

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: February 7, 2017

Planning Director Report

Planning Commission:

CU16-05. This is a conditional use permit request from the Cannon Beach Academy to re-instate its expired permit to operate a public charter school at 171 Sunset Street. The Planning Commission continued this hearing to January 26, 2017, when it was approved.

CP16-01. This is a continuation from the October hearing involving possible amendments to the tree removal ordinance, municipal code section 17.70. The Planning Commission recommended approval of the amendment at its December 22 meeting. It will be forwarded to the City Council for consideration at the Council's February 7 meeting.

Annual Parking Management Plan. This item was continued from the Planning Commission's November hearing. At its December 22 meeting, the Planning Commission voted to forward its recommendations to the City Council for consideration at the Council's March 7 meeting.

ZO17-01. Amendments to the City's short-term rental ordinance were considered by the Planning Commission in a public hearing on January 26. The Commission continued the hearing to February 7. At the Planning Commission's January 26 meeting, Bob Lundy was re-elected as chair, and Hank Johnson was re-elected as vice-chair.

Design Review Board: The Design Review Board met January 19 and considered a request to modify a portion of the north elevation of City Hall. The Board approved the request. The Design Review Board re-elected Mike Morgan as its chair for 2017. Todd Rowley was elected vice-chair.

Short-term Rentals: Staff completed an audit of short-term rental permits covering the quarter ending September 30, 2016; and found five permits in violation. The permit holders have been notified. Staff continued to process short-term rental permits in January:

Program	Number of permits
Vacation home rental	121
Transient rental	57
5-year transient rental	28
Total permits	206
New permits in process	5
Short-term code enforcement actions this month	5

Other Planning Matters:

- Staff met with Oregon Land Conservation and Development Department staff (12/22) to review floodplain permits.
- Planning and Public Works staff met with representatives of the Breakers Point Homeowners Association (1/3) to discuss their dune grading permit.
- Planning staff met with representatives of the Cannon Beach Academy (1/4) to discuss their pending conditional use permit.
- Planning staff met with Meg Gardener (1/9) of the Oregon Department of Land Conservation and Development to discuss tsunami resilience initiatives in Cannon Beach.
- Planning staff hosted a meeting (1/23) with staff from the short-term rental management companies to discuss proposed ordinance amendments, status of the recent short-term rental audit, and related matters.
- The Ecola Creek Watershed Council met at City Hall (1/23); planning staff attended this meeting and updated the watershed council on the Ecola Creek Forest Reserve.
- Planning staff attended a meeting of the Columbia River Estuary Study Taskforce (CREST) (1/26) in Astoria. Scott Lee (Clatsop County) was re-elected chairman, and Bob Mushen (Port of Astoria) was elected secretary.

Public Works Director Report**PW Admin:**

- Two City Hall remodel project bids were received. Both were well above project estimates and budget authorization. Staff will not be recommending award of the project in its proposed configuration. Staff will bring alternative proposals to Council in February with options for the Council to discuss and provide guidance for moving forward.
- Phase 2 of the RV park upgrade continues. Water lines installation is nearly complete. Electrical lines are being installed over the next couple weeks. Water service and electrical pedestals are also being installed. The north restroom roof is being replaced and the interior upgrades are on schedule for completion at the end of March along with the rest of the project. Paving schedule will be evaluated once the underground work is completed.
- The public works operations building roof replacement project continues with the break in the weather. The freezing weather caused a temporary pause in the construction the past few weeks.

Wastewater:

- The capital improvement program for the wastewater facility plan has been completed in draft form. The consultant is putting the priority lists together and will be wrapping up the draft plan over the next few weeks. The goal is to have a draft ready for discussion at an upcoming Council work session. The consultants have started work on the rate study analysis and should complete that work within the next month.
- Matanuska lift station had a generator switch gear failure recently. Staff was able to restore operability with available spare parts but the entire unit will need to be replaced. Staff is obtaining cost estimates for the unplanned and unprogrammed major maintenance expense.

Water:

- Staff is actively pursuing a sizeable system leak in an area south of Matanuska Street and north of Siuslaw Street in the southern part of the city. The leak has been noted during the monitoring of overnight system demand, but has been a challenge to determine a location because it is not showing up on the ground surface. Through the process of elimination by shutting down various segments of distribution pipeline the crew will begin to narrow the search area and expect to locate the leak within a couple weeks.
- Review of the water system budget has shown a noted decrease in revenue corresponding with the extended wet and freezing weather over the past 3 months. Staff will continue to monitor the revenue versus expenses as we enter the warmer spring months that typically show an increase in demand with a corresponding increase in revenue.
- January rainfall totals are significantly below historical values with 7 inches so far vs 13.7 normal average.
- The water master plan draft update will likely be coming to Council for discussion at the February work session along with the wastewater draft plan and corresponding capital improvement projects summaries.

Streets & Storm:

- Sidewalk work has resumed on Spruce Street. Work was delayed during the freezing weather but will pick up in earnest with a goal of completing as soon as possible during this break in wet weather.
- The Ecola Bridge upgrade project is now complete. With minor change order work related to the pier cap brackets and a couple field modifications to the panel ties on the east side of the bridge, plus engineering inspection services during construction, the overall project costs have come in just slightly over the total budget authorization. Staff will be bringing a budget adjustment memo request to Council describing the specific expenses and the additional amount needed.
- Staff will be recommending to Council to enter into an agreement with ODOT to take over ownership of Ecola Park Road from 5th Street to the city limits contingent on ODOT constructing a culvert just north of North Hemlock and doing significant vegetation management in the section between North Hemlock and 5th Street to provide adequate space for vehicles to occupy the travel lanes in both directions without tree limbs hitting the vehicles. This process will likely take time to complete given ODOT's construction planning window and actual implementation of the project.

Parks:

- Staff and the Parks Master Plan consultants met with the citizen advisory group recently to discuss two site specific locations - Ecola Beach access ramp and Tolovana Wayside. Staff is looking for a draft master plan near the end of February and will bring to a Council work session likely in March.
- Staff have been actively completing winter pruning, rose garden maintenance and ivy removal.

- Staff recently performed surface maintenance on a short segment of the 'loop trail' in Ecola Creek Forest Reserve to repair a section that was flooded with the recent storm events.
- The sign at Les Shirley Park and the Wastewater Treatment facility are being refurbished - they were removed and taken to the shops for reconditioning and will be re-installed when completed.

Building Department Report

December 2016 Building Department						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	5	\$2,098.87	\$883.94	0		\$2,982.81
Mechanical	13	\$927.05	\$88.00			\$1,015.05
Plumbing	6	\$1,049.25				\$1,049.25
Vacation Home Rental	2				\$200.00	\$200.00
Monthly Total						\$5247.111
			Seaside		75% of Total	\$3,935.33
			Cannon Beach		25% of Total	\$1,311.78

Emergency Management Report

DATE RANGE: January 2017

OVERVIEW:

- Conducted a work session with City Administration for the Field Operating Guide protocol and procedures regarding the following activities:
 - City Administration response protocol and procedures following an incident
 - City Administration continuity of operations response protocol and procedures following an incident.
 - City Administration protocol and procedures for informing the public and general communication activities following an incident.
- City conducted shelter work session with Mike Clark, Coaster Construction.
- Red Cross conducted a shelter assessment for the Coaster Construction Shelter.
- Conducted a work session with HRAP for the Field Operating Guide protocol and procedures regarding the following activities:
 - HRAP response protocol and procedures following an incident
 - HRAP recovery protocol and procedures following an incident.
 - City's expectations of HRAP mission critical activities following an incident.
 - Activities HRAP personnel and volunteers can assist the City with following an incident.

- Red Cross conducted a Disaster Volunteer presentation for Cannon Beach Emergency Volunteers.
- Conducted Cannon Beach Emergency Management Team (CBEMT) work session. The CBEMT is a multi-disciplinary group directed by the Cannon Beach City Manager to support the City's Emergency Management Program Strategies and to provide assistance to the City following an incident or catastrophic event.

Haystack Rock Awareness Program Report



General:

- Ecotourism plans are currently on hold as City and Visitor Center staff shift directions to allow for more through planning and application for ecotourism funding through Travel Oregon
- All staff returning for this season -- No need to place job add
- 7 returning seasonal staff, with 4 beginning in February and 3 beginning after returning for the summer from College
- 2017 staff training to take place February 7th-9th
- Season begins February 13th
- We will be partnering with CoastWatch to promote the King Tide events and photography documentation
- Conclusion party with local pictures to take place February 10th from 5-7pm at Public Coast Brewing
- Discover Haystack Rock events for 2017 have been planned and the corresponding poster will be on the City website soon

Education:

- Education currently has 24 schools booked with 900 children expected
- Puffin Welcome this year is April 14 from 8:30-11:30a with 130 Kindergarten students coming from Seaside Heights and Gearhart Elementary
- This is a great opportunity for these fledglings to welcome back our Puffins and learn about the intertidal world

Volunteers:

- Volunteers are busy complying with our new background check requirement
- Revamped our Volunteer newsletter to reflect a more professional publication and began to include our local hoteliers and rental management companies to be updated on events with the program
- Looking forward to having too many volunteers on the beach!

Citizen Science:

- Volunteers & staff continue to conduct monthly citizen science surveys:
- COASST: 4 dead birds
- Marine Debris: higher amount of smaller plastics and pieces of debris due to seasonal upwelling (ocean is pushing up debris from the sea floor)
- Microplastic: will resume cleanup efforts in February
- Sea Star Survey: Rescheduled for February 8th @4pm

Public Safety Report – December 2016

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

	2016	2015
<u>Station Activity:</u>		
CBPD Walk-in	118	115
CBPD Incoming Phone	257	270
SPD Dispatched Calls	32	57
Overnight Camping Warnings	16	17
Local Security Checks	2105	2149
Traffic Warnings	203	126
Traffic Citations	10	24
DUII Arrests	0	0
Alarm Responses	11	11
Other Agency Assists	46	34
Citizen Assists	17	20
<u>Total Case File Reports</u>	136	131

Cases of Significance: Possession Methamphetamine x 1, Burglary II x 2, Theft III x 1, Criminal Mischief III x 1, Violation of a Stalking Protective Order x 2, Fugitive Arrest x 1, Police Officer Mental Hold x 1

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