

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: November 3, 2020

Planning Commission: The Planning Commission will meet on October 22nd, to consider the following items:

- Public Hearing and Consideration of SR 20--05, request by Kyle Hofseth for a setback reduction to allow for the construction of a new single-family residence.
- Continuation of AA20-01, Appeal by Jeff and Jennifer Harrison of an Administrative decision for approval of a building/development permit.
- Public Hearing and Consideration of AA20-02, 03 & 04, Appeal by Stanley and Rebecca Roberts of an administrative decision to approve, with conditions, a development permit DP#20-04.
- Public Hearing and Consideration of ZO#20-01, request to amend sections of the zoning ordinances of Cannon Beach.
- Informational Items:
 - Tree Report
 - Planning Priorities Update
 - Good of the Order

Design Review Board: The Design Review Board met on October 15th to consider the following item:

- Public Hearing and Consideration of DRB 20-23, City of Cannon Beach application to replace one window on the north side of the building and add concrete ADA pad for walk-up service.

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

- Oregrown Industries – 215 N Hemlock – window display change

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

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	1
Pending short-term rentals	1

Building Permits: Staff processed a total of 24 building, mechanical and plumbing permits in September:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	10	\$7,005.03	\$419,500.00	\$4,195.00	\$134,781.56
Mechanical	9	\$1,444.40			
Plumbing	5	\$1,361.00			
Monthly Total					

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 one Open Records requests for the month, accounting for approximately 30min;
- The CD Director continues to meet and approve on-site Emergency Outdoor Service & Parking Plans for restaurants extending their dining services;
- 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 welcomed Katie Hillenhagen as the new Community Development Administrative Assistant;
- The CD Director researched the City’s Dark Sky provisions and drafted a Staff Report for City Council’s consideration;
- The CD Director met with the City Manager and CREST Executive Director, Denise Lofman, regarding bank stabilization of the North Bank of the Ecola Creek Estuary;
- The CD Department hosted an Electronic Permitting Training Work Session, with Lisa Ferguson, City of Astoria’s Permit Tech, October 9th;
- The CD Director and PW Director had a conversation with Greenwood Resources representatives to discuss the Ecola watershed area and possible annexations;
- The CD Director met with the City Manager, PW Director and Consultants to discuss development potential of the Cannon Beach Elementary School Site;

Public Works Department Report - October

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

- Repaired leak at 164 E Susitna
- Repaired leak at Main Park fountain service (under concrete)
- Repaired leak at 2nd Street restroom at 2" PVC tee and meter manifold repair (cut and jackhammer)
- Assisted customers with leaks at 116 N Larch, 368 Elk Creek Road, 3649 W Chinook Avenue
- Updated LTE data entry with Caselle
- Educated and signed up water customers on "Eye on Water"
- Conducted monthly meter reading and rereads
- Installed 155 new Cellular LTE meters
- Serviced Red Cross resiliency water tank at Coaster Properties Building
- Conducted weekly locates
- Reset pump stations after power outage and power surge
- Received new chlorine shipment
- Calibrated Hach instrument

Wastewater

- Installed refurbished control panel and replaced all pressure switches for the bubbler system at Ecola pump station
- Cleaned floats and transducers, and double-checked all dialers before Labor Day weekend
- Replaced pressure switches, permanently mounted backup floats on a pole in the wet well and replaced backup battery in the dialer at Matanuska (double tested everything before Labor Day weekend)
- Found plugged sewer lateral in Haystack Heights (repaired and restored line and services)
- Relocated and recalibrated treatment plant's influent meter, as per DEQ's request
- Replaced dialer backup battery at Pacific
- Held two rounds of interviews, plus meetings, to decide new hire for wastewater vacancy
- Conducted yearly wastewater lagoon sludge profile for our report (Sludge Judge)
- Visited lift station with The Automation Group for evaluation/suggestion on direction SCADA and controllers for each location
- Completed annual lab distiller rebuild
- Conducted annual test of all Public Works vehicle radios
- Conducted annual fire extinguisher check/test
- Conducted annual Magnesium Hydroxide tank flush/rinse out
- Started lateral line cleaning and wet well cleaning

Roads & Streets

- Rebuilt Gulcana and Pacific Streets
- Cleared brush and cleaned ditches
- Conducted ROW clearing north to 1st St.
- Mowed trail brush
- Filled potholes
- Installed ditch inlet at E Delta and cleaned ditch
- Removed tree at E Delta
- Completed TANGO rebuild: removed sand, placed topsoil, graded and seeded, cleaned up after Fire Dept. training

Parks

- Took windscreens down
- Ecola Creek Forest Reserve reopened (was closed due to fire risk)
- Playground is still closed
- Coaster Theatre hosted several Shakespeare readers theater events at the bandstand throughout the summer
- Repaired bird viewing platform (stair brackets and some decking on top)
- Began a knotweed eradication program that will continue annually
- New tennis nets arrived, but replacement is not scheduled until spring and will coincide with post replacement

Emergency Management - October

- Readiness training -Emergency Operation Guideline EARTHQUAKE – (3 phases of learning)
 - Introduction – Staff, Public Works, CBPD, Council
 - Walk Through – Staff, Public Works, CBPD, Some Council
 - Live training – Staff, Public Works, CBPD
 - Great Shake Out – 2020
 - Actual incident operation – Alaska Earthquake - Incident Action Plan created and actioned
- Wayfinding Wednesday each week for 6 weeks
- Opened up the Cache Sites, 3rd Saturday in October (Next 3rd Saturday in April)
- Developing CERT cache area managers – ongoing
- Radio training course (Class 1 of 3 for CERT)
- CERT – EM Mask deployment (over 40K masks deployed to the business and citizens over the past several months)
- 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, Fire Conditions)
- 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
- Drafted new MOU for coordination between Sunset Empire Amateur Radio Club to assist in Cannon Beach Radio / Internet operations
- Awarded a \$34,500 grant for food into the cache sites. Food should be deliver in early 2021, Grant was drafted in early 2020

Haystack Rock Awareness Program (HRAP) – October

- HRAP summer season is ending after low tide on October 31st
- HRAP is conducting their final virtual field trips for the season
- Strategic Planning and organizing for 2021 Season is beginning this next month
- HRAP is working with stakeholders on the new Rocky Habitat Management Strategy Update.
- Two grants have been submitted this month for expansion of the beach wheelchair program and for a Spanish Language DEI Initiative

Public Safety Report – September 2020

Staffing:	Authorized	Assigned
Sworn	8	7
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	6
Lifeguards	10	9

Station Activity:	September 2020	September 2019
CBPD Walk-in	272	283
CBPD Incoming Phone	645	439
SPD Dispatched Calls	73	56
Overnight Camping Warnings	176	31
Local Security Checks	2907	2367
Traffic Warnings	107	76
Traffic Citations	21	10
DUII Arrests	1	0
Alarm Responses	15	10
AOA, Including FD	60	42
Citizen Assists	10	22
Transient Contacts	1	(not tracked)
<u>Total Case File Reports</u>	520	237

Cases of Significance:

Theft (I, II & III):	8 Cases	Restraining Order Violation:	1 Case
Fugitive Arrest:	2 Cases	Interfering with a Peace Officer:	1 Case
Mental Hold by Police Officer:	1 Case	Resisting Arrest:	1 Case
Criminal Mischief (II & III):	7 Cases	Aggravated Harassment:	1 Case
Assault Public Safety Officer:	1 Case	Assault III:	1 Case
		Menacing:	1 Case

Traffic Citations:

Careless Driving:	1 Citation	Driving Uninsured:	3 Citations
Driving with a Suspended License:	2 Citations	No Operator’s License:	4 Citations
Oper Veh Using Mobile Device:	1 Citation	Passing in a No Passing Zone:	1 Citation
MIP - Alcohol:	1 Citation	MIP – Marijuana:	1 Citation
Violation of Basic Rule/Speeding:	6 Citations (42/30, 79/55, 80/55, 71/55, 69/55, 36/25)		

Code Enforcement Activities: During this period, **33** municipal code violations were addressed and resolved or pending resolution.