

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: June 4, 2019

Community Development

Community Development Monthly Report, April 23 to May 22

Planning Commission: The Planning Commission will meet on May 23 to consider the following:

- **Public Hearing and Consideration of SR19-01, Request by Soren Clark for a Setback Reduction to allow the construction of a new addition on an existing Single-Family Residence.**
- **Events/Outdoor Merchandising with the Parks Committee**

Design Review Board: Monthly meeting was cancelled, due to a lack of agenda items.

- The Chair of the DRB, approved minor modifications for the following addresses:
 - 3407 S. Hemlock, Sandcastle Condominiums HVAC Exhaust Replacement
 - 132 N Larch #5, Coaster Properties, window replacement at Sea Lark Apartments
 - 354 Elk Creek – Cannon Beach Storage roof replacement, smaller building
 - 354 Elk Creek – Cannon Beach Storage roof replacement, larger building
 - 2740 Pacific – The Stephanie Inn AC unit replacement

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

Program	Number of permits
14-day permit	110
Lifetime Unlimited permit	50
5-year Unlimited permit	41
Total permits	201
New short-term rentals this month	2
Pending short-term rentals	5
Five-year lottery draws this month	0

Building Permits: Staff processed a total of 33 building, mechanical and plumbing permits in April:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	11	\$4367.45	\$203,930.16	\$2039.29	\$74,478.57
Mechanical	16	\$1336.55			
Plumbing	6	\$740.75			
Monthly Total	33	\$6444.75			

The building official spent approximately 15 hours per week providing building inspection and plan review services to the City of Manzanita under an Intergovernmental Agreement.

Other Planning/Building Matters:

- The CD Director met with regional ODOT representatives, on April 23rd to discuss the Transportation and Growth Management Grant Program;
- The CD Director attended the Quarterly CREST Meeting on April 25th, on behalf of Cannon Beach;
- The CD Director completed ICS 200 training and certification;
- The CD Staff and Assistant City Manager worked on an extensive Open Records request for Off-Street Parking and the history of the Parking Capital Improvement and Maintenance Funds;
- The CD Staff and Assistant City Manager completed five Open Records requests for the month;
- The CD Director and Building Official hosted a meeting with the Cannon Beach Conference Center development team regarding the phased completion of the Conference Center addition;
- The CD Director attended a web-conference of Oregon's Legislative Committee, for the American Planning Association, on May 7th, to discuss upcoming land-use legislation;
- The CD Director finalized an Intergovernmental Agreement for E-Permitting and for Shared services for Building Inspections with the Clatsop County with the City Manager;
- The CD Director worked with GIS consultant to produce updated mapping for website;
- The CD Staff and Code Enforcement met with two STR violators to resolve issues;
- The CD Director worked with the City Manager, City Attorney and Building Official to negotiate a short-term Intergovernmental Agreement with the City of Astoria for shared Building Inspection services.

Public Works Department Report

Roads/Storm

- Continued maintenance throughout town
- New lights installed at the downtown parking lot

Wastewater

- The goose nesting boxes are in use once again. There are currently 4 goslings calling the ponds at the treatment plant home
- The south end of the sewer lagoon has been reinforced
- New floats were installed at Pacific and Main pump stations.

Water

- The S-Curve Water Line project is on schedule for completion by June 30, 2019
- The Leak Detection Survey has been completed. A total of 8 small leaks were detected and in the process of being repaired

Parks

- The Purple Martin birdhouses have been hung. A tree swallow birdhouse was also installed in hopes that the tree swallows stay out of the purple martin homes.
- The Elk Run Park has been refreshed. About 20 railroad ties have been removed and a stone hedge was added
- The ball fields are open, and the soccer nets are up
- Continued work on landscape maintenance, fertilizing the turf, and lots of mowing

- The parks department has a new riding lawn mower which allows them to mow all the parks in one day.

Recycle

- The City is looking for a seasonal, part-time, Recycling Assistant. Please see the City website for details
- It's the busy time for the Recycle Center. Please be patient if you have to wait while dropping off

Haystack Rock Awareness Program Report

General: *Lisa Habecker has been acting Director for Melissa Keyser who is on Medical leave.*

As a 17-year employee of HRAP. I want to clarify that this program consistently works within the framework of our mission statement which is to educate through stewardship. That means we not only address the visiting population from all recesses of this tiny planet but more importantly through children. That is one of the reasons that drew me to this program.

Our staff has, since its inception, continually gone beyond the scope of educating; which is what we are all supposed to do – we don't live in a box. By doing so, we not only create a healthy community but a healthy world. Our program will continue to grow by leaps and bounds.

- Annual totals (since 11/1/18):
 - Direct visitor contacts: 9,594
 - Education Programs (field-trip, classroom, etc.): 42
 - Number of volunteers: 27
 - Bird Rescues: 2
 - Beach wheelchair checkouts: 37
 - Partnering events (attended and/or co-hosted): 35
 - Reported Drone disturbances: 4



Outreach Coordinator – Pooka Rice

- **HRAP-** Girl Scouts, Daisies and Brownies from Seaside- Marine Debris Survey, Plastic Pollution Education and Trash Talk Mural. Girl scouts are donating \$200 to cover the cost of supplies and materials for this educational program which helps them obtain a badge for the Citizen Science Marine Debris portion of the program.
- **HRAP-** Forest Grove Field trip- Marine Debris Survey, Plastic Pollution Education and 2 Trash Talk Mural. They are donating \$400 to cover the cost of supplies and materials for this educational program.
- **Emergency Management-** Met with Carmen Swigart regarding plan to ramp up CERT volunteers with additional retirees as well as youth recruitment.
 - Plan is to schedule meetings to engage 6 key populations
 - Ladies Auxiliary
 - American Legion
 - Sons of the American Legion
 - Elk Creek Terrace
 - Bible School
 - Seaside High School- Pacifica Project opens up possibility for all sorts of student let recruitment/ volunteer opportunities

- Create a “Sales” Packet for Carmen Swigart (CBEMT) to use as she meets with each.
 - CERT Basics
 - Map My Neighborhood/ Prepare my Neighborhood
- Create Meeting Sign-In sheet with the following identifiers:
 - Name
 - Best way to contact
 - Interested in information on...
 - Background (example: Former Paramedic)
- **HRAP-** Considering Wheelchair support solutions:
 - Reaching out to Seaside providence as they offer a multitude of wellness/therapeutic activities for patients asking if they would like to incorporate the City of Cannon Beach's beach wheelchair program into their plan. Considering asking for \$1,000-\$2,000
 - Reach out to Mental health and holistic health providers as well.
 - Reaching out to Clatsop Community College- volunteer intern through Clatsop Community College and giving them credit for their work through school credits/work experience or other means. This would be very valuable as it is applicable to the healthcare field, not just environmental work.
- **HRAP-** Puffin Club verbiage and design work were finalized and approved by legal.
- **HRAP-** Puffin Club has been rolled out to the Chamber of Commerce. At the initial outreach meeting which included 3 non-City members, one immediately signed up at the \$500 level.
- **HRAP-**Participated in the Audubon’s World Migratory Bird Day- Prevent Plastic Pollution Focus.
 - Created Kingfisher mural and educated in the children’s corner.
 - Negotiated reimbursement for all costs including employee travel.
 - A total of \$347 will be sent to HRAP for this event.
- **HRAP-** Partnering with Surfrider for the Fat Bike Festival beach cleanup- encouraging participants to go collect trash and come back to City hall to learn more about plastic pollution and our beaches and create a mural for Cannon Beach with the plastic debris.
- **HRAP-** Lewis and Clark Elementary 3rd grade booked a field trip for 2 classes to do the Trash Talk Plastic Pollution Education Program and mural including tidepool education and marine debris survey with a donation to cover supplies of \$400.
- **Emergency Management-** Met with Patrick Corcoran, Lila Wickham and Mary Beth Cottle regarding CERT presentations and experience in neighboring programs. Highly recommend having Patrick present at opening “town hall” meetings: he is fantastic at conveying information at a basic level without causing panic.
- **Emergency Management-** reached out to team to advise plans are changing as are the players
- **Emergency Management-** Introduced Rick Hudson to Carmen Swigart, Meagan and set up meeting to bring the CERT leaders to the table to see initial framework for City lead presentations and solicit feedback prior to pushing out.
- **HRAP-** Presented Haystack Rock and Emergency Management volunteer opportunities to the Scandinavian Court in Astoria. This is a group of ladies from junior high to young adult who have an impressive academic resume and community service commitment who are also student council officials from Knappa through Seaside.
- **Emergency Management-** in contact with our first Seaside Pacifica Project student who is interested in the CERT initiative
- **Emergency Management-**Made contact with Teacher CERT leader and Pacifica Project leader.
- **Public Works-** the LOI submitted to the Oregon Health Authority’s Drinking Water Services for the Cannon Beach water system project, Water Meter Changeout, has been determined to be eligible for DWSRF assistance! We are awaiting next steps!

Communications Coordinator – Kari Henningsgaard

- Updated all Social Media platforms for Wheelchairs and for new Employment
- Assisting Lisa Habecker with additional office and beach duties while Melissa Keyser is out
- Continuing to create additional signage for the beach

Wheelchairs and Bilingual Interpretations – Inclusivity – Andrea Suarez

- Total Booked: 12 for May
- Cancelled: 6 (May 2019; cited sudden change of plans & two rushes to hospital)
- Donations: \$230
- Special to note:
 - Andrea has begun making beach wheelchair reservations for weekends again. She lets guests know that reservations are tentative based on capacity availability.
 - Andrea plans to honor all weekend reservations that were made prior to eliminating weekend availabilities.
 - On May 8, 2019, Education & Volunteer Coordinator Lisa Habecker had a school group coming to the beach for an educational field trip. One student had recently undergone surgery to both feet, and it was thought that he wouldn't be able to attend the field trip to Haystack Rock with the rest of his class. Lisa was able to offer Andrea's contact information and through communication with the teacher, Andrea was able to reserve the beach wheelchair for the student, so the student was able to participate in each station that was set up for the field trip that day.
 - As of 5/16/2019, there are 28 future wheelchair reservations, with the farthest out being in October. More are expected after May's showers pass.
 - Andrea has started taking the beach wheelchair to the beach during her on beach shifts, adding a jar for donations, and using the guaranteed crowds for free exposure, allowing people to see and even sit on and test out the beach wheelchair – this has been very effective with on-beach donations.
 - The weekend of June 8, 2019 is already completely booked for the June 2019 Sandcastle Contest and parade because of the 2019 schedule that Kari produced and posted online.
 - The beach wheelchairs are starting to be used by people who want to have tidepools tours, either with Jesse Jones or with Andrea.
 - From relationships made last year, Andrea has received 8 return reservations from guests who used and loved the beach wheelchairs last year. Each have made more than one reservation for during their week of vacation. More are expected.
 - Andrea is still currently researching beach walkers, which is something she's been getting more phone requests about. Additionally, with additional capacity, she can help HRAP with private tidepool tours aimed at being inclusive. Whether for Spanish speakers, or for families with someone in the beach wheelchair, this would add the personal touch that almost always results in grateful visitors and generous donations.

Public Safety Report – April 2019

Staffing:	Authorized	Assigned
Sworn	8	8
Code Enforcement	1	1
Reserve Officers		0
Admin/Support	2	2
Parking/Information	6	1
Lifeguards	10	0

Station Activity:

	April 2019	April 2018
CBPD Walk-in	224	206
CBPD Incoming Phone	299	340
SPD Dispatched Calls	34	52
Overnight Camping Warnings	52	34
Local Security Checks	2429	1944
Traffic Warnings	95	86
Traffic Citations	16	15
DUII Arrests	0	0
Alarm Responses	6	12
AOA, Including FD	33	31
Citizen Assists	13	14
<u>Total Case File Reports</u>	199	186

Cases of Significance:

Theft I:	1 Case	Climbing Haystack Rock:	4 Citations
Theft III:	1 Case	Fraud:	1 Case
Minor in Possession of Alcohol:	1 Case	Menacing:	1 Case
Theft III:	1 Case	Disorderly Conduct II:	1 Case
Offensive Littering:	1 Case	Interfering w/ a Peace Officer:	1 Case
Fireworks Offense:	1 Citation	Giving False Info to a Peace Officer:	1 Case

Traffic Citations:

Driving with a Suspended License:	2 Citations
Violation of Basic Rule:	7 Citations
(Violation Speed/Posted Speed: 75/55, 93/55, 75/55, 73/55, 73/55, 71/55, 71/55)	
No Operator’s License:	4 Citations
Fail to Obey One Way Designation	1 Citation
Following Too Closely:	1 Citation
Fail to Obey a Traffic Control Device	1 Citation

Code Enforcement Activities: During this period, **30** alleged municipal code violations were addressed and resolved or pending resolution.