

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: March 7, 2023

Planning Commission: The Planning Commission for February 23, 2023 was cancelled due to weather.

Design Review Board: The Design Review Board met on February 16th, to consider the following items:

- Continuation of DRB 22-08, Bill Weitzel application, on behalf of Wayside Inn, to relocate the dumpster corral at the Wayside Inn from the north side of the parking lot to the southeast corner. Approved
- Public Hearing and consideration of DRB 23-02, Ben Cox application for placement of a vehicle gate at Tolovana Park Beach Parking area. Continued
- Public Hearing and consideration of DRB 23-03, Jason and Elizabeth Menke application for exterior modifications of Sea Level Bakery & Coffee. Approved

The Chair of the DRB, did not approve any minor modifications this month.

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

Program	Number of permits
14-day permit	143
Lifetime Unlimited permit	36
5-year Unlimited permit	10
Total permits	189
New short-term rentals this month	0
Pending short-term rentals	3

Building Permits:

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	7	\$6,440.08	\$ 43,000.00	\$2,545.92	\$11,841.24	\$253,229.61
Mechanical	7	\$1,301.54				

Plumbing	9	\$8,366.00				
Monthly Total	23	\$16,107.62				

Tree Report – January - No removals approved in January

Date	Name	Location	Total removed	Hazard	Dead	Const.	Health other	Solar	Replant Req.

Number of Native Trees Planted by City Staff: 0
 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 – February

Parks:

- AJ Welliver started as new Parks Utility Worker joining the City from CB Landscaping.
- Finished annual pruning, weeding, and top dressing the rose garden.
- Cleared about 15 storm blowdowns from the ECFR, fixed a drainage issue and repaired a small slide along the footpath.
- Winter servicing of Parks equipment completed.
- Looking forward to beginning to clear debris from and fix the ADA ramp at Tolovana Wayside in the spring.
- Repaired an informational sign at the Wastewater Treatment Plant.
- Ordered flower baskets for delivery in May.
- Repaired Center St. beach access and will continue coordinating with OPRD to update this access.
- New employee completed lots of hard edging to reclaim hard space along borders.

Water:

- Assisting Arch Cape Water Dept under existing intergovernmental agreement on their water meter change-out project due to staffing shortages in Arch Cape.
- Repaired several minor water leaks around town

Wastewater:

- Preparing to interview for a Utility Worker to replace Levi Anderson who accepted a position with the CB Fire District.
- Finalizing the engineering plans for adding new control panel at Matanuska pump station now that the cover is completed.
- Finalizing the building additions for the Matanuska and Siuslaw pump stations to accommodate the new permanent generators.

Roads:

- Prepared to coordinate spring pavement preservation project
- Continued debris removal from beach accesses built up during heavy storms

Emergency Management – February

- Wayfinding Wednesday –**February 1st**
- 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 **60%** completed
 - **Picked up 500-gallon water delivery trailer** – To be stored at WHISKEY when build complete.
 - Water treatment trailers still in the research phase. Bids are coming in.
 - Developing sanitation at all sites, Pit tanks are in ground, getting bids on buildings
 - Working with ODHS for possible toilet shelter builds
- Background research and future development of Tsunami -Costal Sirens
 - Plan development for moving forward March repair goals scheduled
 - Siren removed ORFORD location -**Completed**
 - **COWS system back online but at a limited basis – Basic functional**
 - Batteries purchased, and work scheduled for deliveries. -**Completed**
 - Controller arrived and programed-**Completed**
 - Scheduling radio conversion- training needs identified
- Safety group meeting for city employees
 - **Identify training needs for employees** -Flagging, Hazardous materials, CPR, First Aid
 - **CPR scheduled**
- Completed grant process for a SPIRE grant – **Water trailer, Fuel trailer awarded – delivered 2023**
- **Starting new grant cycle for Homeland security grant**
- Schedule city wide Emergency Management program tour for **STAFF February -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)
 - Public works EOC antennas erected. - **Completed**
 - Scheduled buildout for project -March
 - Start planning for radio box builds for cache sites, parts ordered - April
 - Expected completion with communication plan Fall 2023?
- 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 2023
 - Need for all shelters to schedule biannual inspections,
- Messaging weather warnings and communicating with the employees/council/community-**Completed**
- Coordinated with Clatsop County EM – Monitor weather events and coordinated EOC operations – **Completed**
- CPR classes for Emergency Volunteers / City Employees/ community – Planning begun January 2023
- Scheduled for April 21st (CERT 6-hour class) - **Completed**
 - Community 3-hour class will be scheduled following CERT class.
- Pick up 500-gallon Water delivery trailer for movement of community drinking water. **Completed**
- Coordinating with Red Cross new leadership in the area. -**City Tour completed, expected improved relationship and equipment**
- Need for improved community outreach. **Developing video series, updated Gazette articles, bulletin.**

Haystack Rock Awareness Program (HRAP) – February

- HRAP Season officially begins again President’s Day Weekend
- Preparing grant for wheelchair replacements and program expansion
- Currently interviewing and hiring Rocky Shore Interpreters
- Andrew Tonry will be leaving HRAP at the end of February, will be hiring for a new Part Time Communications Coordinator
- Two bird rescues this month

Public Safety Report – January 2022

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

	2023
<u>Station Activity:</u>	
CBPD Walk-in	149
CBPD Incoming Phone	197
SPD Dispatched Calls	104
Overnight Camping Warnings	17
Local Security Checks	2833
Parking Citations 707	1
Traffic Warnings	183
Traffic Citations	34
DUII Arrests	1
Alarm Responses	12
AOA, Including FD	21
Citizen Assists	10
Transient Contacts	4
<u>Total Case File Reports</u>	164

Cases of Significance:

Forgery/Fraud	1 Case	Fail to Register as a Sex Offender:	1 Case
Criminal Mischief III	3 Cases	Disturbance Domestic	2 Cases
DUII: 0.13%	1 Case	Theft II:	2 Cases

Suspicious Circumstance	10 Cases	Theft I:	1 Case
Warrant/Fugitive Arrest:	1 Cases	Trespass Notice	3 Cases
Hit & Run:	1 Case	Probation Violation:	1 Case

Traffic Citations:

Driving with Suspended License:	2 Citations	Fail to Display OOS Plate:	1 Citation	
Oper. Veh. Using Mobile Device:	4 Citations	Careless Driving:	1 Citation	No Operator's License:
5 Citation		Reckless Driving:	1 Citation	
Illegal Stopping:	1 Citation	No Insurance:	5 Citations	
Passing in a No Passing Zone:	1 Citation	Fail to Obey TCD:	1 Citation	
Violation of Basic Rule/Speeding:	12 Citations			

(75/55 HWZ, 39/20 SZ, 92/55 HWZ, 99/55 -HWZ, 89/55 HWZ ,78/55, 75/55,71/55,38/25,75/55, 38/25,75/55)

Code Enforcement Activities: During this period, **18** municipal code violations were addressed and resolved or pending resolution.