

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: December 3, 2019

Community Development October 23rd to November 22, 2019

Planning Commission: The Planning Commission will meet on November 26, 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.**

Design Review Board: The meeting of November 21, was canceled due to a lack of agenda items.

- The Chair of the DRB, approved minor modifications for the following addresses:
 - 195 N Hemlock, Wiese, Cannon Beach Mall, roof and rot repair
 - 232 N Spruce, Krupa, Chocolate Café, roof and rot repair
 - 3115 S Hemlock (trailer) 3115 S Hemlock LLC, skirt, siding and deck repair

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

Program	Number of permits
14-day permit	115
Lifetime Unlimited permit	49
5-year Unlimited permit	43
Total permits	207
New short-term rentals this month	4
Pending short-term rentals	3
Five-year lottery draws this month	1

Building Permits: Staff processed a total of 35 building, mechanical and plumbing permits in October:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	11	\$11376.35	\$880628.00	\$8806.28	\$98400.25
Mechanical	19	\$1549.85			
Plumbing	5	\$697.65			
Monthly Total	35	\$13,623.85			

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 attended a Columbia River Estuary Study Taskforce quarterly board meeting on October 24th;
- The CD Director met with local arborists to discuss the Tree Replacement Ordinance amendments and implications to development processes on October 25th;
- The CD Director and PW Director and Assistant Director held a Transportation and Growth Management, Transportation System Plan, Open House for prospective engineering consultant firms, on October 25th;
- The CD Staff continued to work with State Building Department's E-Permitting Staff on the conversion to E-Permitting and training of City Staff on the Accela software;
- The CD Staff worked to prepare the necessary ordinance and materials for the eventual conversion to the State's E-Permitting software and Building Services Fees update;
- The CD Director continued to work with the Manzanita City Manager to update the yearly Intergovernmental Agreement for Building Services;
- 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 with five Open Records requests for the month, accounting for approximately 6 hours;
- The CD Director met with local stakeholders to discuss the Tree Ordinance and tools for the protection of 'legacy' trees;
- The CD Director is working with Version cell tower division on a request to extend services in Cannon Beach and has proposed a work session for January;
- The CD Department worked with the City Manager to finalize the STR scraping contract and training of staff to their new Host Compliance system, formerly STR Helper, and soon to be, some other nifty named STR web-surveillance service;
- The CD Director and Building Official met with Cannon Beach Academy Director for a site visit on November 4th, to discuss a project to convert some attic space to storage area;
- The CD Director continues to work with the City's Land Use Attorney and CREST to provide ordinance revisions to satisfy the Fore-dune Management Plan Update;
- The CD Director continues to meet with Finance Director and City Manager to discuss organizational and procedural matters;
- The CD Staff hosted a Short-Term Rental Working Group quarterly meeting to discuss STR policies, industry impacts, and the newly commissioned STR Task Force on November 7th;
- The CD Director attended the City Hall Vetting Committee initial meeting on November 7th;
- The CD Director met with Oregon Parks and Recreation Department's, Jay Senewald, for a site visit of oceanfront properties and fore-dune management areas;
- The CD Director met with Michael Duncan, ODOT, on November 21, to discuss revisions to the Scope of Work;
- The CD Staff continues to work on the Thompson Short-Term Rental Revocation appeal with the City Attorney and City Manager in preparation for up-coming hearings;

Public Works Department Report

Roads/Storm

- Completed the final asphalt patches for the season before the plant closes
- Pothole sweep
- Dike repair at 2nd Street
- Sign distance clearing
- Sewer manhole repair on Ash Street
- Brush cutting along sewer lagoon trail
- Catch basin added at 1st & Hemlock

Wastewater

- On November 6th a tree came down on power lines in Arch Cape that caused a power outage in the south side of town. Wastewater and road crews quickly dispatched mobile generators and impacted pump stations were running within minutes. Pacific Power had power back up by noon.
- Bank stabilization at the ponds
- Completed new panel installation at Ecola Pump Station
- Performed by-yearly UV maintenance and scheduled Trojan training
- Performed quarterly blower maintenance
- Fine screen yearly maintenance has been completed

Water

- New water service installation on Van Buren
- Repaired the last of the known leaks, five this month.
- Continued with the valve exercise program.

Parks

- The fixture replacement project at Les Shirley and the downtown restrooms have begun.
- Hedge reduction, semi-annual turf fertilizer spreading, the soccer goals are away for the winter, annual tree pruning in the parks

Public Safety Report – October 2019

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

Station Activity:

	October 2019	October 2018
CBPD Walk-in	238	214
CBPD Incoming Phone	386	315
SPD Dispatched Calls	48	58
Overnight Camping Warnings	32	54
Local Security Checks	2309	2417
Traffic Warnings	53	150
Traffic Citations	7	14
DUII Arrests	1	1
Alarm Responses	12	17
AOA, Including FD	38	47
Citizen Assists	23	19
<u>Total Case File Reports</u>	206	239

Cases of Significance:

Theft II:	2 Cases
Criminal Mischief II:	1 Case
Criminal Trespass Notice:	5 Cases
Police Officer Mental Hold:	1 Case
Hit and Run:	1 Case
Fugitive Arrest:	1 Case

Traffic Citations:

DUII:	1 Citation
Breath Test Refusal:	1 Citation
No Operator’s License:	1 Citation
Careless Driving:	1 Citation
Eluding a Police Officer:	1 Citation
Reckless Driving:	2 Citations

Code Enforcement Activities: During this period, **4** alleged municipal code violations were addressed and resolved or pending resolution.