

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: July 2, 2019

Community Development May23 – June 22, 2019

Planning Commission: The Planning Commission will meet on June 27 to consider the following:

- **SR 19-02**, David Vonada, Tolovana Architects application, on behalf of Michael and Mary Ann Orth to allow a setback reduction to reduce the north and south side-yard setbacks from 5’0” to 4’0” and the front-yard setback from 15’0” to 9’0”, to allow for the previously approved parking variance’s, single space.
- **Work Session on Bed & Breakfasts**
- **Training Work Session for Planning Commission Meeting Procedures**

Design Review Board: The DRB met on June 20 to consider the following:

- **DRB 19-09** Dave Norstedt application on behalf of Stephens Development Company, LLC and Public Coast Brewing for major modifications to the exterior of an existing commercial building.
- The Chair of the DRB, approved minor modifications for the following addresses:
 - 188 Sunset, Cannon Beach Rural Fire Department, roof replacement
 - 280 Nebesna, Sea Sprite Inn, roof repair and replacement
 - 208 N Spruce, Ecola Seafood, Tree removal permit replacement guidelines
 - 3407 S Hemlock, Sandcastle Condominiums, garage roof replacement
 - 552 N Breakers Point, Dodd, window and door replacement

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

Program	Number of permits
14-day permit	109
Lifetime Unlimited permit	50
5-year Unlimited permit	41
Total permits	200
New short-term rentals this month	3
Pending short-term rentals	2
Five-year lottery draws this month	0

Building Permits: Staff processed a total of 23 building, mechanical and plumbing permits in May:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	6	\$1229.53	\$111,285.60	1112.85	\$75,591.42
Mechanical	10	\$1078.30			
Plumbing	7	\$491.75			
Monthly Total	23	\$2799.58			

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, ten or more hours per week to the City of Astoria and covered for two weeks the vacation of Seaside’s Building Official.

Other Planning/Building Matters:

- The CD Director completed and submitted the Transportation and Growth Management Grant Application for the Cannon Beach Transportation System Plan, on May 29th to Oregon Department of Transportation;
- The CD Staff met with Public Works Department Staff and the City Arborist, on May 30th & again on June 4th to discuss the changes to the Tree Removal Ordinance and updates to the application process and review procedures;
- The CD Director met with the Manzanita City Manager on May 31st to discuss the continued relationship with their community for Building Official Services;
- The CD Staff developed new Tree Removal application and brochure materials for dissemination;
- The CD Staff and Assistant City Manager met with Jeanette Stevens on June 3rd and began work on an extensive Open Records request for Ms. Stevens;
- The CD Staff supported the Assistant City Manager completing three Open Records requests for the month, accounting for approximately 12 hours;
- The CD Director, Building Official and Public Works Department Staff met numerous times, beginning June 4th, on a illegal dumping violation, at 4631 Logan Lane, to resolve the infraction;
- The CD Director attended a web-conference of Oregon’s Legislative Committee, for the American Planning Association, on June 4th, to discuss upcoming land-use legislation;
- The CD Director finalized an Intergovernmental Agreement for E-Permitting with the State of Oregon for Building Services;
- The CD Director attended a web-conference for Resiliency Planning, by FEMA, on June 6th, to learn the latest funding programs under FEMA’s Emergency Planning Program;
- The CD Director updated the City’s website with new FEMA Flood Maps;
- The CD Director met with of Business Oregon for a conference call on June 13th, to discuss loan development for Public Works project funding;

- The CD Director met with City Manager, Public Works Department Staff and KMUN representatives on June 17th for a conference call to discuss the KMUN antenna project;
- The CD Director represented the City at the CREST Budget Hearing in Astoria on June 19th to set the yearly budget;
- The CD Director met with City of Astoria Staff to discuss the conversion to the State's E-Permitting on June 19th;
- The CD Director met with Clatsop County Community Development Department Staff to discuss the Clatsop 2040 Comprehensive Plan project and the KMUN Conditional Use Permit project on June 19th;
- The CD Department Staff met on June 21st to discuss the Departmental re-organization plan;
- The CD Director attended the Clatsop 20140 Comprehensive Plan Open House in Arch Cape on June 22nd;
- The CD Department Administrative Assistant continues to dedicate many hours to the digital conversion project of land use documents, which will make future access to archival materials extremely efficient;
- In addition to the Building Official's normal duties of providing building services for Manzanita and Cannon Beach, he also provided temporary services this month for the cities of Astoria and Seaside.

Public Works Department Report

Roads/Storm

- Completed city wide right-of-way mowing
- Pathing has been completed
- Cleaning and building signs through town
- Installed of the semaphores is complete

Wastewater

- Completed wetland mowing
- Prepping Ecola Lift Station for future update
- Inhouse clean up

Water

- The S-Curve Water Line project has been completed
- Repairing leaks identified in the leak detection survey
- Preparing for fire hydrant installation
- Pre-site meter service inspections

Parks

- Routine landscape maintenance, hedges, irrigation, mowing, weed eating.
- The sewer lagoon loop trail fence on south end has been lowered and the west side of pond fence has been raised so it will be easier to maintain.

Recycle

- We have a new part-time seasonal recycling assistant through early fall.
- The doors at the recycle center have been painted

Haystack Rock Awareness Program Report

Melissa is still out. All office staff have been assisting Lisa Habecker (Lisa) so that she can complete her two positions but also fulfilling Interim Director duties.



Received only 2 applications for the additional staff position that is being funded by FOHR. New staff member, Tia Prudholm, joined HRAP on June, 21st.

We successfully ended our official field trip season with 100 8th graders from Hood River. We are receiving requests from summer school programs and will finalize those requests before July.

Our first summer camp - Sea Squirts was a huge success and had 6 volunteers and 3 staff assisting Lisa.

Outreach Coordinator

- Prepared details for Fat Tire Event including prepping window and design
- Obtained approval for Travel Oregon Small Grants idea to support the Beach Wheelchair Program from DMO and RDMO.
- Spoke with Northwest Academy (Portland, OR), regarding their idea of surveying beachgoers at Haystack Rock with this summer. They will send the survey for feedback. The survey is designed to learn more about social norms, pro-social environmental behaviors, and reasons for using single-use plastics. There are also some questions about awareness/knowledge of how plastics impact marine environments.
- Applied for Travel Oregon Small Grants to support the Beach Wheelchair Program.
- Added several extra Environmental Art Series Trash Talk collaborative classes to the schedule leading up to the Earth and Ocean Festival due to popular demand. The featured Artist is Greg Neitzel.
- Deb from the Milwaukee County Commission for Persons with Disabilities in WI contacted Lisa for information regarding the beach wheelchair program start up and any insight as there is an effort here in Milwaukee to do the same for Lake Michigan.
- Dorothy Horn of OSU reached out regarding Trash Talk Program for Marine Debris Program in Estuaries looking for groups like HRAP to be involved in helping organize some volunteers, set up a space for us to share our research and then a place to give artists the plastics they find. She has a handful of local watershed councils on board and an artist group for Southern Oregon but would love to have Pooka/Trash Talk/HRAP be our North coast art person and collaborator.
- Looking at purchasing new banner for tabling events. Old banner is torn, faded and outdated.
- Requested training to update CPR permits for team.
- Presenting Trash Talk Program Mural in collaboration with our Marine Reserve Partners down in Netarts Bay for the Trash to Art for the Spit. This will be a MesoAmerican themed mural for the art, environment and culture focus.
- Northwest by Northwest Gallery would like to sell Trash talk Window Project Art. Explained that this is not a fundraising avenue for HRAP, it is an education tool. However, it is a way HRAP can be in support of our partners and educators in the community as the finished piece can be auctioned off by them (Cannon Beach Academy, for example) to raise money for their organization. Suggested that we make them at the visitor's center during the next community festival and the proceeds support both entities.
- Reached out to administration to obtain job duty clarifications and information as was hearing information that involved great change to scope of work from community members and beach staff that didn't match the internal direction or historic job description. Scheduled meeting with administration and HRAP team to ensure everyone is on the same page going forward.
- Seeking additional clarification regarding ongoing permitted scope of Trash talk as outreach. Awaiting outcome on how to proceed.
- Provided presentation covering Haystack Rock, Haystack rock Awareness Program and the history of

- the Refuge and its significance at the Cannon Beach History Center to a full crowd, standing room only.
- Provided the History Center with additional HRAP, FOHR and USFWS brochures as well as informatics on the Refuge and Drone restrictions and a digital copy of both for reference.

Emergency Management

- Met with Bruce St. Denis, Rick Hudson and Melanie Olson (Business Oregon) and determined Local Economic Opportunity Fund Grant Application does not meet City need at this time.
- Asked Melanie Olson about the potential to obtain funding for Go Bags for City employees and funding to present events that would help community members build their own go bags. Melanie indicated that the governor does appear to be looking at such planning and we may see these opportunities or some like them come down the pipeline soon.
- Researching FEMA Emergency Management Grant Opportunities.
- Met with Carmen Swigart and Rick Hudson regarding CERT planning.
- Spoke to Police Department regarding setting up a roster to get the HRAP team trained on CERT as they are likely to be present on beach during an event and will be looked to by visitors as City Employees.
- Considering pursuing Travel Oregon Grant next Medium Grant Cycle (Spring 2020) to create Go Bags for hospitality within the City.
- In researching communication and outreach strategies for Emergency Management initiatives Lisa came across a Preptalk Released by Claudine Jaenichen's "*Visual + Effective Communication for Emergency Information*."
- Asked IT Director to investigate creating a City Canva account with different profiles within to assist Emergency Management in creating communications for distribution.
- Requested Habecker be added to FEMA Hazard Mitigation Grant Information distribution list and will participate in informative call on July 2nd.
- Spoke to Lila Wickham with MRC following her week at Camp Rilea with our Community EM partners. Looking forward to hearing more about information gleaned from the exercises and regarding the large amount of planning and outreach needed to prepare Cannon Beach for potential disasters.
- Meeting with the CBEMT team Monday for planning.

Public Works

- Began working on New Water Financing Scenario LOI.
- Started LOI with Business Oregon, awaiting final numbers from PW manager to submit.

Beach Wheelchairs and Bilingual Interpretations – Inclusivity:

- Total Booked: 33 June through July
- Cancelled: 4
- Donations: \$900 – this number is not completely accurate
- Special to note:
 - Beach wheelchair season is in full swing
 - More than 5 people have asked for Beach Walkers
 - Reservation requests have started for October!
 - More information is needed about whether beach wheelchairs will continue during off season – more reservation requests for the end of the year (Thanksgiving holiday especially) are going to start coming in for Andrea.
 - Andrea is going to be translating all HRAP summer camp materials so that we can take them to local schools for next year.

Communications Coordinator Materials:

- updated and replaced Program signs
- designed event table banner
- created family handbook for kids' camp
- printed more brochures

Web

- updated website with new staff
- added handbook to webpage
- updated social media content

Press

- completed program filming with Morrisey Production
- sent in press release on updated beach wheelchair hours

Citizen Science

- connected with Portland Audubon to arrange sea bird monitoring efforts this summer at Haystack Rock
- sea star survey showed ~150 sea stars with ~10% infected

Public Safety Report – May 2019

Staffing:	Authorized	Assigned
Sworn	8	8
Code Enforcement	1	1
Reserve Officers		0
Admin/Support	2	2
Parking/Information	6	5
Lifeguards	10	11 (subs)

Station Activity:

	May 2019	May 2018
CBPD Walk-in	239	264
CBPD Incoming Phone	434	327
SPD Dispatched Calls	58	78
Overnight Camping Warnings	63	144
Local Security Checks	3159	2373
Traffic Warnings	252	94
Traffic Citations	31	10
DUII Arrests	1	0
Alarm Responses	4	7
AOA, Including FD	63	39
Citizen Assists	16	44
<u>Total Case File Reports</u>	286	298

Cases of Significance:

Theft II:	2 Cases	Smoking MJ in a Public Place:	2 Warnings
Theft from Motor Vehicle/UEMV:	1 Case	PCS Methamphetamine:	1 Arrest
Recovered Stolen Vehicle/UUMV:	1 Arrest	Fugitive/Warrant Arrest:	3 Arrests

Traffic Citations:

Driving with a Suspended License:	1 Citation
Violation of Basic Rule:	15 Citations (Violation Speed/Posted Speed: 81/55, 71/55, 73/55, 73/55, 75/55, 72/55, 81/55, 85/55, 77/55, 70/55, 82/55, 44/30, 71/55, 70/55, 72/55)
No Operator’s License:	4 Citations
Driving Uninsured:	1 Citation
Use Mobile Com. Dev. While Driving:	1 Citation
Fail to Obey a Traffic Control Device:	2 Citations
Passing in a No Passing Zone:	1 Citation
Fail to Drive Within/Maintain Lane:	1 Citation
Careless Driving:	2 Citations
Expired Registration/Tags:	2 Citations

Code Enforcement Activities: During this period, **32** alleged municipal code violations were addressed and resolved or pending resolution.