

City of Cannon Beach

Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: June 2, 2015

Executive Report

- Attended the Tourism & Arts Fund grant application interviews which were held May 19th and 20th. The commission is scheduled to meet June 2 to decide the recommended allocation of the grant awards. The City Manager and City Attorney will both attend.
- The IT Director, Russell Barrett started June 1 and the Finance Director, Laurie Sawrey will start on Monday June 8th.
- A tentative agreement has been reached between the City and the Police Union.

City Planner Report

Planning Commission: The Planning Commission meets on Thursday, May 28 to consider a conditional use request from the Cannon Beach Academy to use a portion of an existing building at 171 Sunset Boulevard as a temporary site for their proposed public charter school.

Design Review Board: The DRB met on Thursday May 21 and took the following actions:

- Approved a request by Haystack Gardens to modify a previously approved plan for a three-unit residential development on East Gower Street. The modification involved changing the access point from an un-named alley on the north side of the property to Gower Street, to the south.
- Approved a request by Fresh Foods for construction of a new 9,600 square foot grocery store at the southeast corner of Warren Way and Hemlock Street.
- Approved landscape modifications for the Cannon Beach Library, including relocation of the Sroufe Memorial Fountain.

Other Planning Matters:

- Attended a meeting of the Oregon Land Conservation and Development Commission (5/21) to discuss climate change adaptation measures from a local government perspective.
- Attended a transportation system plan meeting (5/18) for the Sunset Empire Transit District's plan update.
- Worked with OWEB and CREST staff on final changes to the City's request for a property purchase and habitat grant.
- Planning Department staff visited Manzanita and Seaside to discuss vacation rental issues with our counterparts in those cities. A report of the findings is below:

SHORT-TERM RENTAL PERMITS - NOTES FROM SEASIDE AND MANZANITA
PROGRAMS Prepared by Alisha Gregory, Planning Administrative Assistant

The cities of Seaside, Cannon Beach, and Manzanita are similarly sized towns that operate short-term rental programs. Each program has similarities and differences. The elements of each program that differ from the City of Cannon Beach's program are noted below.

SEASIDE

On May 11th I met with Debbie Kenyon, Administrative Assistant for the City of Seaside. We discussed their short-term rental program. Key elements of their program that differ from the City of Cannon Beach's program are as follows:

Short-term rentals allowed only on the west side of the Necanicum River.

All rental permits are transient rental licenses and do not require annual renewal.

If over 20% of the homes within 100 feet of the proposed rental are existing short-term rentals, the application is brought before the Planning Commission. If 20% or under within 100 feet are existing short-term rentals the permit approval or denial is an administrative decision.

Off-street parking is required. If the property has no off-street parking they are ineligible for a short-term rental permit.

A NOAA Radio is required for all short-term rentals.

"Good neighbor rules" are given with each permit and required to be posted.

Exterior lighting is reviewed for compliance with the City's dark sky ordinance.

Tsunami evacuation map must be posted or otherwise provided.

A 50% landscape requirement for yards (so not dominated by parking)

A local representative is required - must live within the County and have a local phone number

Owner required to notify adjacent property owners within 100 feet when there is a change in local representative/contact information.

Fees are as follows:

\$100 Business License Fee

\$20 Filing Fee

\$430 Planning Review Fee (one time fee)

If over 20% within 100 feet existing rentals - \$240.00 Planning Commission Review Fee
(one time fee, Planning Commission public hearing required)

MANZANITA

On May 12th I met with Judy Wilson, Office Support Specialist for the City of Manzanita. We discussed their short-term rental program. Key elements of their program that differ from the City of Cannon Beach's program are as follows:

Only 17.5% of dwelling units within the city are allowed to be rented as short-term rentals. Permits are given on a first come, first serve, basis. A spreadsheet ("waiting list") is maintained with all applicant information. A dwelling must pass an inspection before they are added to the list.

A separate business license is not required. The short-term rental permit acts as a business license.

"Emergency Information for Visitors" and "Tsunami Inundation Zone Map" are given with each application and required to be posted. (see attached)

Minimum penalty of \$100 is collected when room tax is not filed by deadline (the City of Cannon Beach collects a 10% penalty)

The City of Manzanita does not notify adjacent property owners of short-term rentals. All information is kept on the City's website and may be accessed by the public. An identifying sign is required to be posted on the short-term rental property, or the property owner must notify adjacent property owners within 100 feet in writing.

A minimum of 2 off-street parking spots are required. If the property does not have 2 off-street parking spots they are ineligible for a short-term rental permit.

Occupancy is based on "sleeping rooms", not parking. Two persons per sleeping room plus an additional four.

Garbage cans must be secured to prevent animals from getting in to them.

Sample Guest Record Ledger provided.

City Council may approve hardship license.

License must be utilized at least once during fiscal year or the license will be considered abandoned.

NOAA Radio strongly recommended.

Penalties for violation of the City's Ordinance are as follows:

First Offense - \$500

Second Offense - \$1,000

Third Offense - Not to exceed \$3,000

Fees are as follows:

\$75 Initial Fee (Inspection Fee)

\$200 Fee once a permit is made available

\$200 Renewal Fee

Public Works Director Report

PW Admin:

- City Hall restrooms: Touch up painting is the final punch list item - both restrooms now back in full service and the issues with the sewer laterals have been resolved.
- City Hall kitchen remodel: Trim stain, touch up wall paint and stove vent duct installation are final punch list items remaining. Kitchen is now in daily use. Staff would like to thank the Council for authorizing the project - the new kitchen is a very nice improvement to City Hall and is greatly appreciated by all staff.
- Staff is working on a draft request for proposals for architecture planning services to develop a master plan for City Hall. Draft RFP is planned to be sent out the last week of May.
- The repeater project for Police Department has been placed on hold pending funds availability in FY15-16. A smaller digital repeater unit is now proposed. Cannon Beach Electric will build the panel and public works staff will assist with the installation at Pacific and Hemlock.
- The latest phase of Tolovana Hall landscaping is nearing completion - pathway stones have been set providing a walkway around the facility and a picnic table pad has been placed for a new table.

Wastewater:

- WW crews repaired the sewer lateral from City Hall in the lower level parking lot where a pipe coupling was creating an intermittent line blockage. Crews also reconfigured the City Hall building connections immediately adjacent to the building at the upper parking lot to eliminate the connections to the abandoned restroom lateral.
- Delivery of the main pump station replacement pumps is scheduled for late June. Installation will wait until September - at least after the Labor Day weekend.

Water:

- Forest Lawn waterline replacement project is now complete with all water services reconnected to the new line. Trench patch paving will be completed in June. Crews are working on installing a new valve on the line in Hemlock Street to the south of the new Forest Lawn waterline to provide more flexibility when the water main needs to be shut down for operational issues.
- Rainfall to date through 21 May has been 2.13 inches - 2.85 inches below the monthly average of 4.98 inches. This continues the trend of slightly lower monthly totals than the running 28 year averages.
- Crews repaired two leaks - one residential water service line leak and one commercial to date this month.

Streets & Storm:

- Bayview Transit Mix plans to complete the pavement preservation projects next week starting on Wednesday 27 May. Streets to be re-paved include Madison between Spruce and Hemlock, Spruce between Sunset and Hills Lane, and Chisana and Susitna Streets between Hemlock and Pacific.
- The first of three stormwater separator units has been installed at the intersection of First and Spruce Streets. The remaining two units will be installed over the next 2 weeks - one at the entrance to the downtown parking lot and one just north of the parking lot exit. Those installations will require temporary rerouting of the parking lot access for the two days - Wednesday and Thursday of both weeks. The affected sections of Spruce Street will be closed to through traffic on those days.

Parks:

- The Sroufe memorial fountain relocation was approved by DRB at their May meeting - the project now includes coordination with the Library landscaping project. Staff has worked out the water service to the fountain with the Library Board. The fountain will be located along the library entrance walkway with the existing trash receptacle relocated to the corner adjacent to the bank parking lot.
- The bench at the Haystack stairs has been reinstalled.
- Flower baskets have arrived and have been hung up for the season.
- Concrete pads for the picnic tables have been placed at Les Shirley and Main parks.
- Ecola Lewis has completed the glass etching for the Mid-Town bus shelter. Her public art project will continue with the remainder of the shelters
- The concrete ramp on the wastewater treatment plant trail through the Spruce Reserve has been cleaned - moss had made the surface somewhat slippery.
- Crews are cleaning brush and vegetation and thinning branches in the upper tree canopy at Elk Run Park to improve light and accessibility.

Emergency Preparedness:

- Tsunami evacuation route signs continue to be installed in the Tolovana area including the beach access points.
- EPREP Committee members and staff attended a Tsunami way finding discussion and planning session at Camp Rilea sponsored by Oregon Emergency Management and the Portland Urban Architecture Research Laboratory. Participants continued to refined concepts for evacuation route identification and ways to provide self directed education resources for tourists and visitors.

Building Department Report

April 2015 Building Department						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	7	\$1,536.28	\$61.50			\$1,597.78
Mechanical	5	\$395.75				\$395.75
Plumbing	10	\$751.50				\$751.50
Vacation Home Rental	12				\$1,200.00	\$1,200.00
						\$0.00
						\$0.00
Monthly Total						\$3,945.03
			Seaside		75% of Total	\$2,958.77
			Cannon Beach		25% of Total	\$986.26



Market Season 2015
Tuesdays June 16th - Sept 29th
163 E. Gower St. Cannon Beach
1pm - 5pm

Come Join The Fun!
Volunteer Today!
Call 503-436-8044 for
more information.

Haystack Rock Awareness Program

Samantha Ferber, Program Coordinator's Report

- We have officially wrapped up our Sustainable Seafood Initiative with the Oregon Travel Philanthropy Fund. On behalf of the Friends of Haystack Rock, I submitted the expenditure report for the project. The project had mixed reactions in the community, which is not unusual nor surprising. Although not completely successful, from this project we gained interesting insights about the importance of education, in regards to this topic. In the future, if HRAP and the Friends of Haystack Rock pursue a similar initiative I believe it would be best to focus on educating local restaurants and seafood distributors about sustainable seafood in general. Our program will continue our Conservation Partnership with Monterey Bay Aquarium's Seafood Watch by distributing Seafood Pocket Guides on the beach and at events.
- Over the past couple months we have experienced several rock slides. Two of the slides occurred on Haystack Rock itself away from locations where visitors explore. The other, which was quite small, occurred near the south tidepools. Due to this, and the sensitive pigeon guillemots nesting, we have decided to close off the south tide pool. I spoke with a representative from the Oregon Department of Parks and Recreation about rock slides incidences, and they said that they do not have any specific protocol for incidences like this. At some locations where rock slides may occur there are signs posted at access points. State Parks suggested closing off the area, but did not request that we post temporary signs. We will continue to close off the area by the cave due to the sensitive nesting birds, and now because of the large slides occurring behind the saddle. Please let me know if you have any questions or concerns about these incidences.
- Our black oystercatchers have began establishing their nest in the saddle area below the large "Do not enter" sign. This is the same location that they have used the last two years. Last year they unfortunately lost two separate clutches of eggs, after hatching chicks. We have posted additional signs in this area to protect their nest when we are not present. The black oystercatcher is a U.S. Fish and Wildlife Service "Species of Concern" because of its small population size (less than 400 on the Oregon Coast and only 10,000 worldwide!), restricted range, and threats to habitat from human and natural factors that may potentially limit their long-term viability. With an average hatching rate of 29% and only 13% survival rate to fledge, it is crucial that these birds nest successfully.
- Because of its popularity, our photo exhibit will remain up at the History Center until the end of September. If you have not had a chance to take a look, please do. The History Center is open Wednesday through Monday from 1pm to 3pm. On Saturday, June 13th we will be hosting our summer volunteer training from 9am to 2pm in the Council Chambers at City Hall.

Melissa Keyser, Education Coordinator's Report

This school year, through our educational program, we have hosted 17 school groups at Haystack Rock. That totals over 680 students. Twenty more groups have confirmed their plans to visit our program by the end of July. Thus far, I have visited 7 different local schools and given 12 presentations about the various animals who make Haystack Rock their home. By the end of July we will have educated over 1,600 students! Furthermore, this total number doesn't include the hundreds of parents/ volunteers/ chaperones/ teachers who accompany the students and also gain vital environmental knowledge.

Cannon Beach Farmers Market

The Cannon Beach Farmers Market is almost here! Our first market begins Tuesday, June 16th and runs every Tuesday through September 29th. Music and prepared food are from 1pm - 5pm. Vendors are open 2pm - 5pm. The market features produce, Cheese, Meats, Salmon, Eggs, Baked Goods, Honey, Sea Salt, Flowers, Mushrooms, Sweet Treats, wine and more! This season we will have our childrens' program during the months of July and August, every Tuesday from 3pm - 4pm. The childrens' program will be led by Jason Schermerhorn and his two children Jasmine and Jackson. The location of the market is on the corner of E. Gower and Hemlock (midtown/City Hall parking lot). Belinda Underwood will be our opening musical act. For more info call 503-440-0054. See you at the market!

Parks and Community Services Committee NeCus' Report

BEGIN DRAFT MINUTES

May 21, 2015

NECUS'

Knop reported Dick Basch is out of town, and Katie Voelke will give a presentation during next month's Committee meeting at 10:30 about the NeCus' visioning process and a discussion ensued. GENA is working on the visioning process with Basch and Doug Deur. The vision plan will be used as basis to develop to the masterplan.

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: 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 schedules work sessions as needed; usually twice per month.

Community Grants

Presentations for Community Grants Applications scheduled for May 28, 2015 at City Hall beginning at 9:00am. The Parks and Community Services Committee will meet Thursday, June 18, 2015 to review the grant applications and prepare recommendations. The City Council will review the grant award recommendations at their work session scheduled for Tuesday, July 14, 2015 and final consideration of the awards is scheduled for the City Council meeting on Tuesday August 4, 2015.

Tourism & Arts Fund Grants

Interviews for Tourism and Arts Fund (TAF) Grant Applications were held Tuesday May 19 and Wednesday May 20th at Cannon Beach City Hall. The Tourism & Arts Commission will meet on Tuesday, June 2, 2015 at 1:00pm at City Hall to discuss the TAF award amounts. The City Council will review the grant award recommendations at their work session scheduled for Tuesday, June 9, 2015 and final consideration of the awards is scheduled for the City Council meeting on Tuesday, July 7, 2015.

Public Safety Report - April 1, through April 30, 2015

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

Station Activity:

CBPD Walk-in	74
CBPD Incoming Phone	288
SPD Dispatched Calls	60

Overnight Camping Warnings	39
Local Security Checks	1736
Traffic Warnings	102
Traffic Citations	17
DUII Arrests	2
Alarm Responses	9
Other Agency Assists	35
Citizen Assists	43

Total Case File Reports 140

Cases of Significance: Fugitive Arrest x 2, Theft II - IPAd, Theft II - Pistol, Theft III - Gas, PCS Methamphetamine, PCS Heroin, PCS Psilocybin Mushrooms, DUII x 2

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