

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: June 7, 2016

Executive Report

The Mayor, City Councilors and City Staff participated in 2 days of strategic planning, May 25 & 26, and I look forward to implementation of the goals set forth in this inaugural process.

Planning Director Report

Planning Commission:

April 28 — The Planning Commission denied a variance to the maximum building height and floor area ratio for a residence at 172 W Harrison Street; and approved a setback reduction/variance to the street-side setback for a residence at 1680 Forest Lawn Road.

May 26 — The Planning Commission conducted a work session on possible Comprehensive Plan and zoning ordinance amendments related to tree removal, exterior lighting standards, the slope/density lot size requirement, appeal periods, hardscape and softscape definitions, the Planned Development process, and related matters.

Design Review Board: May 19 — The Design Review Board (DRB) concluded its deliberations on a request from the Wayfarer Restaurant for exterior siding and roofline modification. The Board approved the proposal.

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

program	number of permits
Vacation Home Rental	110
Transient Rental Program	58
5-year Transient Rental Program	22
Total permits:	190
New short-term rentals this month (through 5/31)	2
Short-term rental code enforcement actions this month (through 5/31)	0

Two transient rental permit lotteries were held; one lottery on May 3rd in which one permit was available, and one lottery on April 26th in which 11 permits were available. Currently, 6 of the 12 lottery winners chosen at random have applied. Those applications are currently being processed.

Other Planning Matters:

- Planning staff worked with the City Attorney and Police Chief on enforcement matters related to the 2014 short-term rental audit. The 2015 vacation home rental audit is currently underway and nearing completion.
- Planning staff continued to work with FEMA and Oregon Department of Land Conservation and Development staff on updating the City's flood plain maps.
- The Columbia River Estuary Study Taskforce (CREST) Council met 4/28; Planning staff attended the meeting on behalf of the City.
- Planning staff worked with Coaster Properties on off-street parking and easement amendments relate to their downtown property.
- The City's Affordable Housing Task Force met 5/11.
- The Ecola Creek Watershed Council met 5/16.
- Planning staff attended a 5/19 meeting of the Parks and Community Services Committee to update committee members on Ecola Creek Forest Reserve matters.
- Planning staff attended a 5/19 meeting of the Natural Hazards Mitigation Plan steering committee in Astoria.
- Planning staff met with Yasuyuki Yanagisawa, an architect from Meiji University in Konagawa, Japan to discuss tsunami preparedness (5/23).

Public Works Director Report

PW Admin:

- Phase one of the City Hall parking lot landscaping plan is nearly complete. The gravity block retaining wall needs a few more blocks placed at the corner with Gower Street sidewalk and the landscape beds will be fine graded in the near future. Parking bumpers will be installed to help identify parking spaces. 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.

Wastewater:

- Landscaping for the Main lift station at the corner of 2nd and Spruce is partially completed. The curb for the stone plaza has been completed. Stone work is scheduled for the first half of June. Plants and a bench will be placed after the stone work is completed.
- Civil West engineering consultants continue to work on the wastewater facility masterplan update. Staff met with the automation controls technician to review the wastewater control system and the sewage lift station remote alarms and control operations.
- Staff met with the property owner adjacent to the Haystack sewage lift station to discuss the valve vault modifications and the impact on their property. Crews will be working on the project over the next couple months.

Water:

- Staff continues to locate and repair residential service leaks within the system.
- The rebuilt raw water intake pump was re-installed in the intake manhole this month. A spare pump is waiting delivery for later in June. The spare will be stored at the water treatment plant

in case it is needed in an emergency or when the other pumps need to be sent to the vendor for maintenance.

- Staff also improved the site access to the raw water intake manholes and electrical vaults adjacent to the water treatment plant. This will allow service trucks to access the site and use their truck mounted lift equipment to install and remove the pumps from the intake manholes.
- Rainfall to date through May 30 has been 2.28 inches - about 2 inches below the long term monthly average total. The hot weather over the extended Memorial Day weekend saw a corresponding increase in water demand throughout the system. Storage levels recovered quickly overnight - however if the near term weather forecast continues to call for warmer and dryer weather, staff will consider supplementing the springs with minor contributions from the water treatment plant as needed.
- Civil West engineering consultants are continuing with their work on the water system facility masterplan update. Staff met briefly with one of their engineers to visit the facilities and tour the sites with the operations and controls technician.

Streets & Storm:

- The annual street overlay program has been completed with paving of Maple from Harrison to Monroe. Edge grading of the shoulders and adjacent driveways has also been completed.
- Roadway vegetation management (tree and shrub trimming) is ongoing along various street rights-of-way. This has taken a large amount of staff time this season as tree limbs and other vegetation appear to have had a growth spurt into numerous street rights of way.
- Staff evaluated the Hemlock and Warren Way intersection for potential improvements including pedestrian crosswalks pending the opening of the Fresh Foods market at that location. A design evaluation proposal will be forthcoming from Otak Engineering Consultants to re-design all four corners and modify the street width on the west leg of Warren Way. This site may be a candidate for a traffic circle if enough space can be found within the existing intersection area.

Parks:

- Staff focus has been on landscape maintenance within the parks and flower beds at various locations adjacent to city streets.
- All parks and play equipment are being inspected on a regular schedule using a checklist process in response to a recent legal decision that appears to create a potential liability risk for cities and public works staff. These inspection reports will be collected and maintained by public works administrative staff.
- Parks master plan citizen advisory group met with Otak consultants to develop a list of potential areas of emphasis for the master plan. The consultants will be preparing large site map/drawings for a citizen input session on the evening of June 15 from 5:30 to 8 pm at City Hall. There will be two sessions - 5:30 to around 6:30 and then a repeat after the first one. The consultants will be looking for input on the three main focus areas of the plan - Beach Access, Parks and Trails.

Building Department Report

April 2016 Building Department						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	9	\$5,936.96	\$2,859.35	\$103.35		\$8,899.66
Mechanical	14	\$2,163.25	\$1,018.00			\$3,181.25
Plumbing	10	\$1,204.00	\$199.00			\$1,403.00
Vacation Home Rental	9				\$900.00	\$900.00
Monthly Total						\$14,383.91
				Seaside	75% of Total	\$10,787.93
				Cannon Beach	25% of Total	\$3,595.98

Haystack Rock Awareness Program Report

General:

- New Galaxy Tablets have replaced our data sheets, staff information and permits, and are helping us move in a paper free direction
 - Staff and volunteers have been trained on how to use the new tablets and enter data on the beach
 - The internet reach is still an issue on the beach though (IT director is working on a solution) and radios are still being used on the beach instead of the new tablet radio application
- HRAP will be partnering with the Audubon Society of Portland and Cape Falcon Marine Reserve for a training on seabird monitoring to begin in June
 - The Seabird Monitoring training will take place on June 5th at 2pm, at City Hall
- Melissa is working on hiring two new staff members
 - Craig Hurst, a Lead Interpreter, resigned from his position at the beginning of May due to scheduling conflicts with his other job at Oregon State Parks
 - The season is quickly picking up with high visitor counts at the Rock and another interpreter is needed on the beach
- In the past month staff and volunteers have talked with over 6,500 visitors on the beach!

Education:

- Since the beginning of the beach season, we have hosted 31 school groups from kindergarten through college from all over the pacific northwest
- Currently, there are over 13 school groups scheduled to visit the rock before the end of the season (October)
- Lisa Habecker went into local 3rd and 4th grade classrooms, with assistance on some days from Chrissy Smith, from the Friends of Cape Falcon Marine Reserves, to prepare the students for Sea Week which took place on May 9th – 13th

- Students learned about basic marine biology, the history of Haystack Rock, HRAP's mission, as well as about Marine Reserves on the Oregon coast first in the class room, then on the beach during a field trip visit
- Staff and volunteers visited the Wildlife Center of the North Coast on May 7th where they received in depth training on how to rescue and rehabilitate injured seabirds (last season HRAP rescued and transported over 50 seabirds to the WLCNC)
 - The center provided background on their program as well as a full tour of the facilities
 - Staff and volunteers were able to watch an adult bald eagle be fed through a tube feeding process
- Melissa went into Cleveland High School to teach over 70 students about the sea star wasting disease as well as prep them for their field trip where they will be surveying sea stars at Haystack Rock
 - Students were trained on surveying protocol and will actually participate in the surveying process. Surveys will then be sent to scientists who analyze the data at Washington and Oregon state University

Volunteers:

- We have recruited 9 new volunteers in the past month!
- Volunteer Gretchen Stahmer is the new author of the HRAP Nature Blog this season – check it out for some great insight as to what our staff and volunteers are up to on the beach!
- 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
- Our Black Oystercatcher Survey is being conducted during the month of May
 - We have observed the one mated pair that nest at Haystack Rock, beginning the process of establishing their nesting site
- We have now added the Brown Pelican survey and Seabird surveys to our surveying protocol, both coordinated through the Audubon Society of Portland
- Our second volunteer training of the season will be held on June 18th from 10-3pm at City Hall
 - Guest speakers include: Joe Liebezeit from the Audubon Society of Portland, Tiffany Booth from the Seaside Aquarium, and a US Fish and Wildlife representative, TBD
- Every year the US Fish and Wildlife Service partners with HRAP to host one of their volunteers at Haystack Rock during the busy summer season – our new volunteer, Carlene Hopkins, starts at the end of May.

Cannon Beach Farmers Market Report

The Cannon Beach Farmers Market is opening Tuesday, June 14th and continues on Tuesdays through September 27th. Music and prepared food will be open from 1pm - 5pm and vendors will be open from 2pm - 5pm. The opening band for the season will be, "Two Crows Joy." We have retuning and new vendors and prepared food items.

Our Childrens' Program will be returning for the 2nd season as well as "Taste of Place" which is an OSU program designed to show people how easy it is to cook with healthier food.

Hope to see you at the market!

Public Safety Report - April 1 through April 30, 2016

Staffing:	Authorized	Assigned
Sworn	8	8
Admin/Support	2	2
Parking/Information	5	0
Lifeguards	10	0
Reserve Officers		1

Station Activity:

CBPD Walk-in	170
CBPD Incoming Phone	335
SPD Dispatched Calls	48
Overnight Camping Warnings	49
Local Security Checks	1685
Traffic Warnings	97
Traffic Citations	10
DUII Arrests	0
Alarm Responses	8
Other Agency Assists	39
Citizen Assists	23
<u>Total Case File Reports</u>	<u>206</u>

Cases of Significance: Theft II x 2, Mental Hold by Police Officer x 1, Hit & Run x1, Fraudulent Use of a Credit Card x 1, Fugitive Arrest x 1, Criminal Mischief III x 1, Eluding a Police Officer x 1

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