

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: October 6, 2020

Community Development Monthly Report, August 23 to September 22

Planning Commission: The Planning Commission will meet on September 24th, to consider the following items:

- Continuation 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 AA20-01, Appeal by Jeff and Jennifer Harrison of an Administrative decision for approval of a building/development permit.
- Work Session items:
 - Accessory Structures and Unit Size
 - Planning Priorities
 - Transportation & Growth Management/Transportation System Plan Project Advisory Committee Appointment
- Informational Items:
 - Tree Report
 - Ongoing Planning Items
 - Good of the Order

Design Review Board: The Design Review Board meeting of September 17th was cancelled due to a lack of applications.

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

Program	Number of permits
14-day permit	118
Lifetime Unlimited permit	48
5-year Unlimited permit	41
Total permits	207
New short-term rentals this month	2
Pending short-term rentals	2

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

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	2	\$669.62	\$30,046.00	300.46	300.46
Mechanical	10	\$1,944.52			
Plumbing	8	\$2,091.00			
Monthly Total	21	\$5,168.88			

Building Permits: Staff processed a total of 12 building, mechanical and plumbing permits in **August**:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	3	\$6,590.31	\$586,013.68	\$5,860.15	\$6,160.61
Mechanical	4	\$582.00			
Plumbing	5	\$1,384.00			
Monthly Total	12	\$8,556.31			

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 Department facilitated the second meeting of the Short-Term Rental Taskforce on September 1st;
- 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 September PC work session and noticed for an October PC Public Hearing;
- 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 Minihane residence at 307 Sunset;
- The CD Department has requested City Council and Planning Commission representatives for the TGM/TSP Project Advisory Committee;

- 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 an appeal of administrative decision on the Building/Development Permit of the Roberts residence off the western extension of Nenana;
- The CD Department responded to a number of emergency tree removal requests and inundation of tree removal permits due to the major wind event;
- 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 - September

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.

Water

- Leak repairs on Susitna, Chena, S Hemlock and Pacific
- Meter box and customer shutoff repair/upgrade 164 E Surfcrest
- Set up LTE data entry with Caselle
- Paint and supplies to Fire Dept, Hydrant Project
- Installed new water service at 579 N Laurel
- Education and sign up water customers, Eye on Water
- Monthly meter reading and rereads
- Installed 52 new Cellular LTE meters
- Serviced water tank at Coaster Properties Building
- Ordered and received backup chlorine pump
- Weekly locates
- Power outage, pump stations, storm cleanup

Wastewater

- Contractor Peterson/Cat here to make repairs on a couple of our on-site backup generators.
- City wide lift station checks. Test all control systems, (bubblers and floats) dialers and phone lines for proper working order. Then general wet well maintenance and cleaning.
- Electrical contractor assist with some lift station repairs and updates.
- Housekeeping out at the treatment plant's basin. Power washing (concrete walks, railings and buildings), weeding, weed eating, gutter cleaning, leaf and debris removal.
- Invasive species removal from the banks of the lagoons.
- Start process for filling vacancy in the wastewater dept.

Roads & Streets

- Overhead tree trimming and ROW trimming
- Storm cleanup and rebuilding signs blown down in storm
- Catch basin install and shoulder rocking on Nebesna St.
- Moved sand at Tango E-Prep site

Parks

- Continuing landscape maintenance
- A total of 11 or 12 events were held at the bandstand this summer (new electrical wiring and lights paid off)
- Playground and basketball courts are still closed, but having issues with neighbors “borrowing” the cones blocking off the area
- Flower baskets are down
- Windscreens at tennis court will come down soon
- New bench at Whale Park built with the help of Mike Brown
- Forest Reserve closed due to fire danger, and reopening will be coordinated with Greenwood to ensure alignment of policies

Emergency Management - September

- Mask Deployment two events
- Communication radio antenna progress
- SOLVE and CERT coordination and participation
- Community education and outreach, Multiform including radio, newspaper, website updates, and kiosk advertisements
- MRC – CERT training
- Community safety fair – 9/18/20
- Tabletop exercise for CBPD - Public works
- Continue monitoring of COVID-19 – Weekly updates
- EOC monitoring for COVID
- Advise community of Red Flag conditions – updates for the event
- EOC active for RED Flag
- Development of Emergency Guidelines for Earthquake (DRAFTED)

Haystack Rock Awareness Program (HRAP) – September

- Oregon Sea Grant Scholar Rachel Hilt is concluding her summer research project analyzing HRAP’s connections with various stakeholders and visitor awareness. Her data will be further used for other Rocky Shore stakeholders interested in improving protection and environmental stewardship in their areas.
- All puffins have left the nesting grounds as of the last week of August
- Another successful virtual field trip was done in September; HRAP continues to modify and adjust to improve our distance learning capabilities.
- HRAP is working with stakeholders on the new Rocky Habitat Management Strategy Update.
- Two grants are being submitted this month, one of which is in partnership with Bahama Boards to expand and improve the beach wheelchair accessibility program.

Public Safety Report – August 2020

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

	August 2020	August 2019
<u>Station Activity:</u>		
CBPD Walk-in	321	358
CBPD Incoming Phone	796	746
SPD Dispatched Calls	119	110
Overnight Camping Warnings	245	60
Local Security Checks	3108	2485
Traffic Warnings	115	87
Traffic Citations	25	26
DUII Arrests	1	4
Alarm Responses	11	9
AOA, Including FD	63	50
Citizen Assists	18	19
Transient Contacts	12	(not tracked)
<u>Total Case File Reports</u>	646	404

Cases of Significance:

Unauth Use/Motor Vehicle Theft:	1 Case	Restraining Order Violation:	1 Case
Forgery/Counterfeit Bill:	1 Case	Unlawful Possession Firearm:	1 Case
Criminal Mischief:	4 Cases	Custodial Interference:	1 Case
Fugitive/Warrant Arrest:	1 Case	Unauthorized Entry Motor Vehicle:	1 Case
Theft:	5 Cases	Fraud/ID Theft:	1 Case

Traffic Citations:

Driving on Ocean Shore:	1 Citation	Driving Uninsured:	3 Citations
Driving with a Suspended License:	4 Citations	No Operator’s License:	3 Citations
Oper Veh Using Mobile Device:	5 Citations	Unlawful Poss. Of a Firearm:	1 Citation
Fail to Drive within Lane:	1 Citation	Fail Obey Traffic Control Device:	2 Citations
Violation of Basic Rule/Speeding:	5 Citations (33/20, 74/55, 44/30, 30/20, 67/50)		

Code Enforcement Activities: During this period, **42** municipal code violations were addressed and resolved or pending resolution.