

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: September 6, 2016

Planning Director Report

Design Review Board: July 26 — The Design Review Board (DRB) conducted public hearings on the following requests:

- Warren House Pub addition: the DRB approved the design of a small addition to the existing building.
- Fresh Foods landscape modification: the DRB approved changes to the previously-approved landscape plan.
- Susitna Street beach access improvements: the approved the City's request for a park bench and waste receptacle at the west end of Susitna Street.
- Brallier Street beach access improvements: the DRB approved the City's request for a park bench and waste receptacle at the west end of Brallier Street.
- Nelchena Street beach access improvements: the DRB approved City's request for the installation of bollards and evacuation signage at the foot of the beach access stairs at the west end of Nelchena Street.

Planning Commission:

July 28 — The Planning Commission heard the following requests:

- Breakers Point Homeowners Association requested modification of approval conditions for their previously-approved foredune grading permit. The changes would affect the revegetation plan. The Planning Commission denied the request; it has been appealed to the City Council.
- Flora and Dick Young requested a setback reduction at 595 N Cheery Street for a deck extension and entry stairs. The Planning Commission approved the request.
- David Gemma requested a front-yard setback reduction to allow a deck extension at 150 N Larch St. The Planning Commission continued this item to their August 25 hearing.
- Continuation of the public hearing for zoning ordinance and comprehensive plan amendments. The Planning Commission continued the hearing to August 25.

August 25 — The Planning Commission heard the following requests:

- David Gemma requested a front-yard setback reduction and lot coverage variance to allow a deck extension at 150 N Larch Street. The Planning Commission approved the proposal.
- Jan & Michael Bresee requested a front-yard setback reduction to renovate their existing residence at 164 West Van Buren. The Planning Commission approved the proposal.

- The Planning Commission closed the public hearing and made recommendations for the City Council on five of the ten zoning ordinance and comprehensive plan amendments in CP16-01. Those items are scheduled for City Council hearings on October 4, 2016. The other five items are continued to the Planning Commission’s September 22 hearing.

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

program	number of permits
Vacation Home Rental	111
Transient Rental Program	58
5-year Transient Rental Program	28
Total permits:	197
New short-term rentals this month (through 8/29)	4
Short-term rental code enforcement actions this month (through 8/29)	4

Other Planning Matters:

- Planning staff met with representatives of Vacasa, a short-term rental management company, concerning violations and enforcement (8/9).
- The City’s Affordable Housing Task Force met 8/10 to review City-owned property potentially available for workforce housing.
- Planning staff participated in a conference call concerning draft floodplain map adoption by FEMA (8/11).
- FEMA presented draft floodplain maps at a public meeting in Seaside; planning staff attended (8/15).
- Planning staff participated in an interview with the first of three potential candidates for the building official position (8/29).

Public Works Director Report

PW Admin:

- City Hall remodel design documents are waiting for final signatures from the structural engineer and architect and they will be ready to put out for bid. The delay has been the structural components of relocating a beam and two posts that support the roof along the east side of the building.
- Staff has been working with EPREP Committee members (Les Weirson) to install ‘blue lines’ on streets at various locations. These lines identify the approximate Tsunami ‘safe’ elevation based on the maximum estimated water surface elevation from a magnitude 9+ earthquake (Cascadia event). Additional thermoplastic round Tsunami blue and white ‘wave’ symbol appliques will also be installed on the uphill side of the lines when they arrive from the vendor.

Wastewater:

- The master plan update consultant has completed a draft biosolids management plan that is required as an attachment to the City's NPDES permit renewal application. That renewal application is pending at the state DEQ office. No major changes are expected in the new permit and DEQ has not given the City an expected timeline for a draft of the proposed permit.
- Staff worked with the pump vendor and electrical contractor to activate the new controls on the main sewage pump station at 2nd and Spruce. Staff will be monitoring performance parameters over the next few months to determine the improvements in efficiencies and cost savings from reduction on power consumption at the site.
- Smoke testing of some segments of the wastewater collection system will be done in September. As soon as specific dates are set for the work, staff will send out public notices to the affected neighborhood areas.

Water:

- Staff will be working on an informational report over the next month to Council that discusses lead and the City's water system. Lead issues have been a significant public issue since the revelations of the failures in Flint, Michigan to adequately protect the public drinking water systems there. There will be more detail in the report, but the short story is there is no known lead issue in the City's drinking water system and network.
- The water treatment plant was activated to augment the springs water supply at the end of July. Approximately 100 gallons a minute is coming through the filters and being added to the spring water supply. This appears to be meeting the increased weekend demands that the system has experienced with the recent hot weather in the Portland Metro area and Willamette Valley - and the subsequent increase in visitors to Cannon Beach.
- An unplanned and unexpected equipment purchase has been required to replace equipment at two monitoring locations on Ecola Creek. The existing equipment at the two sites finally reached the end of their operating life and replacement parts are no longer available to keep them functioning. Representatives from Water Resources Department recommended equipment to replace and upgrade the sites. The city contracts with WRD to monitor and calibrate the sites year round. The costs will be split between water and wastewater enterprise funds as the data is used to support the water right permit as well as the NPDES permit for wastewater. Total cost is just under \$10,000 for equipment to operate both sites.
- August has been relatively dry - rainfall to date through August 24 is just under 0.5 inches compared to the long term average of 1.6 inches. Summer finally arrived.

Streets & Storm:

- Roadway vegetation management (tree and shrub trimming) continues to chew up a great deal of staff time along various street rights-of-way.
- Spruce St sidewalk project remains on temporary hold pending permit review by the Corps of Engineers. No response from the Corps on when they will review the permit application. All other agencies have determined that no permit is required from those respective agencies.

- A traffic volume evaluation is being conducted by a consulting firm on the Warren Way/Hemlock intersection. This is the first step in developing design options for that location. OTAK engineering consultants are the lead engineers on the preliminary design concepts.
- A short segment of View Point Terrace will be paved in late September - from Arbor down to Ross Lane as part of the steep streets maintenance program. Staff is working with adjacent property owners to coordinate connectivity with existing driveways.
- The Fir Street Bridge seismic retrofit project is out for bids. Staff will bring this item to Council at their September meetings for notice of bid and request to authorize award after bids are opened.

Parks:

- Consultants for the parks master plan held additional public input sessions on Monday and Tuesday this week. Monday evening was at the American Legion and Tuesday morning was at the mini-plaza across from the visitors center and Tuesday afternoon they were at the Farmers market. By all accounts each site was successful in gathering additional public input on the focus of the elements for the master plan. Next up will be a review session with the entire Public Works staff and a citizen advisory group meeting in advance of the second public input forum to be held at City Hall. Dates for those two events are pending and tentatively are looking at the last two weeks in September.
- Staff received a donation offer for a bench to be installed at the beach access at Susitna Street. Staff is still working with the donor to determine if they would mind recognition. If they agree staff will make a presentation at an upcoming Council meeting.
- Trail maintenance has been ongoing this month - especially the Lagoon Loop trail.
- Various public trash receptacles have been refurbished in preparation for deploying additional receptacles at 3 locations in the Tolovana area.
- Tolovana Arts Colony will be sponsoring a concert at Main park on the 28th from 5 to 8:30 pm.

Building Department Report

July 2016 Building Department						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	4	\$1,693.72	\$3,709.94	\$0.00		\$5,403.66
Mechanical	8	\$673.80	\$43.00			\$716.80
Plumbing	6	\$1,097.25				\$1,097.25
Vacation Home Rental	2				\$200.00	\$200.00
Monthly Total						\$7,417.71
				Seaside	75% of Total	\$5,563.28
				Cannon Beach	25% of Total	\$1,854.43

Emergency Management Report

DATE RANGE: August 2016

Overview:

- Conducted a Mass Care Sheltering work session with Public Works to include:
 - Reviewing the South Wind Site acreage to begin Mass Care Shelter design
- Conducted emergency management website design work session with City Staff.
- The Tsunami Kiosk and Evacuation Route Project funded by the state is progressing. The following is a progress overview:
 - The kiosk will be constructed with galvanized steel versus wood, as the later material will not be as durable.
 - Kiosk will be built by September and placed by October in three locations (North, mid town, and South).
 - Kiosk and Beach locators will be placed in their respective locations by September.
 - Reflective paint for the pavement to direct people from the beach to the assembly areas will be placed by October.
- Preparing for the CERT Training in September. All instructors have been scheduled for the training and the drill. The CERT training is currently open for registration.
- The Cannon Beach Medical Reserve Corps (MRC) hosted for the State a Psychological First Aid training. The class was full.
- Cannon Beach medical supplies have been purchased and await transport to the South Wind cache site.
- Monthly Tsunami evacuation walks with the public conducted by Jenee Pearce-Mushen and Les Wierson.

Haystack Rock Awareness Program Report

General:

- The Friends of Haystack Rock have voted to increase their yearly donation to HRAP by over \$10,000 to fund a part time grant writing and fundraising position
 - Both programs, as well as the City Attorney and City Manager, are working out the logistics for the new position
- Frances Holtman, HRAP Volunteer Coordinator, has resigned from her position, effective at the end of the month, and will be moving on to other endeavors. She has made a huge impact on the program in her short time here, recruiting over 30 new volunteers to the program! She wishes the best for the program and hopes that the staff moving into these positions will take this work far in protecting the natural resources of Cannon Beach. We appreciate her time and dedication to the program.
 - Moving forward, Melissa will be looking into the costs of consolidating the Education and Volunteer Coordinator positions

- Turnover has been high in the Volunteer Coordinator position, with 5 Coordinators in under 2 years
- Four of five Discover Haystack Rock events have been completed thus far
 - Events, which include an hour long talk followed by a guided tour of the tide pools, take place once a month and are aimed to increase awareness for the program as well as recruit volunteers
 - All events have had excellent turnout with 30-100 participants
- At the beginning of August, Melissa, along with Court Carrier and Sam Steidel, met with a group of Japanese dignitaries to discuss Eco-tourism
- In the past month staff and volunteers have talked with over **15,000** visitors on the beach! Since the beginning of the beach season in February, HRAP staff and volunteers have made over **70,000** personal contacts, both on and off the beach!

Education:

- Since the beginning of the beach season, we have hosted **51** school groups from kindergarten through college from all over the pacific northwest
- This past month, we have hosted seven school groups with over 115 students from first graders to Portland State students. One no-show. One unannounced local group of 15 children.
- Our first-ever summer camp program, "Exploration Week Day Camp" was a HUGE success.
 - Educating 11 Jr. Explorers ranging from a very mature 5 year old to an 11 year old. Our theme, the land, sea connection brought us to The Reserve and learn the importance of watersheds, Ecola Creek, Haystack Rock and finally rounding it all up to the Cape Falcon Marine Reserve.
 - We were very lucky this year that we had a lot of donations to offset the startup cost and activities. Tillamook Estuaries Partnership loaned several activity kits that are several hundred dollars each that were very instrumental in educating our campers. Something to think about moving forward and building our own kits for expanding our education department.

Volunteers:

- From February 1st, 2016 to July 31st, 2016 we have 68 volunteers, and a total of 1,206 volunteer hours.
- On August 20th, we had a staff and volunteer Summer Potluck.
 - Scott West, who is a survivor of the March 11, 2011 tsunami gave a presentation, which was a first-hand account of his experience. Many attendees were impacted by his presentation.
 - We want to thank members of the Medical Reserve Corps and Community Emergency Response team for their interest in the event, as well as the Mayor and other city employees for attending. After the potluck, we walked to Haystack Rock for team pictures and then to the nearest assembly area, so that volunteers and staff would be familiar with the evacuation route in case of a tsunami.
- Citizen Science:
 - Volunteers (as well as some staff) continue to conduct monthly COASST seabird surveys on the beach as well as sea star surveys and marine debris surveys
 - This past month we began partnering with Sleepy Monk Coffee Rosters and Sea Turtles Forever to conduct monthly microplastic cleanups
 - At the end of this month, our seabird abundance surveys, in partnership with the Audubon Society of Portland and Cape Falcon Marine Reserve, will conclude
 - Black Oystercatcher Surveys have concluded for the season

Cannon Beach Farmers Market Report

The CBFM only has 4 more markets this season. Get your fresh produce, artisan eats and more at these last 4 markets of 2016. Dave Quinton is our live music on September 6th and our magician has learned some new tricks to amaze you!



Public Safety Report - July 1 through July 30, 2016

Staffing:	Authorized	Assigned
Sworn	8	8
Admin/Support	2	2
Parking/Information	5	5
Lifeguards	10	9
Reserve Officers		1

Station Activity:

CBPD Walk-in	264
CBPD Incoming Phone	552
SPD Dispatched Calls	81

Overnight Camping Warnings	116
Local Security Checks	2058
Traffic Warnings	201
Traffic Citations	34
DUII Arrests	5
Alarm Responses	12
Other Agency Assists	43
Citizen Assists	53

Total Case File Reports 346

Cases of Significance: Theft II x 4, Theft III x 1, Identity Theft x 1, Fraudulent Use of a Credit Card x 1, Unlawful Entry to Motor Vehicle x 1, Forgery II x 1, MIP Alcohol x 1, MIP Marijuana x 1, Furnishing Alcohol to a Minor x 1, Fugitive Arrest x 3, Unauthorized Use of Motor Vehicle x 1

Code Enforcement Activities: During this period, 10 alleged municipal code violation was addressed and resolved or pending resolution.