

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: September 4, 2018

Executive Department

Staffing

- Interviews for the Community Development Director position are being held September 4th through 6th.
- Applications for the new position of Emergency Manager have started to come in. The application period ends September 14th.

Planning Department Report

Planning Commission: The Planning Commission met on August 23, and considered the following:

- Foredune Management Plan update: The public hearing on this item was closed in May. The Planning Commission continued its discussion of the CREST report and some of the proposed comprehensive plan and zoning ordinance changes; and directed staff to bring additional changes to the September 27 meeting for a possible vote.
- Tree removal ordinance amendments. The Planning Commission continued its discussion of proposed tree removal ordinance amendments, and directed staff to bring additional changes to the September 27 meeting for further consideration and a possible vote.
- SR18-03. The Planning Commission conducted a public hearing and conditionally approved a setback reduction at 3828 Pacific to accommodate roof-line modifications to an existing non-conforming single-family dwelling.

Design Review Board: The Design Review Board met on August 16. The DRB considered a request by Cannon Beach Community Church for landscape modification and approval of a small accessory building at 132 E Washington. After taking testimony, the DRB approved the requested tree removal and accessory building, but continued the hearing to September 20 for additional information and a decision on the proposed tree replanting plan.

Building Permits: Staff processed a total of 12 building, mechanical and plumbing permits in July:

Permit Type	# of permits	Permit Fees	Value
Building	2	\$2,877	\$248,200
Mechanical	5	\$682	
Plumbing	5	\$985	
Monthly Total	12	\$4,544	

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.

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

Program	Number of permits
14-day permit	118
Lifetime Unlimited permit	53
5-year Unlimited permit	34
Total permits	205
New short-term rentals this month	1
Pending short-term rentals	4
Five-year lottery draws this month	1
Short-term code enforcement actions this month	2

Other Planning/Building Matters:

- The Southwind Improvement Advisory Committee met on August 6 to continue their discussion of improvement plans for the City’s Southwind property.
- Clatsop County’s Housing Technical Advisory Committee met on August 7 to discuss housing and land supply reports for the unincorporated County and the cities, including Cannon Beach.
- The Planning Director, Public Works Director, and City Manager met on August 10 with Greenwood Resources staff to discuss forest management issues.
- Jill Janosec began work as the Community Development Department’s Administrative Assistant on August 13. Alisha Gregory, who has been the Department’s Administrative Assistant for seven years, will be leaving to enter nursing school this fall.
- The Parks & Community Services Committee met on August 16 to discuss potential amendments and updates to the Ecola Creek Forest Reserve Stewardship Plan.

Public Works Department Report

Water/Wastewater

- Divers were out cleaning and inspecting our two largest water tanks. This diving company handles inspections and cleaning for various companies and City Municipalities from the west coast to the state of Wisconsin and commented that we have two of the cleanest tanks they’ve ever seen! They provided a video file of the inspection and a full report will be forthcoming in the next few weeks.
- Request for Proposals (RFP) have been issued for the engineering work on the Haystack and Siuslaw pump station projects that were funded for this fiscal year.
- Request for Proposals (RFP) have also been issued for the engineering work for covering the UV and Headworks area at our Wastewater Treatment Plant, a project that was also funded this year.
- Repairs have been completed for all items identified in the Smoke Test Results for our sewer system. Letter have been issued to homeowners for items needing attention on private property and will be tracked through repair completion by City Staff.
- The Ash Street water line replacement project has begun and will continue through September.

Roads/Parks

- Lancaster Engineering was out Saturday, August 18th to conduct a post assessment on the candlestick configuration at the Warren Way and Hemlock intersection. Pending the assessment results, a plan and the funding for replacing the candlesticks with a more appropriate long-term solution will be developed.
- The downtown parking lot will be closed for maintenance and seal coating the week of September 10-14, 2018.
- The parking lot behind the Public Restrooms (across from the Chamber) at Spruce and 2nd intersection will be closed the week of September 17-21, 2018 for maintenance and seal coating. Restrooms WILL BE open but accessible via the sidewalk path only.
- The Parks department continues their focus on landscape maintenance and watering. The Fisherman's Dance sculpture has been cleaned, stained and sealed adding new life to its appearance!

Recycle

- Our Recycle drop-off location continues to experience higher than usual cardboard and yard debris volumes this year. This increase has kept our "one-man-operation" very busy!

Haystack Rock Awareness Program Report

General

- Annual totals (since 1/1/18):
 - Direct visitor contacts: 68,000+
 - Education Programs (field-trip, classroom, etc.): 65
 - Number of volunteers: 153
 - Bird Rescues: 21
 - Beach wheelchair checkouts: 226
 - Partnering events (attended and/or co-hosted): 105
 - Drone disturbances: 91
- HRAP Oregon SeaGrant intern, Dylan Rozansky, completed his Sea Grant Scholarship this month and presented his collected data at the Sea Grant Symposium at the Hatfield Marine Science Center in Newport, OR.
 - We will post an infographic of his results on social media soon.
- We have two new staff joining our team, Margaret Minnick and Jonah Brien, as two other staff, Roan Childress and Brianna Ortega, leave for the summer to return to college.
- This past month we had a very high number of stranded or injured birds, specifically juvenile common murrelets, wash in that needed rescuing.
- Our annual puffin counts, as surveyed and reported by USFW Volunteer Tim Halloran, were higher this month, with the highest count at 64 (higher than last years counts!).
- The 2018 NAME Conference, which HRAP partnered to host at PSU from July 29th- August 2nd, was a great success with coastal field trips in CB and a beautiful banquet at the CB Chamber of Commerce.
- HRAP Director and Coordinators attended meetings for various partnering organizations including Wildlife Center of the North Coast, Friends of Haystack Rock, Oregon Ocean Policy Advisory Committee, Travel Oregon, Friends of Cape Falcon Marine Reserve, Lower Columbia Hispanic Council, and Northwest Aquatic and Marine Educators.



Education & Volunteers

- Education:
 - Ramping up for the 2019 school year already have 5 schools in the queue awaiting formal tidal information.
 - Wrapped up our last Day Camp of the year for our Sea Squirts on August 10th.
 - Provided several private tours and 1 education group from Oregon State for their ICY program.
 - The program helps high school students find environmental programs that would be of interest as a career choice and mentoring with natural resource professionals.
 - Booked a field trip for Marine Bio students from Park Rose for October.
 - Attended our Sea Grant Scholar Dylan's presentation at Hatfield Marine Science Center.
 - Attended tabling event for Oregon Coast Aquarium and created a new initiative, Ditch the Straw with Trash Talk turtles made up of used straws.
- Volunteer:
 - We have had several new volunteers join us this month – yahoo!
 - Working on end of season data and planning our end of season/volunteer appreciation party.
 - We will be developing a new volunteer training program for next year that will be more like the Rocky Shore Interpreter Program through State Parks.

Outreach

- Hosted Trash Talk Topsy Painting with Marine Debris at WineKraft.
- Presented “Let’s Talk Trash” for Fireside Talks at Fort Stevens.
- Promoting the upcoming event: Mind Body Beach.
- Travel Oregon Grant due 8/30.
- Reached out to Nehalem Trust regarding Fall Festival Tabling.
- Followed up on Bigger Picture Project Frame Out.
- Interviewed for Environment Oregon Press release surrounding plastic pollution.
- Offered donation of Trash Talk Product to the Oregon Coast Aquarium and the Seattle Aquarium in support of their efforts.
- Reached out to Oregon mermaids regarding tabling the event, Conservation, Imagination and Creation.

Communication

- Citizen Science
 - 12 out of 17 nests left on Seabird plot.
 - One nest with small chicks, and the rest are large.
 - Seastar survey counted 293 at 40% wasting.
 - Seastar count was down from 362, 22% last month.
 - 13 dead birds found during this month’s COASST survey.
- Materials/Merchandise
 - Working on new HR sticker.
 - Made trash talk, “Labor Temple” sign.
 - Printed new program brochures.

- New donation sign for back of trailer.
- Printing watershed pamphlets for planning department.
- Creating new Haystack Rocks painted rocks for sale for donation.
- Online
 - Updated Square store to include new Kim Rose Adams items.
 - Update social media to promote new merchandise.
 - Launched new Trash Talk page.
 - Assisted FOHR with updating their website.
 - Starting work on new marketing materials for private guided tours.
 - Created new Cannon Beach Bunny Awareness Facebook group!
- Kari Henningsgaard attended, on behalf of HRAP, ODFW council meeting to advocate for the Marbled Murrelet.

Beach Wheelchairs and Bilingual Interpretations – Inclusivity

- The beach wheelchair program has had 226 reservations for beach wheelchairs since October 5, 2017, including multiple reservations where party uses chair for a few days in a row.
- Wheelchairs currently has 22 future reservations, including several for October.
- Wheelchair was reserved by one Spanish-only speaking family; they donated \$20.00.
- Wheelchairs program has earned approximately \$2500 in donations, not including initial of \$6500.
- Andrea has translated over a dozen of the beach signs used by the HRAP interpreters.
- Andrea has served as the bilingual interpreter on the beach, connecting with several Spanish-only speaking groups and educating them about the tidepools and marine life.
- Wheelchairs has gotten a lot of feedback about adding a third chair to the program, with over a dozen mentions when physically given a donation.
- The wheelchair program is currently in a position to acquire a third wheelchair, however a third wheelchair would definitely entail needing to have a full time position. Even with two beach wheelchairs, Andrea has had to be very careful when saving reservations so as to not go over her hours. Some 85 people have been placed on the cancellation list and the cancellation list has only been utilized 12 times. A full time position would open up more time for more visitors to use beach chairs and donate to the program.

Public Safety Report – July 2018

Staffing:	Authorized	Assigned
Sworn	8	7
Admin/Support	2	2
Parking/Information	6	5
Lifeguards	10	10
Reserve Officers		0

<u>Station Activity:</u>	July 2018	July 2017
CBPD Walk-in	351	306
CBPD Incoming Phone	662	640
SPD Dispatched Calls	86	107
Overnight Camping Warnings	153	171
Local Security Checks	2304	1631
Traffic Warnings	61	152
Traffic Citations	16	28
DUII Arrests	0	1
Alarm Responses	10	17
Other Agency Assists	84	59
Citizen Assists	31	70
<u>Total Case File Reports</u>	451	435

Cases of Significance:

Fraudulent Use of a Credit Card:	1 Case
Fugitive Arrest:	1 Case
MIP Alcohol:	1 Case (6 Subjects)
Theft II:	1 Case
Theft III:	1 Case
Theft by Deception:	1 Case
Menacing/Victim Declined to Pursue:	1 Case

Traffic Citations:

Driving with a Suspended License:	3 Citations
Violation of Basic Rule:	7 Citations (70/55, 75/55, 43/30, 44/30, 60/45, 75/55, 72/55)
No Operator's License:	4 Citations
Unsafe Passing on the Left:	1 Citation
Fail to Obey Traffic Control Device:	1 Citation
Use Mobile Comm. While Driving:	1 Citation
Driving Uninsured:	1 Citation

Code Enforcement Activities: During this period, 11 alleged municipal code violations were addressed and resolved or pending resolution.