

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: November 5, 2019

Community Development September 23, to October 22, 2019

Planning Commission: The Planning Commission met on October 24, to consider the following items:

- Public Hearing and Consideration of SR19-03 (SR18-05), Request by Phil Chek and Associates for an extension of a Setback Reduction in Conjunction with a roof replacement and remodel at 148 N Larch.
- Special Events & Outdoor Merchandising Ordinance Amendments: Work Session.

Design Review Board: The meeting of October 17, was canceled due to a lack of agenda items.

- The Chair of the DRB, approved minor modifications for the following addresses:
 - 215 N Hemlock, Oregrown, Mini-split installation
 - 264 E 3rd, Public Coast, Tree Replacement
 - 2684 S Pacific, Ocean Lodge, addition of HVAC equipment on roof
 - Sea Colony Condos, Perrin, roof and gutter replacement

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

Program	Number of permits
14-day permit	113
Lifetime Unlimited permit	49
5-year Unlimited permit	41
Total permits	203
New short-term rentals this month	0
Pending short-term rentals	5
Five-year lottery draws this month	1
Short-term code enforcement actions this month	1

Building Permits: Staff processed a total of 17 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	6	\$1855.87	\$112,515.00	\$1125.15	\$89,593.97
Mechanical	6	\$659.80			
Plumbing	5	\$468.00			
Monthly Total	17	\$2983.67	112,515.00		

The Building Official spent approximately 10 hours per week providing building inspection and plan review services to the City of Manzanita under an Intergovernmental Agreement, as well as, ten or more hours per week to the City of Astoria.

Other Planning/Building Matters:

- The CD Director worked with PW Director and Asst. Director, along with Michael Duncan, of Oregon Department of Transportation, to draft the Transportation and Growth Management Program Initial Scope of Work Draft, for the 2019 Cannon Beach Transportation System Plan on;
- The CD Department worked with City Staff, CREST and the City Land Use Attorney to prepare materials for the Foredune Management Plan Update Science Work Session and Public Hearings;
- The CD Director arranged and conducted the Foredune Management Plan site visit tour of October 7th, for City Council's Foredune Management Plan Update;
- The CD Director worked with PW staff to monitor and conclude the first phase of debris removal and bank stabilization, on the 4631 Logan Lane project;
- The CD Director met with Building Official and Cannon Beach Conference Center representatives to discuss phasing plans, on October 2;
- The CD Director met with the Manzanita City Manager to discuss the yearly Intergovernmental Agreement for Building Services on October 4;
- The CD Department, worked with City staff to arrange and conduct the first weekly training session of the City's conversion to Electronic-Permitting services, for Building, Planning & Zoning, Public Works and Code Enforcement;
- The CD Director drafted revisions of Ordinances for Planning Commission consideration for Special Events, which will move to the public hearing phase next month;
- The CD Staff supported the Assistant City Manager completing five Open Records requests for the month, accounting for approximately ten hours;
- The CD Director met with representatives of a possible 'workforce' housing development in the Tolovana area;
- The CD Director is working with Verizon cell tower division on a request to extend services in Cannon Beach;
- The CD Department worked with the City Manager to finalize the Host Compliance, formerly STR Helper, STR website surveillance system yearly contract;
- The CD Director attended the 2019 Oregon Coastal Fall Planners Meeting, in Florence, October 14 & 15;
- The CD Director attended a Population Forecasting work session, by Portland State University's Oregon Population Forecast Program, in Astoria, October 17;
- The CD Director, CD PW Director and Asst. Director, and City Manager met with the Roberts property representative, for Tax Lot 51031AA00600, to discuss proposed development on the S-Curves, off of S. Hemlock;
- The CD Director met with Finance Director and City Manager to discuss organizational and procedural matters, on October 21;

- In addition to the Building Official's normal duties of providing building services for Manzanita and Cannon Beach, he continues to provide temporary building official services to the City of Astoria, until they find a replacement for their Building Official.

Public Works Department Report

Roads/Storm

- The 2019-2020 Paving Preservation project has begun with W. Gower Street. Thank you for your patience during construction.
- Storm drain maintenance continues

Wastewater

- The Ecola Pump Station is being updated with new dialer controls. This new technology will allow staff to remotely diagnose alert failures while on the way to the pump station location.
- UV/Headworks Enclosure project is in full swing.
- Our wastewater team has a new employee, Eryn McNeil. Eryn comes to us from the City of Canyonville.
- In the process of replacing the top steel cable around aeration basins.
- Performed yearly wastewater lagoon sludge profile.

Water

- The Oak Hydrant project has been completed.
- A flow meter has been installed at the recycle facility. This was a project from the City's Water Master Plan.
- Leak detection crews were back in town to follow-up on four minor potential leaks in the City's system.
- Crews completed their annual and every three-year state water testing requirement. All tests passed with no issues.
- Routine maintenance

Parks

- Routine landscape maintenance, hedges, irrigation, mowing, weed eating.
- The electrical upgrade at the Bandstand has been completed.
- State Parks re-slurried and restriped Tolovana Wayside. In doing so they were able to gain 7 new parking spaces.

Recycle

- Recology recently audited their records for compliance with the City's Municipal Code. The City's municipal code requires a minimum level of service to any developed property of one manual pickup solid waste container per week. Upon proof by affidavit of a lack of need for once-a-week service by completing the Waste Reduction Request form found on the City's website, a residential home may be allowed to reduce mandatory service to once every other week or once a month. Forms are available at <https://www.ci.cannon-beach.or.us/forms>

Public Safety Report – September 2019

Staffing:	Authorized	Assigned
Sworn	8	8
Code Enforcement	1	1
Reserve Officers		0
Admin/Support	2	2
Parking/Information	6	5
Lifeguards	10	10 (incl. subs)

	September 2019	September 2018
<u>Station Activity:</u>		
CBPD Walk-in	283	229
CBPD Incoming Phone	439	404
SPD Dispatched Calls	56	78
Overnight Camping Warnings	31	130
Local Security Checks	2367	2046
Traffic Warnings	76	73
Traffic Citations	10	16
DUII Arrests	0	0
Alarm Responses	10	9
AOA, Including FD	42	36
Citizen Assists	22	28
<u>Total Case File Reports</u>	237	313

Cases of Significance:

Theft II:	2 Cases
Theft III:	2 Cases
Criminal Mischief II:	1 Case
Criminal Mischief III:	2 Cases
Criminal Trespass Notice:	9 Cases
Criminal Trespass Citation:	1 Case
Overnight Camping Citation:	1 Case

Traffic Citations:

Driving with a Suspended License:	1 Citation
Violation of Basic Rule:	6 Citations (75/55, 85/55, 96/55, 71/55, 65/50, 75/55)
No Operator’s License:	2 Citations
Careless Driving:	1 Citation

Code Enforcement Activities: During this period, **8** alleged municipal code violations were addressed and resolved or pending resolution.