

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council  
**From:** City Manager Bruce St. Denis  
**Date:** May 7, 2024

**Community Development Monthly Report, March 2024**

**Planning Commission: The Planning Commission met on March 7, 2024 to consider the following items:**

- **Continuation of ZO 23-02**, City of Cannon Beach request for Zoning Ordinance text amendments to Chapter 17.43 Wetland Overlay Zone.

**Planning Commission: The Planning Commission met on March 12, 2024 to consider the following items:**

- **Continuation of ZO 23-02**, City of Cannon Beach request for Zoning Ordinance text amendments to Chapter 17.43 Wetland Overlay Zone.

**Planning Commission: The Planning Commission met on March 28, 2024 to consider the following items:**

- **SR 24-01**, Brent Burton application requesting a setback reduction to reduce the required front and side yard setbacks in order to construct a single-family dwelling on an undeveloped lot located near the intersection of S. Hemlock and Center Streets.
- **ZO 24-01**, City of Cannon Beach request for a text amendment to Municipal Code Chapter 17, Zoning. The request is for a general reorganization of the zoning ordinance and combination with chapter 16, subdivisions

**Design Review Board: The Design Review Board met on February 21, 2024 to consider the following items:**

- **Continuation of DRB 24-04 WRB Construction LLC**, on behalf of Tolovana Sands Condominiums, Application for exterior alterations to existing buildings.
- **DRB 24-05** Jen Dixon, applicant, on behalf of the Cannon Beach Library for freestanding signage.
- **DRB 24-06** David Bisset, applicant, on behalf of Cannon Beach Conference Center for exterior alterations to existing structures and landscaping changes.
- **DRB 24-07** CIDA Inc., applicant, on behalf of the City of Cannon Beach for a new City Hall building
- **DRB 24-08** Friends of Haystack Rock application for freestanding signage.

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

None

### Short-term Rentals March

Program	Number of permits
14-day permit	142
Lifetime Unlimited permit	43
5-year Unlimited permit	5
Total permits	190
New short-term rentals this month	0
Pending short-term rentals	10

### Tree Report March

Date	Location	Hazard	Dead	Const.	Health other	Solar	Replant Req.
3/6/2024	740 Monica Ct.			21			0
3/6/2024	750 Monica Ct.			17			0
3/6/2024	780 Monica Ct.			54			0
3/14/2024	TL 51019AD00303	1					1
3/18/2024	860 Ecola Park Rd	2					2

### Other Planning/Building Matters:

- CD Staff continues to support and work with Urbswork on the Wetlands Amendments, the zoning code reorganization, Housing Focus Group and code audit.
- CD Staff work with Tree Focus Group on the amendments to Section 17.70 Tree Removal and Protection of the zoning ordinance.
- CD Staff participated in initial Cannon Beach Budget Committee meeting.
- 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 in population forecasting with the Population Research Center (PRC) at Portland State University (PSU).
- CD Staff continues to participate in the Cannon Beach Elementary School, Police Station, and City Hall projects.
- CD Staff continues working with the attorney on the Roberts LUBA appeal.

**Building Department Permit Fees: March 1-31, 2024**

<b>Building</b>	<b>Issued</b>	<b>Permit Fees</b>	<b>Value</b>	<b>Affordable Housing Tax Fund*</b>
New SFR	3	\$92,937.29	\$2,080,000.00	\$16,972.80
Remodel	1	\$29,691.18	\$1,400,000.00	-
Addition	-	-	-	-
Alteration	-	-	-	-
Repair	-	-	-	-
Replacement	-	-	-	-
Tenant Improvement	-	-	-	-
Commercial	3	\$5,558.18	\$436,200.00	-
<b>Total</b>	<b>7</b>	<b>\$128,186.65</b>	<b>\$3,916,200.00</b>	<b>\$16,972.80</b>

\*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.

<b>Affordable Housing Summary</b>	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total to Date</b>
Residential	<b>\$16,972.80</b>	<b>\$35,719.99</b>	<b>\$358,151.24</b>
Commercial	\$0	\$0	\$64,823.42
<b>Total</b>	<b>\$16,972.80</b>	<b>\$35,719.99</b>	<b>\$422,974.66</b>
<b>Other Permits</b>	<b>Issued</b>	<b>Permit Fees</b>	
Mechanical	12	\$243.74	
Plumbing	8	\$303.96	
<b>Total</b>	<b>20</b>	<b>\$547.70</b>	

**Public Works Department Report – April**

Parks:

- Two new memorial frames were added to the bandstand, may add additional.
- Ordered replacement parts for the playground.
- Tennis courts power washed and cleaned up for the season.

- Baseball field is uncovered and put the bases out.
- Weeding the Rose Garden
- Helped with the Tree City USA annual signage update.
- Tree planting for 12 days of earth day.
- Started seasonal mowing.
- The water truck is ready to start watering hanging baskets.
- Planted more trees. Shore pines and Walnut Mertel, Cypress around Les Sherly

#### Water:

- Several plumbers assist on leaks and parts.
- Repaired the 12" main blow out on 5<sup>th</sup> and Ecola Park Road.
- North and South Reservoirs, drained and filled for construction of seismic valves.
- Water leak at Filter Plant repaired.
- Vactor and repair several small leaks.
- Replaced several broken meter boxes and lids.
- Helped Arch Cape with new water service tap (under IGA agreement)
- Hydrant repair at Siuslaw and Pacific.
- New service installation at 743 Ash.
- Upgrade main valve box on Ash and send GIS location to GeoMoose.
- Began lead service line inventory for State requirement.
- Hydrants installed at North and South Reservoirs.
- Educated customers on Eye on Water (Total: 868 signed up).
- Conducted monthly meter reads, and updated Caselle.
- Daily reads and checks completed at PW yard, Filter plant and City Hall.
- Completed weekly locates and work orders.
- Notified multiple users of water leaks and high use.
- Weather data collected and posted.

#### Wastewater:

- Demolition and removal of old Matanuska pump station electrical room.
- Prepare the interior of Matanuska for relocation of all the existing electrical equipment to the walls of new structure.
- Clean all the lift station wet wells and several of the gravity sewer main lines and laterals.
- Spring cleaning around the treatment plant's grounds.
- Blower system maintenance at the plant.
- Generator training from Peterson CAT on two of the brand-new units that just went into service at Midway and Siuslaw.

#### Roads:

- Shoulder (ROW) rebuilding, scraping, and re-rocking.
- Ramps to the beach and the outfalls all open on the beach plus installing a new rock stair on Midway beach access.
- Built a new dumping/ dewatering ramp at the wastewater pond for cleaning out vactor trucks.
- Built a little bit bigger rock pad to park another bin at wastewater for construction debris so we can keep the street sweeper dumpster just for the streetsweeper.
- Picking up garbage cleaning catch basins pothole sweep filling potholes with cold mix.
- Helped Emergency Manager with storing food and cooking supplies in the cash sites.

- Cleaned graffiti off city signs, bathrooms, and park areas.

### **Emergency Management – April**

- Wayfinding Wednesday –April 3rd
- Funeral Service in CB with traffic control assist
- DOGAMI meeting to discuss Fir St Bridge and Vertical Escape Structures in Cannon Beach
- Pacific Power interview and discussion for Power Shutoffs
- Tour of cache sites – State representatives – EVCNB
- Host community gathering to discuss ORAM/DHS Resiliency Hub Grants 3/18/24
- R/D cache tenting solutions - Added tents – sleeping bags to cache sites
- Added Kitchen set ups for all cache sites
- Cache inventory 2024 continued – added kitchen and new food stocks – removed outdated food stocks
- Bid and walk through of possible site to move the TANGO resiliency hub equipment
- Budget presentation to City manager with Finance team
- Starlink kit development for alternate sites
- Community outreach with CERT leader – Breakers Point leadership
- CERT readiness briefing for PDX – NET training
- Police Chief interviews
- Grant drafted to receive 2 CONEX boxes to replace large TANGO building equipment
- Resiliency Hub grant submitted – Value \$250,000.00
- Drafted and sent out 9 Letters of Support for regionalized resiliency hubs
- DOGAMI letter of support drafted and signed by mayor- sent to State Legislature
- Cache Site opening for community barrel program
- Visited Onion Peak site and maintenance work for improvement of radio / mesh net preparation
- Attend State Oregon Prepared conference
- Visit Portland NET with CERT team members- participate in group training

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

- March Beach Contacts: 7451 (March 2023: 8938)
- March Visitor Thanks: 5362 (March 2023: 5241)
- Hours on the Beach: 161.25 (March 2023: 157)
- Number of Beach Shifts: 36 (March 2023: 37)
- Number of new volunteers: 2
- Bird Sightings: Common Merganser, Harlequin Duck, Common Murre, Bald Eagle, Golden Eagle, Black Oystercatcher, Surf Scoter, Pelagic Cormorant, Black Turnstone, Tufted Puffin, and Pigeon Guillemot
- Injured Wildlife Rescues: 2
- Nesting Birds Reports: Tufted Puffins were first spotted on April 3<sup>rd</sup>, consistent nesting and mating activity of Tufted Puffins, Common Murre, Pigeon Guillemot, Pelagic Cormorant, and Black Oystercatchers. Bald Eagle predation occurring daily.

## Public Safety Report – March 2024

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	9	9
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	0
Lifeguards	10	0 (15 incl. fire personnel)

### Station Activity:

	<b>2024</b>	<b>2023</b>
CBPD Walk-in	131	171
CBPD Incoming Phone	210	215
SPD Dispatched Calls	103	101
Overnight Camping Warnings	20	24
Local Security Checks	3669	3006
Parking Citations	52	10
Traffic Warnings	281	306
Traffic Citations	29	39
DUII Arrests	0	2
Alarm Responses	8	5
AOA, Including FD	20	33
Citizen Assists	16	9
Transient Contacts	2	12
<b><u>Total Case File Reports</u></b>	<b>192</b>	<b>162</b>

### **Cases of Significance:**

Suspicious Circumstance	7 Cases	DV Disturbance:	4 Cases
Crim Mischief II:	1 Case	Harassment:	1 Case
Menacing:	2 Cases	Disorderly Conduct:	2 Case
Weapons Laws:	1 Case	Welfare Check:	5 Cases
Fraud:	2 Cases	Fireworks: Cited	1 Case
Harassment:	1 Case	Curfew Violation:	1 Case
Menacing:	2 Cases	Theft II:	2 Cases
False Info to Police Officer:	1 Case	Hit and Run:	1 Case
Identity Theft:	1 Case	Offensive Littering:	1 Case
Reckless Endangering:	1 Case	Telephonic Harassment:	1 Case
Warrant Arrest:	1 Case		

### **Traffic Citations:**

Driving with Suspended License: -Violations	5 Citations	No Operators License:	2 Citations
Expired Registration/Improper Display:	2 Citations	Fail to Use Seatbelt:	1 Citation

Unlawful Use of Electronic Device:	4 Citations	No Insurance:	4 Citations
Fail to Register Vehicle:	1 Citation	No Proof of Insurance:	1 Citation
Violation of Basic Rule/Speeding: 75/55, 78/55)	9 Citations (84/55, 80/50, 43/25, 77/55, 81/55, 77/55, 73/55,		

**Code Enforcement Activities:** During this period, 19 municipal code violations were addressed and resolved or pending resolution.