

City of Cannon Beach Monthly Status Report

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

Community Development

Planning Commission: The Planning Commission met on November 20 to consider the following:

- Foredune Management Plan has been recommended for approval with conditions.
- Tree removal ordinance amendments was continued to the next regular scheduled meeting
- SR18-06. The Planning Commission approved a setback reduction at 187 E. Madison St. to accommodate a new addition, with conditions.
- V18-06. The Planning Commission approved a parking variance for the 235 W. Siuslaw Street, while conditioning the approval upon a denial of setback reductions for the side-yards.

Design Review Board: The Design Review Board met on November 15 to hold a work session on the Warren Way and Hemlock intersection improvement options. They reviewed the October 10, 2018, Lancaster Engineering Transportation Study and asked Public Works to return with some design scenarios.

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

Program	Number of permits
14-day permit	114
Lifetime Unlimited permit	53
5-year Unlimited permit	36
Total permits	203
New short-term rentals this month	0
Pending short-term rentals	3
Five-year lottery draws this month	3
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	20	\$27,010.54	\$2,281,009.00	\$22,810.09	\$49,014.09
Mechanical	12	\$959.90			
Plumbing	8	\$652.50			
Monthly Total	41	\$28,622.94	\$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 Community Development Director attended one of the two Affordable Housing Open Houses, held in Astoria and Seaside, on November 1 & 13.
- The City Planner and CD Director met with Miriam Forney, of OWEB and Barry Simms to discuss the Ecola Creek Forest Reserve Management Plan update on November 5.
- The City Planner and CD Department held a Workshop on Food Carts/Trucks with local food service operators and other citizens on November 6.
- The City Planner and CD Director staffed a Parks & Community Services Committee held a Work Session on November 8.
- The City Planner and CD Director met with Meg Reed of DLCD's Coastal Management to discuss Tsunami and Natural Hazards on November 9.
- The CD Director attended the Clatsop County Local Seismic Lifeline Routes meeting on November 13.
- Mayor Steidel, City Planner and CD Director hosted and attended the DLCD Board's Regional Tour & Round Table on November 15.
- The City Planner and CD Director met with Coaster Construction to develop an agreement for affordable housing for the Sea Lark project on November 6, which led to a City Council Work Session on November 14.
- The CD Director attended the Ecola Creek Watershed Council meeting on November 19.
- The City Building Official attended the Oregon Building Officials meeting November 16, 2018.

Public Works Department Report

Roads

- Paving on Ocean, Coos and Umpqua has been completed. The wastewater treatment plant is next to be paved, weather permitting.

Wastewater

- The City held a pre-proposal meeting for the RFP on the Haystack and Siuslaw Pump Station Enclosure project on November 13th. Engineering RFP's are due November 26. Results will be provided in next month's report.
- Performed maintenance on all our aeration diffusers at the wastewater treatment plant.
- Completed the Gower Street Inflow & Infiltration (I&I) project from our wastewater master plan. Currently working on Harrison I&I.

Water

- The request for engineering proposals for the realignment of the Poplar Road Distribution Line were due November 15. Four proposals were received. Results will be provided in next month's report.
- The Ash Street Water Line project is officially complete and street paving repair is being done.

Parks

- The City Arborist contract has been awarded to Jeff Gerhardt of Treescapes Northwest.
- The wood planter boxes and stairs at Whale Park are being replaced due to wood rot.

Haystack Rock Awareness Program Report

General

- Annual totals (since 11/1/18):
 - Direct visitor contacts: 1,200
 - Education Programs (field-trip, classroom, etc.): 3
 - Number of volunteers: 8
 - Bird Rescues: 1
 - Beach wheelchair checkouts: 8
 - Partnering events (attended and/or co-hosted): 11
 - Drone disturbances: 0
- HRAP Director and Coordinators attended meetings for various partnering organizations including Wildlife Center of the North Coast, Oregon Ocean Policy Advisory Committee, Travel Oregon and Friends of Cape Falcon Marine Reserve.



Education & Volunteers

- Education:
 - Busy checking school groups for the 2019 season.
 - Scheduled an in-house presentation for Neskowin 1st-3rd graders.
 - Wrapping up season planning.
 - Tabled Artesian Fair over Thanksgiving weekend - introducing visitors to our program.
- Volunteer:
 - Wrapped up our 33rd year with an intimate celebration for staff and volunteers.
 - Stephanie Stahmer was our Volunteer of Year with 140 hours and Merrick Habecker was awarded Junior Volunteer of the year with 62 hours.

Outreach

- Trash talk presentation to Arch Cape Community on November 17th.
- Tabled 3 day event at Seaside Convention Center Handmade Artisan Fair.
- Scheduled and confirmed attendance and workshop presentation at Sou' Wester Handmade Bizarre.
- Presented and hosted 4 community Trash Talk Art Windows at Astoria Performing Art Center.
- Submitted NOAA Grant for \$2500.
- Scheduled planning meeting for HRAP classes to be held at Maritime Barbary Center.
- HRAP+CBAA Workshop dates confirmed.
- Provided synopsis for Trash Talk to Dan Haag for use in new publication.
- HRAP/CBAA Class held 11/10.
- Presented Trash Talk Presentation and Activity for Travel Oregon FAM Tours.
- Attended CBAA Board meeting.

Communication

- Helped with this month's COASST dead bird survey.
 - Found 1 COMU in HRAP's ½ mile.
- Helped prep/set-up for End of Season Celebration.
- Preparing electronic waiver for wheelchair checkouts to save paper & streamline inventory.
- Set up excel database to track outreach event/donation data for the upcoming beach season.
- Creating a new PowerPoint design for 2019 presentations.
- Made infographic for end of year statistics and shared online and with our volunteers.

- Updated our Website with new statistics, and added information from Sea Grant Scholar's Human Dimensions Research.
- Sent out end of season press release.
- Sent out human dimensions press release.
- Updated Square store with current inventory & updated photographs to attract more customers.
- Update social media profiles with current square inventory.
- Attended preliminary 2019 season planning meetings.
- Began assembly of new program donation jars to pass out to local businesses.
- Began researching new Marine Garden sign options to use next season.
- Connected with Morrisey productions about aiding in the development of a video about HRAP.
- Assembling outreach materials to deliver to Cannon Beach Property Management.

Beach Wheelchairs and Bilingual Interpretations – Inclusivity:

- Fewer wheelchair checkouts as the wet weather has moved in, but some pickup during the holidays and sunny weather.
- Working on translating outreach materials (including flyers, press releases, and informational beach signage) in Spanish for the 2019 season.

Public Safety Report – October 2018

Staffing:	Authorized	Assigned
Sworn	8	7
Admin/Support	2	2
Parking/Information	6	0
Lifeguards	10	0
Reserve Officers		1

	October 2018	October 2017
<u>Station Activity:</u>		
CBPD Walk-in	214	226
CBPD Incoming Phone	315	362
SPD Dispatched Calls	58	67
Overnight Camping Warnings	54	69
Local Security Checks	2417	1734
Traffic Warnings	150	114
Traffic Citations	14	26
DUII Arrests	1	3
Alarm Responses	17	0
AOA, Including FD	47	46
Citizen Assists	19	28
<u>Total Case File Reports</u>	239	221

Cases of Significance:

- Unauthorized Entry into Motor Vehicle: 2 Cases
- Fugitive Arrest: 1 Case
- Theft I: 1 Case
- Burglary I: 1 Case
- Burglary II: 1 Case
- Criminal Mischief II: 1 Case
- Overnight Camping Prohibited: 1 Citation
- Disorderly Conduct: 1 Case
- Assault IV: 1 Case

Traffic Citations:

- Driving with a Suspended License: 2 Citations
- Violation of Basic Rule: 3 Citations (47/30, 78/55, 73/55)
- No Operator’s License: 3 Citations
- Driving Uninsured: 3 Citations
- Reckless Driving: 1 Citation
- Use Mobile Comm. While Driving: 1 Citation

Code Enforcement Activities: During this period, 3 alleged municipal code violations were addressed and resolved or pending resolution.