

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council  
**From:** City Manager Bruce St. Denis  
**Date:** August 4, 2020

**Community Development June 23 – July 22, 2020**

**Planning Commission:** The Planning Commission will meet on July 23rd, to consider the following items:

- Continuation of SR20-02, Request by Vito Cerelli for a setback reduction to allow for the construction of a new single-family residence to replace an existing residence.
- Work Session discussion regarding Accessory structures and dwellings;
- Including informational items:
- Cannon Beach Preservation Subdivision (Nicholson Planned Development) Living Wall Monitoring Recommendation
- Review Process & Public Records Requests

**Design Review Board:** The Design Review Board meeting of July 17<sup>th</sup> was cancelled due to a lack of applications;

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

- 315 S. Spruce St. #B cell tower equipment replacement
- 131 W. 2nd St. Smoke House venting equipment replacement

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

<b>Program</b>	<b>Number of permits</b>
14-day permit	116
Lifetime Unlimited permit	48
5-year Unlimited permit	41
<b>Total permits</b>	<b>205</b>
New short-term rentals this month	0
Pending short-term rentals	0

**Building Permits:** Staff processed a total of 21 building, mechanical and plumbing permits in June:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	5	\$2,399.65	\$123,750.00	\$1,237.50	\$100,112.12
Mechanical	12	\$1,445.30			
Plumbing	4	\$1,092.75			
<b>Monthly Total</b>	21	\$4,937.70			

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 Assistant City Manager completing four Open Records requests for the month.
- The CD Director is working with CREST to prepare a new Plants List document for City review, beginning with the DRB & PC in August;
- The CD Director has been directed by the Planning Commission to draft new amendment language regarding accessory structures, including dwellings and size of units, which will be discussed in a July PC work session;
- The CD Director has been directed by the Planning Commission to draft a recommendation for City Council of a monitoring report of the ‘living wall’ approved under the Cannon Beach Preservation Subdivision (aka Nicholson PD), which will be discussed at July’s PC meeting;
- The CD Director continues to work with the City of Manzanita and Astoria City Managers to continue the Building Services Support agreements, through the changing impacts of the pandemic and fluid administrative staffing situation;
- The CD Director continues to meet and approve on-site Emergency Outdoor Service & Parking Plans for restaurants extending their dining services;
- The CD Director worked with Michael Duncan and Public Works Director to secure the ODOT traffic study dates of the TGM/TSP process;
- The CD Director received 39 applications for the CDD Administrative Assistant position, as the interview process begins, with hopes of hiring this month;
- The CD Director worked with Mark Scott, GIS provider, for an update to the Cannon Beach Boundary and Annexation Survey for the US Census;
- The CD Director continues to work with PW and the applicants for a proposed project to extend Nenana Ave. west to serve the proposed new Roberts residence;
- Received and approved a remedial dune grading request for the property owners along S. Laurel;
- Processed the Breakers Point Conditional Use appeal of the Planning Commission’s decision, subsequently withdrawn;
- The CD Director met with property representatives and PW Assistant Director to resolve a drainage issue along S. Hemlock, between Taft and Washington;

- The CD Director made initial contact with stakeholders regarding a cobble-berm solution for Ecola Creek Estuary, near N. Larch;
- The CD Director made initial contact with stakeholders regarding securing more watershed around Ecola Creek;
- The CD Director and PW Director met with the representatives of the Alve Trust to discuss dedicated and vacated rights of way and easements in the Vista Del Mar area;
- The CD Department has been greatly assisted during this time of transition, by a newly signed IGA with the City of Astoria, who has provided their Permit Tech, Lisa Ferguson, for the processing of building permits and scheduling of inspections; special thanks to their new Community Development Director, Meg Leatherman and City Manager, Brett Estes.

### **Public Works Department Report - July**

Public Works has returned to regular staffing levels while still taking measures to limit the exposure to the COVID-19 virus. Crews continue to work on routine maintenance and completing end of the fiscal year projects.

- Repaired 6 water leaks (Antler, E. Gower, E 6th, Ash and 2 on Pacific)
- Teams completed their fiscal yearend inventory
- The Water Department introduced Haskell and Howell spring for the season, pumping to town
- Preparing for the upcoming Meter Module change out project
- Replace controller on trojan UV system, weir plate install for low flow metering.
- Final touches on the UV Building project
- Replace transducer at Ecola Pump station, and line clean and video inspection in the downtown Spruce & 3rd St area.
- The Sunset pocket park is complete. This beautiful park also showcases our Fisherman Dance sculptures.
- Parks department has been working on routine landscape maintenance, irrigation, and trash receptacle repairs.
- Friday, July 17th we experienced a sewage overflow at the Matanuska Pump Station. DEQ and the State were notified, and all contaminated materials have been removed from the impacted area. Signs were posted to caution visitors. The Public Works Wastewater team is conducting a post assessment to determine the cause of the overflow.
- Road crews have cut back the ROW vegetation for the summer season, replaced the rated Interpretive signs at Les Shirley Park and Made repairs and maintenance to the wooden signs at the downtown parking lot, Gower street parking lot, and James Madison Park.
- Completed the storm drain improvements and paving at Silverpoint Ct.

### **Emergency Management - July**

- Buildout continuing of the Public Works back up EOC
- Radio training EM
- Radio North Tank developing continues with site review from KMUN / Pacific Power / Cannon Beach Electric
- Cache site clean up and update for future build up
- Red Cross trailer cover instillation
- COVID review and updates continuing out to city leadership and the community

- CERT mask deployment to citizens
- Supporting Chamber with event planning and support
- 5000 masks delivered to employees and citizens for the past month
- August mask deployment in draft plans
- Everbridge training and team leadership development
- Emergency Management web site training calendar improvements
- Cache site safety improvement planned with camera plans - drafted
- Emergency weather notifications updates
- Community business visits and review for changes trends
- Tracking future pandemic challenges for Cannon Beach

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

- One additional interpreter is being added to the seasonal staff
- An online curriculum is being developed, intended to align with NGSS
- Oregon Sea Grant Scholar, Rachel Hilt, has begun working with HRAP on a project to assess a cost-benefit analysis of the program.
- Friends of Haystack Rock has approved outfitting the truck with a new sliding deck and canopy top
- HRAP is monitoring Black Oystercatcher nests at Haystack Rock
- HRAP will be proposing a research project regarding virtual field trips and student motivation to conduct at the end of the season.

**Public Safety Report – June 2020**

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	8	8
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	6
Lifeguards	10	9

<b><u>Station Activity:</u></b>	<b>June 2020</b>	<b>June 2019</b>
CBPD Walk-in	193	253
CBPD Incoming Phone	450	494
SPD Dispatched Calls	91	80
Overnight Camping Warnings	220	52
Local Security Checks	3615	2184
Traffic Warnings	177	178
Traffic Citations	31	31
DUII Arrests	1	2
Alarm Responses	6	10
AOA, Including FD	54	51
Citizen Assists	27	17
Transient Contacts	8	n/a
<b><u>Total Case File Reports</u></b>	<b>391</b>	<b>308</b>

**Cases of Significance:**

Criminal Trespass/Notice: 6 Cases	Burglary I: 1 Case
Theft of Services: 2 Cases	Theft III: 2 Cases
Viol. Release Agreement: 1 Case	Hit & Run: 4 Cases
Fugitive/Warrant Arrest: 3 Cases	Criminal Mischief III: 1 Case

**Traffic Citations:**

Fail Install Ignition Interlock Device: 1 Citation	Driving Uninsured: 6 Citations
Driving with a Suspended License: 10 Citations	No Operator's License: 1 Citation
Reckless Driving: 1 Citation	Improper Display: 1 Citation
Fail Obey Traffic Control Device: 1 Citation	Exp Tags/ Fail to Renew: 1 Citation
Violation of Basic Rule/Speeding: 7 Citations (76/55,70/55,63/50,70/45,72/55,74/55,74/55,40/30)	

**Code Enforcement Activities:** During this period, **13** municipal code violations were addressed and resolved or pending resolution.