

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: January 5, 2016

Executive Report

- The new Receptionist/Court Clerk position has been filled. Seven of the eleven applicants were interviewed. There were several good candidates and the interview panel all agreed to hire Samantha Palmieri of Seaside. She will start with the City on January 4, 2016.
- Bobbi Rae Myers resigned from her position of Court Clerk as of December 31st, after several years of service. We all wish Bobbi Rae well in her new endeavor of dairy farming. She and her husband recently purchased the Myers family farm in Nehalem.
- Requests for Proposals for the first Cannon Beach Strategic Planning session are being reviewed and interviews will be scheduled soon.
- City Hall will be closed Friday January 1st and Monday January 18th (Martin Luther King Jr. Day).

City Planner Report

Planning Commission: December 21 — The Planning Commission opened a public hearing on the final approval request for a four-unit residential planned development at 532 North Laurel Street. The hearing was continued to January 28, 2016.

Design Review Board: The Design Review Board conducted public hearings on a major modification to the landscape plan for Haystack Gardens (1148 East Gower Street); and for a major modification at 277 Beaver Street (Sabra J's Attic). Both proposals were approved, with conditions.

Short-term Rentals: Staff continued to process new and renewal short-term rental permits in December:

Program	# of Permits
Vacation Home Rental	110
Transient Rental Program	58
5-year Transient Rental Program	27
Total permits:	195
New short-term rentals this month (12/15)	1
Short-term rental code enforcement actions this month (12/15)	10

Other Planning Matters:

- Oregon State Parks staff visited dune grading sites in Cannon Beach with planning staff and discussed permit issues (11/23).
- Planning staff held a pre-application conference with an upper-Sunset Blvd landowner concerning possible annexation and UGB expansion (11/30).
- Weyerhaeuser forester Bradley Johnson met with planning staff and the City Manager to discuss their plans for property north of the City limits (12/8).
- The Affordable Housing Task Force met with consultant Terri Silvis and Planning staff (12/9).
- Planning Staff met with Portland State University professor Marisa Zapata regarding affordable housing and Latino community concerns (12/14).

Public Works Director Report

PW Admin:

- The draft plan for City Hall parking has been completed. Staff will be scheduling a landscape review with the citizen advisory group. The plan will come to a Council work session following that review.
- The RV upgrade project has started with the interior waterline replacement and maintenance of the south restroom facility. Completion of phase one is estimated to be mid- March 2016.

Wastewater:

- Installation of the replacement pumps at the main pump station has been held up pending a break in the steady rains this month. If there is a week of dryer weather in January staff will move ahead with the project.
- Civil West Consulting Engineers (Newport) have been selected to complete the wastewater facility master plan. Staff is working on the scope of work and will begin to negotiate a cost of services before bringing it to Council for approval to award.

Water:

- Crews continue to monitor the system for leaks as part of the water conservation program.
- Rainfall to date through 23 December has been 19.5 inches - well above the long term monthly average. The high single-day total was 3.57 inches on 8 December, with 8.5 inches received over the 6 days between 5 - 10 December.
- Civil West Consulting Engineers (Newport) have been selected to complete the water facility master plan. Staff are working on the scope of work and will begin to negotiate a cost of services before bringing it to Council for approval to award.

Streets & Storm:

- Crews brought in heavy equipment contractors on Friday 11 December to place sand at the south end of North Larch to help preserve the end of the street and the underground utilities from the erosion during the storm surge that occurred during the week. Sand was moved from the end of west 5th Street and packed along the end of Larch. Permits and approval for the work were received from the Division of State Lands.

- Crews have been busy keeping up with storm drain maintenance. Minor localized flooding has occurred at several locations but no major flooding.
- A segment of Ecola Park Road between 7th and 8th Streets has begun to move slightly. Pavement cracks are appearing at the upper and lower end of the segment. Staff are monitoring the area daily for any significant changes that would impact local residential access. A segment of the north end of North Hemlock has also settled and will require maintenance this next spring.

Parks:

- Final mowing of the season for the large parks has been completed;
- The baseball field has been prepared for winter;
- Crews installed holiday decorations;
- The rose garden at Main park has been pruned for the winter;
- The skate park repairs have been suspended pending dryer weather;
- Staff is working with OTAK Consulting Engineers to develop the scope of work and fee negotiations for the Parks and Trails master plan. Contract award will come to Council in February for approval.

Building Department Report

November 2015 Building Department						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	8	\$8,189.61	\$7,585.72	\$0.00		\$15,775.33
Mechanical	6	\$369.70				\$369.70
Plumbing	3	\$1,761.50				\$1,761.50
Vacation Home Rental	1				\$100.00	\$100.00
Monthly Total						\$18,006.53
				Seaside	75% of Total	\$13,504.90
				Cannon Beach	25% of Total	\$4,501.63

Parks and Community Services Committee NeCus' Report

Draft Minutes from December 17, 2015

NECUS' VISIONING PROCESS

Barb Knop reported the work group will meet this afternoon at 4:30 pm to discuss the welcoming pole, then meet with the Public Arts Committee at 5 pm.

End Draft Minutes

Public Safety Report - November 1 through November 30, 2015

Staffing:	Authorized	Assigned
Sworn	8	7
Admin/Support	2	2
Parking/Information	4	0
Lifeguards	10	0
Reserve Officers		1

Station Activity:

CBPD Walk-in	83
CBPD Incoming Phone	249
SPD Dispatched Calls	48
Overnight Camping	23
Warnings	
Local Security Checks	2161
Traffic Warnings	135
Traffic Citations	13
DUII Arrests	2
Alarm Responses	9
Other Agency Assists	28
Citizen Assists	21
<u>Total Case File Reports</u>	<u>143</u>

Cases of Significance: DUII x 2, Fugitive Arrest x 1, Hit & Run x 2, DWS Misdemeanor x 1, Minor in Possession of Marijuana x 7, Minor in Possession of Alcohol x 7, Furnishing Alcohol to a Minor x 1

Code Enforcement Activities: During this period, 1 alleged municipal code violations were addressed and resolved or pending resolution.