

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: December 5, 2023

Community Development Monthly Report, October 2023

Planning Commission: The Planning Commission met on October 26, 2023, to consider the following items:

- Dark Sky Initiative

Design Review Board: The Design Review Board met on October 19, 2023, to consider the following items:

- DRB 23-09 CBES - Denied
- DRB 23-10 & 11 - Approved

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

None

Short-term Rentals

Program	Number of permits
14-day permit	152
Lifetime Unlimited permit	45
5-year Unlimited permit	5
Total permits	202
New short-term rentals this month	1
Pending short-term rentals	3

Tree Report

Date	Location	Hazard	Dead	Const.	Health other	Solar	Replant Req.
10/11/23	164 W. Jackson	1					1
10/11/23	263 W. Kenai	1					1
10/11/23	272 W. Gulcana	3					3
10/17/23	401 Yukon		2				2
10/17/23	272 W. Gogana	1					
10/17/23	232 E. Monroe	1					
10/31/23	171 E. Chisana	1					1

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.

Building Department Permit Fees: October 1-31, 2023

Building	Issued	Permit Fees	Value	Affordable Housing Tax Fund*
New SFR	1	13,259.83	\$380,000	\$3,100.80
Addition				
Alteration	1	9,541.91	\$818,400	0
Repair	1	836.86	\$24,000	0
Replacement	1	6,709.75	\$540,000.00	0
Tenant Improvements	0	0	0	0
Commercial	1	1,062.40	\$85,560.00	0
Total	5	\$40,212.09	\$821,449.11	\$6,728.68

*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	\$3,100.80	\$7,091.04	\$329,522.29
Commercial	\$0	\$0	\$64,823.42
Total	\$3,100.80	\$7,091.04	\$394,345.71

Other Permits	Issued	Permit Fees
Mechanical	11	\$690.55
Plumbing	6	\$172.08
Total	17	\$862.63

Public Works Department Report – November

Parks:

- Started the rebuild of the Center St beach access stairs
- Deployed trash receptacle at Elk Run Park
- Trees: 12 Cedar in the ECFR, 2 Frank Austrian Pine adjacent to Sea Breeze, 1 Redwood at Sunset Circle, 2 Shore Pines at Whale Park

Water:

- 8" HDPE main completed from S Spruce to S Elm on E Harrison.
- Preparing to install tee and valves at S Elm and E Harrison.
- Fire hydrant was added at S Elm and E Harrison.
- Repaired five service line leaks.
- Repaired failed vacuum gauge at Filter Plant.
- Collecting data for water audit report.
- Educated customers on Eye on Water (Total: 839 signed up).
- Completed weekly locates and work orders.
- Notified multiple users of water leaks and high use.
- Weather data collected and posted.

Wastewater:

- Midway Pump Station generator and building are now online
- Continued construction on Siuslaw Pump Station building and generator
- New tap at 588 Elm
- Continued cross training program with the water dept.
- Continued maintenance program at WWTP (Blower room maintenance, and UV chamber maintenance)

Roads:

- Cleaned all catch basins and out falls to the beach
- Cleaning the ramps to the beach.
- Cleaning and replacing bad signs
- Pothole sweeps with gravel and cold mix asphalt.
- Assisted with the Center Street stairs project
- Processed locates

Emergency Management – November

- Wayfinding Wednesday –November 1st
- Cache site radio antenna builds
- Clatsop alerts training
- Propane Tank stabilization exercise
- Regional visit to discuss building resiliency hubs development in all hazard communities
 - Seaside School district
 - Hamlet
- Resiliency Hub tour with typing exercise – Water Treatment trailers
- Cache site review for climate control improvements
- CERT 2024 training – planning group
- NACCHO grant award – MRC 2024 \$10,000
- Homeland Security Grant Awarded- to participate in regional Emergency Operations Plan (EOP)
 - Cities of Cannon Beach, Seaside, Astoria, Clatsop County
 - Grant to be developed in 2024/25 – Valued of \$150,000

Haystack Rock Awareness Program (HRAP) – November

- October 2023 Total Contacts: 2,337
- Our last beach shift is scheduled for November 28th. The last official day of our program is November 30th. Our program will resume operation on the beach during President's Day Weekend. We hope to have volunteers out on the beach during offseason depending on weather and availability.
- Our Staff and Volunteer Appreciation Party will take place on December 9th at 3:00 PM in the Council Chambers.
- The UTV has received a Line-X treatment and a ceramic coat. It will be stored in the Cannon Beach Elementary School until the start of next season.
- The USFWS estimates that 106 puffins came to Haystack Rock this nesting season.

Public Safety Report – October 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:

	2023	2022
CBPD Walk-in	205	157
CBPD Incoming Phone	246	252
SPD Dispatched Calls	106	141
Overnight Camping Warnings	49	63
Local Security Checks	2694	2867
Parking Citations	4	17
Traffic Warnings	197	116
Traffic Citations	24	24
DUI Arrests 708/702	2	3
Alarm Responses	7	10
AOA, Including FD	29	48
Citizen Assists	17	12
Transient Contacts	6	13
<u>Total Case File Reports</u>	198	273

Cases of Significance:

Suspicious Circumstance	10 Cases	Criminal Trespass I:	1 Case	
Criminal Mischief II:	3 Cases	Crim Mis III:	2 Cases	
Warrant:	1 Case	Drug Laws:	1 Case	
Domestic Disturbance:	1 Case	Harassment:	1 Case	
Theft II:	1 Case	Disorderly Conduct II:	1 Case	
DUI:	2 Cases	Missing Person:	2 Cases	
Disorderly Conduct II:	1 Case	Offensive Littering:	1 Case	Theft
of Services: 1-citation	4 Cases	Theft of lost property:	1 Case	
Theft III:	1 Case	MIP Marijuana: 1 citation	1 Case	
Welfare Check:	5 Cases	Offensive Littering:	1 Case	
Violation of Release Agreement:	1 Case			

Traffic Citations:

Driving with Suspended License:	1 Citation	Expired Registration:	1 Citation
No Proof of Insurance:	1 Citation	Fail to Obey TCD:	1 Citation
Reckless Driving:	2 Citations	Open Container of Alcohol	1 Citation
DUII: (blood kit/blood kit)	2 Citations	Fail to Use Seatbelt:	2 Citations
Cell Phone Use:	1 Citations	Fail to Display Out of State Plates:	1 Citation
No Operator's License:	1 Citation	Illegal Stopping:	1 Citation
Open Container of Alcohol	1 Citation		
Violation of Basic Rule/Speeding:	8 Citations (71/55, 78/55, 75/55, 72/55, 79/55, 78/55, 78/55, 60/45)		

Code Enforcement Activities: During this period, **18** municipal code violations were addressed and resolved or pending resolution.