

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: August 6, 2019

Community Development May23 – June 22, 2019

Planning Commission: The Planning Commission will meet on July 25 to consider the following:

- **Joint Work Session with the Parks Committee to consider Events & Outdoor Merchandising**

Design Review Board: The DRB met on July 18 to consider the following:

- **DRB 19-27**, David Vonada application, on behalf of Griffith Living Trust and Jeffrey Nicholson, for landscaping and site improvements in the construction of a new commercial building.
- The Chair of the DRB, approved minor modifications for the following addresses:
 - DRB 19-28, Surfsand Resort/Martin North, 148 W Gower – replace gas furnace and AC unit on roof of the lobby
 - DRB19-29 – Sign for Cannon Beach Surf and Lessons, 1042 S Hemlock
 - DRB19-30 – Sign for MacGregor’s, A Whiskey Bar – 100 E 2nd

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

Program	Number of permits
14-day permit	110
Lifetime Unlimited permit	50
5-year Unlimited permit	40
Total permits	200
New short-term rentals this month	0
Pending short-term rentals	4
Five-year lottery draws this month	0

Building Permits: Staff processed a total of 19 building, mechanical and plumbing permits in June:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	5	\$3718.20	\$268537.00	\$2685.37	\$78276.79
Mechanical	6	\$520.30			
Plumbing	8	\$857.50			
Monthly Total	19	\$5096.00			

The Building Official spent approximately 10 hours per week providing building inspection and plan review services to the City of Manzanita under an Intergovernmental Agreement, as well as, ten or more hours per week to the City of Astoria.

Other Planning/Building Matters:

- The CD Department completed departmental bi-annual performance reviews on June 28;
- The CD Department purchased and installed a new large-format plotter-scanner, providing upgraded printing and scanning capabilities for a digital future;
- The CD Director attended the Parks Committee Work Session on Ecola Creek on June 27;
- The CD Staff finalized new Tree Removal application and brochure materials for dissemination;
- The CD Director and Public Works Assistant Director met with owner representatives on-site to discuss access off of the S-Curves via Nenana Ave.
- The CD Staff supported the Assistant City Manager completing four Open Records requests for the month, accounting for approximately 3.5 hours;
- The CD Director met with Lisa Phipps, Department Land Conservation and Development, to discuss the upcoming legislation, City Visioning and Comprehensive Plan update, on July 9th;
- The CD Director attended the Clatsop 2040 Comprehensive Plan Southwest Coastal community planning meeting in Arch Cape on July 12th;
- The CD Director, continues to work with the property owner's representatives to resolve the illegal dumping violation at 4631 Logan Lane,
- The CD Director continued to serve on the Emergency Management Team, attending meetings to discuss future emergency planning;
- The CD Director finalized a Professional Service Agreement for a drone flight to study traffic and parking concerns in the Downtown and Midtown areas;
- The CD Staff met with the City's GIS provider to discuss the launch of the new GIS Mapping service on the City's website;
- The CD Staff worked with the City Council, City Manager and Assistant City Manager to finalize plans for the Council's public process for the Foredune Management Plan;
- The CD Department Staff completed Departmental re-organization plan;
- In addition to the Building Official's normal duties of providing building services for Manzanita and Cannon Beach, he continues to provide temporary building official services to the city of Astoria, until they find a replacement for their Building Official.

Public Works Department Report

Roads/Storm

- Routine maintenance
- Overhead tree trimming
- Right-of-way mowing

Wastewater

- Routine maintenance
- Terra Firma was contracted to re-level the Midway Pump Station
- Notice to proceed on the UV/Headworks Enclosure project was given July 1. Due to the time frame needed for the pre-fabricated building the completion date for the project is November 28, 2019

Water

- There was water line break July 9th on Gulcana. Utilizing the isolation valves, crews was able to minimize water disruption. Water was off for approximately 4 hours for repairs.
- Notice to proceed on the Poplar Water Line project was given July 19th. The estimate completion of the project is approximately mid-September.

Parks

- Routine landscape maintenance, hedges, irrigation, mowing, weed eating.

Recycle

- It's the busy time of year for the recycle center. Please be patient if you encounter a wait or full bins.
- As a reminder Recycling Depot and Yard Debris Collection site is open from 8:00am to 4:00pm, every Tuesday through Sunday, excluding holidays.

Haystack Rock Awareness Program Report



Melissa is still out but will be returning before the end of July. All office staff have been assisting Lisa Habecker (Lisa) so that she can complete her two positions but also fulfilling Interim Director duties.

- Our second summer camp - Sea Stars was filled with 8 nature loving children that proved they were resilient in all types of weather! Thank you to the Friends of Haystack Rock for providing one camper with opportunity to learn about the wonders of our environment. They were 6 children attending from the Portland and Seattle area.
- HRAP has acquired 8 new volunteers (from out of the area) with our Facebook ask.
- Staffing is currently at an all-time low with 3 staffers resigning due to other higher-paying opportunities closer to their homes. Another staff member will be returning to school around mid-August. We have opened the application process and have yet to have any hits.
- Assisting with all current and new Beach Wheelchair reservations as well as check-in/check-out.

Outreach Coordinator – Pooka Morales

Public Works:

- Completed application for Water Pipeline Replacement with Business Oregon.
- Completing the second phase of Safe Drinking Water Revolving Loan Fund for Meter upgrades after passing the first round.

HRAP:

- Ordered Banner for upcoming Northwest MerFest
- Confirmed HRAPs activities for NOAA Marine Debris Action Plan
- Presented Trash Talk Window at Cape Lookout for Friends of Netarts Bay
- Analyzed data from Trip advisor, Google Reviews and Yelp to come up with new outreach strategies.

- Accepted invitation to Tillamook Estuaries Partnership 50th Anniversary day.
- Tabled at PDX MerFest- a conservation focused festival in Portland.
- Beginning coordination for nighttime birding/tide pooling/ star gazing series featuring astronomer guide. This series would be launched in 2020 and would conclude with a Puffin Farewell that would be open to the public. This is an opportunity to partner with the Friends of Haystack Rock and ODFW.
- Creating new interactive “exhibit” for 2020 beach season to encourage visitors to conscientiously explore tidepools shifting the way HRAP educates in the tidepool to focus more on what visitors Can do in an effort to instill good stewardship in hopes the visitors will take that knowledge with them. The hope is hands on exploratory activities will deter visitors from going to other protected Oregon Islands that have no presence like HRAP to mitigate the impact of humans. This would offer more opportunities for HRAP to partner with the Aquarium and Friends of Haystack Rock.

Emergency Management:

- Attended FEMA grants conference call and met the Clatsop County FEMA grants coordinator.

Communications Coordinator – Kari Henningsgaard

- Assisted with summer camp and directed the final day because Lisa had to attend to a family emergency in California
- Beach shifts as necessary
- Updated Facebook posts and Instagram
- Assisted with wheelchair check-in and check-out.
- Entered Volunteer data for Lisa
- Citizen Science – weekly sea bird survey – nesting plot is robust and lots of chicks!
 - Sea star survey – 11% wasting with highest number of juvenile recruitment.

Wheelchair & Inclusivity Coordinator – Resigned see above

Public Safety Report – June 2019

Staffing:	Authorized	Assigned
Sworn	8	8
Code Enforcement	1	1
Reserve Officers		0
Admin/Support	2	2
Parking/Information	6	5
Lifeguards	10	11 (incl. subs)

Station Activity:

	June 2019	June 2018
CBPD Walk-in	253	300
CBPD Incoming Phone	494	464
SPD Dispatched Calls	80	67
Overnight Camping Warnings	52	121
Local Security Checks	2184	2643
Traffic Warnings	178	59
Traffic Citations	31	18
DUII Arrests	2	0
Alarm Responses	10	8
AOA, Including FD	51	40
Citizen Assists	17	39
<u>Total Case File Reports</u>	308	334

Cases of Significance:

Theft III:	3 Cases	Hit & Run:	4 Cases
Criminal Mischief II:	1 Case	Minor in Possession of Alcohol:	2 Cases

Traffic Citations:

Driving with a Suspended License:	2 Citations
Violation of Basic Rule:	11 Citations (Violation Speed/Posted
Speed: 78/55, 93/55, 70/55, 70/55, 87/55, 45/30, 71/55, 76/55, 45/30, 95/55, 40/30)	
No Operator’s License:	1 Citation
Driving Uninsured:	3 Citations
Use Mobile Com. Dev. While Driving:	2 Citations
No Proof of Insurance:	2 Citations
Breath Test Refusal:	1 Citation
Fail to Obey a Traffic Control Device:	2 Citations
Fail to Maintain a Safe Distance from Emergency Vehicle:	1 Citation
Careless Driving:	1 Citation
Expired Registration/Improper Display:	2 Citations

Code Enforcement Activities: During this period, **26** alleged municipal code violations were addressed and resolved or pending resolution.