

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: November 6, 2018

Planning Commission: The Planning Commission met on October 25 to consider the following:

- Foredune Management Plan update: The public hearing on this item was closed in May. The Planning Commission continued its work on this item to the November 20 meeting.
- Tree removal ordinance amendments. The Planning Commission continued this item to November 20.
- SR18-04. The Planning Commission approved a setback reduction at 211 E Surfcrest to accommodate a garage.
- The Planning Commission conducted a work session to discuss the City’s short-term rental program. A public hearing on potential short-term rental ordinance amendments is tentatively scheduled for Thursday January 24.

Design Review Board: The Design Review Board did not meet in October. The DRB’s next meeting will be on Thursday November 15, 2018.

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

Program	Number of permits
14-day permit	116
Lifetime Unlimited permit	52
5-year Unlimited permit	36
Total permits	204
New short-term rentals this month	2
Pending short-term rentals	1
Five-year lottery draws this month	1
Short-term code enforcement actions this month	1

Building Permits: Staff processed a total of 34 building, mechanical and plumbing permits in September:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	16	\$11,244	\$1,088,826	\$10,888	\$26,204
Mechanical	9	\$783			
Plumbing	3	\$481			
Monthly Total	28	\$12,508	\$1,088,826		

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.

Other Planning/Building Matters:

- The Planning Director accompanied Parks & Community Services Committee members and consultant Barry Sims on a tour (9/20) of the upper Ecola Creek Forest Reserve as part of the City's update of the ECFR Stewardship Plan.
- Council member Brandon Ogilvie and Planning Director Mark Barnes attended a 9/24 meeting of Clatsop County's Affordable Housing Taskforce.
- The Planning Director attended a 9/25 meeting in Tillamook hosted by Tillamook County, and made a presentation on Cannon Beach's short-term rental program.
- The Department's Administrative Assistant attended a one-day (9/28) building permit technician training session offered through the Oregon Building Officials Association.
- The Building Official attended a code-update course (9/28) provided by the Oregon Building Officials Association.
- Planning Department staff met 10/19 with short-term rental management companies to discuss upcoming hearings on changes to the City's short-term rental regulations; to introduce new staff; and to discuss the services STR-Helper will be providing the City.
- The Community Development Director and Planning Director attended a 10/22 meeting in Astoria to discuss updating the County-wide Natural Hazard Mitigation Plan.
- The Planning Director attended a 10/25 meeting of the Columbia River Estuary Study Taskforce (CREST).

Public Works Department Report

Roads

- 2018-2019 Pave Preservation contract was awarded to ABCDE Paving and they are scheduled to pave the Wastewater Treatment Plant and three streets within Cannon Beach during October 22nd -November 7th weather permitting.
- Otak is in the process of engineering the S Curves project to replace the water line, giving us redundancy back between the north and south ends of town. Once the engineering is complete, an RFP for construction will be issued.
- Lancaster Engineering has completed the post evaluation of the Warren Way/Hemlock intersection. Options for replacing the temporary white plastic candlesticks currently in place has been identified. A summary of the report will be discussed during the upcoming November 15th Design Review Board meeting.
- The completion date for the Ash Street Water Line replacement project has been extended to November 7th. The project is going very well, the contractor just felt additional time was needed to ensure everything was completed to our scope specifications.

Wastewater

- Kennedy Jenks has been awarded the contract to Engineer the cover for our UV and Headworks at the WWT plant.

Water

- Water flow testing on all our fire hydrants throughout the city has begun and is scheduled for completion no later than December 31st.

Parks

- An RFP has been issued to secure an Arborist of record for the City of Cannon Beach. Bids are due back by Friday, October 19th at 2pm. Bids will be reviewed, and the results will be provided in next month's report
- The doors on the public restrooms at Spruce and 2nd are in the process of being removed and repainted. One set of restrooms will remain open for use during this process. The work will be completed during the week without impact to the weekend visitor restroom demand.
- Landscape maintenance continues, and final application of the semi-annual turf fertilizer has been applied.

RV Park

- Airwave has been awarded the contract to upgrade the Wi-Fi at the RV Park

Haystack Rock Awareness Program Report

General

- Annual totals (since 1/1/18):
 - Direct visitor contacts: 90,000+
 - Education Programs (field-trip, classroom, etc.): 74
 - Number of volunteers: 163
 - Bird Rescues: 43
 - Beach wheelchair checkouts: 312
 - Partnering events (attended and/or co-hosted): 116
 - Drone disturbances: 104
- 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:
 - 15 schools are awaiting official scheduling for the 2019 Season.
 - Working on 2019 Girl Scout Calendar for two programs.
 - Finished out last shift of the season with a release of a Rhinoceros auklet.
 - Prepping for season planning.
- Volunteer:
 - Engrossed in End of Season Celebration:
 - Compilation of volunteer hours.
 - Finishing touches on volunteer appreciation gifts and thank-you cards.

Outreach

- Facilitated workshop at Oregon Coast Teacher's Association was asked by numerous teachers what it would take to get us out to their classroom to present and facilitate an activity.
- Spoke with PUUF regarding facilitating presentation during Thanksgiving.
- Followed up with Precious Plastics regarding Maker's space solutions.
- Facilitated two separate Marine Debris Art Windows for Cannon Beach Academy which will be shown in Stormy Arts.
- Registered for Sou'wester Handmade Bazaar and was asked to facilitate workshop in December.

- Interviewed by Daily Astorian for the Window marine debris project.
- Followed up with Governor's Office regarding One Stop meeting to fund Public Works projects.
- Facilitating Joint HRAP/CBAA grant funded classes on 10/27 and 10/30.
- Reached out to Maritime Museum regarding facilitating 3+ workshops and a community Art Project connecting estuary to sea.
- Reached out to Evergreen College regarding the possibility of providing a supply of Trash Talk jewelry pieces for a 50/50 split to support both our organizations while simultaneously creating opportunity for conversations surrounding plastic pollution. In addition, we would love to discuss offering a marine debris art workshop in the Spring of 2019.
- Was asked to facilitate Trash Talk workshops for 3 Girl Scout Troops. Forwarded to Lisa as she is the GST coordinator.

Communication

- Citizen Science
 - The final nest in our plot fledged sometime during the first week of October, which was unusually late
 - Final data was recorded, and sent to coordinator Amelia O'Conner
- Materials/Merchandise
 - Created poster for End of Season Celebration
 - Printed and stocked program brochures
- Online
 - Remarketed and photographed our Square site to better reflect our current inventory of jewelry
 - Continual updating and posting on social media
 - Created and scheduled several more Haystack Fact posts after receiving lots of positive feedback on previous posts
 - Sent out save the date reminder for End of Season Celebration to staff and volunteers on social media
 - Beginning to brainstorm positive messaging for Trash Talk Facebook page to encourage the public to reduce their use of single use plastics
- Helped Lisa with AHS activity fair, and got lots of interest from HS students about volunteering/potential senior project ideas
- Helping Lisa make volunteer appreciation gifts for upcoming End of Season Celebration

Beach Wheelchairs and Bilingual Interpretations – Inclusivity

- The beach wheelchair program is officially 1 year old!
- The beach wheelchair program has had 312 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 5 future reservations, all for November.
- Wheelchair was reserved by one Spanish-only speaking family; they donated \$20.00.
- Wheelchairs program has earned approximately \$2,500 in donations, not including initial of \$6,500.
- 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 more time for more visitors to use the beach chairs and donate to the program.
- Many people are now starting to do “walk-ins,” where they don’t make a reservation, but instead come in to City Hall to see if they can check out a beach wheelchair. Most walk-ins were on the beach and saw the beach wheelchair being used, asked about the information from the wheelchair user and then came straight over to City Hall to take a chair, make a future reservation, and even just donate.
- Beach wheelchairs had 3 weddings where the wheelchair was reserved after normal wheelchairs hours (9:00a to 5:00p, the wedding reservations were 5:00p to 8:00p) and Andrea worked with these families personally to ensure their big days remained special. Each of these families donated at least \$50.

Public Safety Report – September 2018

Staffing:	Authorized	Assigned
Sworn	8	7
Admin/Support	2	2
Parking/Information	6	4
Lifeguards	10	10
Reserve Officers		1

<u>Station Activity:</u>	September 2018	September 2017
CBPD Walk-in	229	229
CBPD Incoming Phone	404	429
SPD Dispatched Calls	78	108
Overnight Camping Warnings	130	126
Local Security Checks	2046	1728
Traffic Warnings	73	174
Traffic Citations	16	32
DUII Arrests	0	2
Alarm Responses	9	12
AOA, Including FD	36	68
Citizen Assists	28	45
<u>Total Case File Reports</u>	313	343

Cases of Significance:

Possession Controlled Substance - Meth:	2 Cases
Delivery Controlled Substance – Meth:	1 Case
Unauthorized Entry into Motor Vehicle:	1 Case
Fugitive Arrest/Probation Violation Detainer:	5 Cases
Animal Abuse I:	1 Case
Theft I:	1 Case
Theft II:	2 Cases
Criminal Mischief II:	3 Cases

Traffic Citations:

Driving with a Suspended License:	2 Citations
Violation of Basic Rule:	7 Citations (75/55,70/55,86/55,72/55,74/55,70/55,100+/55)
No Operator’s License:	1 Citation
Eluding a Police Officer:	2 Citations
Driving Uninsured:	1 Citation
Reckless Driving:	2 Citations
Unsafe Passing on the Left:	1 Citation

Code Enforcement Activities: During this period, 6 alleged municipal code violations were addressed and resolved or pending resolution.