

# City of Cannon Beach Monthly Status Report

**To:** Mayor and City Council  
**From:** Brant Kucera, City Manager  
**Date:** April 4, 2017

## Planning Director Report

**Planning Commission:** The Planning Commission held a work session on March 23 to discuss possible comprehensive plan and zoning ordinance amendments related to tsunami preparedness. Meg Reed from the Oregon Department of Land Conservation and Development led the work session. Members of the City's Emergency Preparedness Committee were invited to and participated in this work session.

**Design Review Board:** The Design Review Board met on March 16 and considered DRB 17-02: a proposed 18-room addition to the Inn at Cannon Beach at 132 East Surfcrest. The Board approved the proposal.

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

	Number of permits
Vacation home rental	114
Transient rental	57
5-year transient rental	29
Total permits	200
New permits approved in March	3
New permits in process in March	3
Short-term code enforcement actions this month	1

A total of 200 short-term rental permits were active as of March 23, 2017. This is about a six percent increase over the same month last year, when 189 permits were active.

## **Other Planning Matters:**

- Planning staff met with representatives of the construction industry and other interested persons, including County Commissioner Leann Thompson, to discuss a possible building permit surcharge to help fund affordable housing initiatives.
- Planning staff developed a scope of work for a parking study to evaluate on-street parking turnover in the downtown area.

## Public Works Director Report

### **PW Admin:**

- Staff has coordinated with Tolovana Architects to prepare project permit documents for modifying the existing server room at City Hall. This will be done over the next 6 weeks and will relocate the existing server into the office Colleen Riggs occupies and move her into the former server room area. Rusty Barrett, IT director will relocate to a set of cubicles that will be installed adjacent to the HRAP offices.
- Tolovana Architects will have a draft design and cost estimate proposal for discussion at the May Council work session. The goal will be to determine the next steps and direction for remodeling the existing City Hall, building a new City Hall or retaining the status quo and provide for annual

maintenance of the existing facility for the foreseeable future.

- Total expenses for the RV park maintenance upgrade project have exceeded the budgeted amount by at least double. Staff will be presenting a budget resolution to Council at the April 4 council meeting to transfer funds into the RV program budget to cover the expenses. Funds exist within the RV park program budget to cover the expenses. Those funds will be available to repay any transfers from the General Fund to cover this fiscal year's expenses. Multiple factors drove the costs to complete the project to more than double: The original project concept was to be a 3-year project – this was quickly determined not to be possible once the electrical system was opened up and the actual electrical layout required the electrical upgrade to be done in two phases. The initial concept was to do 33 sites per year. Unfortunately, the electrical system configuration is laid out in groups of 7 sites per circuit with approximately half distributed between the north and south restroom buildings where the electrical service equipment is located. I failed to factor this into the budget for the second phase in this year's budget and that is one primary reason there was not adequate funds programmed in the project budget. In addition, the unusual inclement weather was a major factor in the ability of the project crews to stay on schedule and maintain productivity. Once the project was started and the electrical system work begun, the project had to move to completion to reopen the park for space rental. The intense rains that started in October really have not abated clear into late March. This and the unusual extended freezing temperatures in January and has directly affected the time required to complete the project. Additionally, there were unforeseen issues with the commercial power to and through the park that the City had to fund to bring up to current code (install primary feed conduit and new primary service wires as well and new transformers at the north and south service sectors). And finally, the restroom facilities had numerous hidden issues that had to be brought up to code when they were discovered – the north restroom roof had to be replaced along with about half the roof deck because of dry rot caused by tree leaves and needles embedding into the shake roof. Staff will expand on this at the April 4 Council meeting

#### **Wastewater:**

- The wastewater facilities master plan, CIP and rate study was presented and discussed with Council at the March 14 work session. Staff had planned to bring the plan forward for Council adoption at the April 4 Council meeting. However, members of the Public Works Committee have not been available to review the plans and have expressed a desire to discuss the plan with the Consultants prior to Council adoption. Therefore, staff as set aside the April 18 PW Committee meeting for the group to meet with the engineering consultants and city staff to discuss the plan. Currently the goal is to bring the final plan to Council at the May 2 Council meeting for formal adoption.
- Staff received a warning letter from the Oregon Department of Environmental Quality for permit limit excursions at the treatment plant for Total Suspended Solids during the month of October 2016. This is an identical issue that occurred in October 2014 caused by nearly identical weather patterns: a very large single day rain event followed by 10 successive days of high rainfall totals. Staff will be modifying the way the plant operates going forward during the month of October by activating a second clarifier process beginning October 1 and will attempt to lower the lagoon pond levels well in advance of any extended rainfall forecast. This will likely help with the treatment process to keep the discharge values for suspended solids within permit limits. DEQ will also require the City to increase the annual maintenance budget for Inflow and Infiltration removal – a condition that contributes to the treatment process challenges during the month of October when significant rainfall also occurs.

#### **Water:**

- March rainfall has exceeded the long-term average by about 4 inches to date with 14.5 inches total. Looks like the wet weather is continuing in earnest.
- The water facilities master plan update, water CIP and rate study will be discussed in detail with the Public Works Committee at their April 18 meeting along with the wastewater plan.

**Streets & Storm:**

- Concrete work on the Spruce Street sidewalk is now completed. Railing installation is programmed to start within 2 weeks.
- Maintenance grading of numerous gravel streets is underway. Tanana Street in the Tolovana area has been re-profiled with the shoulder drainage ditches re-established. A short segment of Pacific between Gogona and Gulcana will be done next. The heavy rainfall has created runoff water management challenges for numerous locations. Crews are attempting to keep water from affecting private property homes and keep the runoff within the storm drainage network.
- The extensive rainfall that occurred over the past 2 wet seasons has caused the north end of North Hemlock to settle substantially – as much as 18 inches at the upper end of the pavement (edge of the Urban Growth Boundary). Settlement further south on the same road segment caused a water line leak that was temporarily repaired last week. Staff will be retaining the services of a geo-technical engineer to provide input and direction for potential permanent repairs. This will be programmed into the next fiscal year operating budget.
- The adjacent segment of Ecola Park road is also experiencing significant ground movement/settlement. This section is still owned by the State (ODOT) and they are evaluating options for permanent repairs. Once these are completed staff will move forward with negotiations to complete a road transfer agreement with ODOT for the City to take over ownership of Ecola Park road from 5<sup>th</sup> Street to the north City limits.

**Parks:**

- The parks and trails master plan will be presented to the Council at the April 11 work session with a goal of moving to adoption at the May 2 Council meeting. Additional site specific public input sessions for Tolovana Wayside and Ecola Ramp design proposals will be held at City Hall Council Chambers on the evening of April 13. These specific project elements will be supplements to the primary master plan once the public review and comments are evaluated and the advisory group reaches consensus on the concepts.

**Building Department Report**

<b>February 2017 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	13	\$12,915.86	\$6558.53	\$0.00		\$19,474.39
Mechanical	4	\$402.25				\$402.25
• Plumbing	7	\$1,050.00				\$1,050.00
Vacation Home Rental	3				\$300.00	\$300.00
<b>Monthly Total</b>						<b>\$21,226.64</b>
			<b>Seaside</b>		<b>75% of Total</b>	<b>\$15,919.98</b>
			<b>Cannon Beach</b>		<b>25% of Total</b>	<b>\$5,306.66</b>

## **Emergency Management Report**

DATE RANGE: March 2017

### **OVERVIEW:**

- Conducted a work session with the outgoing Public Works Director regarding emergency management projects.
- Conducted the Cannon Beach Emergency Management Team work session.
- Conducted work session with the Planning Director regarding the NACCHO Vulnerable Population Grant Project.
- Cannon Beach Emergency Volunteer Director, Police Chief Schermerhorn conducted work session meetings with the CERT Lead and the MRC Leads.
- Cannon Beach medical supplies have been purchased and await transport to the Coaster Shelter.
- Conducted Incident Command System 402 Training for Elected Officials.
- Work was done in preparation for the CERT and MRC exercise drill in April.

## **Haystack Rock Awareness Program Report**

### **General:**

- The program received a \$3,750 donation
  - HRAP will propose a budget amendment next month for the allocation of funds to purchase educational supplies and equipment
- Melissa attended the Healthy Oceans Coalition workshop in Cannon Beach March 6<sup>th</sup> & 7<sup>th</sup>
  - Learned more about national ocean policy and advocacy
  - Will be advocating through HRAP & City of Cannon Beach for ocean related causes such as signing petitions to not cut funds from important ocean related conservation programs such as NOAA
- Lisa and Craig Davidson (FOHR Board) attended a Tsunami Quest workshop and gained tools to recreate a tsunami quest in Cannon Beach
- Melissa Presented at Sharing the Coast Conference in Waldport about the various citizen science programs HRAP participates in
  - Presentation received very well, with many participants wanting to get involved in citizen science programs and volunteer with HRAP on the beach in Cannon Beach
- USFW Volunteer, Joanne, backed out of commitment for this year, but may try to come volunteer for a month or two during the summer
  - Dawn Harris, USFW Coordinator will continue searching for volunteer, but may not have luck this late in the year
  - This would be the first year that the program would not have a volunteer representative from USFW on the beach during the season
- We had our first pelagic red crab (live) found in the intertidal on 3/16/17
  - These species have been washing up along the southern Oregon coast and northern California coastlines; they are not native to this area



- USFW signs OFFICALLY go up at the rock on 3/29/17
- HRAP Blog is now being updated by Melissa with a unique focus provided from the interpreters' perspective
- Stacy Benefield (FOHR Board Chair) 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
  - HRAP has events planned everyday
- 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
- We are working on updating the HRAP page of the City website with current information and photos
- Steve Grace is now leading (paid) guided tide pool tours at Haystack Rock for HRAP

#### **Education:**

- We are completely booked for May field trips
  - confirmed 28 schools for over 1500 children that we will be providing programs for
- Puffin Welcome is just around the corner and will need all "boots on beach" to help with the overwhelming number of Pufflings (150) that will be visiting us!
  - This special day, in case you forgot is April 14<sup>th</sup> which is also FOHR Board mtg day (Sorry – my bad)!
  - I will need additional help for the day before (April 13) for a small school group as aZ

#### **Volunteers:**

- Volunteers are complying with our new background check requirement
- We have created a new "volunteer board" in our office showcasing their photo with start date
- Busy planning for our Volunteer Training on April 8<sup>th</sup>
  - This all-day event will be a refresher course for seasoned volunteers and a great learning experience for new recruits!

#### **Citizen Science:**

- Volunteers & staff continue to conduct monthly citizen science surveys:
  - COASST: next survey on 4/13 @9am
  - Marine Debris: 4/25 @8am
  - Sea Star Survey: Rescheduled for March 30<sup>th</sup> @ 7:30am

**Public Safety Report – February 2017**

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

<b><u>Station Activity:</u></b>	<b>Feb. 2017</b>	<b>Feb. 2016</b>
CBPD Walk-in	134	134
CBPD Incoming Phone	303	405
SPD Dispatched Calls	38	30
Overnight Camping Warnings	17	20
Local Security Checks	2770	1428
Traffic Warnings	178	55
Traffic Citations	36	18
DUII Arrests	4	4
Alarm Responses	16	9
Other Agency Assists	63	40
Citizen Assists	23	10
<b><u>Total Case File Reports</u></b>	<b>141</b>	<b>150</b>

**Cases of Significance:**

- Driving Under the Influences of Intoxicants x 4
- Possession of a Controlled Substance Heroin x 1
- Possession of a Controlled Substance Methamphetamine x 2
- Recklessly Endangering Another Person x 2
- Fail to Register as a Sex Offender x 1
- Eluding a Police Officer x 1
- Burglary I x 1
- Criminal Trespass II x 1
- Criminal Mischief II x 2
- Mental Hold by a Police Officer x 2
- Fugitive Arrest/ Parole & Probation Detainer x 3

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