

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: November 8, 2016

Planning Director Report

Design Review Board: The Design Review Board considered to applications at its 10/20 meeting:

- Haystack Gardens requested approval of a proposed office expansion of their existing building located at 148 E Gower. Proposed changes include the addition of about 500 square feet of new office space on the second story of the building. The DRB approved the exterior design of the proposed expansion.
- Victor and Jane Harding requested DRB approval of exterior changes to their existing building at 277 Beaver. The changes consist of siding and window alterations. The DRB approved the request.

Planning Commission: The Planning Commission will hear the following requests at its October 27 meeting:

- 1856 Haystack Lane: Setback and non-conforming use variances to allow this residence to be repaired and remodeled.
- East Surfcrest Avenue: A three-lot partition to create two new residential homes sites in the R2 zone.
- 1371 South Hemlock: A two-lot partition to place the Pelican Pub and the adjoining motel building on separate lots.
- Housekeeping amendments: An ongoing public hearing to consider various code and plan amendments. This hearing is continued from the September hearing.

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

program	number of permits
Vacation Home Rental	117
Transient Rental Program	57
5-year Transient Rental Program	28
Total permits:	202
New short-term rentals this month (through 10/24)	3
Short-term rental code enforcement actions this month (through 10/24)	3

Other Planning Matters:

- Planning staff attended a meeting in Astoria to review the methodology and release schedule for state, city and county population estimates and forecasts (9/26).
- Planning staff attended a two-day meeting of coastal planners in Newport (10/6 and 10/7) to discuss matters of mutual concern, including new FEMA maps, the FEMA/ESA lawsuit, new tsunami/ earthquake research, affordable housing, and short-term rental regulations.
- Planning staff prepared and submitted a grant application to the Oregon Watershed Enhancement Board (OWEB) for acquisition of the Swigart property, adjacent to the Ecola Creek Forest Reserve. The application was submitted 10/18; award decisions are expected this winter.
- Oregon Department of Parks and Recreation conducted a public hearing in Cannon Beach to consider an appeal of a beach use permit issued to Breakers Point Homeowners Association. The hearing was on 10/19. Planning staff attended the OPRD hearing. The City approved a permit for this project in September; that approval is not under appeal and is final.
- Planning staff met with staff from the North Coast Land Conservancy (NCLC) on 10/20 to discuss their coastal mapping initiative.
- Planning staff participated in a 10/20 conference call with other city and county planners to review draft planning documents from the Sunset Empire Transit District (SETD).
- Planning staff participated in a 10/20 conference call with Aha! Consulting project manager Mary Joy Gasdia and the City's website advisory team (Brant Kucera, Rusty Barrett, Mike Benefield, Alisha Gregory) to discuss design options.

Public Works Director Report

PW Admin:

- City Hall remodel design documents are in for permit review. Once the building official comments and notes are addressed by the architect the project will be put out for bid.
- Phase 2 of the RV park upgrade has begun. The project will likely run through April 2017 and includes new electrical services, water services, upgrade of the shower/restroom facility and repaving of the roads and sites.

Wastewater:

- The master plan update consultant is working on the draft capital improvement plan element of the master plan. Projects and associated costs should be ready for review in late November. Smoke testing of the collection system was completed with no unusual or unexpected issues identified. No external leaks of the collection system to the storm water system were noted.

Water:

- Oregon Health Authority representative completed an inspection of the city's water system on 18 October. This inspection is scheduled ever 3 years and looks at the entire system from the source water supply, treatment, storage, pump stations, the distribution system and required testing and

- documentation. A couple of very minor items were noted at the springs that will be resolved shortly.
- The river monitoring equipment installation as been delayed until November because of a vendor error in the data logging equipment that was shipped initially. The field technician for Oregon Water Resources Department is assembling the equipment and will install the new devices in November, weather permitting.
 - A small slide occurred on the access road up to the springs during the recent storm event. This along with a couple of downed trees up closer to the springs have been cleared by PW crews.
 - October rainfall totals are making up for a dryer spring/summer - September totals came in right on the long term average, but October is already at 13+ inches with a week to to in the month - well above the long term average of 8 inches.

Streets & Storm:

- Crews worked in advance of the storm to insure storm drain catch basins and outfalls were cleared and removed potentially hazardous tree limbs. This advance work paid dividends during the actual event when very limited issues occurred. Crews spent several days this week cleaning up downed branches and small trees that impacted streets and city property.
- Spruce St. sidewalk project will be receiving a general nationwide permit (the lowest level permit the Corps issues) from the Corps of Engineers. This covers the stabilizing rock that will be placed on the inside face of the drainage ditch alongside the sidewalk. Staff is now searching for a contractor who is willing to complete the project. There are very few concrete contractors in the local area who have availability and want to work in Cannon Beach.
- A short storm drain line is being constructed along East Monroe to resolve a small localized drainage issue for 2 homes in that area.
- Staff met with the contractor for the Fir St. Bridge rehab project to do a pre-construction site review. Contractor estimates starting work on site within the next 3 weeks. Contract duration is 90 days - that puts the project completion in mid January 2017. Public access through the 5th and Fir lift station parking area will be limited as this will be the contractor's project staging area for the duration of the project.
- OTAK Engineers and Lancaster Traffic Engineers completed a study of the Warren Way & Hemlock intersection and have made tentative recommendations for improvements. The ultimate solution is a small diameter traffic circle given there are 5 legs to the intersection. A tentative short term solution that can be implemented before the traffic circle is funded and constructed will involve painted traffic control lines and flexible 'candlestick' style traffic delimiters to narrow the west leg of Warren Way. This interim solution will be implemented next spring before the major tourist season traffic begins. Staff will bring the long term proposal to Public Works Committee and Council for discussion and review over the next few months.
- Staff also had the engineers review pedestrian and traffic interactions in the mid-town area from Sunset to Harrison streets. Preliminary recommendations to help reduce the risk of potential pedestrian/vehicle incidents and increase safety in this corridor is to install pedestrian crosswalk control devices at the 4 major intersections - Sunset, Dawes, Coolidge and Gower. Staff will bring the concept to PW Committee and Council for discussion when the draft proposal is received.

Parks:

- Consultants for the parks master plan met with all PW staff last week to obtain staff input and thoughts on potential elements of the Parks and Trails masterplan. The Citizens Advisory Group held a project review meeting following the staff meeting. The consultant will be consolidating all the inputs obtained over the summer and preparing for another public presentation to be held at City Hall on Wednesday evening November 10.
- Two beach access site improvements have been completed at Brailier and Susitna Streets. Improvements include new benches, trash receptacle pads and other specific site improvements at each location.

Building Department Report

September 2016 Building Departm						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	9	\$14,174.83	\$6,594.79	\$0.00		\$20,769.62
Mechanical	6	\$786.10				\$786.10
Plumbing	4	\$1,346.75				\$1,346.75
Vacation Home Rental	6				\$600.00	\$600.00
Monthly Total						\$23,502.47
				Seaside	75% of Total	\$17,626.85
				Cannon Beach	25% of Total	\$5,875.62

Emergency Management Report

DATE RANGE: October 2016

Overview:

- Conducted a Mass Care Sheltering work session with Police, Fire, Planning, and Public Works to include:
 - Developed Areas of Response (AOR) to ensure a more comprehensive response to emergencies.
- Conducted emergency management website design work session with City Staff.
- The Tsunami Kiosk and Evacuation Route Project funded by the state is progressing. The following is a progress overview:
 - Met with OEM representative and toured the progress.
- Gathered the Cannon Beach CERT for CERT Appreciation Night event.
- Cannon Beach medical supplies have been purchased and have been transported to the cache sites.

- Work sessions were conducted with Police and Public Works to create procedures for their Field Operating Guide sections.
- Mandatory exercise/training was done with all City Staff that focused on Continuity of Government services and resiliency.

Haystack Rock Awareness Program Report

General:

- Lisa Habecker has officially been hired as the HRAP Education and Volunteer Coordinator, beginning October 6th
 - Council approved the HRAP budget amendment on October 4th, allocating an additional \$16,000 to the program to cover the insurance costs associated with the new position – congrats Lisa!!
- Our last day on the beach for the 2015/2016 season is October 27th
- Staff flying the nest at the end of the month: Alan Quimby, Kari Henningsgaard, Cindy Bryden, Lisa Kerr, Gina Palmer, and Eric Owen
 - All have expressed interest in returning next season
- Outreach Coordinator Position:
 - The Friends of Haystack Rock will be making a larger donation to fund a grant writing and fundraising position to ensure fiscal responsibility moving forward
- Ecotourism seminar hosted by the Visitor Center on September, 29th
 - The visitor center hosted a small seminar to discuss ecotourism in Cannon Beach
 - Learned that Hotels need more connection with HRAP and would like basic knowledge of the Rock/ CB natural areas
 - HRAP considering hosting a one day, Cannon Beach hotel and small business workshop in the off season to provide this knowledge and connect with local businesses
- Since the beginning of the beach season in February, HRAP staff and volunteers have made over **98,500** personal contacts, both on and off the beach!
- Guided tide pool tours taking place every Saturday through the end of October
 - Information has been published on social media as well as in the CoastWeekend
- Steve Grace, HRAP volunteer and author of Dam Nation, would like to work with HRAP to lead guided tours
 - He is currently talking with local hotels and discussing price options for the tours
 - He will begin tours as a trial this fiscal year
- New USFW signs still in the process of being installed by CB Public Works (they have been busy)



Education:

- Since the beginning of the beach season, we have hosted **52** educational programs on the beach encompassing students and visitors from all age ranges and backgrounds
 - **\$479.25** donated to HRAP by school groups
 - **1,800** students educated in the 2015/2016 season
- Barry Daigle, an 8th grade Portland Public School teacher, provided this wonderful feedback: “Last May's trip for our 8th grade was a huge success and a great reward for our students who, according to the 2016 State School Report Card, demonstrated accelerated growth in learning last year. The trip is still talked about by former students who have returned to check in with their "old" teachers. We would very much like to repeat the trip with this year's 8th grade class.”
- No school groups scheduled for October
- 4 groups booked for 2017 beach season, totaling 350 students
- Lisa going into Astoria High School on October 27th, for their “Activity Fair”
- Contacting schools and teachers about getting into classrooms
 - Emphasis on presenting at local High Schools to encourage volunteer participation
- Lisa & Melissa to attend the State of the Coast Conference on October 29th

Volunteers:

- Since the beginning of the year we have had over **90** volunteers donate over **3,000** hours both on and off the beach
- HRAP has raised over **\$7,000** in beach donations since February
- End of year Celebration – “Have Your Desert First” Nov. 12th 3-5PM at City Hall

Citizen Science:

- Volunteers (as well as some staff) continue to conduct monthly COASST seabird surveys on the beach as well as sea star surveys, marine debris surveys, and microplastic removal
 - COASST: 4 new dead birds, 13 re-finds
 - Marine Debris: lower amount of trash than usual – mostly covered with sand
 - Microplastic: had an awesome turnout with 26 volunteers – cleaned just north of Haystack Rock
 - Audubon Pelican Survey on October 18th – observed over 35 pelicans
 - Sea Star Survey: higher overall abundance of seastars

Upcoming Events:

- Marine Debris Survey: Tuesday, October 25th
- End of Season truck & equipment cleaning: October 26th-28th
- End of Season Celebration: Saturday, November 12th, 3-5pm

Public Safety Report - September 1 through September 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	183
CBPD Incoming Phone	513
SPD Dispatched Calls	78

Overnight Camping Warnings	107
Local Security Checks	1475
Traffic Warnings	181
Traffic Citations	17
DUII Arrests	2
Alarm Responses	15
Other Agency Assists	68
Citizen Assists	24

Total Case File Reports 296

Cases of Significance: Theft II x 2, Theft III x 2, MIP Alcohol x 2, Criminal Mischief I x 1, Telephonic Harassment x 1, Violation of a No Contact Order x 2, Domestic Assault IV x 2, Menacing x 2, Sexual Abuse II x 1

Code Enforcement Activities: During this period, 3 alleged municipal code violations were addressed and resolved or pending resolution.