



CITY OF CANNON BEACH

AGENDA

Meeting: City Council
Date: Tuesday, March 5, 2024
Time: 6:00 p.m.
Location: Council Chambers, City Hall

CALL TO ORDER AND APPROVAL OF AGENDA

CONSENT AGENDA

Minutes will be considered at the March 12th meeting.

PUBLIC COMMENT

*The Presiding Officer will call for statements from citizens regarding issues relating to the City.
The Presiding Officer may limit the time permitted for presentations and may request that a spokesperson be selected for a group of persons wishing to speak.*

INTRODUCTION

(1) Introduce New City Staff

PROCLAMATION

(2) Proclamation 24-01 for the Purpose of Proclaiming the Month of March 2024 as Red Cross Month

If Council wishes to adopt Proclamation 24-01 an appropriate motion is in order

ACTION ITEMS

(3) Appointment of City Committee/Board/Commission

If Council wishes to appoint an appropriate motion is in order

OTHER DISCUSSION ITEMS

(4) Sunset Empire Transportation District Executive Director Introduction

(5) Tree Focus Group Presentation with Design Review Board and Parks Committee

INFORMATIONAL/OTHER DISCUSSION ITEMS

(6) Monthly Status Report

(7) Mayor Communications

(8) Councilor Communications

(9) Good of the Order

ADJOURNMENT

To join from your computer, tablet or smartphone

Join Zoom Meeting

<https://zoom.us/j/99261084699?pwd=TkpjbGcxS0pCOGlMOctSbSsxVWFMZz09>

Meeting ID: 992 6108 4699

Password: 365593

To join from your phone:

Phone: 1.669.900.6833

Meeting ID: 992 6108 4699

Password: 365593

View Our Live Stream: View our [Live Stream](#) on YouTube!

Public Comment: If you wish to provide public comment via Zoom for this meeting please use the raise your hand Zoom feature. Except for a public hearing agenda item, all Public to be Heard comments will be taken at the beginning of the meeting for both Agenda and Non-Agenda items. If you are requesting to speak during a public hearing agenda item, please indicate the specific agenda item number as your comments will be considered during the public hearing portion of the meeting when the public hearing item is considered by the Council. All written comments received by 3:00 pm the day before the meeting will be distributed to the City Council and the appropriate staff prior to the start of the meeting. These written comments will be included in the record copy of the meeting. Written comments received at the deadline will be forwarded to Council and included in the record, but may not be read prior to the meeting.

Please note that agenda items may not be considered in the exact order listed. For questions about the agenda, please contact the City of Cannon Beach at (503) 436.8052. The meeting is accessible to the disabled. If you need special accommodations to attend or participate in the meeting per the Americans with Disabilities Act (ADA), please contact the City Manager at (503) 436.8050. TTY (503) 436-8097. This information can be made in alternative format as needed for persons with disabilities.

Posted: 2024.02.27



CANNON BEACH CITY COUNCIL

STAFF REPORT

INTRODUCE NEW CITY STAFF

Agenda Date: March 5, 2024

Prepared by: Bruce St. Denis, City Manager

Bruce St. Denis will introduce the new Receptionist/Court Clerk Bara Mbathie.



CANNON BEACH CITY COUNCIL

STAFF REPORT

CONSIDERATION OF PROCLAMATION 24-01, RED CROSS MONTH

Agenda Date: March 5, 2024

Prepared by: Bruce St. Denis, City Manager

BACKGROUND

Before Council tonight is a proclamation declaring March 2024 as Red Cross month. Every March, we honor people who make the lifesaving mission of the American Red Cross possible — the individuals across the country who turn compassion into action, helping others in times of crisis. The Red Cross Month celebration has been an annual tradition since 1943, when President Franklin D. Roosevelt issued the first Red Cross Month proclamation.

RECOMMENDATION

Suggested motion

"I move to adopt Proclamation 43-01, declaring March 2024 Red Cross Month in Cannon Beach"

List of Attachments

A Proclamation 24-01 Red Cross Month

BEFORE THE CITY OF CANNON BEACH

FOR THE PURPOSE OF PROCLAIMING THE) PROCLAMATION NO. 24-01
 MONTH OF MARCH 2024, AS RED CROSS)
 MONTH)

During American Red Cross Month in March, we recognize the compassion of people in Cannon Beach and reaffirm our commitment to care for one another in times of crisis.

This generous spirit is woven into the fabric of our community and advances the humanitarian legacy of American Red Cross founder Clara Barton — one of the most honored women in our country's history — who nobly dedicated herself to alleviating suffering.

American Red Cross Cascades Region. Today, kindhearted individuals in our community exemplify Barton's commitment as they step up through Oregon and SW Washington to provide a beacon of hope for our neighbors in need. Through their voluntary and selfless contributions, they make a lifesaving difference in people's darkest hours — whether it's delivering shelter, food and comfort during disasters; providing critical blood donations for hospital patients; supporting military families, veterans and caregivers through the unique challenges of service; saving lives with first aid, CPR and other skills; or delivering aid and reconnecting loved ones separated by global crises.

We hereby recognize this month of March in honor of all those who lead with their hearts to serve people in need, and we ask everyone to join in this commitment to strengthen our community.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Cannon Beach hereby adopts that March 2024, to be

RED CROSS MONTH

in the City of Cannon Beach and encourage all Cannon Beach residents to join in this observance.

PASSED by the Common Council of the City of Cannon Beach this 5th day of March 2024 by the following roll call vote:

YEAS:

NAYS:

EXCUSED:

Barb Knop, Mayor

Attest:

Bruce St. Denis, City Manager



CANNON BEACH CITY COUNCIL

STAFF REPORT

APPOINTMENT OF CITY COMMITTEE/BOARD/COMMISSION

TOURISM AND ARTS COMMISSION (TAC): two (2) vacancies to fill one four-year term beginning immediately and one beginning April 1, 2024

Applicants: Greg Swedenborg

If the Council wishes to appoint an applicant to the Tourism and Arts Commission an appropriate motion is in order.

“I move to appoint _____ to the Tourism and Arts Commission beginning _____.”



CITY OF CANNON BEACH

APPLICATION FOR CITY COMMITTEE, BOARD, OR COMMISSION

Applicant Name: <u>GREG SWEDENBORG</u>	Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal
Mailing Address: [REDACTED]	
Telephone (Home):	
Alt. Telephone:	
Email Address:	

Which Committee, Board, or Commission would you like to serve upon (see full qualifications required for each Committee on reverse)? Submit completed application questionnaire with this application.

<input type="checkbox"/> Budget Committee Must provide copy of voter registration card with application	<input type="checkbox"/> Parks & Community Services Committee
<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Farmers Market Committee	<input type="checkbox"/> Public Works
<input checked="" type="checkbox"/> Tourism and Arts Commission (TAC) See specific requirements in Municipal Code Chapter 2.32.040 D	

Please indicate which committee(s) you are already a member of: NONE

If you are applying for more than one committee, are you willing to serve on both? If not, indicate your order of preference for service:

Applicants must have resided within the city or its urban growth boundary during the one year immediately preceding appointment; or at the time of appointment, shall have owned real property located within the city or its urban growth boundary for at least one year immediately preceding appointment. **Note:** Tourism and Arts Commission applicants are not required to reside in Cannon Beach and are eligible if he or she has worked, at least part-time, within the City of Cannon Beach for at least one year immediately preceding appointment. Do you meet this criterion?

Why are you interested in this position? Please use extra sheets as necessary.

SEE ATTACHED

What knowledge, skills or experience can you bring to this position? Please use extra sheets as necessary.

SEE ATTACHED

What is your current occupation?

RUN A hotel & property mgmt company

Applicant Signature: [Signature]

Date: 1/27/24



CITY OF CANNON BEACH

APPLICATION FOR TOURISM & ARTS COMMISSION

Applicant Name: <u>GREG SWEDENBORG</u>	Type of Application:
Mailing Address: [REDACTED]	<input checked="" type="checkbox"/> Tourism & Arts Commission
Telephone (Home): [REDACTED]	
Alt. Telephone: [REDACTED]	
Email Address: [REDACTED]	

Please answer the questions below and return with your application. Use extra pages as necessary.

1. Have you read the ordinance defining this committee to understand its purpose and duties?
YES
2. Are you willing to learn and follow the Oregon ethics rules, including those regarding conflict of interest?
<https://www.oregon.gov/ogec/Pages/Guide-for-Public-Officials.aspx> for details.
YES
3. Will you be able to regularly attend the meetings and possible work sessions?
YES
4. What is it about this committee that attracts you?
SEE ATTACHED
5. What would you like to accomplish by being a member of this committee?
SEE ATTACHED
6. Have you read and understand the TAC Guidelines as well as the ordinance and ORS that define the operating rules of this commission?
YES

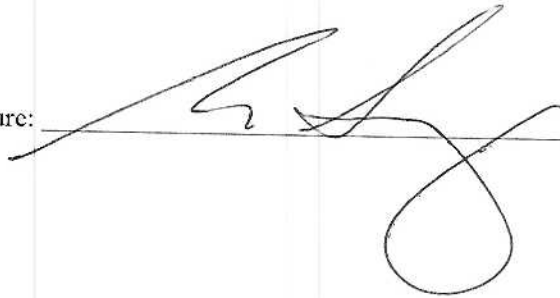
7. Do you work for, or are a member of any board or special committee of one of the non-profit organizations that typically apply for TAF grants? If so, please list.

No

8. Can you make an un-biased funding decision on a grant request that benefits an organization that either you or a member of your household is affiliated with?

YES

Applicant Signature: _____

A handwritten signature in black ink, consisting of a stylized 'A' followed by a large loop and a trailing flourish.

Date: _____

1/30/24

1/30/2024

City of Cannon Beach – TAC application additional responses – Greg Swedenborg

Why are you interested in this position?

I am involved with and interested in how TLT funds in our city are collected & spent. I feel that the TAC process that was established in 2010 is no longer as applicable as it is today based on changes in tourism, city needs and overall maturity as a visitor-based economy in the past 14 years. I believe much of the historical TAC experience and deep understanding of TLT use has moved on from the TAC committee through term limits, lack of involvement and lack of understanding in the TAC guidelines, ORS requirements and evaluation of community success in growing this restricted municipal revenue source.

While on the TAC committee in 2020 I spoke at the August 11th 2020 meeting to City council and discussed how (the then TAC committee) felt there was a need to review and change some of the guidelines that have not aged with community growth and needs.

When I heard comment in the January 16, 2024, City Council work session to the effect that perhaps we need a 'new committee' to be involved with non-traditional TAC requests (infrastructure, etc.) this took me back to exactly what the 2020 TAC committee was proposing to Council. If this is a possible direction for TAC, or a new committee...although I think it would be 1 in the same that is what I want to be involved in. Honestly, not interested in parsing out funds to events that do not provide a benefit for the spend. While there are some great uses for events, arts, etc. I'm interested in the growth and future outlook of this commission.

What knowledge, skills or experience can you bring to this position?

10 years of running a 60-unit, 3rd generation family operated Cannon Beach lodging business. Through this I have years of attending city meetings related to TLT and business community matters. I have a strong knowledge of the use of funds, funding sources and state laws that dictate how funds can be used.

7 years as Board President Cannon Beach Chamber of Commerce (termed out 2020)

Interact with dozens of visitors to our community every day. I believe this gives me a unique perspective in hearing what the visitor community thinks of Cannon Beach and their experiences, interests, and overall feedback.

Ability to work in a team environment, gain consensus, understanding on various topics and issues.
Ability to listen and be open to new ideas and creating better ways of achieving objectives that are in line with commission/committee goals.

Education/Experience – sales, marketing, management, accounting, construction, development, coaching.

What is it about this committee that attracts you?

My personal involvement in how my career/industry is involved with the collection of TLT funds and the experience I have in this industry drives my desire to see these municipal funds utilized effectively without waste and focused on events, projects, etc. that improve the product of Cannon Beach to visitors and locals alike.

What would you like to accomplish by being a member of this committee?

I reference this in my first answer, but ultimately, I want to be involved in any future changes in how TAC, TAF and future TLT restricted funding is used &/or when/if current guidelines are modified to reflect current needs. I feel that time is upon us and I feel I bring some level of past involvement that will be beneficial if we are to move forward with any changes.

I would like to see funding being used outside of just 'events' while still addressing key aspects of the inception of the program – tourism management and the arts.

I would like to see a future TAC commission being the liaison to City Council as it relates to certain TLT related funds and how they are used, allocated and properly managed.

I would like to accomplish what was outlined in the August 11, 2020 work session now that we seem to have some interest in pursuing what was suggested by the then TAC members.



CANNON BEACH CITY COUNCIL

STAFF REPORT

SUNSET EMPIRE TRANSPORTATION DISTRICT EXECUTIVE DIRECTOR INTRODUCTION

Agenda Date: March 5, 2024

Prepared by: Bruce St. Denis, City Manager

ANALYSIS/INFORMATION

Sunset Empire Transportation District Executive Director Craig Johnston will present a PowerPoint presentation and answer questions.

List of Attachments

A SETD Presentation



SUNSET EMPIRE TRANSPORTATION DISTRICT



RELIABILITY

ACCESIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



EXECUTIVE DIRECTOR INTRODUCTION

- Craig Johnston, Sunset Empire Transportation District Executive Director
- Over 25 years of transit experience in Oregon and Washington State. Oregon Transit Association Board Member.
- Started my career as a part-time relief operator and was most recently the Operations Manager at Basin Transit Service in Klamath Falls, Oregon.
- Began at Sunset Empire October 29, 2023.



RELIABILITY

ACCESIBILITY

EFFICIENCY

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COMMUNITY NETWORKING



BOARD OF COMMISSIONERS

SETD is guided by a 7 Member elected Board of Commissioners:

- Debbie Boothe-Schmidt – Chair
- Tracy MacDonald – Vice Chair
- Pamela Alegria – Secretary/Treasurer
- Rebecca Read
- Charles Withers
- Guillermo Romero
- Paul Lewicki



RELIABILITY

ACCESIBILITY

EFFICIENCY

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SUNSET EMPIRE FACTS

- On March 24, 1993, the Clatsop County Board of Commissioners voted to create the district with the help of a state transit grant.
- Sunset Empire Transit is a Special District similar to Fire and Irrigation Districts within the state of Oregon.
- The District relies on Property taxes, Timber taxes, State taxes, Federal Funding, and bus fares to provide services to the citizens of Clatsop County.



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



WHO WE ARE AND WHAT WE DO



Sunset Empire Transportation District operates all facets of public transportation with our own employees in Clatsop County. The leadership team of the District consists of an Executive Director, a Chief Operating Officer, a Finance Manager, a Mobility Manager, an Executive Assistant, and a Human Resources Manager.



Today: The District operates 4 Fixed route buses and 3 to 5 Para-transit buses for door-to-door service for seniors and persons with disabilities. The District serves a population of over 41,000. We averaged 500 daily riders before our services ceased. Since restarting services, we average about 250 daily riders.

RELIABILITY

ACCESIBILITY

EFFICIENCY

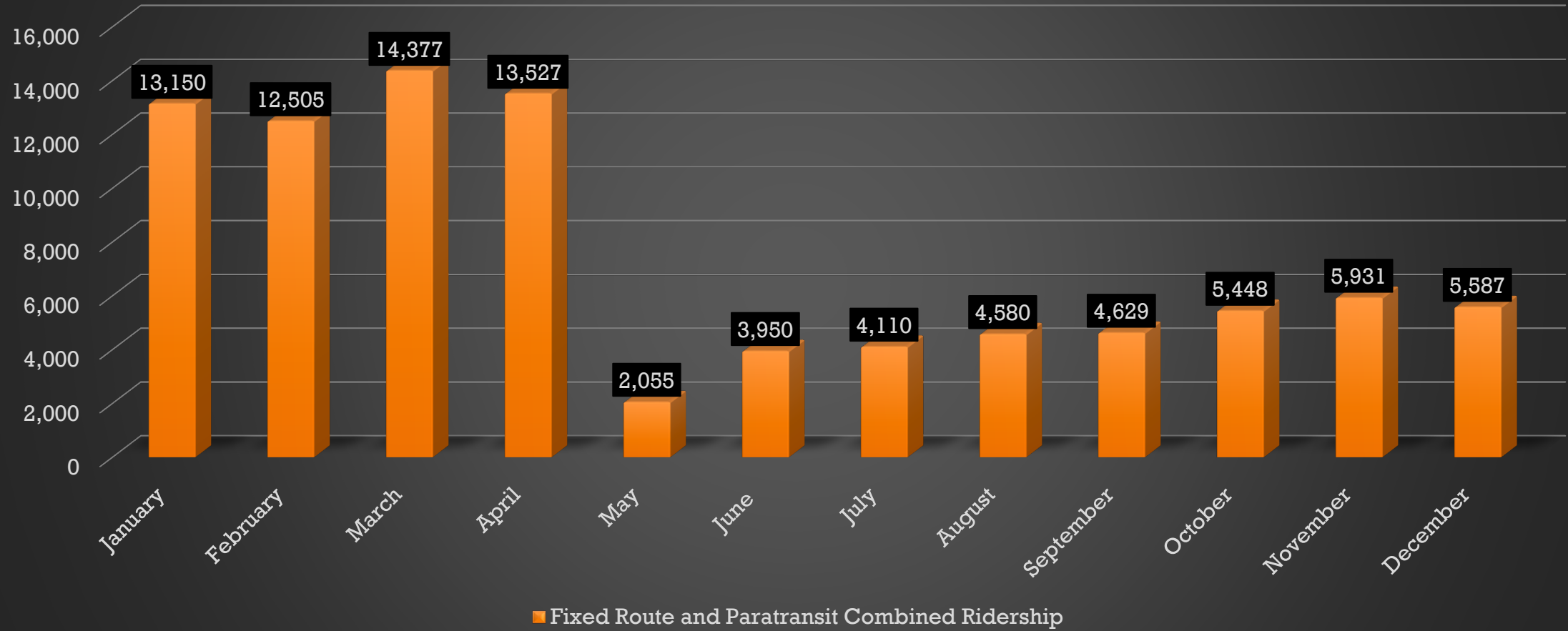
SAFETY

COMMUNITY NETWORKING



SUNSET EMPIRE RIDERSHIP

TOTAL RIDERSHIP BY MONTH 2023



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



THE FINANCIAL CRISIS-WHAT HAPPENED?

- In April of 2023 Sunset Empire ran out of money and shut down all services, but WHY did that happen?
- SETD was delayed in receiving Federal funding. During the delayed disbursement of Federal funds, SETD utilized state and local funds to meet payroll and continue serving the citizens of Clatsop County.
- The Board of Directors and ODOT were presented inaccurate financial information that reported the district still had over 800K in funds available. The Board of Directors was not made aware of SETD's precarious financial position until mid-April 2023.





THE FINANCIAL CRISIS-WHAT HAPPENED?

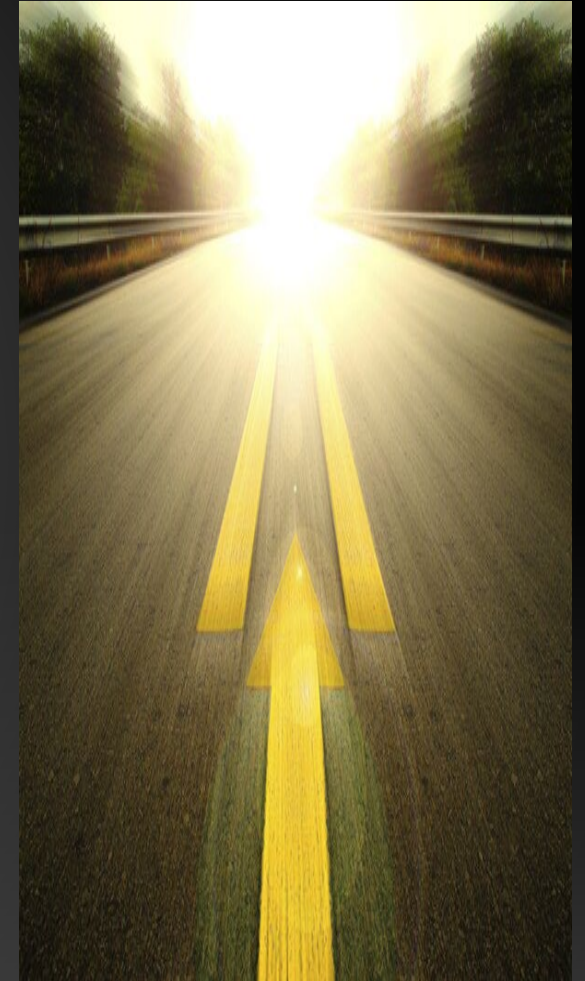
- Eventually the state and local funds that SETD was using to provide services to the citizens of Clatsop county ran out, and SETD ceased operations on 4/29/2023.
- With the help of Governor Tina Kotek, State Senator Suzanne Weber and State Representative Cyrus Javadi, SETD was given a \$1,000,000 loan from the Oregon Transportation Infrastructure Bank to restart services the following week. This loan will be paid back on a quarterly basis through the year 2027.





THE WAY FORWARD

- Better Community networking with other community service providers and leaders! Cooperative and constructive expansion in the future to meet the needs and interests of OUR community.
- Transparency of SETD's finances through improved reporting and fiscal oversight. Accurate, current, and complete disclosure of the district's financial standing.
- Board approved policies that diversify the roles in our small organization. Budget oversight, travel restrictions, and whistleblower protections are now in place.



RELIABILITY

ACCESIBILITY

EFFICIENCY

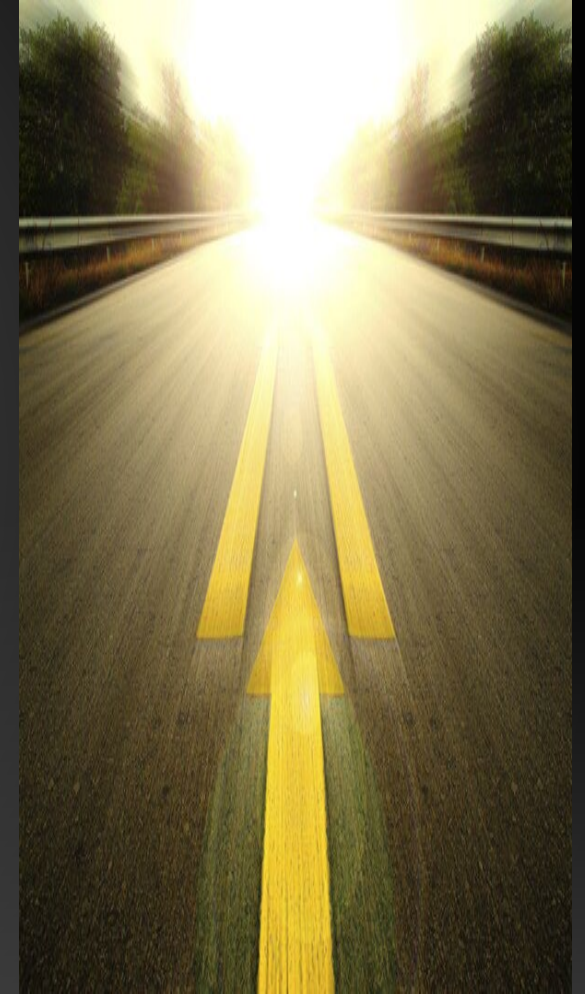
SAFETY

COMMUNITY NETWORKING



THE WAY FORWARD

- Divest of the Executive Director being the sole authority in all financial reporting and budget preparation.
- Required staff and Board of Commissioners training on District Financial Management. The Executive Director, Finance Director, and 6 board members have attended ODOT's Transit District Financial Management training.
- Having a reserve fund set aside to prevent any future disruptions of service.
- And Finally, a fiscally responsible restoration of services.



RELIABILITY

ACCESIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



THANK YOU

Contacts:

Craig Johnston
Executive Director
cjohnston@ridethebus.org
(503)861-5399

Debbie Boothe-Schmidt
Chair, Board of Commissioners
debbie@ridethebus.org
(503)338-3645

Jennifer Geisler
Chief Operations Officer
jennifer@ridethebus.org
(503)861-5364



RELIABILITY

ACCESSIBILITY

EFFICIENCY

SAFETY

COMMUNITY NETWORKING



CANNON BEACH CITY COUNCIL

STAFF REPORT

TREE FOCUS GROUP PRESENTATION

Agenda Date: March 5, 2024

Prepared by: Bruce St. Denis, City Manager

BACKGROUND

A group of local citizens formed a Tree Focus Group to review the tree portion of the municipal code.

ANALYSIS/INFORMATION

The focus group will give a presentation on their research and findings.

RECOMMENDATION

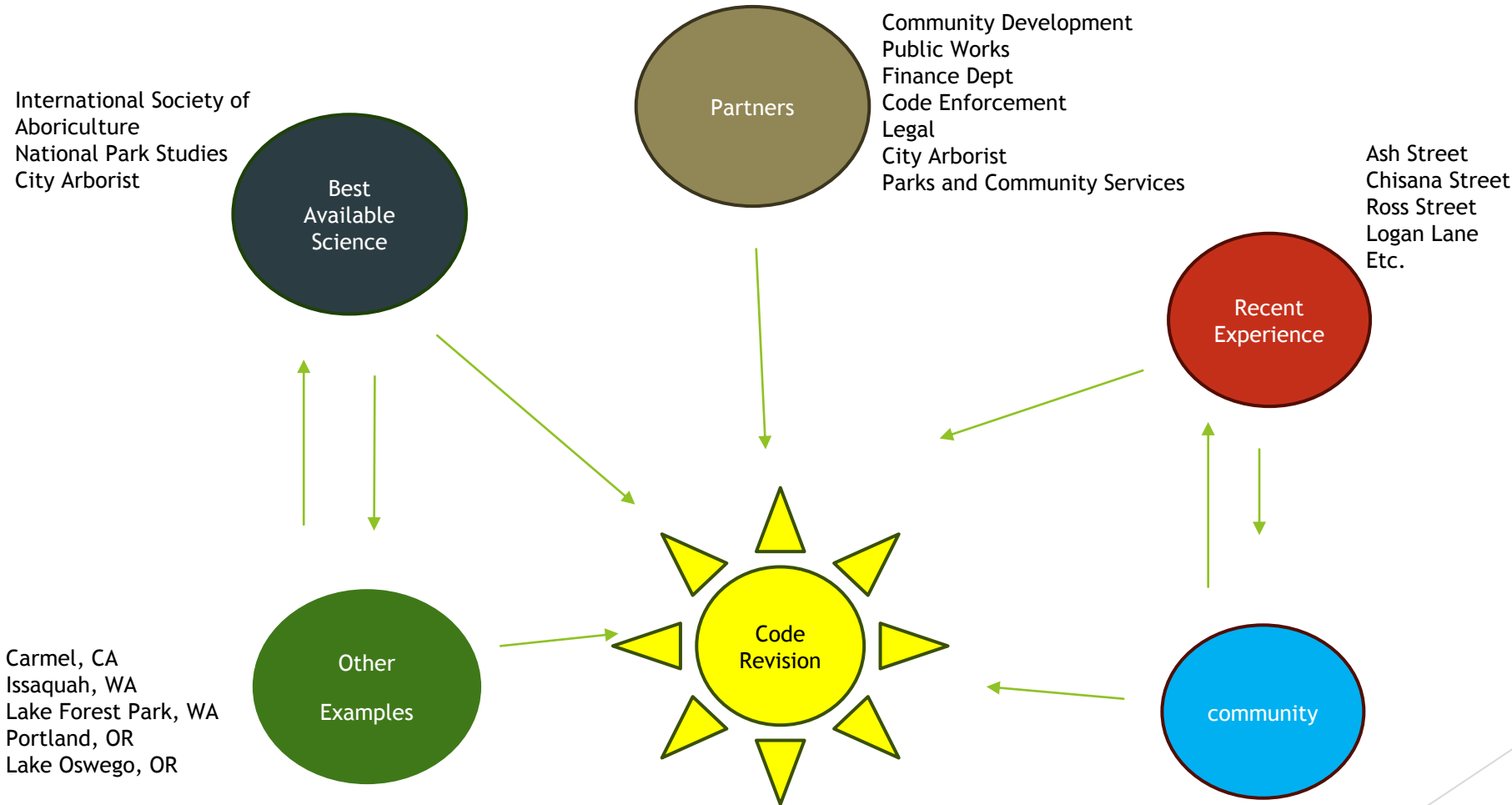
List of Attachments

- A Tree Focus Group Presentation
- B Tree Focus Group Findings of Fact

Tree Focus Group

Les Sinclair
Jan Siebert-Wahrmund
Dorian Farrow
Lisa Kerr
Stacy Benefield
Mike Bates

Process



Trees are often considered a community asset, even though they may exist primarily on private property. What may be good for the property may not always be in the best interest of the community, and vice versa.

- ISA, Guide for Plant Appraisal, 10th Edition

Proposals

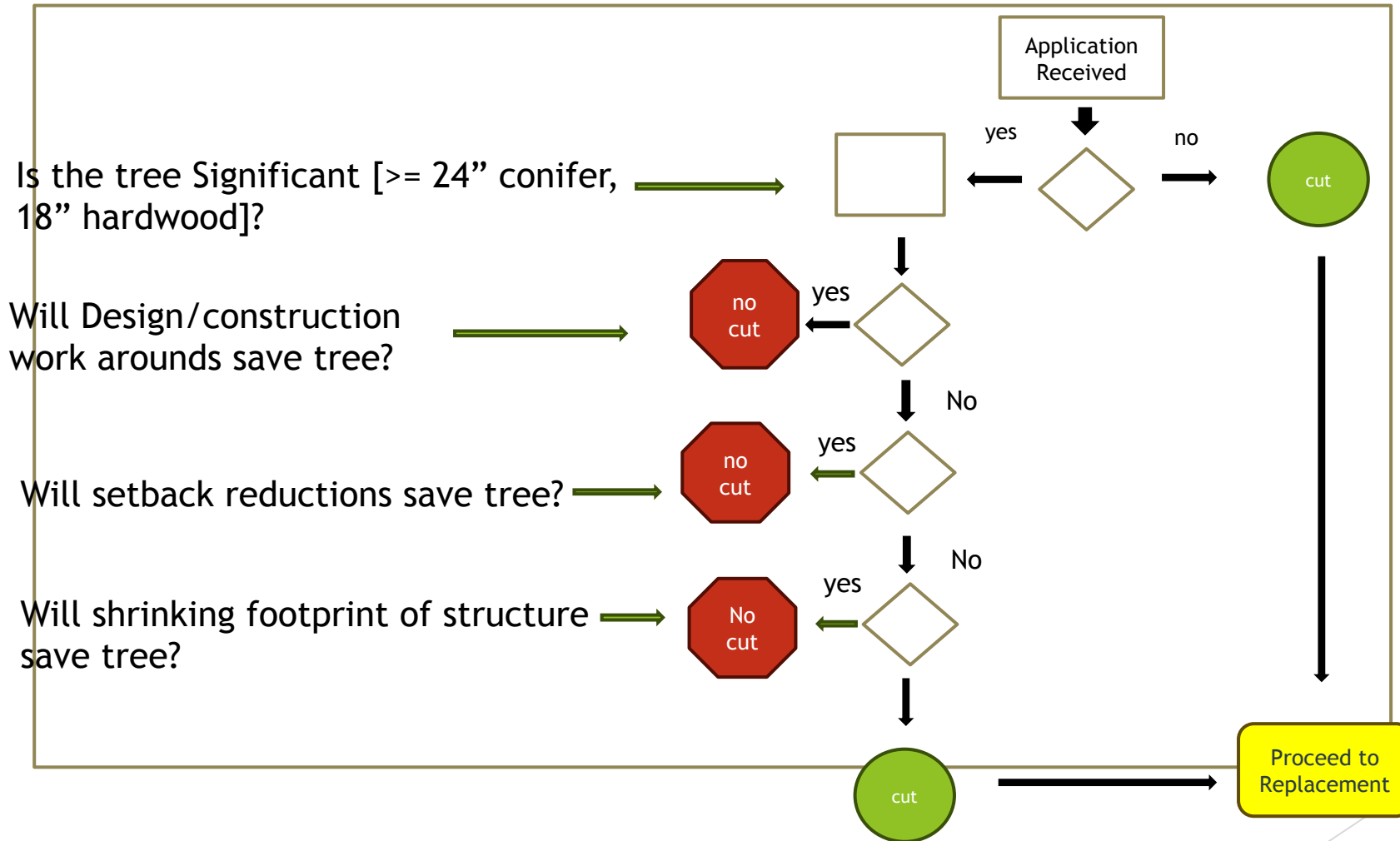
- ▶ Codify public notice for private trees to resemble procedure presently used for removal of trees in ROW
- ▶ Landscaping and views are no longer a justification for tree-removal
- ▶ Inserting requirement to consider geological hazards with tree application
- ▶ Expands the role of City Arborist, with definition
- ▶ Preserve Significant Trees where there are alternatives to removal
- ▶ Mandate replacement of trees, significant or otherwise, or reimbursement to the community for their loss
- ▶ Establish community tree fund, with restrictions on use
- ▶ Give the City better enforcement tools for violations

It is not the intention of the Plan to encourage growth, or to stop development; rather, it is the intention of the people who have prepared the Plan . . . to establish a set of policies and guidelines which will allow for development to occur, while preserving those qualities which brought them to the community, or has made the community what it is today.

- Comprehensive Plan,
Introduction

Significant Trees. 17.70.20B


Decision Tree



I used to be the staff arborist for the city for a number of years. . . . I've seen an awful lot of trees disappear in the last bunch of years. A lot of it is because everybody wants a big home. Nobody builds beach cottages anymore, and that makes it really difficult.

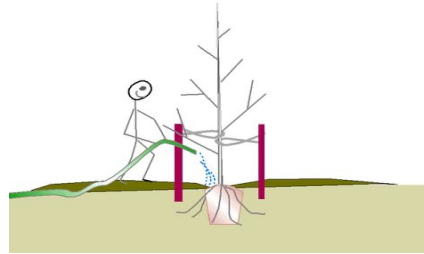
- Joe Balden

Replacement of Trees, 17.70.40

► How to make this  equal this



Either



Up to four trees

Or at applicant's option

Pay



into



We thought we'd addressed the loss of trees in this community with the last tree code revision. What we left out were the teeth.

- Former Planning Commissioner

And lest we forget, . . .



So much of our relationship with trees is priceless.

I'm the Lorax who speaks for the trees, which you seem to be chopping as fast as you please. But I'm also in charge of the Brown Bar-ba-loots, who played in the shade in their Bar-ba-loot suits and happily lived, eating Truffula Fruits. NOW...thanks to your hacking my trees to the ground, there's not enough Truffula Fruit to go 'round.

- Dr. Suess, The Lorax

Backup

Revision Mapping

Proposal	Existing Section(s)	Draft Section(s)
Codify public notice and comment	None	17.70.017
Eliminate tree removal for landscaping	17.70.20B.G, -.D. -F	None
Add protections for Significant Trees in ICW construction of residential and commercial structures	None	17.70.020B
Protects neighbors where removal will occur on geological hazards	None	17.70.030B
Mandates replacement of all trees, up to four trees for each tree removed or payment into the city tree fund	17.70.40B	17.70.040, 17.70.045
Formalizes role of city arborist in selection and location of replacement trees	None	17.70.010, etc.
Give the City better enforcement tools, stop work, revocation of business licenses, and fines	None	17.70.035

Tree Removals and Replacement

Calendar Year '21*

Month	Removed	Replaced
January	5	2
February	12	8
March	26	4
April	6	0
May	1	0
June	NO REPORT	NO REPORT
July	17	8
August	9	3
September	2	0
October	41	1
November	5	4
December	8	0
Totals	131	31

9

2/26/24

*Source: Monthly Community Development Tree Report

Tree Removals and Replacement

Calendar Year '22*

Month	Removed	Replaced
January	NO REPORT	NO REPORT
February	11	5
March	15	12
April	11	2
May	12	5
June	6	1
July	49	4
August	19	3
September	3	3
October	9	5
November	36	7
December	0	0
Totals	171	47

2/26/24

10

*Source: Monthly Community Development Tree Report

Average tree diameter data, Cascade Head Experimental Forest, Tillamook County, 1935 to 1968

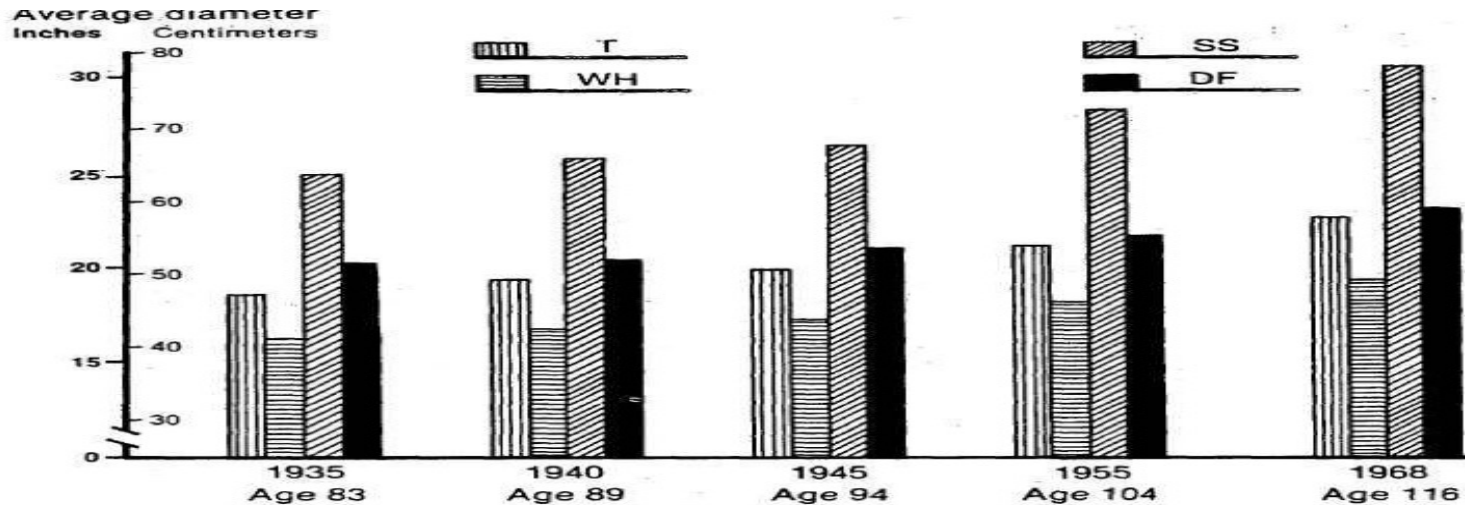


Figure 7.—Average diameter at breast height of western hemlock (WH), Sitka spruce (SS), Douglas-fir (DF), and all species (T), by year of measurement (all trees 1.6+ inches (4+ cm) in d.b.h.).

Average basal area for western hemlock ranged from 237 ft²/acre (54.4 m²/ha) at age 83 to 252 ft²/acre (57.8 m²/ha) at age 116. Average basal area for Sitka spruce ranged from 176 ft²/acre (40.5 m²/ha) at age 83 to 213 ft²/acre (48.8 m²/ha) at age 116. The relatively stable figure for basal area for western hemlock can be attributed to a gradual decrease in the number of trees per acre (ha) and the increased average diameter of the remaining trees. Average basal area for Douglas-fir remained small and essentially unchanged from 1935 to 1968.

Average Diameter

The diameter growth data (appendix tables 7 to 16) reflect an inherent difference between the growth pattern of Sitka spruce and western hemlock. Sitka spruce typically has a rapid and well-sustained growth habit, whereas western hemlock generally grows at a slower rate than its associates (Allen 1902, Meyer 1937). Figure 7 depicts the average diameter^{3/} for western hemlock, Sitka spruce, Douglas-fir, and all species for each year of measurement.

The larger average diameter of Sitka spruce, is apparent, ranging from 25.1 inches (63.8 cm) in d.b.h. at age 83 to 30.6 inches (78 cm) at age 116; western hemlock ranges from 16.2 inches (41 cm) in d.b.h. at age 83 to 19.4 inches (49.3 cm.) at age 116. An analysis of the average diameter indicates that Sitka spruce is significantly larger than western hemlock each year of measurement.

^{3/}Quadratic mean diameter

Diameter at breast height for Sitka spruce averages 8.9 inches (22.8 cm) or 55 percent larger than western hemlock at age 83 and averages 11.2 inches (28.4 cm) or 58 percent larger at 116. Although Sitka spruce is significantly larger than western hemlock, measurements of diameter are often confounded by extreme butt swell. Diameter differences at 18 feet (5.5 m) above seedling origin might not be so great.

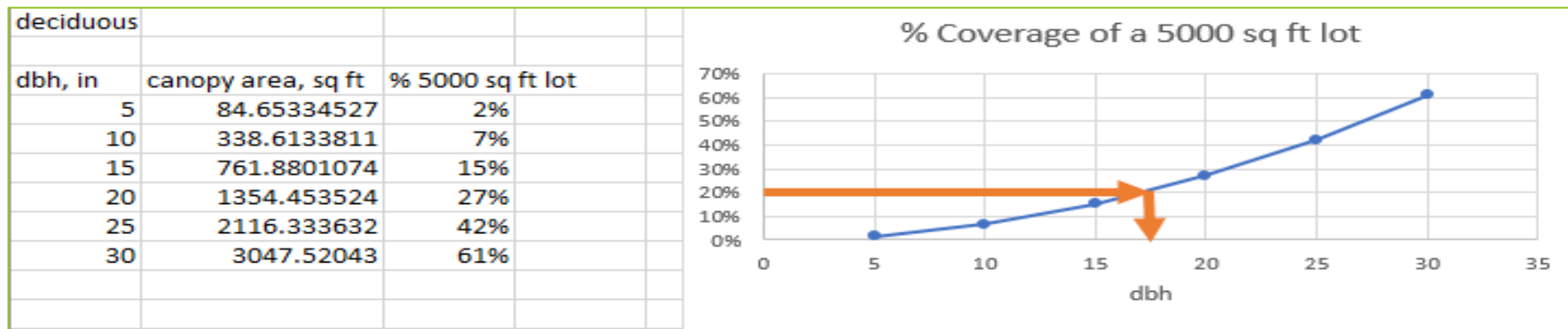
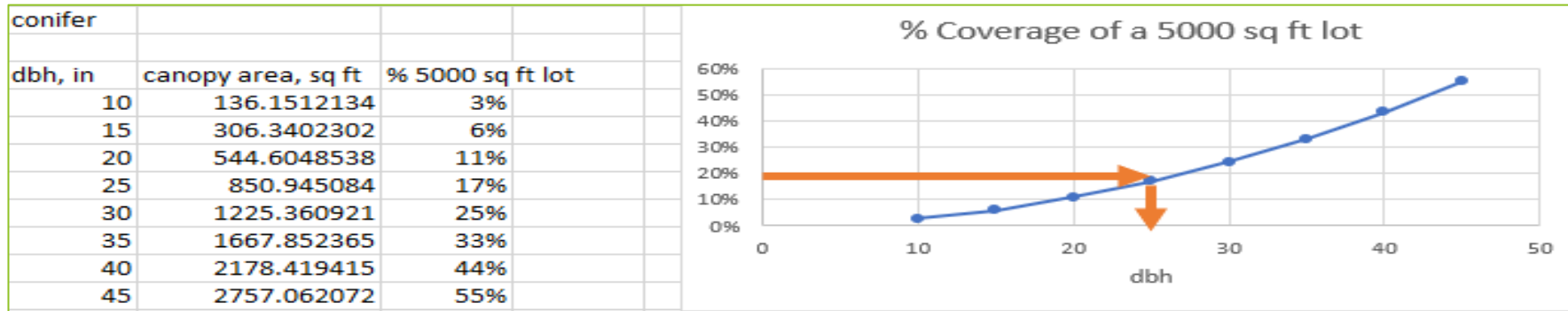
Number of Trees

Figure 8 shows the average number of western hemlock, Sitka spruce, Douglas-fir, and all species per unit area. The total number of trees per acre (ha) decreased from 218 (539) at age 83 to 166 (410) at age 116. Sitka spruce decreased from 51 trees/acre (126/ha) at age 83 to 43/acre (104/ha) at age 116, whereas western hemlock averaged 165 trees/acre (408/ha) at age 83, decreasing to 123/acre (304/ha) at age 116.

Full stocking on the sample areas was maintained throughout the 1935-68 measurement period. Because western hemlock is relatively shade-tolerant and Sitka spruce maintains a high growth rate, and therefore a dominant position beyond 100 years of age (Barnes 1962), the growing sites were fully occupied. In the mixed even-aged stand of Sitka spruce-western hemlock, the larger number of hemlock trees per unit area can probably be traced to the initial establishment of the stand. Western hemlock is a constant and prolific seeder, but Sitka spruce seeds only occasionally (Meyer 1937). Thus, western hemlock had an advantage over Sitka spruce in numbers of trees per unit area. That numerical advantage is still apparent today.

Figures 9-11 compare the distribution of the number of trees per acre (ha) by 2-inch (5.1-cm) diameter class for western hemlock Sitka spruce, and all species at ages 83 and 116 Table 17 (appendix) gives stand information for each year of measurement

DBH of mature trees required to establish 80 percent canopy coverage, assuming a goal of four trees per lot on standard lot of 5000 square feet.



Sources:

- 1 [portland-tree-canopy-composition-gis-analysis-report-18june20.pdf](#)
- 2 [The Latest Urban Tree Canopy Cover by State | DeepRoot Blog](#)
- 3 [Uncertainty in urban forest canopy assessment: Lessons from Seattle, WA, USA \(sightline.org\)](#)

How to Calculate Payment to Tree Fund, 17.70.40C.2

- ▶ One given, two variables, and four algebraic operations.
- ▶ Given
 - ▶ R_1 - Radius of replacement tree
 - ▶ A minimum of two (2) inch caliper and seven (7) to eight (8) feet tall
- ▶ Variables
 - ▶ P - Highest price of replacement tree of same species at wholesale
 - ▶ R_2 - Radius of removed tree
- ▶ Arithmetic operations
 - ▶ Cross-sectional area, A_1 , of the replacement tree
 - ▶ Cross Sectional area, A_2 of the removed tree
 - ▶ Price per square inch, P_{sq} of replacement tree
 - ▶ Value of the removed tree`

$$R_1^2 \times \pi$$

$$R_2^2 \times \pi$$

$$P/A_1$$

$$P_{sq} \times A_2/A_1$$

Trees provide a \$73 billion benefit to society from environmental benefits including carbon sequestration, reduced air pollution, and reduced stormwater runoff.

- Arbor Day Foundation,
The Economic Footprint and
Quality-of-Life Benefits of
Urban Forestry in the
United States: A
Comprehensive Report

Sample Calculation, 17.70.40C.2

► Hypothetical

Property Owner wants to remove a 24" dbh Western Hemlock in connection with construction. There are no alternatives to removal per 17.70.40.B.2. Highest cost replacement tree at wholesale is \$50*.

► Calculations

Cross sectional area, A_1 replacement tree, same species	$R_1^2 \times \pi$	$1^2 \times 3.14$	3.14 sq. inches
Cross sectional area, A_2 , removed tree	$R_2^2 \times \pi$	$12^2 \times 3.14$	452 sq. inches
Price per square inch, P_{sq} of replacement tree	P/A_1	$\$50/3.14$ sq. inches	\$15.92 per square inch
Value of the removed tree	$P_{sq} \times (A_2/A_1)$	$\$15.92 (452/3.14)$	\$2,292

Because transactional data are not available for established trees and landscapes, plant appraisal has traditionally focused on costs to reproduce plants or functionally replace their benefits and utility

- ISA, Guide for Plant Appraisal, 10th Edition

* <https://nurseryguide.com/Assets/Files/u20214%2F1-The-Nursery-Outlet-AVAILABILITY-L.pdf>.

Findings of Fact

WHEREAS the City of Cannon Beach recognizes that trees in Cannon Beach serve an important role in mitigating climate change; provide important ecological processes for the health of the community and provide aesthetic value to both community members and visitors alike.

WHEREAS the City recognizes that significant trees are the foundation anchoring our forest canopy and sequester the most carbon and contribute the most seed to the next generation of trees.

WHEREAS the City recognizes that groves of trees anchored by significant trees, buffer most effectively against high winds, soil erosion fluctuating surface temperatures, and provide canopy continuity for wildlife.

WHEREAS The Cannon Beach Comprehensive Plan directs the city to regulate the removal of trees to control soil erosion, landslide hazards and to preserve the City's aesthetic character.

WHEREAS, the City is establishing these tree regulations to maximize the storm and surface water, wildlife, climate change, human health and other benefits provided by trees and their understory vegetation including everything from their canopy to their roots.

17.70.010 Purpose.

- A. The purpose of this chapter is to establish protective regulations for trees within the city to control problems of soil erosion, landslide, air pollution, noise, wind and destruction of scenic values and wildlife habitat, and to protect trees as a natural resource which establishes the wooded character of the city.
- B. The intent is not to prohibit the removal of trees completely, or to require extraordinary measures to build structures; rather the intent is to stop the wanton and oftentimes thoughtless destruction of that vegetation which has a beneficial effect on the value of property, and on the city in general.
- C. The goal(s) of the Cannon Beach Tree Ordinance are to:
 - 1. Implement strategies for protection and management of Cannon Beach's urban forest resources.
 - 2. Mitigate the economic, environmental, aesthetic, public health, and general welfare consequences of tree loss through protection of existing trees and planting of new trees on public and private lands.

3. Preserve and enhance the Cannon Beach tree canopy by mandating the protection of existing trees and groves of trees and the replanting of new trees to replace those lost to construction and development.
4. Where there is insufficient space on the property to plant replacement trees, the applicant shall pay into a City tree fund an amount deemed to represent the value of the removed tree to the community.
5. Set forth guidelines to protect trees from adverse impacts of construction and development.
6. Retain trees and tree canopy through the design of partitions or planned developments; placement of roads and utilities shall preserve trees wherever possible. The need to remove trees shall be considered in the review process for partitions or planned developments.
7. Encourage project designs that utilize existing trees in the landscape.
8. Maintain and protect the public health and general welfare.

17.70.012 Definitions

“At-risk tree” means a tree that is exposed to potential damage but can be preserved during the construction process of development through strict adherence to recommendations from the city’s qualified arborist.

“Best Management Practices” (BMP’s) means adherence to tree health care standards as detailed in the most current edition of the American National Standards Institute (ANSI)A300, and the current edition of the International Society of Arboriculture (ISA).

“Caliper” means the industry standard for measurement of nursery stock size. Caliper is measured six inches above the root collar for nursery stock that is four inches in diameter and smaller.

“Canopy” means the part of the tree crown composed of leaves and small twigs or the collective branches and foliage of a group of tree crowns.

“City Arborist” means an individual certified as an arborist with the International Society of Arboriculture and licensed by the State of Oregon, who is retained or contracted by the City of Cannon Beach for the purpose of assessing the health of trees within the city boundary.

“Critical root zone” (CRZ) means an area equal to one half foot (0.5 feet) radius from the base of the tree’s trunk for each one inch of the tree’s diameter as measured at the DBH of the tree.

“Crown” means that portion of the tree’s stem that is occupied by branches with live foliage.

1 **“DBH” (Diameter at Breast Height)** means the measure of the maximum diameter of a tree
2 measured 4.5 feet above ground level. For multi-stemmed trees, the DBH for the tree is the
3 square root of the sum of the DBH for each individual stem squared (example with three stems:

4
$$\text{DBH} = \text{square root of } [(\text{stem } 1)^2 + (\text{stem } 2)^2 + (\text{stem } 3)^2].$$

5 **“Dead Tree”** means a tree with no live crown and no functioning vascular tissue.

6 **“General Tree List”** means a list of tree species that is maintained by the city and approved by
7 the city’s qualified arborist for planting as replacement trees This list is maintained in
8 Resolution XX-XX

9 **“Immediate danger of collapse”** means that the tree is already leaning, with the surrounding
10 soil heaving, and there is a significant likelihood that the tree will topple or otherwise fail and
11 cause damage before a tree removal permit can be obtained. “Immediate danger of collapse”
12 does not include hazardous conditions that can be alleviated by pruning or treatment.

13 **“Multi-stemmed tree”** means a tree that has one stem at ground level but that splits into two
14 or more stems above ground level. Trees whose stems diverge below ground level are
15 considered separate trees.

16 **“Significant Tree”**. Any conifer tree that exceeds 24 inches DBH or any deciduous tree
17 exceeding 18 inches DBH.

18 **“Solar energy system”** means either: (1) a device employed in the collection of solar radiation
19 for the purpose of heating or cooling a building, the heating of water, or the generation of
20 electricity; or (2) the roof of a dwelling which has been designed for the collection of solar
21 energy for space heating purposes.

22 **“Stand (of trees)”** means a distinct area of grown trees, often predominantly native and with
23 contiguous canopies, which form a visual and/or biological unit.

24 **“Tree”** is defined as any woody plant having at least one well-defined stem at least six inches in
25 diameter measured at a height of four and one-half feet above the natural grade.

26 **“Tree topping”** means the removal of the top of the central stem of a tree, called the leader, as
27 well as the removal of the upper main branches. They are usually sheared off at a uniform
28 height.

29 **“Tree Protection Zone” (TPZ)** means an area enclosed at ground level by a circular line that
30 conforms with the tree canopy dripline unless specified otherwise by the city arborist. The TPZ
31 is that area where the root structure of trees to be retained on the property or replacement
32 trees might be impacted by excavation, or where soil compaction caused by vehicular traffic or
33 storage of materials might affect a tree’s health.

1 **17.70.015 Tree removal without a permit prohibited.**

2 No person shall remove a tree (tree removal) without first obtaining a permit from the city
3 pursuant to this chapter, unless the tree removal is exempted by provisions of this chapter.

4 **17.70.017 Tree Removal Permit**

5 A. A property owner may initiate a request for approval for removal of a tree on the owner's
6 property by filing an application with the city using forms prescribed by the city. The
7 property owner's signature is required. If a tree straddles the border between properties,
8 each property owner must sign. A tree removal request signed by the property owner shall
9 clearly and explicitly grant permission to city staff and/or to the city's arborist to enter the
10 subject property for purposes of examining the tree(s) proposed for removal and monitoring
11 the status of replacement trees.

12 1. Anyone may initiate a request for approval of tree removal in a city right-of-way or on
13 city-owned property.

14 2. Trees within the city ROW shall not be removed without a written report by the city
15 arborist

16 B. Notice of all applications shall be as follows:

17 1. Each tree proposed to be removed shall be marked in a manner visible from the
18 nearest street; and

19 2. Notice of the proposed removal, identifying the affected property and tree(s), as well
20 as the right to appeal, shall also be provided

21 a. By mail or electronic email to property owners within two hundred fifty (250 ft)
22 feet of the property where the tree proposed for removal is located;

23 b. Posted on the city's website; and

24 c. Posted in the bulletin boards at City Hall and the Post Office.

25 C. In making its decision on such a tree removal request, the city shall consider comments
26 received within fourteen (14) business days of the date of posting. To be considered,
27 comments must address the tree removal criteria of Section 17.70.020. Any person who has
28 commented on the tree removal request shall be notified of the city's decision and may
29 appeal that decision in accordance with Section 17.70.017(I).

30 D. At the conclusion of the specified comment period, the city may issue a provisional tree
31 removal permit effective upon resolution of all appeals.

- E. A tree removal permit approved by the city is valid for twelve months from the date of issuance, or resolution of all appeals, if an appeal is filed. The permit may be extended for an additional twelve months at the owner's request if there has been no material change in circumstances.
- F. A copy of the approved tree removal permit shall be kept on-site when the removal is carried out.
- G. Tree pruning does not require a permit. However, Significant trees shall be pruned in conformance with International Society of Arboriculture (ISA) ANSI A300 Pruning Standards (2008):
- H. Tree topping is prohibited except for where trees have been severely damaged in a storm as determined by a city arborist.
- I. Decisions on the issuance of a tree removal permit may be appealed to the planning commission in accordance with Section 17.88.140 (A).

17.70.020 Permit issuance—Criteria.

The city shall issue a tree removal permit if the applicant demonstrates that one of the following criteria is met:

A. Removal of a tree(s) which pose(s) a safety hazard, provided that

1. The condition or location of the tree presents either a clear and present danger to public safety, or a clear and present danger of property damage to an existing residential or commercial structure; and
2. Such hazard or danger cannot be alleviated by pruning, bracing, treatment of the tree with nutrients, natural or non-synthetic pesticides, or water or other Best Management Practices.
3. If the condition of a tree presents an immediate danger of collapse, and if such potential collapse represents a clear and present hazard to persons or property, a tree removal permit is not required prior to tree removal. However, within seven days after the tree removal, the tree owner shall make application for an after-the-fact permit.
4. Where a safety hazard exists, the city may require the tree's removal. If the tree has not been removed after forty-eight hours, the city may remove the tree and charge the costs to the owner.

B. Removal of a tree(s) necessary to construct a residential or commercial structure or development approved or allowed pursuant to the Cannon Beach Municipal Code, including

1 required vehicular and utility access, subject to the requirements in Section 17.70.020 (B)
2 and Section 17.70.017 (E), provided that

3 1. Significant Tree(s) shall not be cut unless the following list of alternative actions,
4 listed from highest to lowest priority, cannot be implemented:

5 a. Move the building footprint so that the building footprint is not in the Root
6 Protection Zone of any significant trees.

7 b. Employ design techniques such as foundation bridges, pile foundations,
8 helical piles, and/or cantilevers so as not to damage any roots in the Root
9 Protection Zone of any significant trees.

10 c. Apply for a setback reduction so as not to cause removal of any significant
11 trees.

12 d. Reduce the building footprint. If the resulting footprint is less than 1,000
13 square feet then it is permissible to remove a significant tree.

14 2. Where the alternative actions listed above cannot be met for every Significant Tree
15 on the property, preference shall be given to preserving Significant tree(s) in the
16 following order of priority, highest to lowest:

17 a. Significant trees on slopes greater than twenty (20) percent;

18 b. Significant tree(s) adjacent to protected areas and their associated buffers;

19 c. Significant tree(s) that form a stand of trees;

20 d. Healthy and vital Significant tree(s) as determined by the City Arborist.

21 3. Significant Tree(s) may not be removed to construct accessory dwellings, home
22 expansions, accessory structure(s) or outdoor living spaces such as decks, patios,
23 garages and driveways.

24 4. A building permit for the structure necessitating the tree removal shall not be issued
25 until after the conclusion of a tree removal permit's mandatory appeal period and
26 the resolution of any appeals.

27 5. It is the city's responsibility to see that the list of alternative actions shown in
28 17.70.020 B (1) thru (2) have been completed and fully documented prior to issuing a
29 tree removal permit, an excavation permit or a building permit.

- 1 C. Removal of tree(s) that are found by the city arborist to be infested by any insect or infected
2 by any disease threatening the life of the tree,
- 3 D. Removal of a tree where required to provide solar access to a solar energy system where
4 pruning will not provide sufficient solar access to permit effective operations of the solar
5 energy system.
- 6 1. Where an applicant identifies the necessity to remove a tree(s) to install a solar
7 device or devices, the application shall include proof that the device(s) qualifies for an
8 Oregon Department of Energy solar tax credit, or other incentive for the installation
9 of solar devices offered by a utility.
- 10 2. No Significant Tree shall be removed or pruned solely for the purpose of obtaining
11 solar access.
- 12 3. Windows are not solar devices unless they are south-facing and include special
13 storage elements that distribute heat energy.
- 14 E. In any area that would constitute a potential geological hazard under 17.50.020, tree
15 removal will be permitted only where:
- 16 1. The geologic site investigation report indicates that there is not a hazard from
17 removal of the tree either to the property in question or to properties in the vicinity;
18 or
- 19 2. The geologic site investigation report and engineering report specifies engineering
20 and construction methods which will eliminate the hazard or will minimize the
21 hazard.
- 22 F. No tree shall be removed, topped or pruned solely for view.
- 23 G. Stumps and root structure shall be retained unless inside the planned building footprint.
- 24 H. City Arborist review and approval is required prior to issuance of any development permit
25 that requests removal of a tree.

26 **17.70.030 Required Documentation.**

- 27 A. All tree-removal applications shall include the following, at a minimum:
- 28 1. A tree replacement plan showing the location, species, DBH of all tree(s) to be removed,
29 the proposed location and species of replacement tree(s), TPZ(s) together with measures
30 to maintain the replacement tree(s), including A written commitment on behalf of the

owner of the property to maintain replacement trees for a period of five years following planting.

B. In any area that would constitute a potential geological hazard under 17.50.020, the City shall require a geological site report prepared in accordance with the City's site investigation report checklist before issuance of a tree removal permit.

1. Where the tree-removal application is submitted pursuant to 17.17.020 (A) and/or (C), the application shall include an ISA Tree Hazard Evaluation Form together with certification from a certified arborist on behalf of the applicant that the tree is as represented in the ISA Tree Hazard Evaluation Form.

2. Where the applicant identifies the necessity to remove a tree(s) pursuant to Section 17.70.020 (B), the application shall include:

a. Site plan showing lot dimensions, slope of the lot, the location of structures already on the property, species and DBH of all trees, the location of tree(s) to be removed, and the proposed location of replacement trees, together with tree(s) on adjoining rights-of-way or on adjacent properties whose root structure might be impacted by excavation associated with the proposed structure, or by soil compaction caused by vehicular traffic or storage of materials; the TPZ for each tree not being removed.

b. Measures considered to avoid removal of trees, including but not limited to reducing the size of the structure, seeking setback reduction; and

c. Measures to be taken to preserve trees not proposed for removal, both on the subject property and off site (in the adjoining right-of-way or on adjacent property) during construction using best management practices.

C. Where an ISA tree hazard evaluation form is required, applicant shall leave the tree stump and any and all roots in place. Should the City determine that the condition of the tree was different than described in the ISA tree hazard evaluation report, the owner will be assessed the penalties in Section 17.70.035 (A).

D. An application for the removal of a dead tree does not require an ISA Tree Hazard Evaluation Form if the tree is evaluated by the city arborist and the city arborist concurs in the evaluation that tree is dead.

E. A monthly report on tree removal permit actions shall be made to the Planning Commission in a form or format agreed upon by the Planning Commission and the Community Development Director or its equivalent.

17.70.035 Enforcement

1 A. If a tree is removed without a tree removal permit or if the conditions are not as
2 represented on the ISA Tree Evaluation Report, a violation may be determined by
3 measuring the stump at the surface of the cut. A stump that is twenty-two inches or more in
4 circumference or seven inches or more in diameter shall be considered prima facie evidence
5 of a violation of this chapter. Proof of violation of this chapter shall be deemed prima facie
6 evidence that such violation is that of the owner of the property upon which the violation is
7 committed.

8 1. Notwithstanding any other provisions of the code, any person who violates any
9 provision of this chapter shall pay into the tree fund a civil fine calculated on a per
10 tree basis as follows.

- 11 a. For each Significant Tree(s), an amount equal to the greater of
12 (i) 5 percent of the total assessed value of property and improvements as
13 established on the property tax statement for the most current year.
14 (ii) \$20,000 per tree.

15 b. For all other trees, the civil fine shall be \$20,000 per tree.

16 2. The civil fine shall be in addition to the other amounts payable under 17.70.040 (D).

17 3. Any builder, developer, tree service, or any other person holding a city business
18 license who is convicted of violating any provision of this chapter is also subject to a
19 proceeding to consider revocation of their business license, pursuant to
20 Section 5.04.170.

21 4. Failure to protect or maintain trees on construction/demolition sites is a violation of
22 the municipal code and shall be grounds for issuance of a stop work order or
23 suspension of the building permit altogether until the condition is corrected.

24 **17.70.040 Tree replacement policy.**

25 A. The city shall require the replanting of trees to replace those being removed in conformance
26 with this city tree replacement policy.

27 B. The tree replacement policy shall be implemented as follows:

- 28 1. One (1) replacement tree is required for every six (6) inches of caliper at DBH of tree
29 removed up to a maximum of four replacement trees for conifers removed and up
30 to three replacement trees for every deciduous tree removed.
- 31 2. Where there is insufficient space on the property as determined by the city arborist
32 to plant the required replacement tree(s) in accordance with this Chapter, Applicant

shall pay into the City tree fund an amount deemed to value the tree(s) removed pursuant to this Section as follows:

a. The value of each tree removed pursuant to this chapter shall be established in accordance with the Trunk Formula Technique (TFT) formula, with the unit cost of the replacement tree set as the largest commonly available nursery stock of the tree species selected as set forth in the most recent edition of the International Society of Arboriculture, Guide for Plant Appraisal, 10th or subsequent editions. Figures used and those resulting from these calculations shall be rounded to the nearest dollar or inch, as applicable.

b. Amounts payable into the City tree fund for trees removed pursuant to this chapter shall be prorated for trees planted in replacement of removed tree(s) up to four replacement trees per each removed tree.

C. Replacement Tree Size and Quality

1. The objective of the tree replacement policy is to require the replanting of native trees. All replacement tree(s) shall come from the General Tree List.

2. Trees offered in replacement must be a minimum of two (2) inch caliper and seven (7) to eight (8) feet tall.

D. Location and Protection of Replacement Trees:

1. Trees shall be replaced on site.

2. Acceptable locations for replacement trees on site, deference shall be based on the estimated critical root zone of the replacement tree(s) when mature.

3. The applicant's proposed location of replacement trees shall be subject to approval of the Community Development Director and the City Arborist as part of the tree replacement plan.

4. Replacement trees shall be maintained by the property owner. A written commitment to maintain replacement trees for a period of five years following planting shall be required on behalf of the owner of the property.

17.70.045 City Tree Fund

The city shall establish in the budget ordinance a city tree account in a separate fund.

A. The city shall credit to the city tree account:

- 1 1. All money paid to the city under this chapter; and
- 2 2. Other monies allocated by the city council.
- 3 B. The city shall use the city tree account funds for the following purposes:
- 4 1. Acquiring, managing, maintaining, and preserving forested areas within the city; or
- 5 2. Planting and maintaining trees within the city, on city ROW or on city owned
- 6 property; or
- 7 3. Other purposes relating to preservation of trees in the city as determined by the city
- 8 council.

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: March 5, 2024

Community Development Monthly Report, January 2024

Planning Commission: The Planning Commission met on January 17, 2024 to consider the following items:

CU #23-04 Red Crow LLC/Jamie Lerma application on behalf of Patrick/Dave LLC for a Conditional Use Permit for the purpose of creating a private use boardwalk spanning a delineated wetland and its buffer area.

CU #23-03 CIDA application for a Conditional Use Permit for a municipal building in a commercial zone at 163 E. Gower St.

ZO #23-03 CIDA proposed Comprehensive Plan Amendment & Zone Change for Taxlot 41006B000200, an undeveloped property located at 81389 N HWY 101.

Planning Commission: The Planning Commission met on January 25, 2024 to consider the following items:

ZO #24-01, City of Cannon Beach request for a text amendment to Municipal Code Chapter 17, Zoning.

CU #23-04 Red Crow LLC/Jamie Lerma application on behalf of Patrick/Dave LLC for a Conditional Use Permit for the purpose of creating a private use boardwalk spanning a delineated wetland and its buffer area.

Design Review Board: The Design Review Board met on January 18, 2024 to consider the following items:

DRB 23-14, Scott Rochel applicant and property owner, to demolish old garage and rebuild new garage with an Accessory Dwelling Unit (ADU).

DRB 24-02 Glen Miller applicant, on behalf of the Cannon Beach Conference Center, to remove and replace existing siding and install new siding.

DRB 24-03 Jay Orloff of Tolovana Designs LLC applicant, on behalf of Patrick/Dave LLC, to build a new detached multi-family development with detached garages.

DRB 24-01 Non Hearing Item, Darwin Turner, Cannon Beach Design Co, applicant on behalf of Purple Sunset Premium Cannabis for the free-standing sign.

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

None

Short-term Rentals December

Program	Number of permits
14-day permit	146
Lifetime Unlimited permit	43
5-year Unlimited permit	5
Total permits	194
New short-term rentals this month	-
Pending short-term rentals	3

Tree Report January

Date	Location	Hazard	Dead	Const.	Health other	Solar	Replant Req.
1/2/2024	1116 S Hemlock	1					Yes
1/2/2024	763 Ocean Ave.	3					Yes

Other Planning/Building Matters:

- CD Staff continues to support and work with Urbswork on the Wetlands and Reorganization Amendments, the Housing Survey and the Code Audit.
- 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 participated with CREST Council meeting.
- 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 LUBA appeals.

Building Department Permit Fees: January 1-31, 2024

Building	Issued	Permit Fees	Value	Affordable Housing Tax Fund*
New SFR				
Addition		-	\$403,200.00	\$3,290.11 From A Previous Month
Addition	1	\$620.52	\$11,000.00	Patio
Alteration	1	\$1,401.32	\$55,995.00	
Repair	2	\$1644.01	\$45,001.00	
Replacement				
Tenant Improvements				
Commercial	2	\$2945.52	\$179,663.00	
Total	6	\$6,611.37	\$291,659.00	\$3,290.11

*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	\$3,290.11	\$13,645.15	\$336,076.40
Commercial	\$0	\$0	\$64,823.42
Total	\$3,290.11	\$13,645.15	\$400,899.82
Other Permits	Issued	Permit Fees	
Mechanical	7	\$1,436.63	
Plumbing	6	\$1,764.00	
Total	13	\$3,200.63	

Public Works Department Report – February

Parks:

- Siuslaw Pump Station – build retaining wall and plant back rugosa & Aalal.
- Winterize Mowers – take in for service
- Whale Park – Fix railing around whale
- Main Park – Fix tennis court with new zip ties and pickle ball
- Order new woodchips for the parks to be blown in
- Playground – Go over necessary playground equipment that needs replaced

Water:

- 3 leaks repaired on service lines.
- New service 3947 S Hemlock. Directional boring under Hemlock, 12” PVC main tapped.
- Work on seismic valve installation started with Halme Excavating, Inc.
- Ground penetrating radar used to find 12” mainline to South Reservoir.
- Meter box replaced and resetter installed at 272 Gulcana.
- Completed meter calibration and testing of production and large meters.
- Educated customers on Eye on Water (Total: 855 signed up).
- Completed weekly locates and work orders.
- Notified multiple users of water leaks and high use.

Wastewater:

- Install service tap for future extension of Harrison St., (East of Elm St.) 340 E. Elm.
- Construct valve access vault for the access and maintenance of new valve. Install a 2” tap saddle for installation of combination air/vacuum valve.
- Quarterly blower maintenance and Semi-annually Mag mixer maintenance. (Grease, Oil Change, Air filter change and check tolerances)
- Repair Mag transfer port that was damaged in ice storm.
- Complete the construction of the Siuslaw Pump Station generator building. Schedule the technician from Peterson/CAT to officially put generator into active service.
- Start the sewer main upgrade on Spruce St. & Monroe St. (Upsizing from a 4” PVC sewer lateral that services 3 homes, to a 6” PVC sewer lateral.)

Roads:

- Rebuilding the storm system up in haystack heights replacing collapsed pipes.
- Replaced 2 concrete poured in place catch basins with new ones and replaced 14 feet of 10-inch PVC and also replaced 80 feet of 8-inch PVC pipe.
- Re-rocked W. Madison and Nazina Streets along with regrading and lifting water meter boxes and valve boxes.
- Installed 2 stop signs on Pacific and Chisana.
- Ordered more signs, picked up trash, cleared the ramps to the beach and the outfalls.

Emergency Management – February

- Wayfinding Wednesday –February 7th
- Complete reprogramming each cache site command radio

- EM budget development 24/25
- CERT training Skills day and Scenario Day
 - 18 new members added to the CERT team
- Host community gathering to discuss ORAM/DHS Resiliency Hub Grants 2/27/24
- R/D cache tenting solutions
- Cache inventory 2024 started
- Request to support Elsie/Juwell area due to their water contamination and damaged system
 - SPIRE 500-gallon Water Mobility Trailer (WMT) deployed to Hamlet – Continued supporting
- SPIRE grant award and arrived for Fuel Trailer -Valued at \$22,000 - Arrived
- Moving the TANGO cache site possibilities for the Police Station build
 - Grant drafted to receive 2 CONEX boxes to replace large TANGO building equipment
- Coordinate with County EM – weather events - Continued
- Participate Clatsop County EM planning meeting for all areas – 2/27/24
- Attend Seaside Volleyball terrorism training event – 2/28/24
- Participate in State ORAM and ODEM – equipment typing for state resource deployment

Haystack Rock Awareness Program (HRAP) – February

- January Beach Contacts: 0, off-season
- Number of new volunteers: 4
- Number of staff interpreters hired: 16
- Bird Sightings: Common Merganser, Harlequin Duck, Common Murre, Bald Eagle, Black Oystercatcher, Surf Scoter, Pelagic Cormorant
- Injured Wildlife Rescues: 0
- Nesting Birds Reports: none to note
- HRAP is back on the beach! First day was on Friday, February 16th, interpreters will be out during every day light low tide until November 30, 2024.

Public Safety Report – January 2024

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)
<u>Station Activity:</u>		
CBPD Walk-in	139	149

CBPD Incoming Phone	241	197
SPD Dispatched Calls	97	104
Overnight Camping Warnings	14	17
Local Security Checks	3550	2833
Parking Citations	1	1
Traffic Warnings	136	183
Traffic Citations	20	34
DUII Arrests	1	1
Alarm Responses	9	12
AOA, Including FD	29	21
Citizen Assists	21	10
Transient Contacts	5	4
<u>Total Case File Reports</u>	146	164

Cases of Significance:

Suspicious Circumstance	8 Cases	Crim Mis III:	1 Case
Crim Mis II:	1 Case	Drug Laws:	1 Case
Menacing:	1 Case	Hit & Run:	1 Case
DUII: BAC .15%	1 Case	Welfare Check:	5 Cases
UUMV:	1 Case	Weapons Laws:	1 Case
Assault IV:	1 Case	False Info to Police Officer:	1 Case
Warrant:	2 Cases		

Traffic Citations:

Driving with Suspended License:	6 Citations - Violations		
Fail to Register Vehicle:	1 Citation	Fail to Maintain Lane:	1 Citation
No Insurance:	1 Citation	No Proof of Insurance:	1 Citation
Reckless Driving:	1 Citation	No Operators License:	3 Citations
DUII: (BAC .15%)	1 Citation		
Violation of Basic Rule/Speeding:	5 Citations (82/55, 43/25, 75/55, 79/55, 75/55,)		

Code Enforcement Activities: During this period, 9 municipal code violations were addressed and resolved or pending resolution.