

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: February 2, 2016

Executive Report

- The City Council and City Manager will participate in a team building session Saturday, February 6, 2016. Jan Carothers who comes recommended by the League of Oregon Cities, will lead the session. This will replace the annual January Council Retreat and Goal Setting, as goals will be set as part of the strategic planning scheduled for later in the spring.
- The City agreement with the contractor for the management of the city owned RV Park expires at the end of June and the City Manager is working on a new Request for Proposals (RFP).
- The city is currently working on the master plan for City Hall with Tolovana Architects.
- The City Manager, Assistant Manager and Finance Director will be attending the City/County Insurance Services (CIS) conference in late February.
- City Hall will be closed Monday, February 15th in observance of Presidents Day.

City Planner Report

Planning Commission: January 28 — The Planning Commission will reconvene a public hearing continued from December 21, 2015, on the final approval request for a four-unit residential planned development at 532 North Laurel Street. Also on the Planning Commission's January 28 agenda is an after-the-fact permit request for active restoration of an eroding shoreline on the north bank of Ecola Creek, near the end of Larch Street.

Design Review Board: At their January 21, 2016, meeting the Design Review Board approved a free-standing sign at 1347 S Hemlock for Cottage Crafters Collection. The Board also elected Mike Morgan as Chairman, and Jenee Pearce as Vice-Chairman for 2016.

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

program	number of permits
Vacation Home Rental	108
Transient Rental Program	58
5-year Transient Rental Program	26
Total permits:	192
New short-term rentals this month (1/25)	1
Short-term rental code enforcement actions this month (1/25)	2

- One 5-year transient rental permit expiring 2/1/16.
- Letters sent to 108 permit holders on 1/22/16 for the 2015 Vacation Home Rental audit.

Other Planning Matters:

- Planning staff completed a semi-annual monitoring report for the Ecola Creek Forest Reserve as required under the OWEB acquisition grant (12/28).
- Planning staff met with potential annexation/UGB extension applicants to discuss scheduling and approval criteria for their request (1/7).
- Planning staff met with contractors for a final inspection of oceanfront setback issues at 1956 Pacific Street (1/7).
- Planning staff met with a downtown business owner to discuss requirements for a possible relocation of their business (1/11).
- Planning staff met with members of the City's Arts Committee to discuss a project for NeCus' Park (1/11).
- Planning staff attended the Fresh Foods groundbreaking ceremony (1/13).
- Planning and Building department staff met with Patrick Wingard, DCLD, to conduct a semi-annual Community Assistance Visit to review our floodplain records (1/20).
- Planning staff met with CREST staff to discuss possible future projects (1/21).
- Planning staff met with a downtown property owner to discuss issues related to the City's off-street parking requirements (1/21).
- Planning staff attended a meeting of the Ecola Creek Watershed Council (1/25).
- Planning staff continued work on issues related to the update of Cannon Beach's flood plain maps.

Public Works Director Report

• **PW Admin:**

- Citizen review of the city hall landscape plan is scheduled for the first week of February. Staff will bring the plan to Council work session following that meeting.
- The RV upgrade project is underway with the installation of the new waterlines and new water meter and valve vault. The south restroom maintenance is progressing with new doors, plumbing fixtures and windows installed. Completion of phase one is estimated to be mid- March 2016.

• **Wastewater:**

- Installation of the replacement pumps at the main pump station is scheduled for the first week in February. Once the flow meter vault is installed on the north side of the building, the area will be filled in and landscaping will be replaced. The landscaping plan will go to Design Review Board for review in February.
- Civil West Consulting Engineers (Newport) will have a project kickoff meeting for the wastewater facility master plan update in February - date to be selected. Staff would like to extend an invitation to one of the Council members to participate in the advisory group meetings during the course of the project. Meetings will likely occur about every 5 to 6 weeks for a couple hours to review the technical information and data that the consultants have gathered and reviewed along with their

proposals for long term capital improvements. Project duration is estimated to run through December 2016.

- The brief power outage and restoration of power caused a break in sewage pump station intake line at the Haystack pump station on Thursday, 21 January. Approximately 250 gallons of sewage spilled onto the beach during high tide and a corresponding storm surge. Staff were on site immediately and resolved the issue. DEQ and OEM were notified per requirements. No public notice was posted locally as there was no health threat or risk. Staff is evaluating a long term solution that may involve relocating the valve vault within the private property easement where the station is located.

- **Water:**

- Staff is considering purchasing a standby submersible pump for the intake wet well at the water treatment plant. One of the three pumps has been idled pending removal for maintenance. This standby pump would be used while the pump is sent for repairs. Purchase will depend on fund availability within this fiscal year.
- Rainfall to date through January has been nearly 12 inches. With the current weather forecast the monthly total will likely be well above the long term monthly average. Measurable rain has fallen all but 2 days this month.
- As with wastewater Civil West Consulting Engineers (Newport) will have their water facility master plan update project kickoff meeting in mid February - date yet to be selected. Staff would like to extend an invitation for a Council member to participate in the advisory group process during the project similar to the wastewater process.
- Staff and contractors have repaired a failed culvert on the access road to the springs. Staff will be consulting with the contractor and engineers on potential road edge improvements to address the long term structural integrity of the roadway. Original construction used logs to span culvert crossings on the downhill edge. Those logs are now decaying and this is creating localized repair issues in the access road.

- **Streets & Storm:**

- Crews have been busy keeping up with storm drain maintenance. No major flooding issues have occurred as a direct result of all their continuous efforts.
- Staff will be meeting with Oregon State Parks personnel and engineers to evaluate the segment of Ecola Park Road between 7th and 8th Streets that has begun to move slightly. 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.
- A new storm drain extension has been installed east from the intersection with Hemlock to serve the residential area along east Chisana Street. This will address the localized runoff issues in this neighborhood.
- Street crews and Public Works staff have been working on vegetation management along street rights of way throughout the city in an effort to provide safe passage for large vehicles including emergency response equipment. Where tree limb removal is required, staff has taken a balanced approach to selectively pruning the impacted tree. If citizens have questions please direct them to Public Works administrative staff for further discussion of the planned approach in their specific

neighborhoods.

• **Parks:**

- Staff have been assisting street crews with storm system maintenance during the extended wet weather.
- Planting beds along Gower have been restored with new shrubs and ground cover.
- Additional sand has been placed at the beach access at Brailier to help mitigate the erosion that occurred at the west end of the street from the recent storm surge/wave events.
- Sand and debris has been removed from the Warren Way access points and ramp.
- Kickoff meeting for the Parks and Trails master plan will be in February - date to be determined. Staff would like to extend an invitation for a Council member to participate in the Citizen Advisory Group who will be assisting the consultants with developing the new plan. This project will have a significant public involvement component with several public meetings and comment forums proposed. The CAG will consist of city staff, two members of the Parks and Community Services Committee and a citizen at large individual (local resident). Meetings will likely occur approximately every 6 weeks during the estimated project duration of 15 months.

Building Department Report

December 2015 Building Department						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	3	\$8,260.16	\$2,949.03	\$375.96		\$11,585.15
Mechanical	12	\$972.20				\$972.20
Plumbing	4	\$354.00				\$354.00
Vacation Home Rental	0					\$0.00
Monthly Total						\$12,911.35
				Seaside	75% of Total	\$9,683.51
				Cannon Beach	25% of Total	\$3,227.84

Parks and Community Services Committee NeCus' Report

Draft Minutes from January 29, 2016

NECUS' VISIONING PROCESS

Knop reported the work group will continue to meet at 11am following the Committee meeting. Risley reported the information for the welcoming pole has been collected and will go to the Design Review Board (DRB) in February. Grassick added the DRB application has been submitted. Grassick noted the challenges for the location selected. A discussion ensued regarding the funding of the engineering support for the welcoming pole.

End Draft Minutes

Haystack Rock Awareness Program Report

- HRAP held a Volunteer Choice event on Saturday January 16th. There was a smaller turnout than we would have liked, but we did gain three new volunteers and received feedback from over 15 current volunteers.
- Education Coordinator, Lisa Habecker, is beginning to schedule school groups for the spring. She is also working on scheduling for Puffin Welcome and Sea Week, during which local schools participate in various HRAP coordinated educational events which take both in class and on the beach.
- Interviews to fill four Rocky Shore Interpreter Positions were held January 7th and 20th. Job offers have been made to and accepted by four individuals.
- Our first training for all HRAP staff will occur on February 1st. Our season will correspondingly start on the 1st, but will be heavily dependent on tidal height and weather which is quite variable in February.
- We are receiving reports, as well as photographs, from the public about visitors at Haystack Rock this past month being inundated by strong surging waves as the tide comes in – visitors are being stranded on the rock and being knocked over by the waves. This reaffirms our confidence in attempting to begin the season slightly earlier to both educate and protect these visitors from harm.
- We will be retiring the majority of our signs this seasons and trying out a different approach to keep visitors from entering the Wildlife Refuge. We will be utilizing stainless steel poles, forged by Paul Phillips, that we will run rope through to rope off the refuge areas that are most easily accessible. We have had many complaints about our signs in the past – both about their heavy weight by volunteers and their appearance by photographers. We will be trying out this new method with hopes that both problems will be solved and that an actual physical boundary will be more effective as opposed to signs which many visitors often inadvertently walk right past. Additionally, by not having to expend so much time and energy on sign management, our Interpreters will have time to focus on environmental education.
- We are finalizing plans for our very first beach speaker series, titled Discover Haystack Rock. We will have one speaker per month and the events will be held on Saturdays, on the beach, from May – September.
- Staff and volunteers continue to conduct COASST bird surveys and will begin to conduct Marine Debris surveys in the upcoming weeks.

Public Safety Report -December 1 through December 31, 2015

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

Station Activity:

CBPD Walk-in	115
CBPD Incoming Phone	270
SPD Dispatched Calls	57

Overnight Camping	17
Warnings	
Local Security Checks	2149
Traffic Warnings	126
Traffic Citations	24
DUII Arrests	0
Alarm Responses	11
Other Agency Assists	34
Citizen Assists	20

Total Case File Reports 131

Cases of Significance: Fugitive Arrest x 1, Hit & Run x 1, DWS Misdemeanor x 4, Theft I x 1, ID Theft x 1, False Information to a Police Officer x 1, PCS LSD x 1

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