

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: January 3, 2023

Planning Commission: The Planning Commission met on December 22, to consider the following items:

- Continuation of SR 22-03, Beach Construction, on behalf of Eric & Rachel Purdy, application to allow a setback reduction to reduce the front yard setback side yard setback
- Work Session on Track Two Zoning Ordinance Amendments: Public Benefits Developments

Design Review Board: The Design Review Board meeting was canceled, due to a lack of applications.

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

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

Program	Number of permits
14-day permit	141
Lifetime Unlimited permit	45
5-year Unlimited permit	115
Total permits	201
New short-term rentals this month	2
Pending short-term rentals	2

Building Permits: Staff processed a total of 3 building, 2 mechanical and 3 plumbing permits in December:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date	Affordable Housing Surcharge, Total to Date
Building	6	\$10,827.45	\$ 1,014,700	\$2,448.00	\$9,295.32	\$253,683.69
Mechanical	15	\$2,447.00				
Plumbing	8	\$2,357.00				
Monthly Total	29	\$15,631.45				

Other Planning/Building Matters:

- The CD Department worked with the City Recorder to complete two Public Records Requests, accounting for 1 hour of staff time;
- The City Planner remotely attended the Tillamook Housing Commission monthly meeting, via Zoom, on December 1st & the CD Director attend the Seaside Housing Task Force monthly meeting, via Zoom;
- The CD Director served on the ‘Government Solutions Panel’ discussion at the North Coast Housing Summit in Seaside, December 6th;
- The CD Staff continues to support PMT meetings of the Code Audit;
- The CD Director worked with City Attorney and Urbsworks on drafting contract extension for the Code Audit Amendments Project;
- The CD Director and Planner worked with CREST and regional planning partners for Clatsop Regional Housing Task Force PMT;
- The City’s Land Use Attorney notified the City that the Hamide appeal of the administrative decision to ‘stop work’ order issued on the construction of a building in the Oceanfront Setback was denied and the City’s decision upheld;
- The CD Department worked with the City Recorder to submit Discovery request for the Roberts & Haystack LLC Court case;
- The CD Director served on the DLCDC’s Coastal Shores Specialist Interview Review Team in selecting Meg Reed’s replacement, December 1 & 2nd;
- The CD Director met with Seaside Development Director, Jeff Flory, on potential Affordable and Workforce Housing projects, December 5th;
- The CD Department held quarterly performance reviews;
- The CRHTF PMT met with HUD Portland Field Office representatives, via Zoom, December 16th, to discuss a future ‘one stop’ for workforce housing;
- The CD Director spoke with Mark Newsome, Sons of Legion, regarding a project to rename the Fir St. Bridge in honor of Brigadier General Thayer;

Tree Report – November

Date	Name	Location	Total removed	Hazard	Dead	Const.	Health other	Solar	Replant Req.
11/7/2022	City of Cannon Beach	5000 Elk Creek Rd	35				X		No
11/21/2022	Arbor Care/Khazoyan	208 E. Monroe St.	1	X					
Number of Native Trees Planted by City Staff: 7 Number of Native Trees Planted by City Staff same time last year: 0 Replanting of Trees occurs during the appropriate tree planting season									

Public Works Department Report – December

Parks:

- Jo Olson retired after 17 years of service to the Parks Division
- PW began interviewing for new full-time Parks utility worker
- Hung up Christmas lights
- Completed ongoing landscape maintenance

- Cleaned up Parks shop in anticipation of incoming staff
- Pruned the rose garden
- Helped with debris cleanup in response to winter storm

Water:

- Repaired several minor leaks in town
- With the recent storms, the water team was busy monitoring our flow levels and assisting other PW team members during storm conditions.

Wastewater:

- Deployed generators to prepare for the storms and over the Christmas holiday
- Worked long shifts monitoring flow levels during high rain periods, all pump stations performed well
- Yearly generator maintenance completed

Roads:

- Assisted Fire Dept with road closures during storm conditions and downed trees
- Worked clearing debris and keeping the emergency access ramps open for the Fire Dept and emergency personnel
- Debris removal will continue until storm conditions subside

Emergency Management – November

- Wayfinding Wednesday –December 7th
- Move forward with improving the Tsunami Evacuation maps
 - Ordered new Tsunami evacuation signs for the city – Order Arrived, **Completed**
 - New “You Are Here” (YAH) maps, arrived and have started to distribute to community
 - New “Beat The Wave” (BTW) maps, arrived and have started to distribute to community
- New Tsunami Evacuation Signs
 - Signs were ordered and have arrived – **Completed**
 - Planning new schedule for sign swap out of existing signs – Large project
- Awarded a large grant from the State/Fed for Cache Site development- Planning development for grant
 - Scheduled to begin groundbreaking Later May - **Completed**
 - Measured progress with TANGO cache site at **90%** complete
 - Measured progress with OSCAR cache site at **90%** completed
 - Measured progress with ECHO cache site at **90%** completed
 - Measured progress with WHISKEY cache site at **40%** completed
 - Trailers still in the research phase.
 - Developing sanitation at all sites, Pit tanks are in ground, getting bids on buildings
- Background research and future development of Tsunami -Costal Sirens
 - Plan development for moving forward with NOV/DEC repairs, delayed
 - Water damage to siren controller in Fire Station water leak, need to be replaced
 - Siren removed ORFORD location
 - **COWS system taken offline** due to maintenance issues and water damage at Fire Station
 - Web site and FB updated -**Completed**
 - Batteries purchased, and work scheduled for deliveries. -**Completed**
 - Waiting on the Controller to be delivered and programed. Controller expected late January
- **Safety group** meeting for city employees
 - Work actions at Public Works Yard – Progress outside - **Completed**
 - Security Cameras at Public works yard installed - **Completed**
 - Wastewater Plant building, safety switches and Security cameras installed -**Completed**
 - Researching improvement at Recycling – **Added door protection**

- **PIO-** emergency messaging training for city staff, Police, Fire members – **Completed**
 - Need to continue training and coordination
- Meeting with VERIZON reps for improved cellular and emergency options
 - New equipment to be delivered to City Hall to improve cellular service bubble -**Completed**
 - Improving coverage at city hall with a new booster. Evaluating performance.
- Completed grant process for a SPIRE grant – Submitted to the State
 - Emergency Communications, **Water trailer, Fuel trailer** – Completed 100%, waiting for award
 - **AWARDED – Grants to be delivered in 2023**
- Scheduled city-wide tours for State Human services in September – **Completed**
- Schedule city wide Emergency Management program tour for Council and elected officials -**Completed**
- Communications Systems have been improved with consolidating radio frequencies to improve consistency and simplicity. Satellite-Cellular-Radio-Data
 - Systems built out – City Hall EOC 95% - Public Work EOC 50% (Priority to improve PW EOC)
 - Expected completion with communication plan Fall/Winter 2022?
- Assist with MRC / DART grant process – Grant Awarded -**Completed**
- Clatsop County new Emergency Management Director visit with city tour -**Completed**
 - Development of new county Incident Management Team concept discussed
- City wide Emergency Management Plan (EMP) in DRAFT stage
 - Priority to complete EMP in mid-2023
 - Review current plans and Emergency Operation Guidelines (EOG's) following EMP
- Coaster Construction specialty shelter review 2022,
 - Update plan and begin to add actionable items to shelter. This could be completed in 2022
 - Need for all shelters to schedule biannual inspections
- CERT/MRC training – TANGO cache site (registration/triage) -**Completed**
- Messaging weather warnings and communicating with the employees/council/community-**Completed**
- Coordinated with Clatsop County EM – Monitor weather events and coordinated EOC operations

Public Safety Report – November 2022

Staffing:	Authorized	Assigned
Sworn	9	8
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	1
Lifeguards	10	0

Station Activity:	November 2022	November 2021
CBPD Walk-in	124	89
CBPD Incoming Phone	202	199
SPD Dispatched Calls	109	88
Overnight Camping Warnings	27	22
Local Security Checks	3594	2010
Parking Citations	2	8

Traffic Warnings	224	127
Traffic Citations	39	20
DUII Arrests	0	2
Alarm Responses	10	11
AOA, Including FD	37	30
Citizen Assists	16	6
Transient Contacts	11	2
<u>Total Case File Reports</u>	183	140

Cases of Significance:

Assault:	1 Case	Warrant Arrest:	3 Cases
Criminal Mischief III:	2 Cases	Theft II:	1 Case
Theft of Services:	1 Cases	Disorderly Conduct:	2 Cases
Suspicious Circumstances	9 Cases	Hit & Run:	2 Cases
Forgery:	1 Case	Identity Theft:	1 Case
Unlawful Entry into Motor Vehicle:	1 Case	Tree Removal Citation:	1 Case

Traffic Citations:

Driving with Suspended License:	8 Citations	Fail to Register Vehicle:	2 Citations
Use Mobile Elect. Device While Driving:	5 Citations	No Insurance:	1 Citation
No Operator's License:	5 Citations	No Proof of Current Ins.:	4 Citations
Violation of Basic Rule/Speeding:	14 Citations		

(79/55 HWZ, 74/55 HWZ, 40/30, 67/55, 75/55, 89/55, 77/55 76/55, 76/55, 76/55, 76/55, 76/55, 42/25, 45/30)

Code Enforcement Activities: During this period, **12** municipal code violations were addressed and resolved or pending resolution.