other possibilities.

Charlie Helms stated that the Harbor should continue down the path of partner possibilities for the building to be a visitor center and information center. Commissioner Stone suggested that the topic of discussion is to direct staff regarding the preparation of the old Englund Marine building in advance of any decisions. The Commissioner agreed to direct staff to prepare a report containing information on preparing the building for use and bring the information to the next Commission meeting. The report should contain a building layout, infrastructure needs (restrooms, upgrades, remodeling, etc.), and partner possibilities.

5. **Appoint Ad Hoc Committee to discuss proposal from Captain Shon to lease the Old Englund Marine Building at 201 Citizens Dock.** Choose Commissioners to serve on Ad Hoc Committee to discuss proposal for a restaurant at 201 Citizens Dock Road.

On a motion by Commissioner Stone, seconded by Commissioner White and on a 4-0-1 vote the Crescent City Harbor District Board of Commissioners approved tabling this item.

Public Comment: NONE

AYES: Commissioner White, Commissioner Ramsey, Commissioner Stone, Commissioner Phillips, and President Bailey

NOES: NONE

ABSENT: Commissioner Phillips

6. **Appoint Ad Hoc Committee to discuss proposal from North Coast Ocean Sports and Grill.** North Coast Ocean Sports and Grill is requesting a lease modification.

Commission White commented that there is a clear policy that Commissioners do not negotiate leases or involve themselves in these types of issues. Autumn Luna agreed with Commissioner White and can help staff with negotiations, if needed.

On a motion by Commissioner Ramsey, seconded by Commissioner Stone and on a 4-0-1 vote the Crescent City Harbor District Board of Commissioners approved removing this item.

Strategy III - Task 1: Design and install signage to be compatible with the existing character of the Harbor. *See Harbor vision and design guidelines booklet.*



Board of Harbor Commissioners of the Crescent City Harbor District

DATE: January 22, 2019

FROM: Staff

SUBJECT: Design and install signage to be compatible with the existing character of the Harbor.

AGENDA ITEM NUMBER: 2. New Business A. ii. Strategy III Task 1

I. BACKGROUND

Current Guidelines were originally presented by Crow/Clay & Associated Inc. and approved by the Harbor Commission in September 2012.

II. EXAMPLE FOR REVIEW

Appendix A Color Palette

Use ACE Hardware's Exterior color brochure as a guideline for color combinations.

- Select colors from the "C", "D", and "E" range of ACE color swatch, excluding pages C2-10.

NOTE: The current guide states to use the ACE Hardware brochure.

Harbor Staff has attempted to order these colors through ACE. The brochure reflects colors that ACE is unable to support.

III. STAFF RECOMMENDATION

Commission review existing "Harbor Vision & Design Guidelines".

Chapter IV. Signage Section 4.7 through 4.7.13

Ensuring that the guidelines are still in-line with the Harbor District's character and future plans.

Recommend that change the verbiage to reflect "similar" colors.



IV. ATTACHMENTS

- Harbor Vision & Design Guidelines booklet with exhibits.
- Appendices A: Color Palette

Strategy III - Task 2: *Assess the 'clutter' of signs near the Harbor entrance on Highway 101 north and south. Place new monument/sign for maximum traveler sight.*



Board of Harbor Commissioners of the Crescent City Harbor District

DATE: January 22, 2019

FROM: Staff

SUBJECT: Strategy III - Task 2 Assess the “clutter” of signs near the Harbor entrance at Hwy 101 North and South. Place new monument/sign for maximum traveler sight.

AGENDA ITEM NUMBER: 2. New Business A. iii. Strategy II

I. BACKGROUND

Current Guidelines were originally presented by Crow/Clay & Associated Inc. and approved by the Harbor Commission in September 2012. “Harbor Vision & Design Guidelines”.

Chapter IV. Signage 4.7.13 “A-board and Other Portable Sidewalk Signs” Page 33-34

II. ANALYSIS

Existing Tenants are eager to attract members of the public to visit their stores, art galleries, etc. The Harbor unfortunately has not been able to financially support the construction of new signage. This may be the reason that the “clutter” of signs is upon us.

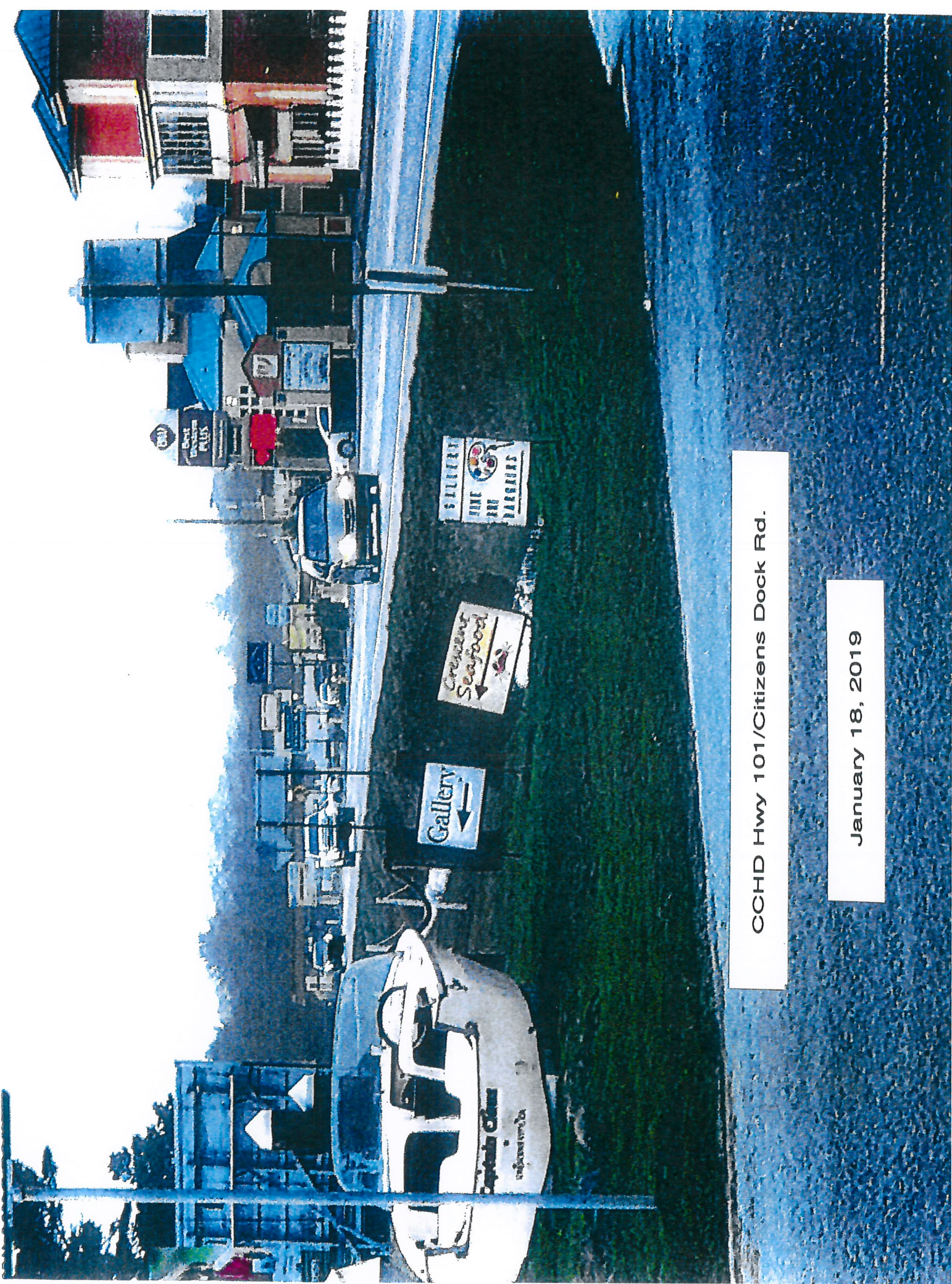
The Harbor has, and will continue to allow our tenants access to advertise on the Harbor Website.

III. STAFF RECOMMENDATION

- Request Commission to review existing “Harbor Vision & Design Guidelines”. Chapter IV. Signage, Section 4.7.13. Direct staff if modifications are appropriate. (Reviewing the photograph, they are very basic signage)
- Discuss alternative solutions to support tenants.

IV. ATTACHMENTS

- **Photograph taken by Harbor Staff, January 18, 2019 at noted site on Harbor property.**



CCHD Hwy 101/Citizens Dock Rd.

January 18, 2019