

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: March 7, 2017

Planning Director Report

Planning Commission:

ZO17-01. Amendments to the City's short-term rental ordinance were considered by the Planning Commission in a public hearing on February 7. This hearing was continued from the Commission's January agenda. The Planning Commission voted to recommend City Council adoption of amendments to the short-term rental ordinance. This matter is tentatively scheduled to come before the City Council in April.

SR17-01. The Planning Commission approved a setback reduction at 3923 Pacific to allow foundation repair for an existing cabin that encroaches into side yard and front yard setbacks.

Design Review Board: The Design Review Board did not meet in February.

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

Program	Number of permits
Vacation home rental	116
Transient rental	57
5-year transient rental	31
Total permits	204
New permits in process	3
Short-term code enforcement actions this month	1

A total of 204 short-term rental permits were active as of February 24, 2017. This is six percent increase from February 2016, when 192 permits were active.

Other Planning Matters:

- Staff met with Mark Morgans of Greenwood Resources to discuss forest lands issues (1/30).
- Staff discussed parking management issues and data-gathering with Brian Davis of Lancaster Engineering (2/9).
- Staff discussed the dune plan update with Jon Allen of the Oregon Department of Geology and Mineral Industries (2/15).
- Staff met with Todd Johnston, Northwest Oregon Housing Authority, to discuss affordable housing issues (2/23).

Public Works Director Report

PW Admin:

- Staff met with the City Hall remodel architect to discuss a two-phase approach to the project. The architect will be preparing complete drawings and project estimates in the near future for presentation to Council.
- Phase 2 of the RV park upgrade is nearing completion within the next 3 weeks. Several unforeseen items will push the total cost of this phase above the adopted budget. Paving will be the remaining task and is planned for April. Staff is obtaining a cost estimate for the paving and will be coming to Council to request authorization for additional funds for the paving at the April Council meeting.

Wastewater:

- The capital improvement program for the wastewater facility plan has been completed in draft form and will be presented to Council at the February work session. The consultants have started work on the rate study analysis and should complete that work within the next month.
- Matanuska lift station had a generator switch gear failure. A replacement has been ordered and will be installed when it arrives.

Water:

- February rainfall has exceeded the long-term average by about 4 inches to date with 12.18 inches total. Looks like the wet weather has returned.
- The water master plan draft update will be presented to Council for discussion at the March work session along with the wastewater draft plan and corresponding capital improvement projects summaries.

Streets & Storm:

- Sidewalk work is nearing completion on Spruce Street. The south end at First Street will be constructed next after discussions with the railing contractor. Railing installation will start next month.
- Recent storm have created erosion issues at the south end of North Larch Street near Breaker's Point. Given the weather patterns staff has taken a wait and watch approach. There appears to be an adequate sand buffer between the creek and the end of the street that will not require any actions until the weather improves and a more complete evaluation can be made of options.

Parks:

- The draft parks master plan will be reviewed by the citizen advisory group next week. It will be presented to the Council for discussion and review at the April work session.

Building Department Report

January 2017 Building Department						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	6	\$1,3452.37	\$6,813.84	\$4,827.32		\$13,093.53
Mechanical	17	\$1,304.45				\$1,304.45
• Plumbing	6	\$1,318.25				\$1,318.25
Vacation Home Rental	2				\$200.00	\$200.00
Monthly Total						\$15,916.23
			Seaside		75% of Total	\$11,937.17
			Cannon Beach		25% of Total	\$3,979.06

Emergency Management Report

DATE RANGE: February 2017

OVERVIEW:

- Conducted a work session with Public Works and Finance for the Field Operating Guide protocol and procedures regarding the following activities:
Response protocol and procedures following an incident
Continuity of operations response protocol and procedures following an incident.
Protocol and procedures for informing the department activities following an incident.
- City conducted work session with Coaster Construction regarding cafeteria/food preparation shelter.
- Red Cross conducted a shelter set up and management training for Cannon Beach Emergency Volunteers.
- Conducted radio communication test evaluating several different radios and locations for optimal connectivity citywide.
- Conducted Incident Command System 700 training for the remainder of the city staff. City of Cannon Beach is NIMS compliant.
- Police Chief and consultant met with the Cannon Beach Red Cross Lead.

Please note: All Cannon Beach Emergency Volunteer Leads must reside in Cannon Beach. Currently the City has 4 Emergency Volunteer Leads: 1 Lead for Community Emergency Response Team (CERT); 2 leads for Medical Reserve Corps, and 1 Red Cross Lead.

Haystack Rock Awareness Program Report



General:

- After staff training on the 7th & 8th, our beach season has officially begun, with our first day on the beach on February 13th: We have noticed that the season is already off to a busy start, with higher overall daily visitor counts than this time last season
- Friends of Haystack Rock Board Chair, Stacy Benefield, and Melissa met with representatives from the Stephanie Inn and Aveda Beauty, to partner for a fundraising program focused on bringing awareness to clean water and celebrating Earth Day all month in April: The program, through FOHR, will be the recipient of all donations made through fundraising efforts.
- Planning is underway for 12 Days of Earth Day with multiple family friendly and environmentally conscious events planned: There are many new volunteers participating in the planning process this year
- Ecotourism plans are now focusing on securing funding through Travel Oregon's Rural Tourism Studio, a workshop focused on regional ecotourism with grant funding available to ensure that a plan of action is carried out: Court Carrier and Melissa attended a workshop in Tillamook focused on Agritourism on February 13th and 14th to observe the process and see how local stakeholders, from differing backgrounds, participated in the process
- We had an excellent turnout at our King Tide event on February 10th from 5-7pm at Public Coast Brewing: We partnered with CoastWatch to promote photographic documentation of high tide, or "King Tide", events occurring in the area
- We are working on updating the HRAP page of the City website with current information and photos

Education:

- Puffin Welcome will now be including Fire Mountain and Sunset Empire preschool in addition to the kindergarten students coming from Seaside Heights and Gearhart Elementary: Preparing for in-classroom presentations in anticipation of Puffin Welcome
- May is nearly maxed out for schools with only two days available

Volunteers:

- Volunteers are complying with our new background check requirement
- In the process of creating a "volunteer board" in our office showcasing their photo with start date: In addition, volunteers and staff photos have been included in our weekly newsletter that goes to hoteliers, supporters, staff and volunteers
- Busy planning for our Volunteer Training on April 8th: This all day event will be a refresher course for seasoned volunteers and a great learning experience for new recruits!
- We have two new volunteers that have already put hours on the beach

Citizen Science:

- Volunteers & staff continue to conduct monthly citizen science surveys: 1) COASST: not completed this month, 2) Marine Debris: larger amount of small and fine plastics in the "rack line" or high tide line, 3) Microplastic: will resume cleanup efforts in March and 4) Sea Star Survey: Rescheduled for March 10th from 4-6pm.

Public Safety Report – January 2017

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

	January 2017	January 2016
<u>Station Activity:</u>		
CBPD Walk-in	107	118
CBPD Incoming Phone	301	261
SPD Dispatched Calls	46	43
Overnight Camping Warnings	8	6
Local Security Checks	3355	1761
Traffic Warnings	286	116
Traffic Citations	37	20
DUII Arrests	3	1
Alarm Responses	11	7
Other Agency Assists	55	34
Citizen Assists	28	24
<u>Total Case File Reports</u>	168	128

Cases of Significance: Burglary I x 1, Theft III x 1, Fraudulent Use of Credit Card x 1, Criminal Mischief II x 2, Fugitive Arrest x 4, Parole & Probation Detainer x 2, Police Officer Mental Hold x 1, Assault IV Felony w/ Child Present x 1, Unauthorized Use of Motor Vehicle x 1, Minor in Possession of Alcohol x 1

Code Enforcement Activities: During this period, 4 alleged municipal code violations were addressed and resolved or pending resolution.