

## City of Cannon Beach Monthly Status Report

**To:** Mayor and City Council

**From:** Chief Jason Schermerhorn, Interim City Manager

**Date:** September 12, 2017

### **Executive Department**

- On August 4<sup>th</sup>, I made the decision to close the Ecola Creek Forest Reserve. We have had a very dry summer and our firefighting resources are very limited:
  - Mark Morgans from Greenwood Resources contacts the City to let us know when he is closing the other forest lands assuming that we would like to protect ours as well. This year was no different;
  - The summer has been extremely dry with very little rainfall;
  - The fire level danger has varied throughout the summer from medium to high;
  - Many of our local (Clatsop County) firefighters are out of the area fighting wildfires in Sisters and Brookings. I know that three from Seaside including the Chief and Asst. Chief have been in Brookings for the last week and half with the brush fire rig from Seaside. There are several others from other agencies in the county that have been fighting wildfires including the forestry department who is also shorthanded. Our Cannon Beach Chief has just returned from being in Sisters to help with a wildfire over there and the only other paid firefighter in Cannon Beach is gone on a wildfire as well.
  - I have spoken with our land use attorney Bill Kabeisman and City Attorney Herdener who both agreed with my decision and it is outlined in the city ordinance that we have the right to close any park.
  - I am hoping that we can get some moisture in the next few weeks to open back up, but right now, I don't think it is worth it.
  
- The City of Cannon Beach has been nominated for a Voice of the People award. This was in response to the National Citizen Survey for how the City prioritizes our natural environment. Staff responded to some questions and sent in photos. We will see how we fair in the competition, but we were very happy just to be nominated, as we do take our environment very seriously with all of our programs.

### **Planning Department Report**

**Planning Commission:** The Planning Commission meet on July 27 and August 24. At its July 27 meeting, the Commission:

- Approved a setback reduction for modification of an existing two-family dwelling at 163 W Orford Street. The Planning Commission's decision on this matter is under appeal to the City Council, scheduled to be heard on September 12.

- Denied a request for alterations to a non-conforming residential structure at 172 W Harrison Street.

On August 24<sup>th</sup>, the Commission conducted a public hearing and approved a variance to the maximum fence height requested by the Wayfarer Restaurant. The fence is on the south property line of the Wayfarer site, and is intended to provide a buffer between commercial activity at the Wayfarer and residential use on the property to the south. The adjoining property owner supported the request.

**Design Review Board:** The Design Review Board met on August 17. The Board considered three requests:

- Exterior modifications to the existing commercial building at 3115 S Hemlock for a proposed cannabis retail operation. The Board continued the hearing to September 21 at the applicant’s request to provide more detailed information on the building’s exterior and to address off-street parking concerns.
- Exterior modifications to an existing duplex at 163 W Orford Street. The applicants wish to modify the exterior of a non-conforming building to meet building codes for interior head room. A setback reduction for this project was approved by the Planning Commission in July, and is under appeal to the City Council. The DRB continued their hearing on this item to September 21.
- Free-standing sign for the Cannon Beach Arts Association at 1064 S Hemlock. The DRB approved the free-standing sign request.

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

	Number of permits
Vacation home rental	119
Transient rental	55
5-year transient rental	28
Total permits	202
New permits approved in July	3
New permits in process in July	1
Short-term code enforcement actions in July	3

The total number of permits in force at the end of August 2017 was 202. This is five more than were in effect at the end of August 2016.

**Building Permits:** Staff processed the following building permits in July:

July 2017 Building Department							
Permit Type	Permits	Permit Fees	Excise Tax	Bldg Plan Review	FLS	Inspections	Total
Building	10	\$13,243.10	\$1,428.69	\$8,627.91	\$4,294.97		\$27,594.66
Mechanical	10	\$744.55					\$744.55
Plumbing	9	\$1,562.25					\$1,562.25
Vacation Home Rental	0					0	0
<b>Monthly Total</b>							<b>\$29,901.46</b>

### **Other Planning Matters:**

- Work continued on the 28-acre acquisition to the ECFR. A draft letter of intent was prepared, reviewed by the City Attorney, and is in the seller's hands for review by her attorney. The City has contracted with an appraiser. Work on the appraisal will start when the seller signs the letter of intent;
- Work continued on the foredune management plan update. The City entered into an agreement with the Columbia River Estuary Study Taskforce (CREST) to work on the policy and regulatory part of the update. Dr Jonathan Allan of the Oregon Department of Geology and Mineral Industries (DOGAMI) completed work on the scientific background report for this project in June;
- Alton Butler attended a meeting of the Oregon Building Officials' Association in Lincoln City;
- Stacy Burr, Jason Schermerhorn, Mark Scott (GIS consultant) and Mark Barnes met 7/26 to discuss mapping needs for an emergency response project;
- Mark Barnes participated in a 7/31 conference call with Breakers Point's attorney, Tim Ramis, and their staff, Bruce Francis, to discuss foredune grading and the status of the foredune management plan update;
- Alton Butler and Mark Barnes met with Cannon Beach Academy staff and contractors at the school site on 8/1 to review certificate of occupancy requirements;
- Mark Barnes met with Mike Clark on 8/2 to discuss preliminary plans for rebuilding the Sealark Apartment building destroyed by fire, and the City's affordable housing initiatives;
- Cruz Flores, Jim Arndt, and Mark Barnes met on 8/8 with Dale Barrett of OTAK to discuss Center Street easement and right-of-way issues;
- Jason Schermerhorn and Mark Barnes met on 8/10 with the owner of 172 E Susitna to discuss short-term rental violations;
- Jason Schermerhorn and Mark Barnes met on 8/11 with David Frei to discuss concerns related to retail cannabis;
- Alton Butler, Jason Schermerhorn, and Mark Barnes met on 8/22 with Cynthia Alamillo, Manzanita Assistant City Manager, to discuss changes to the building official MOU between Manzanita and Cannon Beach.

### **Public Works Department Report**

#### **PW Admin**

- Colleen Riggs' office is complete and Colleen is now moved. Building Inspector Alton Butler has moved into Colleen's trailer office;
- Screening interviews were held with three applicants for Cruz Flores' position of Public Works Foreman. Two candidates were selected for secondary interviews with two City panels on August 22nd. Karen La Bonte was selected to fill the position. She will begin work September 6, 2017.

#### **Water/Wastewater**

- The slow sand filter is currently up and running with Ecola Creek water, however its operation is only precautionary. No water is actually being used in the system, as the springs continue to

meet City demand. It is likely that spring water will be able to provide City demand and Ecola Creek water will not be needed this year;

- The Water Department has made headway in finding a half dozen leaks that were relatively minor, although one was estimated to be 40-50 gpm (~ 60,000 gpd);
- Preparation is being made to replace several 8- inch meters to more accurately determine flow from the springs and water distributed into the system;
- With new staff coming on board, it is hoped to begin several water and wastewater projects budgeted for 2017/18;
- Similarly, the Water and Wastewater Master Plan and Rate Study continue to undergo review and revision. The desire is still to have a recommendation to the Council by December;
- Quotes will be received this month for increasing height on the existing wastewater lagoon.

### **Streets/Storm/Parks/Arts**

- ODOT will be adding a new culvert on Ecola Park Road in the vicinity of the slide last winter. The City sent out a notice of ODOT work to residents affected by the road closure necessary to do the culvert placement scheduled for September 12th. Paving will occur later, but should be in September as well. The City is reviewing the option of using ODOT bids for the paving we would like to do this year. In addition, we are reviewing an IGA whereby the City could do reimbursable work for ODOT (such as emergency work on Ecola Park Road) when ODOT cannot respond in a timely manner;
- Parks mowing has slowed considerably given the dry weather reducing turf growth.

### **Emergency Management Report**

Date Range: August 1, 2017 – August 31, 2017

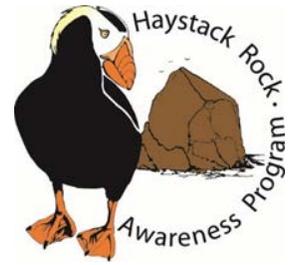
- Conduct a radio communication test to determine interoperability limitations;
- Setting up a station for Cannon Beach executives who may need a work station at Camp Rilea Clatsop County Emergency Operations Center to ensure continuity of operations;
- Review action items to ensure the Cannon Beach Emergency Operations Center can be activated without issue;
- Review GIS Area of Response maps for first responders;
- Purchase MRC field operations supplies;
- Review printed draft from Kinkos of Field Operating Guides;
- Work session with IT to discuss Emergency Management website add-ons and to prepare for September Preparedness Month;
- Conduct a Mass Care and sheltering tabletop exercise with Executives.

### **Haystack Rock Awareness Program Report**

#### **General:**

- Staff attended the Northwest Aquatic and Marine Educators conference in Homer, AK at the beginning of August;
- HRAP will be partnering with NCLC on their CoastWalk coming up September 21<sup>st</sup> and 22<sup>nd</sup>;

- Private Tours have been generating profits at an increased pace;
- Day and week camps (for Adults and Kids this year!) have wrapped up for the year;
- On August 30<sup>th</sup>, we attended our last “guest display” at the Oregon Coast Aquarium for the season;
- Ecotourism plans are on track as funds have been secured through Travel Oregon’s Rural Tourism Studio, a workshop focused on regional ecotourism with grant funding available to ensure that a plan of action is carried out.



### **Education & Volunteers:**

- Having returned from the 2017 Northwest Aquatic Marine Educators Conference in Alaska, we will be implementing some great new ideas for the coming school year;
- Wrapped up all our summer camps and new adult/kids day camps;
- We are slowly building our base of volunteers including Junior Volunteers;
- Prepping for upcoming annual Volunteer Appreciation Party that will be held on October 28.

### **Communication:**

- Continued attendance at Wednesday morning meetings;
- Dropped off a bag of plush puffins at the Wine Shack;
- Puffin brochure finalized;
- Already re-ordered puffin hoodies for the “Protect the Puffins” initiative;
- Refurbished truck/beach signs;
- Attended FoHR meeting and took notes while staff was away in AK;
- Finalized Tides and Trails marketing materials;
- Promoted our solar eclipse event, and spoke with Daily Astorian;
- Offered educational activity for kids on eclipse day, but only had 1 participant;
- Started informational packet to give to Chamber.

### **Outreach:**

- HRAP will be taking over the writing of the Travel Oregon Grant to Fund Beach Wheelchairs;
- HRAP/ Haystack Rock has been highlighted with increasing regularity in the Daily Astorian.

### **Citizen Science:**

- Volunteers & staff continue to conduct monthly citizen science surveys;
- We conducted a microplastic clean-up event in partnership with Sleepy Monk and Sea Turtles Forever.

### **Monthly Counts:**

- July:
  - Direct visitor contacts: ~14,000
  - ‘Thank you’s’: ~6,500
  - Beach Donations: ~\$1,200
  - Visitors trampling wildlife: ~750
  - School Groups: 4
  - Guided Tours: 11 tours, 122 participants, \$875 raised

**Public Safety Report – July 2017**

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	8	7
Admin/Support	2	2
Parking/Information	6	6
Lifeguards	10	9
Reserve Officers		

<b><u>Station Activity:</u></b>	<b>July 2017</b>	<b>July 2016</b>
CBPD Walk-in	306	264
CBPD Incoming Phone	640	552
SPD Dispatched Calls	107	81
Overnight Camping Warnings	171	116
Local Security Checks	1631	2058
Traffic Warnings	152	201
Traffic Citations	28	34
DUII Arrests	1	5
Alarm Responses	17	12
Other Agency Assists	59	43
Citizen Assists	70	53
<b><u>Total Case File Reports</u></b>	<b>435</b>	<b>346</b>

**Cases of Significance:**

- Minor in Possession of Alcohol x 1
- Reckless Endangering x 1
- Assault IV Domestic x 1
- Interfering with a Peace Officer x 1
- Giving False Information to a Police Officer x 1
- Escape III x 1
- Disorderly Conduct II x 1
- Theft II x 3

**Code Enforcement Activities:** During this period, 7 alleged municipal code violations were addressed and resolved or pending resolution.