

# City of Cannon Beach Monthly Status Report

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

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## **Planning Director Report**

**Design Review Board:** July 26 — The Design Review Board (DRB) will conduct public hearings on the following requests:

- Warren House Pub addition: the owner proposes to add a smokehouse to the existing restaurant building.
- Fresh Foods landscape modification: the owner requests changes to the previously-approved landscape plan.
- Susitna Street beach access improvements: the City requests approval for a park bench and waste receptacle at the west end of Susitna Street.
- Brallier Street beach access improvements: the City requests approval for a park bench and waste receptacle at the west end of Brallier Street.
- Nelchena Street beach access improvements: the City requests approval for the installation of bollards and evacuation signage at the foot of the beach access stairs at the west end of Nelchena Street.

**Planning Commission:** The Planning Commission will meet twice in July. At its July 21 meeting, the Commission conducted a public hearing and took testimony on the following proposed amendments:

- Exterior lighting: proposed changes to the backlight/uplight/glare table;
- Slope/density: proposed changes to the application of slope/density standards to non-conforming lots;
- Appeal period: reducing the appeal period from 20 to 15 days to meet the requirements of ORS 227.178;
- Short-term rentals: removing these regulations from the zoning ordinance, and temporarily suspending the 5-year transient rental permit lottery program;
- Government structures/schools: codifying a Planning Commission interpretation concerning public schools in the C1 zone;
- Cannon Beach Elementary School site: amending comprehensive plan policies concerning the former Cannon Beach Elementary School site;
- Hardscape/softscape: proposed changes to the way astroturf and grasscrete are measured in lot coverage and landscaping calculations;

- PODS/storage containers: proposed new regulations concerning the use of shipping containers and other portable temporary storage units;
- Planned Development: proposed changes to the PD overlay zone;
- Tree removal: proposed amendments to the tree removal ordinance.

At its July 28 meeting the Planning Commission will conduct public hearings on:

- A request by Breakers Point Homeowners Association to modify approval conditions for previously-approved foredune grading. The changes would affect the revegetation plan.
- A request by Flora and Dick Young for a setback reduction at 595 N Cheery Street for a deck extension and entry stairs.
- A request by David Gemma for a front-yard setback reduction to allow a deck extension at 150 N Larch St.
- Continuation of the public hearing from July 21.

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

<b>program</b>	<b>number of permits</b>
Vacation Home Rental	111
Transient Rental Program	58
5-year Transient Rental Program	27
Total permits:	196
Pending short-term rentals this month (through 7/25)	6
Short-term rental code enforcement actions this month (through 5/31)	0

**Other Planning Matters:**

- Met with representatives of the Pelican Pub concerning possible modifications to the hotel, parking concerns (7/7).
- Attended a meeting in Tillamook concerning changes to the National Flood Insurance Program resulting from Endangered Species Act litigation (7/14).
- Attended meeting of the Ecola Creek Watershed Council (7/18).
- Met with Breakers Point HOA representative to discuss possible exterior alterations (7/21).
- Participated in a conference call concerning Sunset Empire Transportation District’s proposed transportation system plan and possible service improvements in Cannon Beach (7/21).

## **Public Works Director Report**

### ***PW Admin:***

- City Hall remodel design documents are nearly complete and ready to go out to bid for construction. Construction sequence will be to construct the new server room first, relocate the city's servers that new room and then proceed with the remainder of the project. Estimated construction time is 6 to 8 months. Affected staff will be relocated to the current work room area adjacent to the kitchen with temporary partitioned office spaces.
- Oregon State Parks ocean shores coordinator has determined that the City will need to complete an Ocean Shore Structure permit and access way expansion supplemental permit to install protective bollards at two existing stairway locations (Haystack and Center Street). This may delay the installation of those items while the permit works its way through the review process.
- After numerous revisions, the ocean shores coordinator has accepted the City's remediation plan for the Breaker's Point/5th Street ROW sand dune area west of the vegetative line. The plan will now be submitted for State Parks review and comment. If approved the remediation work will be done in October, 2016.

### ***Wastewater:***

- Pump controls and monitoring have been installed at the main pump station at the downtown restroom location. The variable speed drives should help with the annual electrical expenses for this pump station and the updated monitoring system and flow meter will give staff more control and understanding of the flows coming into the wastewater plant.
- Staff continues to provide the master plan consultant, Civil West with operational data from the wastewater plant. Civil West is discussing the timing for conducting limited smoke testing of portions of the collection system. No dates have been selected for the tests. Public notifications of the affected areas will precede any smoke testing once the dates are set.

### ***Water:***

- Staff continues to locate and repair service leaks within the system. As monthly meter readings are reviewed staff have been actively pursuing immediate customer notifications if the system detects a potential leak on the customer side of the meter. These actions directly help with conservation of available water throughout the system.
- Staff has cleaned the sand filter beds in preparation for placing them in stand-by mode for the remainder of the summer/fall season. The filters will be flooded with raw water and prepared to be placed in service if needed toward the end of September.
- Rainfall to date through July 26 has been 2.5 inches - well above the long term monthly average total of 1.35 inches. And yes, July has seen much milder temperatures and this has mitigated average daily demand somewhat.

### ***Streets & Storm:***

- Roadway vegetation management (tree and shrub trimming) is ongoing along various street rights-of-way. This continues to take 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.

- Spruce St sidewalk project remains on temporary hold pending permit review by the Department of State Lands. Staff has had to submit several revisions to the permit to address concerns over potential impacts to threatened fish habitat.
- An engineering consultant is preparing a design proposal for interim and long term intersection improvements at Hemlock and Warren Way. The interim solution may include a 4-way stop or other configurations to provide improved safe pedestrian crossings. The long term solution will be a traffic circle that will accommodate both vehicle and pedestrian traffic.
- Minor storm drain improvements have been installed at several locations at identified neighborhood streets. One location was at the end of Brailier Street to help with erosion problems at the beach access point.
- Design plans are ready to go out to bid for the seismic improvements to the Fir Street Bridge. Project should be completed by December 2016.

***Parks:***

- Consultants for the parks master plan will be holding several more public input forums over the next 6 weeks. One will be at the American Legion Monday night event, one will be an upcoming Farmer’s Market Tuesday, and one will be on the mini-plaza across from the visitor’s center. In September the consultants will hold another city-wide public forum here at City Hall to discuss the inputs they have received.
- Parks and public works staff have continued with landscape maintenance on the parks, access roads and trail systems.
- New planter boxes have been installed with plantings on the mini-plaza across from the visitor’s center adjacent to the downtown restrooms.
- Wednesday night soccer has been in full swing this month at Main park. The soccer goal/nets will be in place through September.
- Staff is presenting a request to the Design Review Board to install two public benches and trash receptacles at Brailier and Susitna Streets (beach access points). Both sites had/have unmaintained benches that were installed years ago by local residents and need to be replaced to limit city liability exposure.

**Building Department Report**

<b>June 2016 Building Department</b>						
<b>Permit Type</b>	<b># of Permits</b>	<b>Permit Fees</b>	<b>Plan Review</b>	<b>FLS</b>	<b>Inspections</b>	<b>Total</b>
Building	4	\$1,693.72	\$3,709.94	\$0.00		\$5,403.66
Mechanical	8	\$673.80	\$43.00			\$716.80
Plumbing	6	\$1,097.25				\$1,097.25
Vacation Home Rental	2				\$200.00	\$200.00
<b>Monthly Total</b>						<b>\$7,417.71</b>
				<b>Seaside</b>	<b>75% of Total</b>	<b>\$5,563.28</b>
				<b>Cannon Beach</b>	<b>25% of Total</b>	<b>\$1,854.43</b>

## **Emergency Management Report**

2016 Second Quarter; April – June 2016

### ***Overview:***

- Conducted a tabletop exercise with City staff based on a distant Tsunami scenario. The exercise was done in a degraded environment location at the Cannon Beach Public Works facility. The following exercise objectives were met:
  - Evaluate the Emergency Disaster Operations Team's (EDOT) ability to develop citywide operational strategies and policies based on the exercise scenario.
  - Evaluate resource deficiencies and procedure issues following a City Continuity of Operations deployment.
  - Evaluate City department's efficiency of identifying needs and developing effective response strategies based on the exercise scenario.
  - Evaluate resource deficiencies citywide and by City departments based on implementing and effective response based on the exercise scenario.
  
- 2. Conducted 2 Business Preparedness Trainings to the public.
  
- 3. The Tsunami Kiosk and Evacuation Route Project funded by the state is progressing. The following is a progress overview:
  - The architect has completed the kiosk design and done a graphic for the bollards for that review and for construction.
  - Ordering the display cases this week and getting the posts fabricated by contractor.
  - Kiosk and Beach locator locations and design were approved by DRB in June.
  - Researching whether to use reflective bead in the paint or thermoplastic road marker for the pavement direction signs directing people from the beach to the assembly areas.
  
- 4. Cannon Beach CERT graduated 8 students on April 9<sup>th</sup> following a drill and graduation.
  
- 5. The Cannon Beach Medical Reserve Corps (MRC) is now recognized by FEMA 10. The CBMRC currently has 19 MRC members that are comprised of doctors, nurses, health care workers, and a veterinarian.
  
- 6. Cannon Beach MRC received a grant award to purchase medical supplies. Medical supplies have been purchased and await transport to the South Wind cache site.
  
- 7. Several Tsunami evacuation walks with the public have been done by Jenee Pearce-Mushen and Les Wierson.
  
- 8. Conducted the Cascadia Rising Functional Exercise with local, county, state, and federal partners based on a Cascadia event scenario.

The Cannon Beach Cascadia Rising Functional Exercise focused on rapid decision-making and simulated deployment of resources and personnel in response to a Cascadia event. The exercise was conducted on June 7<sup>th</sup> with a total of 12 attendees and was represented by 8 city departments/functions, the Cannon Beach Fire District, and a representative from the Clatsop County Amateur Radio group.

In addition to the June 7<sup>th</sup> exercise the City of Cannon Beach also evaluated the following functions:

- 911 Dispatch alternative location (Police)
- GRMS Radio distance/strength of frequency test at each Assembly Site location (Police/CERT)
- Testing and evaluating the mobile water filtration device (Public Works)

### ***Exercise Objectives***

- ***OPERATIONAL COMMUNICATIONS***

Demonstrate the ability of EOCs at all levels to operate in a degraded communications environment by utilizing HF, VHF, and UHF radio systems/networks, amateur radio, satellite equipment, and other back-up systems to communicate with other EOCs, simulated field responders, and media outlets to ensure interoperability and manage the incident.

- ***PUBLIC HEALTH AND MEDICAL SERVICES***

Demonstrate the ability of EOCs to assess public health and environmental impacts (water, air, food) and damage to facilities such as potable water systems, wastewater/solid waste facilities, and food storage and processing facilities.

- ***MASS CARE SERVICES***

- Demonstrate the ability of EOCs to collaborate on disaster survivor protective action decision-making policies and actions (i.e. sheltering or evacuation).

- ***SITUATIONAL ASSESSMENT***

- Demonstrate the ability of EOCs to coordinate the prioritization, staffing, and equipment needs necessary to perform field damage assessments of critical infrastructure lifelines.

- ***CRITICAL TRANSPORTATION***

Demonstrate the ability of EOCs to coordinate and evaluate damage assessments of all modes of transportation infrastructure, and to prioritize the re-establishment of these modes.

- ***OPERATIONAL COORDINATION***

Demonstrate the ability of EOCs, at all levels of government and partners, to identify, prioritize, request, receive, stage, transport, and track resources to meet incident management objectives.

9. Completed the Cannon Beach Cascadia Rising Function Exercise After Action Report with the following evaluation:

Overall, the exercise was very successful in providing a platform for diverse group of emergency stakeholders from local, county, state, and federal government, as well as the private sector and non-governmental organizations to collaborate. During the exercise debrief, participants remarked on the following achievements:

- A better understanding of how to effectively collect, collate, and disseminates large amounts of incongruent data from the field.
- Better understanding of the roles and responsibilities of the Cannon Beach Emergency Operations Center during an incident.
- Integration of City staff with Fire District personnel.
- Training in a low resource and high stress environment.

***Future Action Items:*** Quarter 3

- Work session with Public Works and Planning for the design of the South Wind Site.
- Work sessions with each City Executive to update and develop departmental procedures for the Field Operating Guides
- Work sessions to design/update the Emergency Management website
- Conduct Fall CERT class
- Host the State’s Psychological First Aid training for the MRC

**Parks and Community Services Committee NeCus’ Report**

**NECUS’ VISIONING PROCESS**

Doug Deur’s team is at NeCus’ doing the ground penetrating radar. It will be the end of the year before the results are ready.

**Cannon Beach Farmers Market Report**



The Cannon Beach Market had over 1200 visitors on July 26th. Several vendors sold out before the end of the day! Our Children's program, led by Jason Schemerhorn, is in it's second season and the kids and parents are loving the program.

New vendors include Nil Organic Tea, Community Supported Fisheries, Sweet Start and Nightlight Farms. Stop by and check out their products.

**Public Safety Report - June 1 through June 30, 2016**

Staffing:	Authorized	Assigned
Sworn	8	8
Admin/Support	2	2
Parking/Information	5	5
Lifeguards	10	9
Reserve Officers		1

Station Activity:

CBPD Walk-in	195
CBPD Incoming Phone	442
SPD Dispatched Calls	69

Overnight Camping Warnings	64
Local Security Checks	2045
Traffic Warnings	190
Traffic Citations	38
DUII Arrests	6
Alarm Responses	5
Other Agency Assists	47
Citizen Assists	21

Total Case File Reports            292

Cases of Significance: Felony Assault IV Domestic x 1, Theft I x 2, Theft II x 2, Theft III x 2, Burglary 1 x 1, Identity Theft x 1, Fraudulent Use of a Credit Card x 1, Fugitive Arrest x 2

Code Enforcement Activities: During this period, 2 alleged municipal code violation was addressed and resolved or pending resolution.