

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: July 6, 2021

Planning Commission:

Planning Commission: The Planning Commission will meet on June 24th, to consider the following items:

- Public Hearing and Consideration of ZO 21-01, Will Rasmussen request, on behalf of Haystack Rock LLC, for a zoning ordinance text amendment regarding notice requirements for development and conditional use permitting of new roads or driveways utilizing public rights-of-way.
- Public Hearing and Consideration of SR 21-04, James Adams & Kerry Burg, property owners of 264 W. Kenai Street, for a Setback Reduction of the rear-yard setback requirement for an accessory structure at an existing single-family residence.
- Informational Items:
 - Tree Report
 - Transportation System Plan: Interactive Online Open House, @ www.cannonbeachtsp.com
 - Good of the Order

Design Review Board: The Design Review Board met on June 17th, to consider the following items:

- Non-Hearing Items:
- Consideration of the Free-Standing Sign Permit FS#21-01 for Cannon Beach Liquor LLC
- Consideration of the Free-Standing Sign Permit FS#21-02 for Tolovona Architect LLC
- Discussion Items:
 - Good of the Order

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

Elk Creek Terrace	357 Elk Cr. Rd	36 heat pump units
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Short-term Rentals: Staff continued to process short-term rental permits in May:

Program	Number of permits
14-day permit	118
Lifetime Unlimited permit	48
5-year Unlimited permit	40
Total permits	206
New short-term rentals this month	1
Pending short-term rentals	2

Building Permits: Staff processed a total of 8 building, 8 mechanical and 12 plumbing permits in May:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	8	\$3,766.37	\$ 0	\$ 0	\$ 191,901.98
Mechanical	8	\$1,227.00			
Plumbing	12	\$3,208.00			
Monthly Total	28	\$8,201.37			

The Building Official spent approximately 15 hours per week providing building inspection and plan review services to the City of Astoria, under an Intergovernmental Agreement, completing his contractual agreement with Astoria.

Other Planning/Building Matters:

- The CD Staff supported the City Manager’ Office completing 2 Public Records Request(s) for the month, accounting for approximately one half-hour;
- The CD Department processed three Development Permits;
- The CD Director continues to meet and approve on-site Emergency Outdoor Service & Parking Plans for restaurants extending their dining services during the pandemic;
- The CD Director attended the monthly TSP call with the project management team for the TGM/TSP, and held the first Project Advisory Committee Meeting and Online Open House Webinar, June 4th;
- The CD Department supported Cannon Beach Land Use City Attorney’s office in preparation for Najimi oral argument, June 8th;
- The CD Director continues to work the City Manager, CREST Executive Director and Denise Lofman, regarding proposed solutions for bank stabilization of the North Bank of the Ecola Creek Estuary, garnering approval from Council to move forward with Phase One Natural Hazard Mitigation Grant proposal;
- The CD Department worked with CB Code Audit consultant to finalize scope of work and project details;
- The CD Director amended the Special Events ordinance language, along with a new application brochure for work session, adoption and fees;
- The CD Director participated on the Project Advisory Committee for the City of Astoria’s Tsunami Evacuation Facilities Improvement Plan;
- The CD Director attended a Natural Hazard Mitigation webinar June 16th, on state Emergency Funding Opportunities;
- The CD Director worked with the Public Works Department on state permitting project for Southwind clean spoils site;
- The CD Department worked with the Finance Department on a project to refund affordable housing funds to improperly collected permitted projects since the institution of the surcharge;

Public Works Department Report - June

Water

- Assisted with lifeguard semaphore installation.
- Started main and valve replacement on Gogona project.
- Raised meter and box and installed cellular transmitter at 539 N Larch.
- Repaired plugged drinking fountains at Whale Park.
- Educated customers on Eye on Water (Total: 370 signed up).
- Installed 63 new cellular LTE meters (Total: 1,145 installed).
- Conducted monthly meter reads and rereads.
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Performed maintenance at Water Plant.
- Readied slow sand filters.
- Performed callout duties.
- Did weekly locates and work orders.
- Notified multiple users of water leaks.
- Started working on inventory report.
- Repaired leak at meter 860 Ecola Park Rd.
- Entered LTE data in Beacon and Caselle.
- Installed pole for antenna at north water tank.
- Filled propane tank at Water Plant (203 gallons).

Wastewater

- Continued searching for all necessary repairs for sewer laterals and house services under future proposed pavement projects.
- Replaced new soft start on pump #3 at Matanuska.
 - This part was still under warranty, but was faulting for no apparent reason, so it was replaced.
- Installed new chain hoist in the head works building for fine screen maintenance.
- Conducted lateral hydro cleaning in the Tolovana Park area.
 - This work is not typically done in this area, but recent a video inspection showed some bad lines that had debris build up.
- Relocated the service connection for the property at 1724 Ross Ln for the new construction project.
- Changed oil and lubed all three blowers at the treatment plant.
- Reenforced the cabinet top of the Magnesium Hydroxide pump.
- Cleared a backed-up sewer lateral caused by root intrusion and grease on Chinook Way.
- Did locates at the bottom of the "S" curves for the upcoming water main project.
- Finished with camera inspections of all laterals south of the "S" curves.

Parks

- Continued ongoing landscape maintenance citywide.
- Installed flower baskets around town.

- Planted petunias in pots by the Recycling Center.
- Hooked up water truck for the season to water plants daily.
- Put up windscreens and installed new nets and posts at Spruce Street tennis court.
- Started replacement of Sitka beach access stairs.
- Got bandstand ready for summer performances.

Roads & Storm

- Checked all beach access points for debris and/or trash.
- Mowed rights-of-way.
- Repaired street signs.
- Patched asphalt.
- Fixed the lifeguard tower.
- Conducted locates.
- Picked up trash from City rights-of-way.
- Cleaned public works yard.

Emergency Management – June

- Assisted with Community Bulletin deployment – Improved results and feedback driving progress
- Expedite security options for the cache sites. Cameras are in place
- R/D on improved video surveillance for the entire city
- Wayfinding Wednesday – We participate first Wednesdays of each month
- Bi-Weekly MRC communications training and participation
- Communications and Coordination with Clatsop County Emergency Management
 - * Communications Plan (Clatsop County),
- Coordination and collaboration with Clatsop County Public Health for COVID daily updates
- Weekly COVID-19 Situation Reports-Vaccination updates
- Assist in development in POP UP Vaccine Clinic in Cannon beach
- Ongoing updates when significant issues arise to Staff, Council, Community (Weather, Outbreaks, State Mandates)
- Attend Monthly Cannon Beach Chamber breakfast and Business meetings to receive and to deliver up to date information
- Working on MOU with Neighbors to the East (Green land forestry)
 - *MOU draft for Greenland forestry's to begin May 2021 (DRAFT only)
 - *MOU draft for the Recovery excavation companies to stage equipment in Cannon Beach
- North Tank Radio (KMUN – HAM- GMRS) tower development continued – Pole is in and KMUN is close to mounting the broadcast equipment.

- TANGO site review for DART future build project – Site improvement completed, and CONEX box project moved forward, should be delivered by the 3rd week in June.
- EOC radio development
- Received new generators for cache sites (Grant HPO), deployed when cabinets arrive.
- Staff meeting with Pacific Power to discuss actual hazard of current utility infrastructure. Timetables for repair and process completed with coordination with fire department
- Hours for volunteer teams collaborated and valued.

Haystack Rock Awareness Program (HRAP) – June

- Two high school students have begun internships with HRAP through Clatsopworks.
- Sea Grant Scholars Amishi Singh and Andrea Vega have begun their fellowship with HRAP and are working on a virtual online education program and a science communication study, respectively.
- Representative Suzanne Bonamici met with HRAP staff on June 6th along with Friends of Haystack Rock.
- We received a grant from Oregon Community Foundation for summer field trips for underserved schools, half of these trips would be entirely in Spanish.
- Black Oystercatcher nest in the saddle is expected to hatch by the end of this week, marking the first successful BLOY nest this year.
- Western Gull and Cormorant eggs have begun to hatch; Puffins are expected to begin hatching within the next couple weeks.
- Visitor interaction counts are markedly higher than previous years, but violation including climbing, harvesting, and wildlife harassment are all down.

Public Safety Report – May 2021

Staffing:	Authorized	Assigned
Sworn	8	7
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	5
Lifeguards	10	8

Station Activity:	May 2021	May 2020
CBPD Walk-in	158	92
CBPD Incoming Phone	399	368
SPD Dispatched Calls	76	59
Overnight Camping Warnings	115	91
Local Security Checks	3650	3794
Traffic Warnings	142	144
Traffic Citations	48	36
DUII Arrests	2	0
Alarm Responses	5	6
AOA, Including FD	39	39
Citizen Assists	21	13
Transient Contacts	5	4
<u>Total Case File Reports</u>	328	315

Cases of Significance:

Carrying Concealed Weapon: 1 Case Criminal Trespass: 7 Cases MIP Alcohol: 1 Case
 PCS Methamphetamine: 1 Case Criminal Mischief II: 2 Cases Theft: 3 Cases
 Disorderly Conduct II: 2 Cases Criminal Mischief III: 1 Case Burglary I: 1 Case
 Warrant/Fugitive Arrest: 1 Case Unlawful Entry MV: 1 Case

Traffic Citations:

Driving with Suspended License: 5 Citations No Operator’s License: 5 Citations
 Oper. Veh. Using Mobile Device: 14 Citations Breath Test Refusal: 1 Citation
 Fail to Carry Insurance Proof: 2 Citation Driving Uninsured: 4 Citations
 Fail to Obey Traffic Control Device: 1 Citation Fail to Maintain Lane: 2 Citations
 Expired Registration: 1 Citation Defective Lighting: 1 Citation
 Violation of Basic Rule/Speeding: 9 Citations Fail to Use Seatbelt: 1 Citation
 (75/55, 78/55, 73/55, 67/50, 78/55, 72/50, 39/25, 67/50, 78/55)

Code Enforcement Activities: During this period, 21 municipal code violations were addressed and resolved or pending resolution.