

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: January 2, 2024

Community Development Monthly Report, November 2023

Planning Commission: The Planning Commission meeting scheduled for November 21, 2023, was cancelled.

Design Review Board: The Design Review Board met on November 16, 2023 to have general discussion.

The Chair of the DRB, approved minor modifications for the following addresses:
None

Short-term Rentals

Program	Number of permits
14-day permit	149
Lifetime Unlimited permit	43
5-year Unlimited permit	5
Total permits	197
New short-term rentals this month	2
Pending short-term rentals	4

Tree Report

Date	Location	Hazard	Dead	Const.	Health other	Solar	Replant Req.
	None						

Other Planning/Building Matters:

- CD Staff continues to support and work with Urbswork on the Wetlands Amendments and Code Audit.
- CD staff met with the Tree Ordinance Focus Group to discuss amendments to the Tree Removal and Protection section of the Zoning Ordinance.

- CD Staff participated with CREST and regional planning partners for the Ecola Creek Design project.
- CD Staff participated with CREST and regional planning partners for Clatsop Regional Housing Task Force.
- CD Staff continues to participate in the Cannon Beach Elementary School, Police Station, and City Hall projects.
- CD Staff continues working with the attorney preparing for the Roberts and Burton LUBA appeals.
- CD Staff participated in DPW admin interviews.

Building Department Permit Fees: November 1-30, 2023

Building	Issued	Permit Fees	Value	Affordable Housing Tax Fund*
New SFR				\$3,264.00 Correction from March
Addition	1	5,303.36	403,200.00	Billed in December will be paid in January
Alteration				
Repair				
Replacement	2	1,798.37	49,038.28	
Tenant Improvements				
Commercial				
Total	3	\$7,101.73	\$452,238.28	\$3,264.00

*Affordable Housing Tax Collection is 1% of the value of the building permit and is distributed as follows: Four percent as an administrative fee to recoup the expenses of the city. After deducting the administrative fee, Fifteen percent is distributed to the Housing and Community Services Department to fund home ownership programs that provide down payment assistance (paid to the state). Fifty percent to fund developer incentives allowed or offered and Thirty-five percent for programs and incentives of the city related to affordable housing. This eighty-five percent goes into the City's Affordable Housing Fund.

Affordable Housing Summary	Month to Date	Year to Date	Total to Date
Residential	\$3,264.00	\$10,355.04	\$332,786.29
Commercial	\$0	\$0	\$64,823.42
Total	\$3,264.00	\$10,355.04	\$397,609.71

Other Permits	Issued	Permit Fees
Mechanical	11	\$1,393.00
Plumbing	7	\$1,081.00
Total	18	\$2,474.00

Public Works Department Report – December

Parks:

- Installed Christmas lights at city locations in town
- Removed soccer nets and stored
- Baseball field maintenance for the winter
- Trimmed trees throughout town
- Working on irrigation system plan
- General maintenance.
- Center Street beach access has been pre-fitted the new handrails
- Trees Planted: 1 redwood at Ecola Pump Station, 1 shore pine at 2nd St Restroom, 4 cedars at 6th and Laurel where we did planting with elementary school kids

Water:

- Tee and valves installed at S Elm and E Harrison, now complete.
- Repaired service line leaks including 1 ½ service line repair at Sea Ranch.
- 4032 Ocean leak caused by contractor digging without locates.
- Valve turning exercise at reservoirs.
- Plumber assist, 188 S Laurel, moved meter, installed new setter and box.
- Plumber assist, 1287 Pacific.
- New service line installed for 332 E Harrison.
- Installed fresh battery for solar panel SCADA at Tolovana Reservoir.
- Collecting data for water audit report.
- Educated customers on Eye on Water (Total: 840 signed up).
- Updated meter data and sent to GeoMoose.
- Daily reads and checks completed at PW yard, Filter plant and City Hall.
- Completed weekly locates and work orders.
- Performed standby and callout duties.
- Notified multiple users of water leaks and high use.
- Entered LTE data into Beacon and Caselle.
- Weather data collected and posted.

Wastewater:

- Continued construction on Siuslaw pump station building and generator installation
- New tap at 188 Hills Ln.
- Continued maintenance at each of our pump stations (Check operation of the controls, alarms, redundant systems. Exercise isolation valves)

- Update computer systems at the Pacific pump station and wastewater treatment plant.
- Respond to local atmospheric river conditions.

Roads:

- Storm clean-up from the large rain event
- Cleaning storm drains catch basins ditches
- Overhead tree trimming and road rebuilding for the water tank job so the drill rig could take drill samples
- Resurfacing rock roads and adding new storm pipes
- Cleaning the ramps to the beach and the outfalls so everything keeps draining
- Picking up trash and organizing the PW yard

Emergency Management – December

- Wayfinding Wednesday –December 6th
- Cache site radio antenna builds
- Regional visit to discuss building resiliency hubs development in all hazard communities
 - Hamlet – Oregon Department of Human Services
- Resiliency Hub participation with state for January Kickoff
- Cache site Gutter/Rain barrel ordering
- CERT 2024 training – planning group – Continued for January Kickoff
- SPIRE grant award for Fuel Trailer - Arriving in 2024 – Valued at \$35,000
- Moving the TANGO cache site possibilities for the Police Station build
- Assist community members following Flooding event December

Haystack Rock Awareness Program (HRAP) – December

- November 2023 Total Contacts:
- Our last beach shift was November 28th. Our program will resume operation on the beach on Presidents Day Weekend. We hope to have volunteers out on the beach during the offseason depending on weather and availability.
- Hosted our Staff and Volunteer Appreciation Party on December 9th. Michelle Schwegmann was named Interpreter of the Year, Yvana Iovino was named Volunteer of the Year, and Hadassah Davis was named Junior Volunteer of the Year.
- Received a budget adjustment to purchase a roof, doors, and a cover for our UTV.

Public Safety Report – November 2023

Staffing:	Authorized	Assigned
Sworn	9	8
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	0

Lifeguards

10

0 (15 incl. fire
personnel)

Station Activity:

CBPD Walk-in
CBPD Incoming Phone
SPD Dispatched Calls
Overnight Camping Warnings
Local Security Checks
Parking Citations
Traffic Warnings
Traffic Citations
DUI Arrests
Alarm Responses
AOA, Including FD
Citizen Assists
Transient Contacts

2023	2022
116	124
190	202
98	109
34	27
3344	3594
13	2
234	224
25	39
1	0
5	10
29	37
9	16
4	11
157	183

Total Case File Reports

Cases of Significance:

Suspicious Circumstance	13 Cases	Domestic Disturbance:	1 Case
Crim Mis III:	2 Cases	Welfare Check:	4 Cases
Identity Theft:	1 Case	Drug Laws:	1 Case
Domestic Disturbance:	1 Case	Weapons Laws:	1 Case
DUI:	1 Case	Welfare Check:	4 Cases
Hit & Run:	1 Case	Weapons Laws:	1 Case
Theft I:	1 Case	Theft III:	1 Case
Burglary I:	1 Case	Overnight Camping: Cite issued	1 Case

Traffic Citations:

Driving with Suspended License: violation	5 Citations	Driving on the Ocean Shore	1 Citation
Expired Registration:	1 Citation	Fail to Perform Duties of Driver:	1 Citation
No Insurance:	4 Citations	Fail to Renew Plates:	1 Citation
Reckless Driving:	1 Citation	Open Container of Alcohol	1 Citation
DUI: (0.09%)	1 Citation	Fail to Signal:	1 Citation
Cell Phone Use:	1 Citation	No Operator's License:	2 Citations
Violation of Basic Rule/Speeding:	5 Citations (74/55, 79/55, 80/55, 79/55, 60/50)		

Code Enforcement Activities: During this period, **12** municipal code violations were addressed and resolved or pending resolution.