

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: April 5, 2016

City Planner Report

Planning Commission: February 25 — The Planning Commission considered the following:

- (1) A setback reduction to accommodate a garage at 159 Center Street. The Planning Commission denied this request. It has been appealed to the City Council by the applicant and landowner.
- (2) Variances to the maximum floor area ratio and side yard setbacks for a four-unit residential development at 587/595 Antler Street. This matter was continued to the Planning Commission's March 24 hearing.

Design Review Board: March 17 — The Design Review Board (DRB) considered the following:

- (1) Exterior modifications to Sweet Basil Cafe, 271 N Hemlock. The DRB approved modifications to the cafe's outdoor seating area.
- (2) Cannon Beach Charter School exterior modifications, 171 Sunset Boulevard. The DRB approved exterior modifications to this existing building to accommodate the Charter School. Modifications include new doors, and a play area on the south side of the building. The Planning Commission had previously approved a conditional use permit to operate the Charter School at this site.
- (3) City Hall parking lot landscaping, 163 E Gower Street. The DRB continued a hearing on landscape improvements to the east parking lot at City Hall, directing the City to prepare more detailed drawings.
- (4) Free-standing sign at 255 N Hemlock. The DRB approved a new free-standing sign for this multi-tenant commercial building.

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

program	number of permits
Vacation Home Rental	108
Transient Rental Program	58
5-year Transient Rental Program	26
Total permits:	192
New short-term rentals this month (through 3/22)	3
Short-term rental code enforcement actions this month (through 3/22)	2

- Follow-up letters sent to 108 permit holders in March for the 2015 audit.
- Audit material received from 15 permit holders as of March 22, 2016

Other Planning Matters:

- Planning and building staff met with Patrick Wingard of the Oregon Department of Land Conservation and Development to review flood plain permits approved over the past five years (2/22) .
- A representative of the Cannon Beach Bible Church met (2/23) with Planning staff to discuss possible exterior modifications to the church building, including re-siding a portion of the building. The proposal was subsequently reviewed and approved by the DRB Chairman as minor modifications.
- Planning staff mailed the City Council’s decision document on the Nicholson planned development to all parties on 3/8, starting the 21-day LUBA appeal period.
- Planning staff met with David Vonada (3/10) to discuss several of Tolovana Architects’ ongoing projects.
- A Tolovana Park property owner and Planning Staff conducted a site visit (3/16) and discussed oceanfront erosion control standards and permit requirements.
- Newly-appointed Planning Commissioner Robin Risley met (3/17) with Planning staff for a brief orientation meeting.

Public Works Director Report

- **PW Admin:**

- The City Hall parking lot landscaping plan has been continued to the April Design Review Board’s meeting for review. This will allow the City’s architect to develop more details for the DRB. The east section of the parking area will be constructed shortly thereafter with the landscaping along the south and east property lines. The surfacing will be crushed rock until the remainder of the parking lot is constructed in the future. When completed this will provide space for approximately 12 staff vehicles that are now parked on Gower Street.
- The RV park utility upgrade project continues. One complete loop has been re-opened for reservations. Crews are continuing with the southeast camping loop installation over the next 2 weeks. The third loop should be completed by the first week in May. The restroom rehabilitation has been completed and the restroom is back in service. Asphalt trench patching for work completed to date was done on March 15.

- **Wastewater:**

- Landscaping for the Main lift station at the corner of 2nd and Spruce will be completed after spring break sessions - likely the third week of April. The electrical control work on the station will begin in April.
- Staff continues to obtain historical data for the wastewater system that Civil West will be reviewing for the facility masterplan update. Currently staff is assembling discharge monitoring reports for the past 5 years for the treatment plant in electronic format.

- **Water:**

- Staff has responded to 4 residential customer water leaks this month.
- Rainfall to date through March 23 has been nearly 11.5 inches - well above the long term monthly average. Temperatures continue to be mild with significantly higher monthly rainfall totals. This confirms what you have been experiencing - more rainy days than sun since November.
- Staff continues to provide Civil West with historical information on the water system components for the facility masterplan update. Currently staff is researching the water reservoir construction data for the structural and seismic evaluation of both large tanks.

- **Streets & Storm:**

- Street patching was completed in early March at numerous locations. Several additional sites have been prepared in advance of the spring overlay projects. This will likely be done in mid- to late April.
- Several gravel streets continue to receive attention as a result of the continuous wet weather. Construction vehicles at several sites around town have created areas needing repair and staff have been busy staying on top of them.
- Staff worked with the Pelican Brewpub contractors to layout and establish acceptable grades for the sidewalks adjacent to their new facility at Sunset and Hemlock.

- **Parks:**

- Several parks locations have required turf repairs and re-seeding from various activities. Continuous rains have kept the ground soft and easily disturbed.
- Large rocks have been placed at the Delta beach access right of way to help delineate parking and allow the grass to re-establish on the south side of the access location.
- Tennis court surface rehabilitation will take place in April - weather permitting.
- Several trees were blown down in recent storms along the Ecola Creek Forest Reserve loop trail. Staff will be working on cutting through these trees to re-establish trail access as time permits.
- Storm debris along the beach access points continues to require nearly continuous attention for staff to clean up and clear from the stairs and access points.

Building Department Report

February 2016 Building Department							
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total	
Building	5	\$11,021.39	\$5,470.33	\$997.36		\$17,489.08	
Mechanical	10	\$1,310.60	\$310.00			\$1,620.60	
Plumbing	7	\$1,498.25				\$1,498.25	
Vacation Home Rental	11				\$1,100.00	\$1,100.00	
Monthly Total						\$21,707.93	
					Seaside	75% of Total	\$16,280.95
					Cannon Beach	25% of Total	\$5,426.98

Parks and Community Services Committee NeCus’ Report

NECUS’ VISIONING PROCESS - Not discussed at the March meeting.

Haystack Rock Awareness Program Report

Coordinator:

- We have received a grant for \$286.80 from Northwest Aquatic & Marine Educators to purchase new tripods for our spotting scopes
- Melissa has been working on hiring a new Volunteer Coordinator
- Melissa has been working with Samantha Ferber to go into local High Schools to discuss the program as well as citizen science
- HRAP will be partnering with the Audubon Society of Portland and Cape Falcon Marine Reserve to plan for a training on Black Oystercatcher Monitoring to begin in May
- Melissa has been working with Ecotrust to look at the possible development of an App for data entry
- Over the past two months, Interpreters on the beach have interacted with over 5,000 visitors!
- Velella velellas continue to blanket the beach – we receive questions on a daily basis about what they are (many visitors believe them to be an oil spill)

Education:

- In March we hosted our first field trip program for a high school group
- Currently, there are over 25 school groups scheduled to visit the rock before June
- Planning is still underway for Puffin Welcome – we currently have over 125 Kindergarten students expected to arrive on April 11th from 9:30-11:30am to welcome back the Puffins
- College students from the University of Washington developed a brochure detailing the Sea Star Wasting Disease specifically for the Haystack Rock Awareness Program for a class project

Volunteers:

- We have recruited three new volunteers in the past few months
- Volunteers (as well as some staff) continue to conduct monthly COASST seabird surveys on the beach as well as sea star surveys and marine debris surveys:
 - This past month there were no dead birds found on the beach (this is very rare!)
 - Sea star populations continue to decline at the rock, with even fewer adults present and many juveniles infected with the wasting disease
 - There has been a large amount of small marine debris in the mile stretch in front of the rock
- We are preparing for our first volunteer training coming up on April 9th from 10-2pm at City Hall

Upcoming City Sponsored Events



**FOR THE RISKS YOU CAN'T SEE
BE READY
BE PREPARED**

**BUSINESS CONTINUITY AND
EMERGENCY PREPAREDNESS**
APRIL 7, 2016 8:30 am -9:45 am AND 5:30 PM – 6:45 PM
207 N. Spruce St, Cannon Beach Chamber of Commerce

No business is immune to the effects of an emergency situation and every business should have a plan of action that is commensurate with their needs. This forum will focus on the importance of preparing your business, your employees, and protecting your assets in the event of a disaster.

SPEAKER: STACY M. BURR, EMERGENCY MANAGEMENT CONSULTANT

For more information contact Colleen Riggs at riggs@ci.cannon-beach.or.us

Public Safety Report - February 1 through February 29, 2016

Staffing:	Authorized	Assigned
Sworn	8	7
Admin/Support	2	2
Parking/Information	4	0
Lifeguards	10	0
Reserve Officers		1

Station Activity:

CBPD Walk-in	134
CBPD Incoming Phone	405
SPD Dispatched Calls	30
Overnight Camping	20
Warnings	
Local Security Checks	1428
Traffic Warnings	55
Traffic Citations	18
DUII Arrests	4
Alarm Responses	9
Other Agency Assists	40
Citizen Assists	10
<u>Total Case File Reports</u>	<u>150</u>

Cases of Significance: Theft I x 1, Burg I x 1, Burg II x 1, Mental Hold by Police Officer x 1, PCS Heroin x 2, Telephonic Harassment x 2, Unlawful Entry to a Motor Vehicle x 1

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