

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council  
**From:** City Manager Bruce St. Denis  
**Date:** March 3, 2020

**Community Development February 23 – March 22, 2020**

**Planning Commission:** The Planning Commission will meet on February 27, to consider the following items:

- Public Hearing and Consideration of SR 20-01, Request by David Vonada for a setback reduction to allow an existing garage in conjunction with the construction of a new single-family residence. Permit.
- Withdrawn: Public Hearing and Consideration of CU20-02, Request by Bruce Francis for a conditional Use permit to allow for shoreline stabilization.

**Design Review Board:** The DRB met on February 20, to consider the following agenda items:

- Public Hearing and Consideration of DRB19-43, Jay Orloff for an accessory dwelling unit at 1724 View Point Terrace.
- Sign Permit Application for Cannon Beach Rural Fire Department. Permit S20-03
- Sign Permit Application for C & R Mercantile. Permit #S20-02.

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

- Beachcomber Vacation Homes – 131 Sunset Blvd. – roof replacement
- Oregon Gallery – 223 N Hemlock – Shingle and window replacement
- Wayfarer – 1190 Pacific – fan and exhaust system for new kitchen hood

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

<b>Program</b>	<b>Number of permits</b>
14-day permit	115
Lifetime Unlimited permit	49
5-year Unlimited permit	41
<b>Total permits</b>	<b>205</b>
New short-term rentals this month	0
Pending short-term rentals	2

**Building Permits:** Staff processed a total of 35 building, mechanical and plumbing permits in January:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	11	\$19,636.79	\$,1674,798.82	\$16,747.99	\$147,334.55
Mechanical	12	\$1,233.40			
Plumbing	12	\$1,127.50			
<b>Monthly Total</b>	<b>35</b>				

The Building Official spent approximately 10 hours per week providing building inspection and plan review services to the City of Manzanita, under an Intergovernmental Agreement, as well as, fifteen or more hours per week to the City of Astoria.

**Other Planning/Building Matters:**

- The CD Staff continued to work with State Building Department’s E-Permitting Staff on the conversion to E-Permitting and training of City Staff on the Accela software;
- The CD Staff worked to prepare the necessary ordinance and materials for the eventual conversion to the State’s E-Permitting software and Building Services Fees update;
- The CD Director continued to work with the Manzanita City Manager to update the yearly Intergovernmental Agreement for Building Services;
- The CD Staff supported the Assistant City Manager completing seven Open Records requests for the month, accounting for approximately ten hours;
- The CD Director attended the quarterly CREST meeting, where he was re-elected as Secretary for the CREST board, on January 23;
- The CD Director continues to work with the City’s Land Use Attorney and CREST to provide ordinance revisions to satisfy the Foredune Management Plan Update;
- The CD Director continued to work with the City Manager of Astoria to develop amendments to the Intergovernmental Agreement for Building Services;
- The CD Director met with Emergency Manager and Pam Reber of DLCD to discuss Cannon Beach’s update of the Natural Hazard Mitigation Plan, on January 27th;
- The CD Director attended the Clatsop County Natural Hazard Mitigation Plan Update public meeting, on January 28<sup>th</sup>, in Astoria;
- The CD Staff hosted a meeting on January 30<sup>th</sup> with area Arborists to discuss the tree removal and replacement policy updates;
- The CD Staff welcomed aboard the new Code Official and met to discuss enforcement cases, policies and procedures;
- The CD Director attended the City Hall Vetting Committee meeting, on February 3<sup>rd</sup>;
- The CD Director met with Public Works, Emergency Management and IT to discuss the KMUN and Emergency Response Tower facility relocation, on February 18<sup>th</sup>;

## **Public Works Department Report - March**

### **Roads/Storm**

- Routine maintenance
- Cleaned ditches, re-rocked and added catch basin on Arbor Lane
- Cleaned ditches and added catch basins in Haystack Heights
- Raised sewer manhole and re-rocked Orford from Pacific to Coos
- Installation of three new bollards, two at the RV Park and one at the PW Yard

### **Wastewater**

- Start design of Matauska Panel upgrade. Including plans for temporary float system during construction. CB Electric and Flygt Pumps
- Finish install of new utility sink in the wastewater lab.
- Budget item wish list for 2020/2021.
- Continued video inspections of areas in town with no records and confirming a few laterals condition that have been in question.
- Building construction of the Headworks and the UV Chamber complete. Electrical proportion of this project to follow.

### **Water**

- Repaired broken meter valves with new meter setters at ~~3~~ locations
- Installed new fire hydrants on E Adams and E Madison
- Abandoned 70 feet of main in 700 block of N Hemlock (land slide area)
- Moved fire hydrant 60 feet south on N Hemlock
- Repaired water leaks

### **Parks**

- Routine maintenance, mowing, tree pruning
- Replaced several trash receptacles
- Added "Do Not Feed Wild Animal" posters to all the downtown kiosk locations.

## **Emergency Management - February**

- Organized all volunteer response teams with tangible strategic objectives
  - CERT, MRC, DART
- Attended meetings with local business owners and Chamber of Commerce representatives.
  - Brief overview of 2020 plans for community awareness.
- Identified location for Emergency Preparedness radio tower.
  - Began the permitting process
- Moved forward with Emergency Operations Center (EOC) development at city hall location (Primary).
  - Chambers and conference room being used as presentation rooms for increased preparedness trainings
- Improved performance of local and regional Everbridge notification.
  - Ability to notify team leads and city employees
- Updated EM city website.
  - Relaunched barrel program, group calendar scheduler
- Cleaned up local kiosk informational notifications.
  - Removed outdated information and replaced. Identified needed maintenance for kiosks
- Preparing for visit to State OEM on Wednesday.
  - 2/26/20 visit and tour with team.

**Public Safety Report – January, 2020**

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	8	8
Code Enforcement	1	1
Reserve Officers		0
Admin/Support	2	2
Parking/Information	6	0
Lifeguards	10	0

<b>Station Activity:</b>	<b>January 2020</b>	<b>January 2019</b>
CBPD Walk-in	192	177
CBPD Incoming Phone	292	273
SPD Dispatched Calls	53	37
Overnight Camping Warnings	27	12
Local Security Checks	3166	2335
Traffic Warnings	275	104
Traffic Citations	30	16
DUII Arrests	2	1
Alarm Responses	13	7
AOA, Including FD	42	33
Citizen Assists	8	14
Transient Contacts	5	n/a
<b><u>Total Case File Reports</u></b>	<b>170</b>	<b>150</b>

**Cases of Significance:**

Assault II:	1 Case
Burglary I:	3 Cases
Menacing:	2 Cases
Forgery:	1 Case
Kidnapping II:	1 Case
Harassment:	1 Case
Telephonic Harassment:	1 Case
Criminal Trespass Notice:	2 Cases
Unauthorized Use of a Motor Vehicle:	1 Case
Fugitive/Warrant Arrest:	1 Case

**Traffic Citations:**

Careless Driving:	1 Citations	Fail to Carry Proof of Insurance:	1 Citation
Driving Uninsured:	2 Citations	Driving with a Suspended License:	3 Citations
No Operator’s License:	7 Citations	Fail to Drive Within/Maintain Lane:	1 Citation
Fail to Register Vehicle:	1 Citation	Expired Tags/Improper Display:	4 Citations
Violation of Basic Rule:	8 Citations: (75/55, 73/55, 73/55, 76/55, 76/55, 75/55, 76/55, 39/20)		

**Code Enforcement Activities:** During this period, **9** alleged municipal code violations were addressed and resolved or pending resolution.