

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: May 3, 2016

Executive Report

I am pleased to report that as of Friday, April 22nd, we have had a 40% response rate in the National Citizen Survey. This means we should have a preliminary report by May 16th which will help guide staff and City Council in the strategic planning process.

Planning Director Report

Planning Commission: March 24 — The Planning Commission considered the following:

- (1) A request from Frank Swedenborg for setback and floor area ratio variances to construct a four-unit residential building at 587/595 Antler Street. The Planning Commission denied the application.
- (2) A request from Cannon Beach Distillery for conditional use permit approval to move their business to 1315 South Hemlock Street. The Planning Commission approved the application.

At their April 28 meeting the Planning Commission will consider variance requests for residential construction at 172 West Harrison Street, and at 1680 Forest Lawn. The Commission will also conduct a work session on potential code and Comprehensive Plan amendments.

Design Review Board: April 14 — The Design Review Board (DRB) considered the following:

- (1) Cannon Beach City Hall east parking lot modifications. The Board approved the proposal, with amendments.
- (2) Wayfarer Restaurant exterior siding and roofline modification. The Board continued this matter to their May 19 meeting.

Short-term Rentals: Staff continued to process short-term rental permits in April:

program	number of permits
Vacation Home Rental	110
Transient Rental Program	58
5-year Transient Rental Program	21
Total permits:	189
New short-term rentals this month (through 4/25)	2
Short-term rental code enforcement actions this month (through 4/25)	0

Other Planning Matters:

- Planning staff met with Laren Wooley of the Oregon Department of Land Conservation and Development to discuss tsunami-related code amendments (3/23).
- Patrick Wingard of the Oregon Department of Land Conservation and Development met with planning and building department staff to review flood plain permits (3/28).
- Oregon Parks and Recreation Department conducted a public hearing at City Hall concerning a possible OPRD permit for dune grading at Breakers Point. Planning staff attended the hearing (3/29).
- Planning staff attended a League of Oregon Cities personnel management training program (4/7).
- Planning staff conducted a site visit at the Pelican Brewery with the architect and landscape contractor (4/12).
- The City's Affordable Housing task force met (4/14).
- Planning staff attended a meeting of coastal planners (4/21) in Tillamook.

Other Planning Matters:

- Planning and building staff met with Patrick Wingard of the Oregon Department of Land Conservation and Development to review flood plain permits approved over the past five years (2/22).
- A representative of the Cannon Beach Bible Church met (2/23) with Planning staff to discuss possible exterior modifications to the church building, including re-siding a portion of the building. The proposal was subsequently reviewed and approved by the DRB Chairman as minor modifications.
- Planning staff mailed the City Council's decision document on the Nicholson planned development to all parties on 3/8, starting the 21-day LUBA appeal period.
- Planning staff met with David Vonada (3/10) to discuss several of Tolovana Architects' ongoing projects.
- A Tolovana Park property owner and Planning Staff conducted a site visit (3/16) and discussed oceanfront erosion control standards and permit requirements.
- Newly-appointed Planning Commissioner Robin Risley met (3/17) with Planning staff for a brief orientation meeting.

Public Works Director Report

PW Admin:

- Phase one of the City Hall parking lot landscaping plan has been approved by the Design Review Board. Public Works staff will begin working on the site during May with the goal of completing the project by mid-June. The surfacing will be crushed rock until the remainder of the parking lot is constructed in the future. When completed this will provide space for approximately 12 staff vehicles that are now parked on Gower Street.

- Phase one of the RV park utility upgrade project has been completed for this fiscal year. Paving of the utility trenches has been completed and final site grading will be done over the next week. All sites will be available for visitors by the first week in May. Phase 2 will start up just after Thanksgiving weekend 2016.

Wastewater:

- Landscaping for the Main lift station at the corner of 2nd and Spruce is scheduled for the next 3 weeks. A small plaza will be constructed around the new flow meter vault that will provide a sitting/waiting area for the adjacent restrooms.
- Civil West conducted flow mapping and flow monitoring of the southern half of the wastewater collection system earlier this month. Data obtained from that task will be evaluated for inflow and infiltration that may be adding flow to the treatment plant.
- Staff is evaluating a rehabilitation of the valve vault for the Haystack sewage lift station. This will require minor modifications to existing landscaping on adjacent private property where the lift station is located within a utility easement.

Water:

- Staff continues to locate and repair residential service leaks within the system.
- New pump support rails were installed in the number 3 intake manhole at the water treatment plant. Staff is waiting for the rebuilt raw water pump to be returned from Flygt pumps in Portland.
- Rainfall to date through April 25 has been nearly 3.3 inches - below the long term monthly average.
- Civil West is continuing with their work on the water system facility masterplan update. Structural engineers are programmed to evaluate the water tanks for seismic vulnerability during May.

Streets & Storm:

- Phase two of the annual street overlay program is scheduled during the next few weeks. A segment of Maple Street from Harrison to Monroe will be paved after staff prepares the segment and locates all underground utilities.
- Tsunami zone and evacuation route signs continue to be installed in various locations as staff and EPREP Committee members have time and specific issues are identified.
- Roadway vegetation management (tree and shrub trimming) is ongoing along various street rights-of-way. Staff is also preparing to mow the knoll at the north entrance.
- The loop trail in Ecola Forest Reserve has received minor maintenance for surfacing and drainage. Staff also mowed along the trail where vegetation had overgrown the pathway.

Parks:

- Staff focus has been on landscape maintenance within the parks and flower beds at various locations adjacent to city streets.
- Rehabilitation of the tennis court surfaces is completed and the courts are open for use.
- Planter beds adjacent to the new curb extension on Spruce Street next to the North by Northwest gallery have been graded and planted. The curb extension will resolve a long standing pedestrian

tripping hazard.

- Existing public trash receptacles have been cleaned and restrained with wood preservative. A new receptacle has been placed at the top of the Center Street beach access stairs. Additional receptacles are programmed for acquisition in FY 2017 for potential placement at additional beach access locations.

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Building Department Report

March 2016 Building Department						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	9	\$5,203.00	\$6,190.83	\$88.14		\$11,481.97
Mechanical	12	\$1,427.31	\$618.50			\$2,045.81
Plumbing	4	\$197.00	\$123.00			\$320.00
Vacation Home Rental	11				\$1,100.00	\$1,100.00
Monthly Total						\$14,947.78
				Seaside	75% of Total	\$11,210.84
				Cannon Beach	25% of Total	\$3,736.95

Parks and Community Services Committee NeCus’ Report

NECUS’ VISIONING PROCESS - Not on the committee’s agenda until after the completion of the Parks Master Plan.

Haystack Rock Awareness Program Report

Coordinator:

- Samsung tablets have arrived and will soon be replacing our Identification cards, radios, and data sheets that we normally use on the beach.
 - This will eliminate the time consuming step of digitizing data and wasteful use of paper
 - Staff will be trained first, followed by volunteers.
- Frances Holtman, previously a Rocky Shore Interpreter, has been hired as the new Volunteer coordinator.
 - Emily Meshke has accepted a position with ODFW in Astoria.
 - Frances has a background in coordinating volunteers – she was Volunteer Coordinator for Sea Shepard and has a strong passion for conservation.
- Jesse Trott has been hired as a new Rocky Shore Interpreter.

- Jesse is a senior at Seaside High School, has a strong interest in marine biology, and for her senior project, which is focused on marine debris, she has been working with Mark Ward of Sea Turtles Forever.
 - Melissa and Samantha Ferber will be going into local High Schools to discuss the program as well as citizen science.
 - HRAP will be partnering with the Audubon Society of Portland and Cape Falcon Marine Reserve to plan for a training on Black Oystercatcher Monitoring to begin in May.
 - The Black Oystercatcher training is on May 6th at City Hall at 6:30pm.
 - HRAP will be participating in a new citizen science survey – pelican monitoring through the Audubon society of Portland, which take place on May 7th.
 - Puffins arrived back to the rock for the nesting season at the beginning of April!
- **Education:**
- Since the beginning of the beach season, we have hosted 11 school groups (that’s over 400 kids!)
 - Currently, there are over 34 school groups scheduled to visit the rock before the end of the season (October).
 - Puffin Welcome was fantastic!
 - On April 11th from we hosted over 130 kindergartners and celebrated the arrival of the Puffins in our yearly tradition.
 - Lisa gave in class presentation to five classes.
 - “Thank you so much for such a wonderful field trip on Monday (Puffin Welcome). One of my kids said it was the best day of his year! We look forward to coming back next year!” -Betsy Mahoney.
- **Volunteers:**
- We have recruited two new volunteers in the past month.
 - Volunteers (as well as some staff) continue to conduct monthly COASST seabird surveys on the beach as well as sea star surveys and marine debris surveys.
 - This past month there were no dead birds found on the beach AGAIN (this is very, very rare!)
 - Sea star populations appear to continue to decline – there will be another Survey taking place April 25th.
 - Our first volunteer training was excellent – there was a rich diversity of content with a great presentation by Chrissy Smith of Cape Falcon Marine reserve and various presentations about communicating with the public, and information about intertidal animals.
 - We had a great turnout with 16 volunteers, many of whom were new and have already begun volunteering on the beach.

Public Safety Report - March 1 through March 31, 2016

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

Station Activity:

CBPD Walk-in	158
CBPD Incoming Phone	351
SPD Dispatched Calls	34

Overnight Camping Warnings 32

Local Security Checks	1804
Traffic Warnings	101
Traffic Citations	11
DUII Arrests	1
Alarm Responses	10
Other Agency Assists	41
Citizen Assists	28

Total Case File Reports 185

Cases of Significance: Theft II x 1, Theft III x 1, Mental Hold by Police Officer x 1, Found Methamphetamine x 1, PCS Oxycodone x 1, Sex Abuse I x1, MIP x 1, Hit & Run x1, Forgery I/ Counterfeit Currency x 1, Fugitive Arrest x 4

Code Enforcement Activities: During this period, 4 alleged municipal code violations were addressed and resolved or pending resolution.