

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: January 4, 2022

Planning Commission: The Planning Commission met on December 21st, to consider the following items:

- Continuation and Consideration of AA# 21-02, Haystack Rock LLC request, for an Appeal of an Administrative Decision to approve a development permit at taxlot 51031AA00600
- Continuation and Consideration of SR 21-06, David Vonada request, on behalf of John Henry, of 1688 S. Hemlock, for a Setback Reduction of the rear-yard setback requirement for a deck-stairs in conjunction with an addition to an existing residence.
- Public Hearing and Consideration of CU# 21-04, LBC Trust request, for a Conditional Use Permit for shoreline stabilization at 4664 Logan Ln.

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

- Public Hearing and Consideration of DRB 21-35, David Vonada on behalf of Mary and Randall Jenkins to construct an accessory dwelling unit in conjunction with a new single-family home

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

No minor modifications for this report.

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

Program	Number of permits
14-day permit	124
Lifetime Unlimited permit	47
5-year Unlimited permit	33
Total permits	204
New short-term rentals this month	0
Pending short-term rentals	2

Building Permits: Staff processed a total of 6 building, 13 mechanical and 7 plumbing permits in November:

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	3	\$6,123.95	\$ 475,000.00	\$ 4,750.00	\$ 34,986.27	\$ 212,736.27
Mechanical	9	\$1,606.86				
Plumbing	8	\$1,934.00				
Monthly Total	26	\$7,994.94				

Other Planning/Building Matters:

- The CD Staff supported the City Manager’ Office completing 1 Public Records Request(s) for the month, accounting for approximately 1.0 hours;
- The CD Director and Assistant PW Director met with TSP PMT to discuss Preferred Alternatives;
- The CD Director continues to work with Finance Director, Public Works Director and applicant on a proposed Reimbursement District for extending utilities along Ecola Park Rd.;
- The CD Department welcomed the Planner I, Robert St. Clair, who began work on December 1st;
- The CD Director assisted in the Code Enforcement Officer interview process;
- The CD Department assisted the Short Term Rental Taskforce quarterly meeting;
- The CD Director responded to a number of emergency tree removal requests due to the storm event;
- The CD Director and Assistant PW Director met with interested parties of the Forest Lawn for a pre-application review;

Tree Report – November

Date	Name	Location	# Removed	Removed Dead/Dying	Required to Replant
11/1/2021	City of CB	S Hemlock & Forest Lawn ROW	1		0
11/19/2021	O'Brien	131 E Washington	1		1
11/18/2021	City of CB	S Spruce ROW	1		0
11/18/2021	City of CB	Ecola Park Road ROW	1		0
11/30/2021	Eberstein	3823 Pacific	1		3
Number of Native Trees Planted by City Staff: 11 This number is for two months (September 7, October 4)					

Public Works Department Report – December

Water

- Repaired water leaks at 660 Oak, 171 Elliott and 2964 S Pacific.
- Detected leak at 148 W Jackson (due to tree roots).
- Installed new water services at 2739 S Hemlock Street and 309 W 6th.
- Educated customers on Eye on Water (Total: 546 signed up).
- Installed 20 new meter modules (Total: 1810 installed).
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Drafted plan to install AC power to SCADA (Supervisory Control and Data Acquisition) at North Reservoir.
- Removed large blown down tree on spring road at Howell.
- Completed annual generator maintenance.

Wastewater

- Oversaw Haystack pump station project and installed new Flygt equipment.
- Conducted yearly generator service and coolant flush, as well as automatic transfer switch maintenance.
- Staged generators several times for high wind events.

Roads & Storm

- Cleaned up storm debris, including clearing beach access ramps.
- Completed Larch Street stormwater improvement project.
 - Added two catch basins.
 - Installed 120 feet of new storm line.
 - Vactored that portion of the storm system.
- Conducted pothole sweep throughout city.
- Improved stormwater flow on Elliott Way, Hills Lane and Ross Lane.
 - Dug out ditches.
 - Cleaned out driveway culverts.
 - Regraded and re-rocked roadways.
- Improved stormwater drainage on Gogona and Pacific.
- Dug out outfalls on beach and raised outfall pipe on Monroe Street.
- Assisted Emergency Manager with construction of storage shed, cache site cleanup and container placement.

Parks

- Updated the sewer lagoon loop trail, to include multi-use section of trail and tsunami evacuation routes.
- Contracted with artist to finish final etched glass panel on the bus stops (on Yukon).

- Decommissioned softball and baseball field for the season.
- Installed holiday lights and garland around town.
- Removed soccer goals from field for the winter.
- Completed annual maintenance (pruning, weeding, mulching) at the rose garden.
- Planted 100 St. John's Warts along the S curves to help stabilize hillside being eroded by elk traffic.
- Picked up 100+ apples dumped in Les Shirley Park on several occasions.
- Closed handicap access ramp at Tolovana Park for the season.

Emergency Management – December

- Assisted with Community Bulletin deployment – Improved results and feedback driving progress
- Sent out important message on city web site and social media -FB
- Wayfinding Wednesday –December 1
- Radio communications training
- Move forward with improving the Tsunami Evacuation maps – New training in January
- Working on improved “You are here signs”
- DOGAMI “Beat the Wave” signs -Spring 2022?
- Communications and Coordination with Clatsop Plan (Clatsop County) - Cascadia Raising 2022
- Ongoing updates when significant issues arise to Staff, Council, Community (Weather, Outbreaks, State Mandates)
- Vaccination Task Force information delivered to community
- Working on MOU with Neighbors to the East
 - MOU drafted for Greenwood forestry's
 - MOU drafted for the Recovery excavation companies to stage equipment in Cannon Beach
- Getting bids from Pacific Power for all three cache sites, contracts signed, and funding started
- Radio training for All staff leadership positions, and PD home HAM / PD radios
- Communication Plan development completed and delivered training for Department Heads and PD
- Schedule for remainder of 2021 and into 2022
- Started Cascadia Raising 2022 planning
- Awarded \$9,000 Homeland Security Grant for the OSCAR cache site.
 - Awaiting Soil inspections for approval
- Awarded a large grant from the State/Fed for Cache Site development (More to follow)
- Communicated directly with staff and community to prepare for upcoming weather event
- Background research and future development of Tsunami -Costal Sirens
 - Working directly with fire district to reframe challenges
- Provided area familiarization for visit from the state- Oregon Health and Human Services - Mass Care

- Assist CBPD Chief on organizing New Year's Eve/Day fireworks spotters (utilizing volunteers and communications plan)

Haystack Rock Awareness Program (HRAP) – December

- 2021 Season Report given to council at the December 7th meeting
- Website overhaul re-design is underway, expected to go live in January
- Currently planning 2023 season calendar and preparing for seasonal hires beginning in February and March for 2023 season
- Applying to host Sea Grant Scholars in summer 2023
- Permit reporting completed, no changes on permits for next season.

Public Safety Report – November 2021

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

Station Activity:

	November 2021	November 2020
CBPD Walk-in	89	126
CBPD Incoming Phone	199	327
SPD Dispatched Calls	88	49
Overnight Camping Warnings	22	39
Local Security Checks	2010	3070
Parking Citations	8	-----
Traffic Warnings	127	178
Traffic Citations	20	62
DUII Arrests	2	0
Alarm Responses	11	6
AOA, Including FD	30	57
Citizen Assists	6	14
Transient Contacts	2	7
<u>Total Case File Reports</u>	140	227

Cases of Significance:

Disorderly Conduct:	1 Case	Burglary I:	1 Case
Criminal Mischief III:	3 Cases	Disturbance Domestic:	1 Case
DUII:	2 Cases	Theft III:	2 Cases
Suspicious Circumstance:	8 Cases	Resisting Arrest:	1 Case
Warrant/Fugitive Arrest:	1 Case	Hit & Run:	2 Cases

Traffic Citations:

Driving with Suspended License:	2 Citations	No Proof of Insurance:	2 Citations
Oper. Veh. Using Mobile Device:	1 Citation	Reckless Endangering:	1 Citation
Reckless Driving:	1 Citation	No Operator's License:	2 Citations
Reckless Endangering:	1 Citation	Fail to Yield to Pedestrian:	1 Citation
Fail to Obey a Traffic Ctrl Device:	2 Citations	Improper Display Registration:	1 Citation
Violation of Basic Rule/Speeding:	5 Citations (85/55, 78/55, 32/20, 39/25, 72/55)		

Code Enforcement Activities: During this period, **25** municipal code violations were addressed and resolved or pending resolution.