

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: February 3, 2015

City Hall will be closed Monday, February 16, 2015 in observance of President's Day

Executive Report

- City Council held their annual goal setting Retreat Saturday, January 24, 2015. The meeting was held at the Tolovana Inn and facilitated by Scott Derickson, City Manager of Woodburn.

City Planner Report

Planning Commission: At the Planning Commission's January 22 meeting, the Commission considered:

- A conditional use permit for foredune grading at Breakers Point. This hearing was continued from December. The Commission denied the request on a 4-2 vote.
- A variance to the slope/density requirement, and a planned development preliminary approval for property at 532 N Laurel Street, owned by Jeff Nicholson. This matter was continued from December. The Planning Commission, on a 6-1 vote, recommended City Council denial of the requests.
- The Commission welcomed new Planning Commissioner Charles Bennett, and elected Bob Lundy as Chair and Hank Johnson as Vice Chair for 2015.

Design Review Board: At the DRB's January 15 meeting, the Board considered the following:

- Major modification of the DRB's previously approved plan for the Gogona Street beach access stairs. The Board approved the City's proposed modifications.
- New construction of a three-unit multifamily residential structure proposed by Haystack Gardens LLC. The DRB approved the proposed design, subject to conditions.
- The DRB welcomed new Board member Mike Morgan, and elected him as chairman for 2015. Sand Lundy was elected as Vice Chair for 2015.

Other Planning Matters:

- Staff continued to work on the OWEB grant application for purchase of about 30 acres adjoining the ECFR. The City is finalizing arrangements with CREST to prepare grant documentation.

- Planning staff continued to work with HLB/Otak on an updated metes-and-bounds description of the City Limits.
- Planning staff continued to work with the City's attorney on issues related to new FCC rules regarding cell towers; and on possible zoning code updates concerning the slope-density provisions.
- The City's Affordable Housing Committee met for the first time on 1/14. Data and information needs were discussed.
- Staff attended the 1/15 meeting of the Parks and Community Services Committee to discuss issues pertaining to the ECFR.
- Planning staff participated in a telephone conference with Oregon Seagrant staff to assess the effectiveness of Seagrant's sealevel rise outreach programs.
- Planning staff attended a 1/20 meeting of the Ecola Creek Watershed Council.

Public Works Director Report

PW Admin:

- Phase 1 of the Tolovana Hall kitchen retrofit is complete. This phase included a new commercial dishwasher, new stainless countertop, new kitchen faucets, stainless surround/shroud around stove, restoring existing Wolf gas stove, paint cabinets, walls and ceiling, installing a new floor covering and replacing 3 windows that had failed seals. Phase 2 will be scheduled for next budget year and will include replacing the preparation counter with a stainless steel surfacing, replacing the cupboard doors and modifications to the lighting system to provide adjustable light levels.
- City Hall restrooms: the source of the odor issues has been found to be a broken cast iron sewer service lateral under the concrete floor. The contractor will begin work to replace the lateral within the next 2 weeks. This will require both the men's and women's restrooms to be deconstructed, a section of the plumbing wall to be removed and half the concrete floor in each restroom to be removed. The plumber will then replace the lateral and fixture fittings. The concrete floor will be repaired with new floor covering installed. Then the fixtures will be reinstalled. The heavy demolition will take place on weekends. Total project time is estimated at 6 weeks.
- City Hall kitchen remodel: Electrical rough in is complete. Investigation of kitchen sewer service has revealed that it is on a separate lateral that needs to be either replaced or re-lined. Staff is investigating the availability of a contractor to reline the pipe before excavating the floor to install a new pipe. An answer on this latest issue is expected within the next 2 weeks. Focus is on finishing the restroom repairs - this will push the kitchen project completion date to May 2015.

Wastewater:

- Waste sludge lines extensions around the west and south berms of pond 2 (adjacent to recycle building) is about 75 % complete. Contractor will continue to install armor rock on the south berm along the access road, widen the shoulders of the access road and then move on to the west side of pond 1 to armor that bank. Once that is complete the access roads will be resurfaced with crushed rock and regraded and compacted. The next phase of lagoon maintenance for FY 15-16 will rehabilitate the north and east bank of pond 2 and the south bank of pond 4. The objective has been to restore the banks of the lagoons from wave erosion damage, remove the invasive plants, and raise the perimeter elevation of the berms to provide more protection from wind driven surface waves.
- Electrical evaluation of Main Pump station is nearly complete. Energy Trust of Oregon is evaluating the site for potential grant participation in the pump replacement/upgrade project. Project completion is scheduled for June 2015.
- Weekly stormwater testing in the upper Gower drainage basin continues. None of the samples have detected human caused bacterial contamination from the sanitary sewer system. Sample test result values continue to decline to very low levels with the continued wet weather. Staff will add two sites in the Chisana drainage basin beginning in February through June. Staff will be proposing to terminate the stormwater testing program at the end of this fiscal year (June 30). After 6 years of

weekly test results and confirmation that there is no human sourced bacterial contamination of the stormwater, there is no compelling reason for the City to continue testing the two stormwater basins.

Water:

- The new main line segment from the springs was activated earlier this month. This completes the replacement of asbestos cement pipe in the source water main line with PVC. Staff will be working with Oregon Division of Forestry to determine the best course of action to rehabilitate the service road to the springs along the segment from the bridge over the creek to the yellow gate. This segment flooded and washed out again during the intense rain event over the weekend of 3-4 January. Staff will be researching allowable surface water bypasses that are compatible with the Oregon Forest Practices Act. The likely solution will be a series of culverts at grade to allow the river to pass through the roadbed without washing out the surface and base rock while protecting the water line buried below.
- Rainfall to date through 23 January has been 10.17 inches. Most of that came in an intense 12 hour period on 4 January with over 5.5 inches recorded. December finished strong with 13.2 inches bringing the annual total to 91.7 inches - just above the average of 89.7 inches.
- Crews have repaired 5 water service leaks this month - one was a significant leak on a north end (2nd pressure zone) service.
- Crews repaired a major water line break on the fill line serving the north water tank. The PVC pipe shattered approximately 160 feet north of 7th Street on Ash Street at about 6:30 pm. The 30,000 gallon tank and water line emptied within 9 minutes, washing rock and debris down the streets and across adjacent residential properties. Water crew and Public Works staff responded immediately along with McEwan Construction to repair the line. Service was restored by 1:30 am the next morning. Cause of line break has not been determined.
- The water system master meter lost its power supply unit and was off line for a week while staff obtained a replacement power supply from the vendor. Flow totals were estimated for the week based on historical records and changes in the reservoir levels.
- The Sunset water pump station flow monitor is waiting for repair parts from the vendor. The station is operating on automatic local control with periodic monitoring from staff while the parts are being delivered.
- One of the water treatment plant raw water pumps was sent back to the manufacturer for repairs. The unit had an internal coolant leak that showed up as an alarm condition on the monitoring program. Pump is now back in service.

Streets & Storm:

- Pavement preservation construction schedule is slated for late April 2015.
- Staff are still designing an ADA compliant ramp and sidewalk modification for the north east corner of the downtown restroom sidewalk - where the parking lot exit meets 2nd Street. Complexities of the project include the traffic and pedestrian conflicts where traffic exits the parking lot north onto 2nd Street. Project will be completed by late Spring 2015.
- Gravel street erosion from the intense storm over 3-4 January weekend has been repaired - numerous storm drain catch basins were cleaned along with repairs to shoulders and travel lanes.
- Gravel street renovation policy will come back to the March Council work session for a third review and discussion. Staff will incorporate the concepts along with the Council input from the January work session into the existing street standards and recommend an update to those standards.

- OTAK Engineering is completing the downtown stormwater system upgrade design work. This project will install 4 stormwater sediment and contaminant separators along Spruce Street between 1st and 2nd Streets to trap contaminants before discharging to Little Pompey drainage ditch on the east side of Spruce Street. The project also includes construction of a sidewalk along the east side of Spruce and installation of a new wood rail fence on the drainage ditch side of the sidewalk.

Parks:

- The Sroufe memorial fountain in the main park has been removed for repairs. Staff is evaluating the options for repairing the internal components and will determine if replacement parts are needed. The proposed relocation site has moved slightly to alongside the walkway to the entrance to the library. Staff is researching the water and sewer service availability at this location. This proposed relocation will be submitted to the DRB for approval in March. If approved, installation is estimated by June.
- The DRB approved the protective bollard design for the Gogona stairs at their January meeting.
- Work is progressing on the emergency replacement of the upper Logan Lane beach access stairs. The earth anchors have been installed and the pads for the intermediate landings have been located. Estimated completion is mid-March.

Emergency Preparedness:

- The committee has selected a consultant to assist with completing the incident action plans and incorporating those into the larger city emergency response plan. The first meeting with the consultant will be the January EPREP committee meeting.

Building Department Report

November 2014 Building Department						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	6	\$2,373.82	\$4,292.77	\$640.45		\$7,307.04
Mechanical	6	\$396.30				\$396.30
Plumbing	3	\$123.00				\$123.00
Vacation Home Rental	3				\$100.00	\$100.00
Monthly Total						\$7,926.34
					Seaside 75% of Total	\$5,944.76
					Cannon Beach 25% of Total	\$1,981.58

Haystack Rock Awareness Program

The Haystack Rock Awareness Program will be back on the beach President’s Day weekend! **Friday, February 13th** from 12pm to 4pm. **Saturday, February 14th** from 12:30pm to 5:30pm. **Sunday, February 15th** from 1pm to 5:30pm. **Monday, February 16th** from 1:30pm to 5:30pm. See the full beach program schedule: <http://www.ci.cannon-beach.or.us/~Natural/HRAP/hrap-program.html>.

Parks and Community Services Committee NeCus' Report

BEGIN DRAFT MINUTES **January 15, 2015**

NeCus' Visioning Process, Park Sign

Knop reported this is the preliminary discussions for the visionary process and asked for Dick Basch's input. Basch sees the visioning process happening in phases, adding there are many cultural and natural resources to share. Basch discussed the potential financial and technical assistance available, including the \$20,000 for ground penetrating radar. Basch would like to see a subcommittee of the tribe, Nationals Parks and City to work on signage and a discussion ensued. A discussion was held regarding if there was a possibility to include NeCus' as part of the Lewis & Clark sites with National Parks. Basch will invite his new superintendent, Scott Tucker and Doug Deur to the February meeting. Knop noted for the immediate vision, the community is interested in an interpretive sign with the meaning of NeCus. Linnett suggested the Palette group starting with the interpretive sign and a discussion ensued. Basch added the signage should include pre Lewis & Clark contact.

END DRAFT MINUTES

NOTICE OF VACANCIES CITY COMMISSIONS, BOARDS & COMMITTEES

The City of Cannon Beach is seeking applications for the following vacancies:

EMERGENCY PREPAREDNESS COMMITTEE (EPREP): ONE (1) vacancy to fill a four-year term.

The primary responsibility of the Emergency Preparedness Committee is to plan emergency response on a city-wide basis and make recommendations to the City Council. The Emergency Preparedness Committee holds its regular meetings on the last Friday of each month at 10:00 a.m. and may schedule work sessions as needed.

TOURISM AND ARTS COMMISSION (TAC): TWO (2) vacancies to fill four-year terms.

The seven-member Tourism and Arts Commission develops grant guidelines and procedures and distributes and accounts for the monies in the "Tourism and Arts Fund" which are to be used by local non-profit groups to promote tourism and the arts in Cannon Beach. Each member shall have experience in one or more of the following areas: public relations, marketing, advertising, tourism, lodging, promotions, events promotion art, and/or publicity. The Tourism and Arts Commission holds its meetings as needed.

To be eligible to serve on a City committee, applicants must have resided within the city or its urban growth boundary during the one year immediately preceding appointment; or at the time of appointment, shall have owned real property located within the city or its urban growth boundary for at least one year immediately preceding appointment.

Note: Tourism and Arts Commission applicants are **not** required to reside in Cannon Beach and are eligible if he or she has worked, at least part-time, within the City of Cannon Beach for at least one year immediately preceding appointment.

Public Safety Report - December 1, December 31, 2014

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

Station Activity:

CBPD Walk-in	47
CBPD Incoming Phone	209
SPD Dispatched Calls	48

Overnight Camping	8
Warnings	
Local Security Checks	2261
Traffic Warnings	105
Traffic Citations	13
DUII Arrests	0
Alarm Responses	8
Other Agency Assists	35
Citizen Assists	65

Total Case File Reports 97

Cases of Significance: Giving False Information to a Police Officer x 1, Escape x 1, Fugitive Arrest x 2, Domestic Assault/ Disturbance (Referred to the DA) x 1, Forgery/ Counterfeit Currency x 1

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