

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

**From:** City Manager Bruce St. Denis

**Date:** January 5, 2021

**Planning Commission: The Planning Commission met on December 22nd, to consider the following items:**

- Public Hearing and Consideration of ZO#20-01, request to amend sections of the zoning ordinances of Cannon Beach.
- Informational Items:
  - Tree Report
  - Procedural Matters
  - Good of the Order

**Design Review Board: The Design Review Board met on December 17<sup>th</sup>, to consider the following item:**

- Public Hearing and Consideration of DRB 20-28, Martin North application to add a new fire-pit area and a privacy wall at Public Coast Brewery

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

- None

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

Program	Number of permits
14-day permit	120
Lifetime Unlimited permit	48
5-year Unlimited permit	40
Total permits	208
New short-term rentals this month	0
Pending short-term rentals	1

**Building Permits:** Staff processed a total of 16 building, mechanical and plumbing permits in November:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	3	\$6,391.82	\$438,192.00	\$ 4,381.92	\$143,608.48
Mechanical	11	\$2,377.32			
Plumbing	2	\$1,441.00			
Monthly Total	16	\$10,210.14			

The Building Official spent approximately 15 hours per week providing building inspection and plan review services to the City of Astoria, under an Intergovernmental Agreement.

**Other Planning/Building Matters:**

- The CD Staff supported the City Manager’ Office completing one Open Records requests for the month, accounting for approximately 1 hour;
- The CD Director continues to meet and approve on-site Emergency Outdoor Service & Parking Plans for restaurants extending their dining services;
- The CD Director returned the TGM/TSP Intergovernmental Agreement to ODOT with a January start date expected;
- The CD Director continues to work with PW, project consultants and the applicants for a proposed project to extend Nenana Ave. west to serve the proposed new Roberts residence;
- The CD Department received a Land Use Board of Appeals Notice for the Roberts Appeal Council decision;
- The CD Director continues to work the City Manager, CREST Executive Director and Denise Lofman, regarding proposed solutions for bank stabilization of the North Bank of the Ecola Creek Estuary;
- Cannon Beach Land Use Attorney, Bill Kabeiseman, represented the City of Cannon Beach in the Chapman Point Homeowners Association v. City of Cannon Beach LUBA no. 2020-043/044, on December 1;
- The CD Director continues to work with the Emergency Manager and Clatsop County Emergency Manager, on the Clatsop County Natural Hazard Mitigation Plan;
- The CD Director continues to work with the Moon brothers on possible rezone plans for property in east Cannon Beach;
- The CD Department processed a number of emergency tree requests due to a couple strong wind storms;
- The CD Director amended the Special Events ordinance language, along with a new application brochure for work session approval;
- The CD Director worked with Finance and the City Manager for a budget resolution to augment Land Use legal and Code Audit support;

The CD Director gave a ‘Fun with Maps’ presentation to the City Council to preview some of the GIS mapping information available on the City’s website

## **Public Works Department Report - December**

Public Works teams are working staggered, rotation-based shifts to limit exposure to the COVID-19 virus, while maintaining normal levels of work output. Department meetings and division meetings have been transferred to Zoom, as an added safety precaution and to ensure staff health.

### **Water**

- Repaired leak on service line at 555 N Laurel.
- Entered LTE data in Beacon and Caselle.
- Educated and signed up water customers for Eye on Water.
- Conducted monthly meter reads and rereads.
- Installed 83 new Cellular LTE meters.
- Did weekly locates and work orders.
- Ran conduit to North Tank for power to Mission SCADA.
- Installed new water services at 216 W Sitka and 3748 E Chinook.
- GPS new water services.
- Provided annual spring samples to Alexin Lab.
- Attended mandatory City staff diversity training provided by CIS Oregon.

### **Wastewater**

- Sourced parts to refurbish basin #2.
- Replaced cable to the north clarifier's rake that was found in disrepair.
- Scraped moss off all concrete areas around the aeration basins and clarifiers.
- Continued with blower maintenance.
  - Reset belt tension and alignment on blower motors after the belts were worn in.
- Replaced burned out ballast in one of the UV modules.
- Installed a new peristaltic metering pump for magnesium hydroxide feed.
- Prepped for yearly fine screen maintenance.
- Terminated an unused sewer service at the RV Park that was a source of I & I.
- Removed large stones and debris found in the bottom of manhole at the RV Park.
- Started replacement of Biolac screen in the control room of the treatment plant.
- Attended mandatory City staff diversity training provided by CIS Oregon.

### **Roads & Streets**

- Graded and re-rocked streets, raising water valves and sewer manholes in gravel streets.
  - Started on the north side: 6<sup>th</sup> Street, Laurel Street (including hill).
  - Moved south to Adams Street to Ocean to Washington Street to South Laurel, then to 1<sup>st</sup> Street.
- Cleaned catch basins and outfalls on the beach.
- Normal winter storm cleanup.
- Attended mandatory City staff diversity training provided by CIS Oregon.

### **Parks**

- Conducted routine landscape maintenance for this time of year, including pruning and killing ivy around the sewer lagoons.
- Cleaned up a couple of blowdowns at Whale Park.
- Hung holiday lights around town.

- Cleared drains and blowdowns around the footpath in the Ecola Creek Forest Reserve.
- Covered recycle and roads divisions as needed, due to COVID work rotation, holidays and scheduled staff vacation time.
- Pruned rose gardens with the intention of more proactive care in 2021.
- Attended mandatory City staff diversity training provided by CIS Oregon.

### **Emergency Management - December**

- Presentation of the Emergency Management program 2020 / goals for 2021 to Council during retreat.
- Started to draft grant for Home Land Security Grant for 2021 – Quick turnaround expected.
- Manage Break-in of the Red Cross trailer at the Tango Cache site.
- Starting to expedite security options for the cache sites. (this was shelved as a priority budget cycle)
- Wayfinding Wednesday – We participate first Wednesdays of each month
- Add new resident barrels to the cache site
- Bi-Weekly MRC communications training and participation
- Communications and Coordination with Clatsop County Emergency Management
- Communications Plan (Clatsop County), All Hazards Emergency Plan (Cannon Beach)
- Coordination and collaboration with Clatsop County Public Health for COVID daily updates
- Weekly COVID-19 Situation Reports
- Ongoing updates when significant issues arise to Staff, Council, Community (Weather, Outbreaks, State Mandates )
- Attend weekly Cannon Beach Chamber and Business meetings to receive and to deliver up to date information
- EOC continued development with new capabilities delivered to the city. City Hall and Public Works
- North Tank Radio (KMUN – HAM- GMRS) tower development continued – Detailed plan for antenna
- MRC radio antenna assistance – Sunset location
- Clatsop County communications plan assistance
- Presentation on MOU for coordination between Sunset Empire Amateur Radio Club to assist in Cannon Beach Radio / Internet operations
- Planning to deliver the awarded a \$34,500 grant for food into the cache sites. Need to modify cache sites for increasing storage. Food should be delivered in early 2021, Grant was drafted in early 2020

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

- Staff Manual has been updated and modernized
- HRAP has recorded staff and volunteer training videos for 2021 Season
- The truck has been outfitted with a rolling deck and canopy top and is being further customized
- HRAP is working on designing and proposing a nature interpretive center
- HRAP is recording videos to create an online virtual classroom

**Public Safety Report – November 2020**

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	8	7
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	0
Lifeguards	10	0

<b>Station Activity:</b>	<b>November 2020</b>	<b>November 2019</b>
CBPD Walk-in	126	186
CBPD Incoming Phone	327	358
SPD Dispatched Calls	49	55
Overnight Camping Warnings	39	19
Local Security Checks	3070	2320
Traffic Warnings	178	111
Traffic Citations	62	22
DUII Arrests	0	1
Alarm Responses	6	9
AOA, Including FD	57	33
Citizen Assists	14	9
Transient Contacts	7	4
<b>Total Case File Reports</b>	<b>227</b>	<b>179</b>

**Cases of Significance:**

Burglary II:	1 Case	Mental Hold by a Police Officer:	2 Cases
Burglary I(Attempted):	1 Case	Disorderly Conduct II:	3 Cases
Criminal Mischief II & III:	2 Cases	Assault IV:	1 Case
Domestic Menacing:	1 Case	PCS Psilocybin Mushrooms:	1 Case
Criminal Trespass/Notice:	2 Cases	Hit and Run(Vehicle):	2 Cases

**Traffic Citations:**

Fail to Install Ignition Interlock Device:	1 Citation	Driving Uninsured:	4 Citations
Driving with a Suspended License:	4 Citations	No Operator’s License:	4 Citations
Oper. Vehicle Using Mobile Device:	26 Citations	Fail to Use Seatbelt:	2 Citations
Careless Driving:	1 Citation	Following Too Closely:	1 Citation
Fail to Obey Traffic Control Device:	4 Citations		
Violation of Basic Rule/Speeding:	12 Citations	(70/55, 79/55, 69/45, 75/55, 72/55, 40/25, 70/55, 72/55, 32/20, 30/20, 37/25, 34/20)	

**Code Enforcement Activities:** During this period, **10** municipal code violations were addressed and resolved or pending resolution.