

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: April 10, 2018

Executive Department

The April 3, 2018 City Council meeting was cancelled and all agenda items moved to the April 10th meeting. The May 1, 2018 City Council meeting has also been cancelled and all agenda items moved to the May 8th meeting. The City Manager was unable to attend the April 3 and May 1 meetings due to scheduling conflicts. He is scheduled to attend the 2018 Oregon Emergency Preparedness Conference and the North West Regional Managers Conference. The normal twice monthly schedule for Council meetings should resume in June.

Planning Department Report

Planning Commission: The Planning Commission met on February March 22 to conduct public hearings on the following items:

- Foredune Management Plan update. The Commission took testimony and continued to the hearing to April 26.
- V18-02. The Planning Commission heard a request for a variance to the minimum lot size to allow the partition of a lot with two existing dwellings into two separate lots at 172 W Monroe St. The Commission denied the request.
- SR18-01. The Planning Commission heard a request for a setback reduction at 795 S Hemlock to allow an addition to an existing single-family dwelling on a corner lot. The Commission denied the request.
- Flood Hazard Map update, The Commission conducted a public hearing on an update to the City's Flood Hazard Overlay Zone, using new maps prepared by FEMA (Federal Emergency Management Agency) and DOGAMI (Oregon Department of Geology and Mineral Industries). The Commission voted to recommend that the City Council adopt the updated maps. This item is tentatively scheduled for the City Council's May 8 meeting.

Design Review Board: The Design Review Board met on March 15 and considered the following:

- DRB 18-01. The DRB considered a request by O'Brien & Co. for major modifications to an existing building at 273 Beaver St. The purpose of the proposed modification is to allow the applicant to convert the building to office space. The DRB opened the public hearing, and continued it to May, pending the outcome of Planning Commission requests for an off-street parking variance in April.
- DRB 18-02 and 18-03. The DRB considered requests from the Public Works Department to construct beach access stairs at the end of Chisana Street and Brallier Street. The DRB conducted public hearings on both requests and approved the proposed designs.
- FS18-01. The DRB considered a request for free-standing signage associated with a new business, Rachele M, at 148 N Hemlock. The DRB approved the request with modifications.

Building Permits: Staff processed the following building permits in January:

Permit Type	# of permits	Permit Fees	Value
Building	6	\$1,907.76	\$154,500
Mechanical	7	\$433.60	
Plumbing	5	\$755.50	
Monthly Total	18	\$3,096.86	

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

Program	Number of permits
14-day permit	120
Lifetime Unlimited permit	53
5-year Unlimited permit	33
Total permits	206
New short-term rentals this month	1
Pending short-term rentals	4
Five-year lottery draws this month	2
Short-term code enforcement actions this month	4

All 14-day Short-term Rental permit holders received a letter, mailed March 6, 2018, requesting audit information. Permit holders had until March 31, 2018 to submit required information.

Other Planning/Building Matters:

- Planning staff attended a meeting of the Ecola Creek Watershed Council on March 19.
- Staff from Insurance Services Office met with Planning staff on March 27 to discuss the flood hazard Community Rating System re-verification process.

Public Works Department Report

PW Admin

- Karen La Bonte has been named the Interim Public Works Director. The City is starting the process for a new Public Works Director.
- Trevor Mount has been named the Interim Assistant Public Works Director while Karen is covering the Public Works Director position.

Water/Wastewater

- The Pacific Force Main project pre-construction meeting was held March 19th and everything is on track to complete by May 14, 2018.
- The City has entered in a contract with a consultant to provide a City-wide leak detection survey. The project is scheduled to be completed by May 24, 2018.

Roads/Parks

- Paving will soon be starting back up, weather permitting. The goal is to finish this year's project by May 22, 2018. Letters have been sent out to impacted businesses and residents.
- Two new beach access stairs were approved by the Design Review Board. The stairs will be located at the Brallier beach access point and the Chisana beach access point. The projects are now being reviewed by the Oregon State Parks and if approved, will immediately begin fabrication. Project completion is scheduled on or before May 30th, 2018.
- The roads department did their annual spring cleanup at the North Entrance.
- Several public works team members got together and built goose nesting boxes for the wildlife out at the wastewater treatment plant. The goal was to use a majority of recycled material from out public works yard location. Next time you walk the trails surrounding that facility, make notice of the wildlife enjoying the new boxes!
- Parks department has planted 8 baby Spruce trees, finishing up on wintertime tree pruning, installed the first new memorial plaque at the bandstand and installed two new benches.

Emergency Management Report

Overview: March 2018

1. **Conducted Mid Town East Community Forum.**
2. **The Cannon Beach CERT graduated 8 students.** This year the drill was held at the Seaside Public Works Building. With plenty of room, inside and out, the recruits successfully negotiated each challenge. The Search and Rescue skill unit was extremely challenging as each group had to find, treat, and rescue an individual lost by the Mill Pond. The students had to use their cribbing skills to free a trapped victim. The smoke house search led them to two victims-which they extricated successfully. The final skill unit was the medical treatment and triage of 16 victims.
3. **Work continues on the 2018 Coastal Community Festival scheduled for May 12th.**



Join us at the 2018 Coastal Community Festival for an all day free event for the whole family with music, arts and crafts, a safety fair, and food.

May 12, 2018
9:00 am - 7:00 pm
Chamber City Park
207 N Spruce

For more information go to:
www.cannonbeach.org

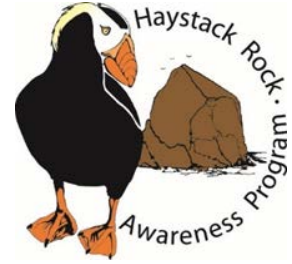
Haystack Rock Awareness Program Report

General:

- HRAP has taken on full responsibility for the Beach Wheelchair Program.
 - After a Facebook post went viral, the chairs have been reserved almost daily.
 - In March, 26 reservations were made, 3 requests were denied due to unavailability.
 - Currently, we have 29 reservations for April – July.
 - HRAP has created a scheduling calendar on the City website.
- “We Speak Puffin” initiative has officially launched in Cannon Beach.
 - The Cannon Beach Chamber staff were the first to participate in the program.
 - HRAP will provide stickers, pins and window clings to local businesses and hoteliers trained in the “We Speak Puffin” program.
 - The initiative aims to familiarize local businesses and organizations with the opportunities and educational training HRAP provides throughout the year and on the beach.
- HRAP “Trash Talk” jewelry has been requested to be featured by many local boutiques.
 - As of March, we have jewelry in Astoria and Cannon Beach stores, with plans to follow through with stores in Seaside, Manzanita and Tillamook.
 - The Project has generated over \$4,000 since its conception in October
- Sharing the Coast Conference took place March 2nd-4th.
 - HRAP Partnered in hosting the conference with Oregon Shores and Northwest aquatic and Marine Educators (NAME) in Cannon Beach this year.
 - Excellent turnout, with over 50 participants for the opening talk.
 - Lots of interest in the HRAP & Trash Talk program.
- The Rocky Shores Working Group, through OPAC, is updating the Oregon Rocky Shore Territorial Plan.
 - HRAP is assisting with Staff representative on committee.
 - One public meeting took place in Cannon Beach on March 8th.
 - About 17 people came to the meeting.
- The 2018 NAME (Northwest Aquatic and Marine Educators) Conference is in the final planning stages.
 - The conference will take place in Portland OR, with field trips to Haystack Rock, from July 29th-August 2nd.
 - HRAP is participating in the planning process.
- Melissa is currently partnering as a committee member for the Oregon Coastal Ocean Information Network (OCOIN), a hub for Oregon Ocean related data.
- Melissa continues to work with the Cannon Beach Chamber and Travel Oregon to implement the “eco tourism initiative” set out in City Strategic Planning
 - The City and Chamber were awarded the Travel Oregon grant to complete a Tourism Studio in Clatsop County
- HRAP Staff continue to attend monthly Friends of Cape Falcon Marine Reserve meetings as a partnering organization
 - HRAP and FoCFMR, partner throughout the year on educational activities, generating publicity materials, and outreach events.
- HRAP Staff continue to partner for this year’s 12 Days of Earth day, updating the website, sending out the press release, coordinating events and coordinating the annual Marine Debris Art Contest.
 - This year’s Art Contest will be a collaborative partnership effort, where everyone is awarded the Steve McLeod award and a mural will be created from contributing teams.

Education & Volunteers:

- Education:
 - Lisa continues to post 'Tide Pool Tuesdays' on Facebook and send out bi-monthly newsletters to volunteers and supporters.
 - We had our first school group of the season – Cub Scout troop from Warrenton!
 - We have already booked 23 schools and the majority are from out of area.
 - Puffin Welcome is coming up in April with many local Kindergarten classes planning on attending.
 - Busy implementing, We Speak Puffin and hosting an open house here at City Hall April 17th from 12-2pm.
 - Melissa, Kari and Lisa will be interviewed by KGW on April 10th about We Speak Puffin.
- Volunteer:
 - We have 10 new volunteers for our beach and behind the scenes programs!
 - Preparing for the biannual Volunteer training on April 7th from 8-1:30pm.



Outreach:

- Tabling event and assisting with the Surfrider/SOLVE Clean up and event at Public Coast coming up in April.
- Claimed TripAdvisor for Haystack Rock and began updating site.
- Tabled Clatsop Community Job Fair and had 48 individuals sign up for information or to volunteer.
- Booking joint CBAA/HRAP classes with \$4,400 grant awarded to organizations.
 - Classes are being booked and will be listed in the CBAA spring Catalog to be promoted through both programs.
- Tabled the Portland Women's Festival on 3/17/18.
- Working with the Tillamook Master Recyclers on 3 events in the summer for families focused on our marine debris program.
- Reached out to The Northern Face regarding interest in the Explore Fund Grant in partnership with Cape Falcon and the Lower Columbian Hispanic Counsel.
- Sent Letter of Intent for Anderson Rogers grant to FOHR to review.
- American Heritage Girls reached out regarding us setting up a trash Talk class for their Troop.
- Attended Informational session for Meyer Memorial trust.
- Spoke with Lisa Nyberg regarding Internship needs.
- Spoke with Lum's Auto regarding potentially providing a van or assisting in fundraising for a van.
- Presented to Market Biz kids regarding Trash Talk.
- Hosted first two Trash Talk volunteer jewelry making classes at City Hall.
 - Both had good turnout and were very productive.

Communication:

- Updated 12 Days of Earth Day website, as requested by the committee.
- Update HRAP's webpage.

- Added banners.
- Created We Speak Puffin Page.
- Linked to Eventbrite Listings.
- Update Wheelchair info.
- Updated Staff page.
- Made new posters and materials for website and distribution.
 - Kids camp poster.
 - We speak puffin poster.
 - Citizen Science Poster.
 - Discover Haystack Rock Events:
 - Mind, body, beach, Nudibranch safari, COMU Egg Painting.
 - Updated Trash Talk postcard
- Set up Square platform to sell merchandise and accept donations online.
- Created Facebook Events for:
 - Spring Break, Sea Squirts Camp.
- Sent out We Speak Puffin press release inviting organizations to participate.

Citizen Science:

- Volunteers & staff continue to conduct monthly citizen science surveys:
 - CoastWatch mile: Staff and one volunteer surveyed the mile at Haystack Rock and reported findings to Oregon Shores.
 - Coastal Observation and Seabird Survey: found and tagged two northern fulmars.
 - Sea Star survey: will be conducted March 29th.
 - Marine Debris Survey: had a great turnout of 4 volunteers who collected and sorted about 20lbs of trash from the beach at Haystack Rock.
 - The trash will be used for Trash Talk jewelry.

Monthly Counts:

- March:
 - Direct visitor contacts: 4,300+
 - 'Thank you's': 2,500+
 - Donations: \$315
 - Revenue: \$726
 - School Groups: 1
 - Bird Rescue: 0

Public Safety Report – February 2018

Staffing:	Authorized	Assigned
Sworn	8	7
Admin/Support	2	2
Parking/Information	6	0
Lifeguards	10	0
Reserve Officers		

	February 2018	February 2017
<u>Station Activity:</u>		
CBPD Walk-in	213	134
CBPD Incoming Phone	291	303
SPD Dispatched Calls	40	38
Overnight Camping Warnings	46	17
Local Security Checks	2033	2770
Traffic Warnings	164	178
Traffic Citations	27	36
DUII Arrests	0	4
Alarm Responses	4	16
Other Agency Assists	29	63
Citizen Assists	18	23
<u>Total Case File Reports</u>	140	141

Cases of Significance:

Theft I:	3 Cases
Theft II:	1 Case
Theft by Deception:	1 Case
Unauthorized Entry to Motor Vehicle:	1 Case
Hit and Run:	1 Case
Minor in Possession – Alcohol:	3 Cases
Minor in Possession – Marijuana:	1 Case
Criminal Trespass:	1 Case
Driving with a Suspended License:	2 Citations
No Operators License:	5 Citations
Driving Uninsured/ Fail to Carry Proof:	6 Citations
Violation of Basic Rule:	4 Citations (73/55, 71/55, 71/55, 81/55)
Unsafe Passing on the Right:	1 Citation
Following Too Closely:	1 Citation

Code Enforcement Activities: During this period, 5 alleged municipal code violations were addressed and resolved or pending resolution.