

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

**From:** City Manager Bruce St. Denis

**Date:** October 5, 2021

**Planning Commission: The Planning Commission meets on September 23rd, to consider the following item:**

- Public Hearing and Consideration of VAC#21-01, Clatsop County request, for a Vacation of portions of platted and unimproved Pine and Alder Street right-of-ways in the Seal Rock Beach Subdivision

**Design Review Board: The Design Review Board canceled their meeting of September 16<sup>th</sup>, due to a lack of agenda items**

**The Chair of the DRB, approved minor modifications for the following addresses:**

City of Cannon Beach	2737 S Pacific	Matanuska Generator Structure
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**Short-term Rentals:** Staff continued to process short-term rental permits in August:

Program	Number of permits
14-day permit	125
Lifetime Unlimited permit	48
5-year Unlimited permit	35
Total permits	208
New short-term rentals this month	2
Pending short-term rentals	4

**Building Permits:** Staff processed a total of 3 building, 4 mechanical and 5 plumbing permits in August:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	3	\$6,590.31	\$ 586,013.68	\$ 5,860.15	\$ 22,344.12
Mechanical	4	\$582.00			
Plumbing	5	\$1,384.00			
Monthly Total	35	\$8,556.31			

**Other Planning/Building Matters:**

- The CD Staff supported the City Manager’ Office completing 2 Public Records Request(s) for the month, accounting for approximately 1 hour;
- The CD Department processed one Development Permit;
- The CD Director attended the monthly TSP call with the project management team for the TGM/TSP, and held the 2<sup>nd</sup> Project Advisory Committee meeting and Open House webinar;
- The TSP received the Future Conditions report and Milestone #1 Outreach Summary and Transportation Alternatives Technical Memorandum, which were uploaded to cannonbeachtsp.com;
- The CD Department hosted the quarterly meeting of Cannon Beach STR Task Force;
- The City received notification that the briefs were filed for the Oregon Court of Appeals that the City’s decision to deny the Roberts development permit for a new residence in the Oceanfront Management zone has been appealed for an October 4<sup>th</sup>, 2021, oral testimony before the court;
- The CD Director received a revised draft Memorandum of Understanding for review regarding the scope of work for the application for Natural Hazard Mitigation towards proposed solutions for bank stabilization of the North Bank of the Ecola Creek Estuary;
- The CD Department worked with CB Code Audit consultants to host the September 8<sup>th</sup>, 2021, Kick-Off Joint Work Session with the Council, Planning Commission and Design Review Board;
- The CD Director continues to attended the 2<sup>nd</sup> Project Advisory Committee meeting for the City of Astoria’s Tsunami Evacuation Facilities Improvement Plan;
- The CD Director worked with Finance Director, Public Works Director and applicant on a proposed Reimbursement District for extending utilities along Ecola Park Rd.;
- The CD Department is in the process of hiring the new Planner I position;
- The City’s Land Use Attorney gave a brief overview of the State and Local roles in annexation and development and the UGB;
- The Building Official continues to support the City of Astoria for Building Inspection coverage;

**Tree Report – August**

Date	Name	Location	# Removed	Removed Dead/Dying	Required to Replant
8/5/2021	City of CB ROW Removal	594-596 N Elm St.	3	0	0
8/5/2021	Korinsky	51030DA11400	3	0	1
8/17/2021	MaKay	224 W Noatak	2	2	1
8/17/2021	Schinderle	148 N Larch	1	0	1
	Number of Native Trees Planted by City Staff: 0				

**Public Works Department Report – September**

**Water**

- Reset meter boxes at 264 Orford & 140 Coolidge.
- Investigated water leak at 4487 Pacific.
- Installed three new water services.
- Educated customers on Eye on Water (Total: 472 signed up).

- Installed 284 new cellular LTE meters (Total: 1683 installed).
- Conducted monthly meter reads.
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Performed maintenance and adjustments to the slow sand filters at the Water Plant.
- Completed daily morning reads and checks at PW Yard and filter plant.
- Completed weekly locates and work orders.
- Performed callout duties.
- Notified multiple users of water leaks.
- Entered LTE data into Beacon and Caselle.

### **Wastewater**

- Ordered pump rails, rail tops and basses for Haystack Pump Station Project.
- Installed sewer service for 4663 Logan Lane.
- Located all repairs in need of completion prior to Larch pavement project.
- Met with construction contractor to discuss scope of work that needs to be done on Larch and ask for a bid.
- Sourced replacement swing check valves for Matanuska pump station.
- Conducted yearly maintenance on the lab's distiller.
- Installed sewer lateral for 163 Ross Lane.
- Repaired service tap with a large sagging line from 164 Ross Lane.

### **Parks**

- Continued with regular seasonal plant management and maintenance.
- Took down the flower baskets.

### **Roads & Storm**

- Kept the ramps and beach accesses clear of sand and debris.
- Replaced faded signs, fixed broken signposts, and cleaned signs.
- Removed semaphores from beach and cleaned them prior to putting them in winter storage.
- Conducted overhead tree trimming along streets.
- Cleaned catch basins.
- Performed fall vegetation management in preparation for inclement weather.
- Prepped for Larch Street storm improvements.

### **Emergency Management – September**

- Assisted with Community Bulletin deployment – Improved results and feedback driving progress
- Researched and developed improved video surveillance for city buildings and vulnerable locations
  - Cameras have arrived and we are scheduling installation
- Sent out Emergency Operation Guidelines
  - Announcements / Notifications
  - Earthquake / Tsunami
  - Major Fire and Evacuations
  - Sever Weather Event / Sheltering
  - Landslide
  - Terrorism (October)
- Wayfinding Wednesday – 5 Wayfinding Wednesdays completed
- Radio communications training

- DOGAMI improved data for Cannon Beach – Draft form
- Move forward with improving the Tsunami Evacuation maps
- Working on improved “You are here signs”
- Communications and Coordination with Clatsop Plan (Clatsop County) - Cascadia Raising 2022
- Ongoing updates when significant issues arise to Staff, Council, Community (Weather, Outbreaks, State Mandates)
- COVID-19 SIT-Reps restarted for enhanced communions
- Vaccination Task Force information delivered to community
- Attend weekly Business meetings to receive and to deliver up to date information
- Working on MOU with Neighbors to the East
  - MOU drafted for Greenwood forestry’s
  - MOU drafted for the Recovery excavation companies to stage equipment in Cannon Beach
- North Tank Radio (KMUN – HAM- GMRS) tower development continued – All equipment installed and operational. Training and fine tuning of equipment commenced
- Getting bids from Pacific Power for all three cache sites, contracts signed, and funding started
- EOC radio development, continuing. Equipment has arrived, scheduling installation
- Radio programming for All staff leadership positions, and PD home HAM / PD radios
- Communication Plan development started
- Schedule for remainder of 2021 and into 2022
- Started Cascadia Raising 2022 planning
- Drone training for city triage capability.

**Haystack Rock Awareness Program (HRAP) – September**

- One month remains on HRAP’s beach season, two shifts were cancelled due to weather and surging tides.
- HRAP staff participated in the rescue of nine birds to the Wildlife Center of the North Coast this month.
- Derek Coulter was named HRAP’s Volunteer of the Year due to his number of beach shift hours, always going above and beyond expectations, and his continued dedication to the mission.
- Tod Adamson is recognized as HRAP’s Most Involved Volunteer by logging the most hours of the season.
- HRAP is applying for a transportation grant from Every Kids Outdoors which would be used to fund bus services to free field trips for underserved classrooms.

**Public Safety Report – August 2021**

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	8	7
Code Enforcement	1	1
Admin/Support	2	1
Parking/Information	6	6
Lifeguards	10	9

	<b>August 2021</b>	<b>August 2020</b>
<b><u>Station Activity:</u></b>		
CBPD Walk-in	137	321
CBPD Incoming Phone	321	796
SPD Dispatched Calls	278	12
Overnight Camping Warnings	100	245
Local Security Checks	2448	3108
Traffic Warnings	298	115
Traffic Citations	75	25
DUII Arrests	1	1
Alarm Responses	10	11
AOA, Including FD	58	63
Citizen Assists	26	18
Transient Contacts	6	12
<b><u>Total Case File Reports</u></b>	<b>402</b>	<b>646</b>

**Cases of Significance:**

Forgery/Fraud:	1 Case	Burglary I:	1 Case
Criminal Mischief III:	1 Case	Disturbance Domestic:	1 Case
DUII:	1 Case	Theft III:	3 Cases
Suspicious Circumstance:	7 Case	Unlawful Entry MV:	1 Case
Warrant/Fugitive Arrest:	2 Cases		

**Traffic Citations:**

Driving with Suspended License:	3 Citations	No Proof of Insurance:	4 Citations
Oper. Veh. Using Mobile Device:	30 Citations	No Operator's License:	3 Citations
Unsafe Passing:	2 Citations	Reckless Driving:	1 Citation
Fail to Yield to Pedestrian:	3 Citations	Fail to Use Seatbelt:	1 Citation
Fail to Obey TCD:	1 Citation	Fail to Install IID:	1 Citation
Violation of Basic Rule/Speeding:	24 Citations	Illegal U-turn:	1 Citaiton
(65/30,78/55,41/25,32/20,32/20,32/20,70/55,32/20,32/20,33/20,36/20,32/20,34/20,34/20,32/20,40/20,37/20,65/45,44/30,77/55,75/55,30/20,38/25,36/20)			

**Code Enforcement Activities:** During this period, 27 municipal code violations were addressed and resolved or pending resolution.