

## City of Cannon Beach Monthly Status Report

**To:** Mayor and City Council  
**From:** City Manager Bruce St. Denis  
**Date:** May 7, 2019

### Community Development

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

- Work Session on Planning Commission Priorities.

**Design Review Board:** Monthly meeting was cancelled, due to a lack of agenda items.

- The Chair of the DRB, approved minor modifications for the following addresses:
  - 208 N. Spruce, Ecola Seafood Roof Replacement
  - 223 S. Hemlock, Pig n' Pancake Mechanical Unit Replacement
  - 2740 S. Pacific, Stephanie Inn Mechanical Unit Replacement
  - 124 N. Larch, Sea Lark Window Replacement

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

Program	Number of permits
14-day permit	111
Lifetime Unlimited permit	50
5-year Unlimited permit	41
<b>Total permits</b>	<b>202</b>
New short-term rentals this month	4
Pending short-term rentals	4
Five-year lottery draws this month	0

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

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	8	\$5969.62	\$622,785.00	6227.85	\$72,439.28
Mechanical	7	\$581.25			
Plumbing	10	\$1603.50			
<b>Monthly Total</b>	<b>25</b>	<b>\$8154.37</b>			

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 CD Director met with PW staff, City Manager and residents on site, on April 8, to discuss Ash St. access and Laurel St. Right-of-Way vegetation maintenance;
- The CD Director researched Strategic and Comprehensive Planning strategies for City Council Work Session and 2019/20 Budget;
- The CD Director met with Design Review Board & Ecola Creek Forest Reserve Chairs to discuss 2019/20 Budgeting;
- The CD Director met with Public Works regarding the moving of the Oak St. fire hydrant, on April 2;
- The CD Director met with the owners of 140 and 188 S. Hemlock regarding alleyway and right-of-way parking concerns, on April 9 and on-site, April 18;
- The CD Director attended a web-conference of Oregon's Legislative Committee, for the American Planning Association, on March 9, to discuss upcoming land-use legislation;
- The CD Director met with EMT for organizational meeting for 12 days of Earth Day, on April 10;
- The CD Director attended the Oregon Coastal Management Program, in Tillamook, on April 11;
- The CD Director forwarded an Intergovernmental Agreement for E-Permitting and for Shared services for Building Inspections with the Clatsop County to the City Attorney for review, prior to Council consideration;
- The CD Director worked with PW staff to produce a proposed infrastructural improvement map for 2019/20 Budget presentation;
- The CD Staff and Code Enforcement met with four STR violators to resolve issues;
- The CD Director met with two different parties on prospective Affordable Housing developments;
- The CD Department held the quarterly workshop with the Short-Term Rental working group, on April 18, to discuss the Planning Commission's Recommendation and Council timeline;
- The CD Director completed FEMA Emergency Management Institute's Introduction to Incident Command System, ICS-100, certification;
- The CD Director and PW staff met with KMUN personnel on-site to discuss location of radio antenna on City-owned property, adjacent to the North Water Tower, in Clatsop County, on April 22;

## **Public Works Department Report**

### **Roads/Storm**

- Continued routine and pothole maintenance throughout town.
- Assisting the wastewater department with repairs on Laurel.
- Cleared ADA ramps and outfalls.
- Right-of-way mowing

### **Wastewater**

- UV/Headworks Enclosure project bids were received. The project will begin July 1<sup>st</sup> with an anticipated completion date of September 29, 2019.
- In conjunction with the roads department completing repairs on Laurel.
- Continued routine maintenance and repairs

### **Water**

- Leak detection crews were in town the week of April 22<sup>nd</sup>.
- Replaced all SCADA radios and firmware at 6 sites.
- Concrete pads were poured for three new hydrant sites. A hydrant and 12" isolation valve was installed near Coos. Two more hydrants will be installed this fiscal year.

- Continued routine maintenance and repairs
- Repairs were made to the Howell Springs Road.
- The realignment of the Poplar Road Distribution Line project is out to bid. Construction for this project will begin July 1<sup>st</sup>.
- The S-Curve Water Line project has begun. The project will be completed by June 30, 2019.

### **Parks**

- Crews continue to work on routine maintenance, including the semi-annual turf fertilizing. Crews assisted with planting trees as part of the 12 Days of Earth Day events.
- Flower baskets will be installed by Memorial Day.

### **Recycle**

- It's that time of year! Use of the recycle center increased drastically in April.
- The City is looking for a seasonal, part-time, Recycling Assistant. Please see the City website for details.

## **Haystack Rock Awareness Program Report**

### **General**

Lisa Habecker has been acting HRAP Director for Melissa who is on Medical leave.

- Interviewed with KGW and Daily Astorian regarding the erosion at Haystack Rock.
- Annual totals (since 11/1/18):
  - Direct visitor contacts: 4,894
  - Education Programs (field-trip, classroom, etc.): 21
  - Number of volunteers: 21
  - Bird Rescues: 2
  - Beach wheelchair checkouts: 25
  - Partnering events (attended and/or co-hosted): 30
  - Reported Drone disturbances: 3



### **Education – Lisa Habecker**

- Puffin Welcome could have been a bit drier for our little Pufflings that attended from Cannon Beach, Gearhart and Seaside schools. We had a total of 150 kinders attend. Puffins were sighted!
- We have had 21 schools that we have educated on the beach, in-class presentations and virtual tidepool education. With about \$500.00 currently raised from schools.
- Summer Camps are filling fast - we received a generous donation from Friends of Haystack Rock to fund scholarships for 2 slots in each camp.
- Friends of Haystack Rock donated 12 sweatshirts to be used as “ambassadors” for our program.
- Tabling for the Necanicum Bird Discovery Day was successful and nice to sit indoors during the lousy weather.
- Created a Pelican mural to be donated to the Wildlife Center of the North Coast (WCNC) during the Necanicum Bird Day.
- Tabling for the WCNC Open House on May 4<sup>th</sup> & May 5<sup>th</sup>.
- Planning for second annual Nudibranch Safari on May 11<sup>th</sup>.
- Volunteer – Lisa Habecker
- Have 6 prospective new volunteers including one family. Most volunteers are from out-of-area.
- A few volunteers that I have counted on to support us have found full-time employment – bummer!
- Outreach Coordinator – Pooka Rice
- Trash Talk’s Pooka Rice was honored artist for Seaside Art Day
- Provided HRAP 12 Days of Earth Day Schedule to board

- Met with Emily Miller Oregon and Hawaii marine debris artist regarding HRAP Trash Talk
- Met with Mike Myers and Melanie Olson regarding potential of LEOF grant
- Received reimbursement for hotel and mileage from NOAA for the City for participation in the Marine Debris Action Plan.
- Organized Field trip for Seaside High Life skills class including marine debris window. (A donation of \$200 is forth coming)
- Asked to host Fire Mountain Art Day with HRAP/CBAA collaboration (CBAA to provide materials)
- Received \$100 donation from Warrenton Elementary for art Program.
- Submitted Local Economic Opportunity Fund Grant Application to support capacity for the creation of a robust Emergency management Plan.
- Requested to participate in the Migratory Bird Day in Lincoln City with the Audubon Society. Negotiated travel expenses covered by Audubon in addition to an additional \$220 to cover the cost of supplies.
- Met with Sandra Carr of the Astoria Store Front Project regarding providing a Trash talk window Display for Outreach and Awareness.
- Exploring options to maintain Wheelchair Program. Asked for letters of support and for Inclusivity Coordinator to solicit feedback to support program as well as provide program statistic to date. Considering Travel Oregon from several perspectives.
- Awaiting \$200 donation from Seaside Heights to support the Trash Talk Windows Program
- Spoke to Terri in Leavenworth, Washington regarding her starting a similar Trash Talk Project up there.
- Spoke with Ben Cox Regarding possibility of housing wheelchair lockers at Tolovana.
- Spoke with Seaside's Sunset Empire regarding experience with Beach Wheelchair Lockers and necessary infrastructure.
- Consulted with CB Public Works regarding cost to prep and build lockers
- Determined that Beach wheelchair lockers would be substantially more costly than the \$5,000 in personnel capacity necessary to maintain the beach wheelchair program.
- Met with Derek Schimmel , master student at George Washington University in DC regarding tourism related research project
- Spoke to CB PD regarding Polaris purchase
- Reached out to Polaris for Polaris quote
- Signed up for Portland Mermaid Festival where HRAP Trash Talk will be a featured booth.
- Exploring Air BnB Experiences and an avenue for promoting and booking tours and classes
- Met with Shauna at CB Fire Department regarding Emergency Management initiatives
- Began EAP loan/grant application
- Reached out to Civil West for Matanuska Pump related documents needed to complete application
- Completed narrative for Travel Oregon Grant and in process of reaching out to DMO and RDO for approval to submit LOI
- Set up meeting with Carment Swigart to discuss CERT unified team and how we can support her mission to engage the Latino population.
- Asked to facilitate HRAP Trash Talk at Camp Kiwanalong
- Received request for Marine Debris Project Advice from Yaquina Head
- Completed Puffin Club Member, Business and Website verbiage.
- Asked by Astoria School District's Lewis and Clark Elementary to provide Marine Debris focused field trip with Trash Talk Windows. \$200 donation is forth coming.

**Communications Coordinator** – Kari Henningsgaard

- Drafted press releases for upcoming events and camps
- Created flyers/handouts for Summer Camp
- Launched Summer Camp tickets on Eventbrite
- Worked with Jesse Jones to create marketing materials and rebranded website content for private guided tours

- Working with Pooka to brand and create materials to launch Puffin Club
- Working with Lisa to create shirts & materials for upcoming Nudibranch Safari event
- Restored/restocked educational signs for our Beach Program
- Finalized new design for Marine Garden & NWR welcome sign for use during our beach program with approval from USFW
- Created new Advisory signs to alert visitors to rockfall/erosion issues
- Continued correspondence with various to press contacts with regards to Puffin Welcome, nesting season, upcoming events, erosion, etc.

#### **Wheelchairs and Bilingual Interpretations – Inclusivity – Andrea Suarez**

- Total Booked: 25
- Cancelled: 3 (April 2019; all cited weather)
- Donations: \$800; \$500 given on 4/22 by a visitor whose husband was able to use the beach wheelchair last year in June 2018 to go to Haystack Rock and experience the tidepools before his untimely passing in Nov. 2018.
- Special to note:
  - Ability to make weekend reservations has been limited/cancelled; since implementing “no weekend” rule, Andrea has turned away 52 potential reservations who wanted weekend time.
  - Andrea plans to honor all weekend reservations that were made prior to eliminating weekend availabilities.
  - As of 4/23/2019, wheelchair reservations are already being reserved through October 2019.
  - Andrea has started taking the beach wheelchair to the beach during her on beach shifts, adding a jar for donations, and using the guaranteed crowds for free exposure, allowing people to see and even sit on and test out the beach wheelchair – very effective.
  - The weekend of June 8, 2019 is already completely booked for the June 2019 Sandcastle Contest and parade because of the 2019 schedule that Kari produced and posted online.
  - The beach wheelchairs are starting to be used by people who want to have tidepools tours, either with Jesse Jones or with Andrea.
  - From relationships made last year, Andrea has gotten 6 return reservations from guests who used and loved the beach wheelchairs last year. Each have made more than one reservation for during their week of vacation. More are expected.
  - Andrea is currently researching beach walkers, which is something she has started to get more phone requests about. Additionally, with additional time, she could help HRAP with private tidepool tours aimed at being inclusive. Whether for Spanish speakers, or for families with someone in the beach wheelchair, this would add the personal touch that almost always results in grateful visitors and generous donations.

**Public Safety Report – March 2019**

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

	<b>March 2019</b>	<b>March 2018</b>
<b><u>Station Activity:</u></b>		
CBPD Walk-in	222	206
CBPD Incoming Phone	971	340
SPD Dispatched Calls	65	52
Overnight Camping Warnings	29	34
Local Security Checks	2170	1944
Traffic Warnings	141	86
Traffic Citations	21	15
DUII Arrests	1	0
Alarm Responses	6	12
AOA, Including FD	58	31
Citizen Assists	17	14
<b><u>Total Case File Reports</u></b>	<b>245</b>	<b>186</b>

**Cases of Significance:**

Domestic Assault IV:	2 Cases	Telephonic Harassment:	1 Case
Theft II:	1 Cases	Fugitive Arrest/Warrant:	1 Case
Minor in Possession of Alcohol:	1 Case	Theft III:	1 Case
Unlawful Possession of a Firearm:	1 Case	Criminal Mischief III:	1 Case

**Traffic Citations:**

Driving with a Suspended License:	2 Citations
Violation of Basic Rule:	9 Citations
(Violation Speed/Posted Speed: 74/55, 71/55, 73/55, 40/30, 74/55, 85/55, 78/55, 73/55, 78/55)	
No Operator’s License:	2 Citations
Use of Throughway Prohibited:	1 Citation
Passing in a No Passing Zone:	1 Citation
Expired Tags:	1 Citation
Fail to Perform Duties of a Driver:	1 Citation
Reckless Endangerment:	1 Citation
Open Container:	1 Citation
Fail to Drive Within/Maintain Lane:	1 Citation

**Code Enforcement Activities:** During this period, **31** alleged municipal code violations were addressed and resolved or pending resolution.