

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: January 8, 2019

Community Development

Planning Commission: The Planning Commission will meet on December 27 to consider the following:

- Tree removal ordinance amendment, continued from the regularly scheduled November meeting.

Design Review Board: The Design Review Board met on December 20 to consider the following:

- Consideration of DRB#18-05, Martin North and City of Cannon Beach’s application to modify enclosure of two generators and a pump house, located at 2740 S. Pacific Street, property owned by the Stephanie Inn.
- Consideration of DRB#18-03, Inn at Haystack Rock Freestanding Sign application, located at 487 S. Hemlock St., Austin Tudor/Ramsey Signs, for SR Lodging, LLC, to replace existing signage.
- Consideration of DRB#18-04, Blue Gull Inn Freestanding Sign application, located at 632 S. Hemlock St., Austin Tudor/Ramsey Signs, for SR Lodging, LLC, to replace existing signage.

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

Program	Number of permits
14-day permit	111
Lifetime Unlimited permit	50
5-year Unlimited permit	36
Total permits	197
New short-term rentals this month	2
Pending short-term rentals	4
Five-year lottery draws this month	1
Short-term code enforcement actions this month	2

Building Permits: Staff processed a total of 34 building, mechanical and plumbing permits in September:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	7	\$4997.36	\$728,750.00	\$7287.50	\$33,419.50
Mechanical	8	\$553.30			
Plumbing	4	\$839.25			
Monthly Total	19	\$6,389.91	\$728,750.00		

The building official spent approximately 15 hours per week providing building inspection and plan review services to the City of Manzanita under an Intergovernmental Agreement.

Other Planning/Building Matters:

- The CD Director attended the Natural Hazard Mitigation Plan Steering Committee meeting in Astoria, November 26th.
- The CD Director and City Manager met with Hannah Dekker, of CREST, on the Foredune Management Update.
- The CD Director staffed a Parks & Community Services Committee held a Work Session on December 20th.
- The CD Department and Cannon Beach Police Department held Code Enforcement Official interviews, November 29 & 30th.
- The CD Director attended the hosting of Oregon State Officials by the City’s Elected Officials and Departmental Leadership, on Regional Solutions, November 30th.
- The CD Director and ECFR Representative, Scott ReKate, met with Oregon Department of Forestry Officials, regarding fire planning for the ECFR, December 5th.
- The CD Department and Cannon Beach Police Department continued to work with newly received analysis from STR Helper to bring STR violators into compliance.
- The CD Director attended the Legal Issues Work Session of the Oregon Chapter of the American Planning Association, in Portland, December 7th
- The CD Director attended the North Coast Tourism/Transportation meeting in Tillamook, on December 3rd.
- CD Staff is working to transition more of permitting and work flow to Caselle Electronic system.
- CD Staff is reviewing and updating applications, procedures and public materials.

Public Works Department Report

Roads/Storm

- Kennedy/Jenks will be preparing stormwater treatment alternatives analysis for Gower and Tolovana outfalls. This analysis will provide the City with the technical feasibility and associated costs for the alternatives, so the City can decide how to proceed with addressing the water quality concerns.
- At the December 11th Work Session meeting Council was presented with a Street Standard Policy that was approved but never voted for adoption into the municipal code. Council suggested revisions and the policy was reviewed at the December Public Works Committee meeting. A revised policy will be presented to Council at the February Work Session.

Wastewater

- The engineering of the Haystack and Siuslaw Pump Station Enclosure project has been awarded to Gibbs & Olson.
- Kennedy/Jenks is in the final design portion of the Headworks and UV Area Enclosure Project.
- To ensure things continued to flow during the multi-night planned Pacific Power outage the wastewater team deployed generators to all essential locations. The team rotated working the night shift to constantly monitor the pump stations and plant and confirmed everything functioned as it should once power was restored each day.

Water

- The engineering for the realignment of the Poplar Road Distribution has been awarded to Civil West.
- Contractor bids for the S-Curves Water Main Project were due December 21st. Results will be provided in next month's report.
- Staff is in the process of installing 2 new fire hydrants at Elm and behind the Coaster Theatre after January 1st. To date, 3 have been installed and 8 are to be installed by the end of the fiscal year.
- A modified version of the Sunset Pressure Zone Tank project has begun. This project is expected to be complete the end of January.
- Completed water department CIP projects for this fiscal year include the Ash St Waterline Replacement Project and the Slow Sand Filter Resanding Project.

Parks

- Work on the replacement of the wood planter boxes and stairs at Whale Park continues.
- The annual tide gate maintenance has been completed.

RV Park

- The Wi-Fi project at the RV Park has begun. The anticipated completion date is Feb. 15, 2019.

Public Safety Report – November 2018

Staffing:	Authorized	Assigned
Sworn	8	7
Admin/Support	2	2
Parking/Information	6	0
Lifeguards	10	0
Reserve Officers		1

Station Activity:

	November 2018	November 2017
CBPD Walk-in	159	175
CBPD Incoming Phone	310	310
SPD Dispatched Calls	41	53
Overnight Camping Warnings	51	40
Local Security Checks	2435	2401
Traffic Warnings	104	185
Traffic Citations	11	20
DUII Arrests	0	2
Alarm Responses	14	13
AOA, Including FD	36	37
Citizen Assists	11	28
<u>Total Case File Reports</u>	191	163

Cases of Significance:

Fugitive Arrest:	1 Case
Theft I:	1 Case
Burglary II:	1 Case
Hit and Run:	1 Case
Theft of Services/Civil Compromise:	1 Case

Traffic Citations:

Driving with a Suspended License:	3 Citations
Violation of Basic Rule:	5 Citations (76/55,69/55,71/55,71/55,72/55)
No Operator’s License:	1 Citation
Driving Uninsured:	1 Citation
Passing in a No Passing Zone:	1 Citation

Code Enforcement Activities: During this period, 2 alleged municipal code violations were addressed and resolved or pending resolution.