

# City of Cannon Beach Monthly Status Report

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

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City Hall will be closed:  
Wednesday, November 11th in honor of Veterans Day, and  
Thursday/Friday November 26th and 27th for the Thanksgiving Holiday.

## **City Planner Report**

**Planning Commission:** October 22 — the Planning Commission conducted a hearing on possible municipal code text amendments affecting dune grading. The Commission voted 4-1 to recommend approval of the amendments, and forwarded them to the City Council for consideration.

**Design Review Board:** The Design Review Board did not meet in October.

**Short-term Rentals:** Staff continued to process new and renewal short-term rental permits in October:

<b>program</b>	<b>number of permits</b>
Vacation Home Rental	107
Transient Rental Program	58
5-year Transient Rental Program	28
Total permits:	193
Incomplete renewals as of 10/27/15	0
New short-term rentals this month (10/15)	1
Short-term rental code enforcement actions this month (10/15)	0

### ***Other Planning Matters:***

Attended a personnel management training seminar sponsored by the League of Oregon Cities (10/15).

Participated in a site visit on the Dave Holland property (10/20).

### **Public Works Director Report**

#### **PW Admin:**

- Tolovana Architects have completed a preliminary design for the city hall parking lot on the east side of City Hall. Minor refinements are being done this week and next. As soon as a draft plan is prepared, staff will make it available for review on the worktable in the printer area. Next step will be to work with the citizen advisory group on the landscaping plan.
- The interior master plan for City Hall will be the next phase for Tolovana Architects.
- The Police Department repeater project has been completed and has significantly improved the communication reliability for the department.

#### **Wastewater:**

- Otak Engineering Consultants has completed a final draft of the design of the force main upgrade project for the Pacific sewage lift station. A short segment of the forcemain along Rock Court and Harrison Streets will be upgraded from a 6 inch pipe to a 10 inch pipe. Staff will be meeting with the engineers to discuss project staging where the line crosses Hemlock at Harrison.
- Staff continues to work the construction sequencing and details for the main pump station pump and valving upgrades. This project is scheduled to start in November and take approximately 2 to 3 weeks. Significant modifications to the landscaping around the pump station will be part of the project. Several trees will be replaced and the turf will be lowered to create a more level surface with the adjacent sidewalks. All landscaping work is being coordinated with Parks staff.

#### **Water:**

- Crews have repaired 10 water leaks this month - all residential service line leaks. One significant leak was detected and repaired on the west side of Hemlock near the public restrooms.
- Rainfall to date through 26 October has been 2.8 inches - another total that is well below the annual averages - but with a week of weather remaining.
- October water demand (metered water) has returned to normal annual average levels following the summer season.
- The new fire hydrant at the intersection of Vista Del Mar and Pacific Streets is now operational.

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

- Fall paving will occur the last week of October - weather permitting - or it may slip to the first week in November if other projects ahead of the City on the contractor's schedule are delayed.

Streets scheduled are 8th Street between Oak and Ecola Park Rd, an overlay of north Oak north of 8th Street to the north end, the lower section of Center Street to Pacific, Pacific between Vista del Mar and Hemlock, and the intersection of Yukon and Hemlock where the new bus shelter is located.

- Crews have located the ends of storm drain lines on the beach in preparation for potential rain events this fall. This helps keep the outlets open and minimizes backups in the system during wet weather events.
- An alder tree along Ecola Park Road that was leaning out over the road and had been hit numerous times by large vehicles has been scheduled for removal. Staff is evaluating several other trees along this stretch that are in need of pruning or limb removal.
- Crews will be conducting tree limbing on various streets throughout the City to bring the clearance up above 14 feet from the street level. This will help provide access for delivery and service vehicles as well as clearance for the various fire apparatus.
- The City has been notified that ODOT did not select the City for a transportation growth management grant this year. This means the transportation management plan project will not go forward as planned.

**Parks:**

- Parks has been busy with regular landscape maintenance activities all month.
- Turf fertilizing has been completed in all the parks
- The parks and trails master plan proposals are due from the consultants early in November. Staff will evaluate the proposals and discuss a potential selection with the Parks Committee before bringing the recommendation to the Council in December. Staff estimates the project will take at least a year to complete.

**Building Department Report**

<b>September 2015 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	6	\$5,855.97	\$3,421.76	\$978.35		\$10,256.08
Mechanical	6	\$428.60				\$428.60
Plumbing	4	\$522.00				\$522.00
Vacation Home Rental	2				\$200.00	\$200.00
<b>Monthly Total</b>						<b>\$11,406.68</b>
				<b>Seaside</b>	<b>75% of Total</b>	<b>\$8,555.01</b>
				<b>Cannon Beach</b>	<b>25% of Total</b>	<b>\$2,851.67</b>

**Haystack Rock Awareness Program**

- The HRAP End of Season Celebration is coming up on October 31<sup>st</sup> at noon at the Visitor Center!

- The HRAP Volunteer Coordinator and Education Coordinator’s roles are changing from seasonal, part-time positions to year round, part-time positions. This will enable them to better plan for the upcoming beach season, instead of attempting to do all of their planning and preparation in February at the start of the beach season.
- “Discover Haystack” events will be added to the program next beach season. These events will occur bi-monthly on the beach during scheduled beach days, be about an hour in length, and will hopefully spur increased interest in the program. We hope these new events will increase volunteerism and knowledge about the program and Haystack Rock.
- HRAP staff attended an Activity Fair at AHS on Thursday October 22<sup>nd</sup>. We had many interested students sign up to receive more information about our program. One of our major focuses this year will be to increase Junior Interpreter participation (both paid and volunteer positions). Melissa is also in the early stages of looking into various grants to increase paid youth positions in the program.
- HRAP continues to conduct bimonthly COASST or, “dead bird surveys” with a survey taking place on October 28<sup>th</sup> at 9am. Recent data has revealed a Common Murre die-off along the Oregon coast that the COASST program is investigating.
- HRAP is conducting a Sea Star survey on October 29<sup>th</sup> at 7am. These monitoring events are free and public participation is encouraged – no experience necessary! Many locations along the coast are reporting increased numbers of Sea Stars. We hope this next survey yields these same positive results!
- The HRAP Cannon Beach History Center display, celebrating HRAPs 30<sup>th</sup> year, was taken down on October 18<sup>th</sup>. The History Center gave HRAP and the display great praise and said it was extremely popular and received fantastic feedback.
- HRAP will be partaking in the Oregon King Tide Photo Initiative, a project which aims to document areas flooded by the most extreme winter high tides. The first King Tide event is projected for October 27<sup>th</sup> – 29<sup>th</sup>. Melissa will photograph the beach at Haystack before, during and after the King Tide events.

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

*Draft Minutes from October 15, 2015*

#### **NECUS’ VISIONING PROCESS**

Barbara Linnett reported the Palette Group has been meeting regarding the interpretive signs. They met with Dick Basch who mentioned a thought of an art installation project in the form of a welcoming pole. The group agreed with the idea of a welcoming pole, Linnett gave an overview of the significance and descriptions of a welcoming pole. Risley added the Palette Group spoke with the art installation committee (Public Arts Committee) and they decided if the project could be completed before the June deadline they will fund it from their \$10,000. At the NeCus’ work group meeting they will discuss the project and tight time frame. The project will need a seasoned cedar plank and carver and someone willing to get it done quickly. Linnett noted potential complications with the Parks and Trails Master Plan, Risley noted Hank Johnson was present and didn’t note any Design Review Board issues.

*End Draft Minutes*

**Public Safety Report - September 1 through September 30, 2015**

Staffing:	Authorized	Assigned
Sworn	8	7
Admin/Support	2	2
Parking/Information	4	4
Lifeguards	10	9
Reserve Officers		1

Station Activity:

CBPD Walk-in	138
CBPD Incoming Phone	385
SPD Dispatched Calls	83
Overnight Camping	75
Warnings	
Local Security Checks	1186
Traffic Warnings	105
Traffic Citations	24
DUII Arrests	3
Alarm Responses	18
Other Agency Assists	44
Citizen Assists	68
<u>Total Case File Reports</u>	<u>279</u>

Cases of Significance: DUII x 3, MIP Alcohol x 1, Theft III x 1, Hit and Run x 1, Death Investigation x 1, Fugitive Arrest x 1, Interfering w/ a Police Officer x 1, Criminal Mischief III x 1, Public Indecency x 1

Code Enforcement Activities: During this period, 7 alleged municipal code violations were addressed and resolved or pending resolution.