

**City of Cannon Beach
Monthly Status Report**

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

Planning Commission: The Planning Commission met on November 17th, to consider the following items:

- Continuation 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.
- Informational Items:
 - Tree Report
 - Planning Priorities Update
 - Good of the Order

Design Review Board: The Design Review Board met on November 19th to consider the following item:

- Public Hearing and Consideration of DRB 20-22, Jennifer Cleary application to expand a covered decking and firepit area at Local Grill & Scoop
- Public Hearing and Consideration of DRB 20-24, Alex Carney application to construct an accessory dwelling unit in conjunction with a new single-family residence at 3748 E. Chinook
- Public Hearing and Consideration of DRB 20-25, Marek Bijan application to enclose a carport into a garage at Breakers Point Condominiums
- Public Hearing and Consideration of DRB 20-27, Jason Menke application to construct a new covered patio area at Sea Level Bakery

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 October

Program	Number of permits
14-day permit	122
Lifetime Unlimited permit	48
5-year Unlimited permit	40
Total permits	210
New short-term rentals this month	1
Pending short-term rentals	1

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

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	4	\$7,101.35	\$444,500.00	\$4,445.00	\$139,226.60
Mechanical	12	\$2681.32			
Plumbing	5	\$2,210.00			
Monthly Total		11,992.67			

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 1 Open Records request for the month, accounting for approximately one 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 contacted ODOT representative for the TGM/TSP on the project delay, which is currently under review by the contracting approvals. ODOT said to expect a December approval and January start date;
- 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 two appeals and one email of a pending appeal of Planning Commission decisions that will be forwarded to the Council for final decisions;
- The CD Director met with the City Manager, CREST Executive Director, Denise Lofman, and Breakers Point representative, Robbie Dodd, regarding bank stabilization of the North Bank of the Ecola Creek Estuary;
- The CD Department continues to work with State Electronic Permitting and Lisa Ferguson, City of Astoria’s Permit Tech, on training and financial processing concerns;
- The CD Director provided Strategic Planning facilitation for the Cannon Beach Chamber of Commerce Board Retreat, in Seaside, October 28th;
- The CD Director met with the City Manager, PW Director and Consultants to discuss development potential of the Cannon Beach Elementary School Site, in preparation of the Council Work Session;
- The CD Director worked with PW Director, Emergency Manager and Clatsop County Emergency Manager, on the Clatsop County Natural Hazard Mitigation Plan;
- The CD Director met 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 forwarded the Zoning Ordinance Accessory and Unit Size Amendments to DLCD for PAPA review and notification;
- The CD Director issued a letter of complaint to the property owners of 3115 S. Hemlock, requiring DRB compliance with the siting and landscape plan;
- The CD Director, Fire Chief, Code Official and PW Assistant Director responded to a burning complaint at 128 E. Fifth St., where a development permit was required;
- The CD Director took part in the Walk a Mile in Their Shoes, diversity training session, hosted by online by CIS;
- The CD Director worked with the City Manager to provide a letter of support for DLCD's, Meg Reed, and the Oregon Coastal Management Program's (OCMP) proposal to the NOAA Climate Program Office's Adaptation Sciences Program titled "Enhancing coastal resilience planning for Oregon's beach and dune areas to prepare for climate change impacts".

Public Works Department Report - November

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. Department meetings have been transferred to Zoom during Oregon's two-week freeze imposed by Gov. Kate Brown, as an added safety precaution and to ensure staff health.

Water

- Calibration of large meters at Water Plant and Master meter, Norris C.
- Stream flow info for Windsor Engineering.
- GPS stream gage, intake, and bridge at filter plant.
- South reservoir hatch repair/replace estimate, Sopko/Bilco.
- Update LTE data entry with Caselle.
- Education and sign up water customers for Eye on Water.
- Monthly meter reading and rereads.
- Installed 82 new Cellular LTE meters.
- Serviced water tank at Coaster Properties Building.
- Weekly locates.
- Power outage early AM wind event: Friday, November 13, 2020.
- Repair hydrant at Elm and Van Buren.

Wastewater

- Finish lateral and wet well cleaning
- Peterson/Cat here for generator maintenance. Four generators got a coolant flush. (Standby generators are all on a four-year rotation for this maintenance.)
- Continue work with Civil West on updating the WWTP's Operation and Maintenance Manual.
- Complete the install and reprogramming of the Trojan UV system's controller panel.
- Clean and video the lateral lines in Haystack Heights where the emergency repairs had been done.

- Start looking into process for replacing our Biolac controller screen. Getting quotes and talking to contractors/suppliers.
- UV maintenance. (Grease and replace soap in wipers. Scrub quarts bulb sleeves. Check for moisture on sleeves. Clean channel.)
- Blower maintenance. (Change oil in blower compressors. Grease both blower motor and compressor then replace blower belts. Overall cleanup of blower cabinets and room.)
- Replaced non-operational cooling fan in one of the blower cabinets.
- Replaced soft start of pump #3 in Matanuska Pump Station.
- Lots of training for the new wastewater hire.

Roads & Streets

- Replaced signs.
- Leveled posts.
- Worked on EPrep OSCAR site: installed catch basin, removed trees and rocked road.
- Conducted a pothole sweep of town.
- Cleaned outfalls.
- Started mowing and ditching at watershed road.

Parks

- Lost two shore pines at Whale Park due to high winds. Those two trees were failing already anyway, and the City arborist recommends replanting wax myrtle trees at that location instead, which will stand up better in the “wind tunnel” effect created by the surrounding buildings.
- Planted a total of seven new trees in City limits in the last month:
 - Planted five cedar trees along the trail between Main Park and Ecola Creek Park, behind the conference center.
 - Planted a cedar at Madison.
 - The garden club planted a gingko tree at Main Park to commemorate the end of WWII (75 years).
- Pressure washed and cleaned bird debris off the breezeway entry at the Cannon Beach Elementary building.
- Started redoing the gravel access road at the food pantry/Necus Park, to widen it and provide better drainage.
- Pruned a lot of trees for the roads division.
- Planted 500 daffodil bulbs around town.
- Reopened City playgrounds and basketball courts, with COVID precautionary advisory.
- Took down the birdhouses for the purple martin swallows.
 - There were five nests this year, and Kirk counted about 14 adult birds in August, so more breeding pairs are expected next year.

Emergency Management - November

- Sent out After Action Report for October EOG Earthquake training
- Wayfinding Wednesday – We participate first Wednesdays of each month
- Opened up the Cache Sites to add resident barrels
- Bi-Weekly MRC communications training and participation
- Communications and Coordination with Clatsop County Emergency Management Communications Plan (Clatsop County)
- 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
- Assisted in Selection process for Cannon Beach Fire Department
- Presentation on MOU for coordination between Sunset Empire Amateur Radio Club to assist in Cannon Beach Radio / Internet operations
- Signed the awarded a \$34,500 grant for food into the cache sites. Food should be deliver in early 2021, Grant was drafted in early 2020
- Collaborated in drafting ICP for City Hall
- Assist Food Pantry with shelter for rainy event

Haystack Rock Awareness Program (HRAP) – November

- HRAP participated in the Oregon and Washington Girl Scouts STEMapalooza, hosting 37 minutes of virtual touring followed by 10 minutes of Q&A
- Strategic Planning and organizing for 2021 Season is underway
- HRAP is working with stakeholders on the new Rocky Habitat Management Strategy Update
- The truck has been outfitted with a rolling deck and canopy top
- HRAP and FOHR are working together to design and propose a nature interpretive center
- HRAP is recording videos to create an online virtual classroom

Public Safety Report – October 2020

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

Station Activity:	October 2020	October 2019
CBPD Walk-in	220	238
CBPD Incoming Phone	427	386
SPD Dispatched Calls	52	48
Overnight Camping Warnings	60	32
Local Security Checks	2920	2309
Traffic Warnings	186	53
Traffic Citations	55	7
DUII Arrests	0	1
Alarm Responses	12	12
AOA, Including FD	43	38
Citizen Assists	23	23
Transient Contacts	5	(not tracked)
<u>Total Case File Reports</u>	293	206

Cases of Significance:

Theft (I, II, III, of Services):	4 Cases	Theft by Deception:	1 Case
Fugitive Arrest:	1 Case	Unauthorized Entry to MV/Theft:	2 Cases
Criminal Mischief III:	1 Case	Assault IV:	1 Case
Domestic Assault IV:	1 Case	Harassment:	1 Case
Strangulation:	1 Case	Assault III:	1 Case
Criminal Trespass/Notice:	4 Cases		

Traffic Citations:

Open Container of Alcohol:	1 Citation	Driving Uninsured:	8 Citations
Driving with a Suspended License:	3 Citations	No Operator’s License:	2 Citations
Oper Veh Using Mobile Device:	22 Citations	Fail to Drive within Lane:	1 Citation
Fail to Carry Proof of Insurance:	1 Citation	Reckless Endangering:	7 Citations
Fail to Signal:	1 Citation	Fail to Use Seatbelt:	1 Citation
Violation of Basic Rule/Speeding:	10 Citations (72/55, 73/55, 79/55, 78/55, 71/55, 40/30, 35/25, 40/25, 30/20, 42/30)		

Code Enforcement Activities: During this period, **21** municipal code violations were addressed and resolved or pending resolution.