

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: March 5, 2019

Community Development

Planning Commission: The Planning Commission will meet on February 28 to consider the following:

- Public Hearing and Consideration of ZO19-01, City of Cannon Beach request for Zoning Ordinance text amendment; revision of Municipal Code Chapter 17.77, Short-Term Rentals.
- Work Session on Events/Outdoor Merchandising

Design Review Board: The Design Review Board met on February 21 to consider the following:

- Public Hearing and Consideration of DRB 18-08, SR Lodging, modifications to the exterior of existing commercial buildings. The properties are located at 439 S. Hemlock & 632 S. Hemlock. The application was approved, as presented.
- Continuation of DRB 18-09 Findings, Vito Cerelli, modifications to the exterior of an existing commercial building. The property is located at 3115 S Hemlock. The application was denied upon review of Findings.

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

Program	Number of permits
14-day permit	114
Lifetime Unlimited permit	50
5-year Unlimited permit	38
Total permits	202
New short-term rentals this month	3
Pending short-term rentals	7
Five-year lottery draws this month	0
Short-term code enforcement actions this month	0

Building Permits: Staff processed a total of 23 building, mechanical and plumbing permits in January:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	8	6130.49	930,369	9303.69	\$61,135.28
Mechanical	14	1054.05			
Plumbing	1	165.00			
Monthly Total	23	7349.54			

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. The IGA was extended for another six months, to July 2019.

Other Planning/Building Matters:

- The CD Director and PW Director met with Pam Reber, from Oregon DLCD, on 1/28/19 to discuss Natural Hazard Mitigation Planning for Cannon Beach.
- The CD Director attended the Clatsop County Natural Hazard Mitigation Planning Update meeting, in Astoria, on Jan. 29.
- The CD Director met with Megan Reed, from Oregon DLCD, on Jan 30, to discuss next steps in Tsunami Planning.
- The CD Department worked with department directors, staff and legal, to bring the Nicholson Short-Term Rental violation to a conclusion.
- The CD Director met with PW and Finance Department personnel, on Jan. 31, to discuss Public Parking and the Parking Lot Maintenance Fund.
- The CD Director attended a regional Public Works Development Review Meeting, in Astoria, on Feb. 7, to discuss plan review and other processing concerns.
- The CD Director and City Manager met with CREST personnel, on Feb. 8, in preparation for the Foredune Management Plan's City Council hearings.
- The CD Director attended a web-conference of Oregon's Legislative Committee, for the American Planning Association, on Feb. 12, to discuss upcoming land-use legislation.
- The CD Director met with the Manzanita City Manager, on Feb. 14, to discuss the Building Official Intergovernmental Agreement.
- The CD Director was asked by the Gearhart Planning Commission to give a presentation on Formula Retail and Design Review, at their monthly meeting, Feb. 14.
- The CD Director and City Manager met with CREST personnel, on Feb 15, to finalize process plans for the Foredune Management Plan.
- The CD Director attended the Parks Committee & Community Service meeting, on Feb 21, to present City Attorney's legal opinion on hazardous trees and the ECFR Stewardship Plan Update.
- The CD Director met with the Emergency Manager to discuss resiliency planning, on Feb 21.
- The CD Director joined the Emergency Management Team and their weekly meetings.
- The CD Director hosted a presentation on converting the City of Cannon Beach to Oregon's Electronic-Permitting software, presented by Oregon Building Codes Division, Celina Patterson, on Feb 22.

Public Works Department Report

Roads/Storm

- A large sink hole on Gower has been repaired. Crews found large tree debris under the pavement which caused the issue.
- Crews continue to check, maintain and repair if needed, the storm outfalls throughout town.
- Due to the recent weather new potholes have emerged. Crews are performing pothole evaluation and repair.
- A sinkhole on Hemlock is slated for repair. North bound traffic will be rerouted down E. Adams during repairs. Surrounding property owners will be notified

Wastewater

- At the Midway Pump Station new controls and a dialer project is underway.
- Final design is wrapping up on the Headworks and UV Enclosure project which will soon go out to bid.
- Sewer repairs were made at 1st and Laurel due to root intrusion.

- Interesting note: Due to high rains 2.5 million gallons of wastewater were processed in two days. Without heavy rainfall the average for this time of year is approximately 600,000 gallons in two days.

Water

- Fire flow testing throughout town has been completed.
- The Poplar Water Line project is in the design phase. The goal is for construction to be complete by the end of the fiscal year.
- Crews continue with ongoing hydrant maintenance.
- A new isolation valve has been installed at 7th & Oak.
- Howell Spring Road repairs are due to begin.

Parks

- The time capsule was buried at Whale Park on February 14th.
- City of Cannon Beach Tree City USA application has been approved by the Arbor Day Foundation.
- The Whale Park planter project is complete.
- The concrete has been repaired from the time capsule removal and the sundial reinstalled at Tolovana Hall.

Admin

- Due to heavy winter storms and high tides there has been increased debris at beach access points. Please be patient if the area is not cleared right away. Crews are doing their best to keep things manageable between storms.
- Staff has been working with Mike Myers the City's new Emergency Manager.
- Staff is preparing for the 2019-2020 fiscal budget year.

Haystack Rock Awareness Program Report

General

- Annual totals (since 11/1/18):
 - Direct visitor contacts: 6,000
 - Education Programs (field-trip, classroom, etc.): 11
 - Number of volunteers: 21
 - Bird Rescues: 4
 - Beach wheelchair checkouts: 17
 - Partnering events (attended and/or co-hosted): 30
 - Reported Drone disturbances: 13
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Education & Volunteers

- This past month has been super busy for the education department.
- Booking field trips and starting a new field trip program – virtual classroom.
- I am very excited about this new level of educating students with disabilities and students that are no where near the ocean.
 - Having already hosted 2 fifth grade classes; one from St. Paul, Minnesota and the latest from St. Louis, Missouri.
- Just completed a presentation for the Cannon Beach Hotel and some independent properties that they were hosting.
- Have several new volunteers!

Outreach

- We were invited to speak to a teachers' group and from the presentation have been asked to bring our Trash Talk Windows Program and Stem Box into the following: Seaside heights, Warrenton Grade School, Bumble Arts Studio and Preschool.
- We've been invited to present our Trash Talk Program at the Sharing the Coast Conference & NOAA Marine Debris Plan Meeting in March at the Hatfield Science Center.
- We presented and overview of HRAP for the Unique Hotels Conference and have been invited to host a table at the 125th birthday party at the Heceta Lightstation.
- We will be tabling with SOLVE during their Spring Clean up educating participants regarding HRAP Trash Talk efforts.
- We've been invited to create a Trash Talk Mural for the Tillamook County Pioneer Museum, Participate with a TT Window with Friends of Netarts and Oregon State Parks, and table for the Cannon Beach Earth Day Street Fair.
- In collaboration with CBAA we will be presenting our TT Windows program to Fire Mountain and Seaside High and are meeting with them for the finalists interview for the OCF grant.

Communication

- Working on welcome signs and Haystack Rock signs for upcoming events and beach program.
- Updating outreach documents.
- Updating the website with current staff and beach information and maintaining social media sites.

Beach Wheelchairs and Bilingual Interpretations – Inclusivity

- A nice lady, Maureen Millie, is turning 60. She has asked her friends in lieu of getting gifts for her, to please donate to HRAP Beach Wheelchairs !
 - Maureen: "I would be thrilled for you to donate to this great cause in lieu of a card or gift. Walking the beach is one of my greatest pleasures in life. I love that these specially outfitted wheelchairs give access to those who otherwise would not be able to get right on the sand. You can donate starting at just \$5. Just a thought, and no pressure of course!"
 - So far we have received \$75! Going to send her an awesome Thank You email Kari is making me custom for Maureen's generosity.

Public Safety Report – January 2019

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

Station Activity:

	January 2019	January 2018
CBPD Walk-in	177	193
CBPD Incoming Phone	273	294
SPD Dispatched Calls	37	55
Overnight Camping Warnings	12	42
Local Security Checks	2335	1959
Traffic Warnings	104	185
Traffic Citations	16	22
DUII Arrests	1	1
Alarm Responses	7	11
AOA, Including FD	33	42
Citizen Assists	14	16
<u>Total Case File Reports</u>	150	168

Cases of Significance:

Domestic Assault IV:	1 Case
Interfering with Making a Report:	1 Case
Mental Police Officer Hold:	2 Cases
MIP Marijuana:	1 Case
Theft II:	1 Case
Disorderly Conduct II:	1 Case
Burglary I:	1 Case
Criminal Mischief I:	Case

Traffic Citations:

Driving with a Suspended License:	3 Citations
Violation of Basic Rule:	7 Citations (71/55, 71/55, 70/55, 75/55, 100/55, 73/55, 70/55)
No Operator’s License:	1 Citation
Driving Uninsured:	2 Citations
Reckless Driving:	1 Citation
Improper Display/Expired:	1 Citation

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