

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: September 1, 2020

Community Development Monthly Report, July 23 to August 22

Planning Commission: The Planning Commission will meet on August 27th, to consider the following items:

- Public Hearing and Consideration of SR20-03, Request by Phillip Vincent for a setback reduction to allow for the construction of a new accessory structure in the required back yard.
- Public Hearing and Consideration of SR20-4, Request by Christian Zupancic for a setback reduction to allow for the reconstruction of a residential structure upon the exiting footprint.
- Joint Work Session item with the Design Review Board:
 - Accessory Structures and Unit Size
- Informational Items:
 - Tree Report
 - Ongoing Planning Items
 - Good of the Order

Design Review Board: The Design Review Board meeting of August 20th was cancelled due to a lack of applications;

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

Program	Number of permits
14-day permit	116
Lifetime Unlimited permit	48
5-year Unlimited permit	41
Total permits	205
New short-term rentals this month	1
Pending short-term rentals	0

Building Permits: July was the first full month utilizing the ePermit system. An update on the July permits will be included in next months report.

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 two 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 continue to be discussed in the August PC work session;
- The CD Department, with the assistance of the City Manager, Public Works & Emergency Management, has made the appointment of a new Administrative Assistant;
- The CD Director continues to meet and approve on-site Emergency Outdoor Service & Parking Plans for restaurants extending their dining services;
- The CD Department processed an administrative Development Permit, for a retaining wall for the Kroll residence at 139 West Way;
- The CD Department received an appeal of administrative decision on 544 N. Laurel building/development permit of the Najimi residence;
- The TGM/TSP traffic count study has been completed for Cannon Beach, which will be incorporated into the planning sessions for this fall;
- 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;
- The CD Director completed the 2020 Portland State Population Study for the City;
- 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 - August

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.

- Thermoplastic curb markings completed at Sunset fire lanes and Columbia Bank
- Built new loading zone at W. Gower and installed thermoplastic curb markings
- ROW mowing and brush clearing
- Sign replacements
- Replacement of dissolved Oxygen probes in our wastewater treatment basin.
- The low flow metering project is complete. Crew calibrated the low flow meter to the new V-notch weir plate and integrated it with the existing high flow meter for a combined total flow.
- Replaced floats the in wet well at Matanuska pump station.
- Routine check of all dialers in wastewater lift stations and back up floats in wet wells.

- Mike Brown passed his level 3 wastewater treatment certification and has accepted the position of Wastewater Utility Specialist, Team Lead. We are very excited that Mike has accepted the challenge of leading the Wastewater team.
- Leak repairs at Laurel, Sunset, and Pacific
- Installed new water service at three locations
- Began the first round of meter module upgrades
- Routine landscape maintenance
- Cleared the last few blowdowns from the winter on the footpath in the ECFR

Emergency Management - July

- CERT, MRC, and DART training
- Everbridge – City web site Calendar Training
- CERT training Deployment Exercise OSCAR
- Radio training and site inspection (ARCH CAPE) with Sunset Empire Amateur Radio Club - SEARC
- Cache Site development at OSCAR – road and heli pad clean up
- Community business awareness meeting every Wednesday
- Chamber of Commerce coordination meetings
- Mask deployment for citizens
- Emergency Operations plan development, continued DRAFT
- North Site Radio Tower Antenna development, continued
- Information deployment, media -radio, newspaper, web site, local kiosks and bulletin boards
- Liaison with Clatsop County EOC
- Working directly with Public Health IMT
- Update Staff, Council, and community - Weekly Situation Reports and critical updates

Haystack Rock Awareness Program (HRAP) – August

- HRAP Staff and Volunteers are conducting visitor, resident, and business owner surveys on behalf of remote Oregon Sea Grant Scholar Rachel Hilt.
- Truck is being outfitted with a new sliding deck and canopy top.
- Two Black Oystercatcher chicks have hatched and are being monitored.
- HRAP is developing a research project regarding virtual field trips and student motivation to conduct this fall.
- HRAP Values are being written and added to our Staff and Volunteer Manual to better reflect our position in promoting diversity, equity, and inclusion within environmental stewardship.

Public Safety Report – July 2020

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

<u>Station Activity:</u>	July 2020	July 2019
CBPD Walk-in	268	324
CBPD Incoming Phone	639	706
SPD Dispatched Calls	128	129
Overnight Camping Warnings	216	83
Local Security Checks	3247	2694
Traffic Warnings	112	170
Traffic Citations	25	21
DUII Arrests	2	0
Alarm Responses	8	10
AOA, Including FD	49	77
Citizen Assists	23	22
Transient Contacts	7	n/a
<u>Total Case File Reports</u>	599	452

Cases of Significance:

Criminal Trespass:	3 Cases	Domestic Assault IV:	1 Case
False Info to Police Officer:	1 Case	Theft II:	2 Cases
Criminal Mischief:	6 Cases	Theft of Services:	1 Case
Fugitive/Warrant Arrest:	3 Cases	Offensive Littering:	1 Case
Fireworks Citations:	2 Cases	Disorderly Conduct II:	2 Cases
Unauth Use of Motor Vehicle:	1 Case	Unauth Entry to Motor Vehicle:	1 Case

Traffic Citations:

Breath Test Refusal:	1 Citation	Driving Uninsured:	1 Citation
Driving with a Suspended License:	6 Citations	No Operator's License:	2 Citations
Oper Veh Using Mobile Device:	1 Citation	Careless Driving:	2 Citations
Reckless Endangering:	3 Citations	Illegal Alteration of Plates:	1 Citation
Fail Obey Traffic Control Device:	2 Citations	Open Container:	3 Citations
Violation of Basic Rule/Speeding:	1 Citation (70/55)		

Code Enforcement Activities: During this period, **31** municipal code violations were addressed and resolved or pending resolution.