
MARINA ADVISORY COMMITTEE

January 4, 2016





**Marina Advisory Committee Meeting
January 4, 2016
7:00 p.m.**

Committee Members

Ken Hulett, Chairman
Bob Nelson, Vice-Chairman
J.J. Jones
Mahmoud Abdel-Monem
Jeff Malmgren

1. Public Comment
2. Review of the December 7, 2015 meeting notes
3. Launch Ramp and Parking Fee – Discussion
4. General Update
5. Marina Advisory Committee Comments
6. Next Meeting – February 1, 2016
7. Adjourn

November 2015 Occupancy

Based upon Marina Program Reports

Permanent Moorage

Dock	Total Slips	Total Occupied	Total Vacant	Percent Occupied
A	54	43	11	80%
B	82	68	14	83%
C	55	51	4	93%
D	85	47	38	55%
E	71	49	22	69%
Totals	347	258	89	

- There were 9 fewer slips occupied in November then in October.
- The permanent moorage docks were 74% occupied.
 - -3% compared to October.
 - +2% compared to November 2014.

Conditional Moorage

Dock	Total Slips	Total Occupied	Total Vacant	Percent Occupied
G	16	13	3	81%
F	52	45	7	87%
S	8	8	0	100%
Totals	76	66	10	

- There was 1 less slip occupied in November then in October.
- The conditional moorage docks were 87% occupied.
 - -1% compared to October.
 - +31% compared to November 2014.

Overall Summary

- The combined permanent and conditional moorage marina docks were 77% occupied in November.
 - -3% compared to October.
 - +8% compared to November 2014.
- The average percentage of occupancy on each dock was 81% in November.
 - -1% compared to October.
 - +11% compared to November 2014.

REVIEW OF MEETING NOTES

December 7, 2015



Roll Call: Mr. Hulett __X__ Mr. Nelson__X__ Mr. J. Jones __X__ Mr. Abdel-Monem _X_ Mr. Malmgren __X__

Staff: Steve Powers, Chris Sublet

Public: Ron DeRue

1. Public Comment:

No public comment

2. Review of the November 2, 2015 Meeting Minutes:

The minutes were approved as written.

3. Launch Ramp and Parking Fee – Discussion

Mr. Hulett introduced the agenda item and explained that this topic is continued from the October and November meetings. He reviewed and explained the memo that staff had written.

Discussion

The Committee discussed the proposed costs for daily and annual permits and if the users should be charged for a “round trip” or a “daily rate.” The Committee concluded that that the “daily rate” was the best option for the user.

The Committee also discussed where truck and trailers could park and what the options for expanding the parking are. They discussed clearing the east ends of sheds and using that area as overflow parking

The Committee also revisited the cost of the annual pass and concluded that \$100.00 for a yearly pass may be too much.

The final discussion centered on the benefits of a kiosk vs. envelopes. Mr. Jones said that he has a friend that has leased kiosks in the past and that he would find out more information regarding this option.

Action

A motion was made to amend the yearly launch rate fee of \$100.00 to \$80.00 and keep the daily rate \$8.00 for non-marina moorage, shed and dry storage tenants.

The motion was seconded and passed unanimously.

4. Review of Marina Vendor Rates – Discussion

Mr. Hulett introduced the topic explained that this discussion is continued from the October and November meeting. He reviewed and explained the memo that staff had written. Mr. Hulett then opened the topic up for discussion.

Discussion

Staff asked if the Committee felt that the rates charged to “contracted” vendors is appropriate. The Committee felt that the amount charged and the formula used is appropriate however, the business should be charged for the space the “operation” actually uses. The Committee used the crab buying operation on the ramp as an example. The business pays the equivalent of two parking spaces but in reality uses the equivalent of 4 or 5 parking spaces. The Committee asked staff to ensure that vendors are charged for the actual space used.

The Committee also discussed the possibility of denoting space on the fence line for crab buyers to wait for the catch to come in.

Action

Not formal action was taken.

5. General Update:

Mr. Sublet gave an update on the hoist and explained that the Engineering Department was leading the repair project. He said that the goal is to get it repaired. He also explained that the hoist revenue was approximately \$1900.00.

- The Committee discussed the potential cost of the repair compared to the revenue and are concerned that the cost of the repair may outweigh the benefit of having a hoist. The Committee asked to be kept informed as the repair process moves on.
- The Committee also discussed how not having a hoist may effect WIRW and what other options for launching boats may be.

Mr. Sublet also informed the Committee that two wall sections on F dock suffered some storm damage. The damage appears to be covered by insurance and Engineering is leading the project.

6. MAC Comments:

- Mr. Hulett asked if the new security measures were working. Mr. Sublet said that it was.
- Mr. Jones asked if the MODOC was sitting on the bottom all of the time and if silt was building up around it. Mr. Sublet said that it does sit on the bottom. Mr. Nelson said that he thinks that when the tide rises, the silt would drift away.

7. Next regular meeting— January 4, 2015

8. Adjourn

LAUNCH RAMP & PARKING FEE

Discussion

Memo

To: Marina Advisory Committee
 From: Chris Sublet, Harbormaster
 CC: Steve Powers, Director Development Services
 Date: 1/4/2015
 Re: Launch Ramp & Parking Fee - Discussion

At the September 2015 Marina Advisory Committee meeting the Committee members inquired about charging a fee for use of the launch ramp and parking lot. The topic was added as an agenda item to the October 5, 2015 meeting. At the October 5, 2015 Marina Advisory Committee meeting the Committee discussed several options including charging for parking, charging for boat ramp use and a combination of both. The Committee also discussed setting boundaries for vehicle and trailer parking. At the November 2, 2015 meeting the Committee continued to discuss the topic and made a recommendation to Staff that a daily and yearly use fee be charged to non-marina tenants for use of the launch ramp. The Committee recommended a daily rate of \$8.00 and a yearly rate of \$100.00. At the December 7, 2015 the Committee continued the discussion and made a recommendation to change the yearly rate from \$100.00 to \$80.00.

SUMMARY STATEMENT

The launch ramp at the Oak Harbor Marina is a popular place for recreational and commercial people to launch and retrieve their boats. The ramp is equipped with a float and wash down area. There is also ample parking that meets the needs of the users. The only drawback is the gradual slope of the ramp, which makes it somewhat difficult to launch a boat without submersing the tow vehicle. The ramp, float and parking are used by a boat yard and recreational, commercial and tribal fishermen. There is no fee to use the ramp, to park a vehicle or to use the wash down rack.

In the areas surrounding the Oak Harbor Marina there are many public boat launches. The two most popular are located at Coronet Bay and Keystone. Both launch ramps have steep grades and floats. Neither one has ample parking for the amount of users or a wash down rack. The ramps, floats and parking are only used by recreational fishermen; commercial and tribal fishermen are not permitted to use these ramps. The Coronet Bay and Keystone launch ramps are managed by the State of Washington and charge \$7.00 to launch and another \$10.00 to park if the user does not have a Discover Pass.

DISCUSSION

Staff surveyed other marinas in the area inquiring about how or if they charge for parking or using the launch ramp. Staff received several responses (Attachment 1). The responses are outlined in the table below and range from charging for both services or allowing both services to be free.

Marina/Port	Users	Parking Fee	Launch Ramp Fee	Notes
Port of Camas	Rec &	Free	Recreation:	Recreation:

Washougal - Oregon	Com		<ul style="list-style-type: none"> • \$7.00 Daily • \$45.00 Annual • \$30.00 Annual Senior Citizen • Kayaks, Canoes, etc. \$7.00 per day, per car <p>Commercial:</p> <ul style="list-style-type: none"> • \$175.00 Annual (no daily rate) 	<ul style="list-style-type: none"> • Fine for non-payment \$25.00 per violation. <p>Commercial:</p> <ul style="list-style-type: none"> • Fine for non-payment \$300 per violation. • Must check in at office before using.
Port of Cascade Locks - Oregon		Free	Free	Currently free, researching charging for use.
Bain Bridge Island Marina - Washington	Rec & Com	<ul style="list-style-type: none"> • \$8.00 per day • \$80.00 per year 	Free	Recreational and commercial pay the same fee.
Port of Newport - Oregon	Rec & Com	Free	<ul style="list-style-type: none"> • \$6.00 Per Launch • \$50.00 Annual Senior Citizen • \$55.00 Annual Resident • \$75.00 Non-Annual Resident 	<p>Recreational and commercial pay the same fee.</p> <p>Pay station that accepts cash and credit cards.</p>
Marina/Port	Users	Parking Fee	Launch Ramp Fee	Notes

Charleston Marina Complex - Oregon	Rec & Com	Free	<ul style="list-style-type: none"> • \$5.00 Per Launch • \$65.00 Annual 	Fees are capped by the Oregon State Marine Board Agreement.
Port of Kingston - Washington	Rec & Com	<ul style="list-style-type: none"> • \$5.00 for each 12 hours 	Free	<p>Commercial crabbers are limited to 10 minutes at the dock and can only use one side.</p> <p>Parking lot is checked by security twice daily.</p>
Port of Kalama - Washington	Rec & Com	Free	Free	Commercial boats are allowed to launch but not off load their catch or cargo.
Port of Everett - Washington	Rec & Com	<p>Free at the marina facility.</p> <p>\$3.00 per day at the 10th street facility from May 1 – Sept 30.</p>	<ul style="list-style-type: none"> • \$9.00 Per Launch • \$150.00 Annual 	Senior citizens, disabled people and disabled veterans are free to launch and park.
Port of Port Townsend – Washington	Rec & Com	Included	<ul style="list-style-type: none"> • \$10.00 Per Launch • \$45.00 Annual 	

Based upon the recommendation from the Marina Advisory Committee at the December meeting, staff revised the original proposed ordinance. It should be noted that staff reviewed other fee for use ordinances and drafted the following ordinance and addition to the Master Fee Schedule. The text for this draft ordinance is based upon Oak Harbor Municipal Code 6.13.090 “Fee for overnight use required.”

6.36.tbd Fee for launch ramp use required. (revised draft)

(1) A daily launch fee or yearly launch fee for non-marina tenants, per the master fee schedule adopted by resolution of the city council shall be paid to use and park at the launch ramp located at the Oak Harbor Marina.

Marina Master Fee Schedule (draft)

6.36.tbd	<u>Marina Launch Ramp Fees</u> Non-marina tenants will pay a fee to launch and retrieve vessels. <u>Daily Permit</u> Sportsman: Commercial: <u>Yearly Permit</u> Sportsman: Commercial:	 \$8.00 TBD \$100.00 TBD
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Staff also researched payment kiosks and found several different types available that may work at the launch ramp. The payment kiosks ranged in complexity from accepting cash, checks and credit cards to only accepting credit cards. Some of the kiosks reviewed returned a ticket after payment and some did not. Most of them worked off of the premise of numbered parking spaces and payment for the individual numbered parking spaces. The prices for these kiosks ranged from \$5000.00 - \$20,000.00 depending on the features offered. Staff has researched leasing or renting the kiosks, however has not been able to get any feedback from kiosk manufactures regarding this option. These prices do not include installation or any monthly charges incurred for processing and connectivity.

Another option for collecting payment is envelopes and a metal box. This system would be similar to what is currently used at the Staysail RV Park and at the state owned launch ramps in this area. The estimated cost for this collection system including installation may be less than \$1500.00 and would not require any monthly charges or fees. However, it would limit the payment method to cash and checks and would require that 3 Marina staff check it daily.

ACTION

Staff seeks the Marina Advisory Committees input on the draft ordinance and payment collection methods.