

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

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

**Date:** April 6, 2021

**Planning Commission:**

**The Planning Commission will meet on March 25th, to consider the following items:**

- Continuation of V 21-02, Jay Raskin request, on behalf of Stan and Becky Roberts, for a variance of the Oceanfront Setback for the construction of a new residence.
- Public Hearing and reconsideration of CU 21-01, Jeffrey D. Moon remand from the City Council, for a conditional use permit of a cottage industry.
- Public Hearing and consideration of V21-03, David Vonada request, on behalf of Robert & Heidi Klonoff, for a variance of the front-yard setback requirement for a garage in conjunction with a residential replacement.
- Informational Items:
  - Tree Report
  - Portable Storage Container Discussion
  - Good of the Order

**Design Review Board:**

- The Design Review Board meeting of March 18th was cancelled due to a lack of applications.

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

- None

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

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	0
Pending short-term rentals	1

Building Permits: Staff processed a total of 9 building, 9 mechanical and 8 plumbing permits in February:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	9	\$12,252.59	\$ 852,495.00	\$ 8,524.95	\$ 181,371.28
Mechanical	9	\$1,672.20			
Plumbing	8	\$2,644.00			
Monthly Total	26	\$16,568.79			

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.

**Other Planning/Building Matters:**

- The CD Staff supported the City Manager’ Office completing three Public Records Request(s) for the month, accounting for approximately 5 hours;
- The CD Department processed six Development Permits;
- The CD Director continues to meet and approve on-site Emergency Outdoor Service & Parking Plans for restaurants extending their dining services;
- The CD Director under the Emergency Order and ROW Facilities Permit for extending outdoor dining options for COVID-related temporary on-street dining, met with the owner-operators of MacGregor’s to discuss ROW plans;
- The Plan Review committee discussed the Extension and Expansion of COVID-related signage and temporary parking for Ecola Seafoods;
- The CD Director attended the monthly TSP call with the project management team for the TGM/TSP, reviewed initial materials, prepared stand-alone website, completed addendum to allow for additional parking utilization study and scheduled a work session with City Council for April;
- The CD Department completed compiling the Najimi Appeal Record for the Land Use Board of Appeals;
- The CD Department received a Land Use Board of Appeals Notice that the Foredune Management Plan Update decision was upheld by the state;
- 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 and has scheduled a work session discussion with City Council in April;
- The CD Administrative Assistant, Katie Hillenhagen, compiled, processed and reviewed the STR yearly Audit;
- On March 2<sup>nd</sup>, the CD Department hosted the quarterly STR Taskforce meeting; meeting presentation and yearly audit information can be found on the City’s website, under the STR page;
- The CD Department reviewed and Council adopted an update to the STR Fees, which will take effect in July 2021;
- The CD Director approved archaeological permit no. 3037 review for ODOT’s US101 Ecola Creek to Arcadia Beach roadway project;
- The CD Department received four Request for Qualification submissions for CB Code Audit project, for review and selection;
- The CD Director amended the Special Events ordinance language, along with a new application brochure for work session in April;

- The CD Director attended a Webinar on March 9<sup>th</sup>, on the Regional Housing Needs Assessment and state legislation;
- The CD Director and CBRF Chief met, on March 10, with owners and operators of 3115 S. Hemlock LLC, for a site inspection;
- The CD Department updated the Land Use applications to incorporate the recently adopted fee schedule;
- The Plan Review Committee is working on updating the Development Permit application, permitting, review and inspection procedures in preparation for the Code Audit;

### **Public Works Department Report - March**

#### **Water**

- Tapped 4" water main and installed new meter service at 123 W Surfcrest.
- Installed new meter service at 280 E 5th Street.
- Upgraded service and installed new setters at 4688 Logan Lane and 107 E Jackson Street.
- Vactored on Gulcana and Gogona Streets to prep for water main replacement on Pacific Street.
- Repaired service leak at 375 Fir Street.
- Entered LTE data in Beacon and Caselle.
- Educated customers on Eye on Water system (267 customers signed up total).
- Installed 212 new Cellular LTE meters (952 LTEs installed total).
- Conducted monthly meter reads and rereads.
- Serviced water tank at Coaster Properties Building.
- Completed weekly locates and work orders.
- Notified multiple users of water leaks.

#### **Wastewater**

- Continued sourcing parts to refurbish Basin #2.
- Finished replacing 8 air valve actuators in Basin #1.
- Refurbished all air valve actuators in Basin #2 that were not working correctly.
- Replaced gearbox oil and motor for clarifier rake, then painted and prepared it for install.
- Installed gearbox/motor to rake in clarifier.
- Replaced aged wet well level control floats at Haystack.
- Conducted quarterly generator fueling.
- Conducted quarterly lateral and wet well cleaning in the downtown area for repeat trouble areas.
- Restored beach outfall at W Nelchena.
  - Removed rocks, sand and organic debris that plugged the drainpipe.
  - Found and restored maintenance access to that site as well.
- Installed two new service laterals for 123 W Surfcrest and 280 E 5th Street.
- Completed city-wide Inflow & Infiltration source inspection.
  - TSR was in town assisting with locating I & I sources, as well as updating lateral inspections in the Tolovana area that were last inspected in 2012.

- Replaced aging control transformer on the chemical tank's mixing motor at the wastewater treatment plant.
- Organized and loaded old DVDs of old sewer inspections onto the city server.
- Cleared vegetation and dug debris away from the ends of the effluent pipes over in the wetlands.
- Troubleshoot the soft start (that was recently replaced) on pump #3 at Matanuska Pump Station.

#### **Roads & Storm**

- Cleaned out the ADA ramp at Tolovana wayside.
- Cleaned outfall pipe at Nelchena.
- Installed a catch basin and pipe at W. Surfcrest.
- Conducted a city-wide pothole sweep.
- Rebuilt storm system on N Hemlock and Ecola Park Road.
  - Added a new catch basin.
  - Placed 400 ft. of 12-inch ADS pipe.
- Located a long-buried standpipe junction at Nelchena to fix sewer overflow flap gate that was stuck open.

#### **Parks**

- Adjusted scope of Sitka beach access stairs replacement project, to cut costs.
- Removed stickers and graffiti around town.
- Assisted HRAP with removing a 3,000-lb. fishing net from the beach.
- Removed English ivy.
- Helped with a stormwater project on Ecola Park Road.
- Assisted Recycling with bailer repairs.
- Installed new posts, nets, strap anchor and strap at 2<sup>nd</sup> Street tennis court.
- Installed new memorial plaque at bandstand.
- Picked up 2,000 pounds of turf fertilizer and started spreading it.
- Removed a hazard tree at Les Shirley Park.
- Begun installation of 60 yards of engineered wood fiber as a protective surface at City playgrounds.

#### **Emergency Management – March**

- Started to draft grant for Homeland Security Grant for 2021 – Quick turnaround expected
- Emergency Management Budget organized
- Assisted with Community Bulletin deployment
- Expedite security options for the cache sites. (this was shelved as a priority budget cycle)
- 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
- Vaccination site coordination with Public Health
- Ongoing updates when significant issues arise to Staff, Council, Community (Weather, Outbreaks, State Mandates )
  - \*Staff report delivered to council for ECFR – emergency road access for fire suppression
- Coordinated 2 ECFR tours with Parks committee, ODF, CBRFPD, GreenWood, Staff members
- Attend weekly Cannon Beach Chamber and Business meetings to receive and to deliver up to date information
- Working on MOU with Neighbors to the East (Green land forestry) South with –(EVCNB ). CERT coordination
  - \*MOU draft completed for EVCNB
- North Tank Radio (KMUN – HAM- GMRS) tower development continued – Detailed plan for antenna
  - \*Progress, received CUP and starting the building permit
- Clatsop County communications plan assistance
- CERT vaccination assistance for seniors – Library
- CERT community mask delivery (Final mask delivery for COVID-19 event)
- EOC improvements made with back up computer placement, Cameras added to EOC PW, Conference room.
- Public Works handheld radios purchased; programming completed

#### **Haystack Rock Awareness Program (HRAP) – March**

- Eleven seasonal Rocky Shore Interpreters have been hired and trained, one vacancy remains.
- HRAP has applied to host two Junior Rocky Shore Interpreters through ClatsopWorks.
- Communication Coordinator interviews conducted; new hire will join in April.
- Two students have accepted to intern as Sea Grant Scholars with HRAP from June – August, one project will revolve around virtual field trip research and the other will work jointly with Friends of Haystack Rock on a Tufted Puffin advocacy project.
- Welcome the Puffin ceremony and activities are scheduled for April 17<sup>th</sup> – 18<sup>th</sup>.
- Pigeon Guillemots have been spotted nesting at Haystack Rock.
- Five individual Black Oystercatchers have been seen around Haystack Rock.

**Public Safety Report – February 2021**

**Staffing:**

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

**Station Activity:**

	<b>February 2021</b>	<b>February 2020</b>
CBPD Walk-in	101	138
CBPD Incoming Phone	272	255
SPD Dispatched Calls	39	48
Overnight Camping Warnings	20	47
Local Security Checks	2834	3052
Traffic Warnings	145	339
Traffic Citations	30	34
DUII Arrests	1	2
Alarm Responses	10	6
AOA, Including FD	27	44
Citizen Assists	9	22
Transient Contacts	7	17
<b><u>Total Case File Reports</u></b>	<b>161</b>	<b>216</b>

**Cases of Significance:**

Hit & Run:	1 Case	Warrant/Fugitive Arrest:	2 Cases
Criminal Trespass II:	2 Cases	PCS Psilocybin Mushrooms:	1 Case
Theft I:	1 Case	Criminal Mischief II:	1 Case
Theft II:	1 Case	Criminal Mischief III:	3 Cases

**Traffic Citations:**

Driving with a Suspended License:	1 Citation	No Operator's License:	2 Citations
Oper. Vehicle Using Mobile Device:	7 Citations	Driving Uninsured:	2 Citations
Fail to Wear Seatbelt:	1 Citation	Careless Driving:	2 Citations
Fail to Obey Traffic Control Device:	1 Citation	DUII (.13%):	1 Citation
Violation of Basic Rule/Speeding:	13 Citations		

(71/55, 48/30, 72/55, 73/55, 99/55, 73/55, 71/55, 39/25, 38/25, 76/55, 77/55, 36/20, 45/25)

**Code Enforcement Activities:** During this period, **20** municipal code violations were addressed and resolved or pending resolution.