

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: May 3, 2022

Planning Commission: The Planning Commission met on April 28th, to consider the following items:

- Public Hearing and Consideration of CU# 21-03, Jacqueline O. Brown request, for a Conditional Use Permit for shoreline stabilization at 116 N. Laurel St.
- Public Hearing and Consideration of SR#22-01, David Vonada request, on behalf of Clark & Kathryn Reed, for a Setback Reduction for the conversion of an existing structure into an Accessory Dwelling Unit at 2316 Pacific St.

Design Review Board: The Design Review Board met on April 21st, to consider the following items:

- Public Hearing and Consideration of DRB 22-07, Tolovana Architects application on behalf of Clark & Kathryn Reed for an Accessory Dwelling Unit at 2316 Pacific St.
- Continuation of Public Hearing and Consideration of DRB 21-37, Jillian Eyerma application for tenant improvements for a new retail space at 273 Beaver Ave.
- Consideration of FS 22-01, a request by Darwin Turner on behalf of West Premium Cannabis for approval of a freestanding sign at 3115 S Hemlock St.

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

- 107 E Jackson, Fence Replacement

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

Program	Number of permits
14-day permit	130
Lifetime Unlimited permit	45
5-year Unlimited permit	24
Total permits	199
New short-term rentals this month	2
Pending short-term rentals	0

Building Permits: Staff processed a total of 7 building, 11 mechanical and 9 plumbing permits in March:

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	\$11,383.05	\$ 815,000.00	\$ 8,150.00	\$ 96,055.88	\$ 273,805.88
Mechanical	11	\$1,574.,36				
Plumbing	9	\$1,506.00				
Monthly Total	27	\$12,889.05				

Other Planning/Building Matters:

- The CD Staff supported the City Manager’ Office completing 1 Public Record(s) Request(s) for the month, accounting for approximately .5 hours;
- The CD Department hosted the PAC & Open House #4 and launched the Draft TSP Online Open House for April;
- The CD Director & Councilor Ogilvie met with representatives from the City of Astoria, Clatsop County and the City of Warrenton to discuss regional workforce and affordable housing;
- The CD Director attended FEMA Senior Officials Workshop at Camp Rilea;
- The CD Department posted the RFP for the Shoreline Drone Project;
- The CD Director was selected for the Oregon Department of Conservation and Development’s Housing Capacity Work Group;
- The CD Director was interviewed by ODOT-DLCD, regarding the *Traditional Housing Choices Guidebook*;
- The CD Department launched the Housing Matters webpage supporting the regional housing initiative;
- The CD Department worked with Code Audit consultants to provide Joint Commission survey and Work Session materials;
- The CD Director and City Planner met with Friends of the Trees representatives to discuss the tree ordinance;
- The CD Department Posted TSP Adoption Notice and Materials to DLCD;
- The CD Director worked with City Attorney and Emergency Manager to draft Emergency Zoning Provisions, regarding roll-back of COVID restrictions, while extending outdoor services through recovery;

Tree Report – March

Date	Name	Location	# Removed	Removed Dead/Dying	Required to Replant
3/1/2022	City of CB	Ecola Creek Park path (tax lot 51020CC00100)	1	0	2
3/8/2022	Smith	156 Ross Ln	2	1	1
3/18/2022	Feris	263 E Monroe	1		1
3/18/2022	Sedar	417 Chilkoot	2	2	2
3/18/2022	Bennett	647 N Laurel	6	6	4
3/21/2022	Black	890 Ecola Cr. Rd.	1	1	0
3/21/2022	Salinas	3787 E Chinook	2	1	2
Number of Native Trees Planted by City Staff: 0 Number of Native Trees Planted by City Staff same time last year: 1 Replanting of Trees occurs during the appropriate tree planting season					

Public Works Department Report – April

Water

- Installed new water service at 107 Ross Lane.
- Assisted in cleanup of Recycle Center.
- Installed Warren Way standpipe and 910 can replacement for fire hydrant.
- Moved meter and box out of work zone at Matanuska pump station.
- Plumber assist – installed new check valve at 647 N Laurel.
- Installed dual check and set box at 148 W Jackson.
- Plumber assist – repaired broken customer service (contractor error) at 140 Nelchena.
- Raised box at 159 W Chisana.
- Cut pavement, vactored and replaced failed meter boxes at The Wayfarer and 1216 Pacific.
- Installed new service at 915 S Hemlock.
- Repaired CL17 chorine monitor at PW yard.
- Conducted monthly meter reads.
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Completed weekly locates and work orders.
- Notified multiple users of water leaks and high use.

Parks

- Pressure washed tennis & basketball courts.
- Cleared 15-18 blown down trees from the Ecola Creek Forest Reserve footpath.

- Replaced a few shingles at the bandstand.
- Deployed extra seasonal trash cans.
- Conducted landscape maintenance around the Cannon Beach Elementary site to provide easier construction access for re-roof project on gym.
- Reopened the ballfield at Main Park.
- Ordered and received two new soccer nets, which will be installed when the goals go out this spring.
- Ordered four replacement swings and a new ADA access wedge for Main Park playground.
- Installed two new memorial plaques at bandstand.
- Planted seven replacement trees to compensate for removals of hazard trees in ROW.
- Put up purple martin house and started site prep for second purple martin house.
- Conducted regular seasonal landscape maintenance.

Roads & Storm

- Cleaned and cleared the ramps to the beach & Tolovana ADA ramp.
- Prepped Ross Lane and View Point Terrace for paving.
 - Widened and realigned the road.
 - Installed five new catch basins.
- Prepped Larch Street for overlay (between 1st and 2nd).
- Built five stainless steel antenna mounts for Emergency Management antennas on City Hall.
- Cleaned up downed trees (storm damage) on Elk Creek Road.
- Rocked trail to beach on Coos Street.
- Updated street signage at new four-way stop at Hemlock & Warren Way.
 - Added “no parking” signs.
 - Rocked and graded loading zone for Fresh Foods.

Wastewater

- Worked on the FY 22-23 budget.
- Finished the Ash Street sewer service repair.
- Several operators: attended online continuing education classes.
- One operator: Tested and passed his first wastewater treatment certification exam.
- Conducted video inspections in several areas of town where no prior inspection data exists.
- Identified a few root intrusions in laterals, then used root cutter to remove them.
- Completed lateral line cleaning in the downtown and mid-town area.
 - Removed grease and solids that settled in sagging areas of pipes.
- Cleaned wet wells.
 - Removed floating grease from the surface & settled grit from the floor of the pump station wet wells.
- Prepped for Matanuska cover project.
 - Changed location of water meter for new building.
 - Added air vent ducting to wet well that will be covered by building.
 - Added conduit for odor reducing chemical additives to be administered into the wet well.
 - Attended project meetings.

Emergency Management – April

- 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 –April 6th
- CBEMT – Emergency Volunteer meeting
- North Tank Radio shelter building progress
 - Back up Battery – Generator progress
- Open city safety cache sites April 16th for citizen barrel service
- Move forward with improving the Tsunami Evacuation maps – New training in March
- DOGAMI “Beat the Wave” signs -Spring 2022-
 - Scheduled for May 19th – Coaster Theater
- 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)
- Awarded a large grant from the State/Fed for Cache Site development- Planning development for grant
 - Contract progress for Grant -completed
- Grant contract walkthrough with contractors Excavation / Electrical
- Background research and future development of Tsunami -Costal Sirens
 - Working directly with fire district to reframe challenges
 - Completed inspection of system
- Safety group meeting for city employees
 - Work party completed on April 11th (Recycle Center)
 - Actionable items moved foreword
- PIO- emergency messaging training for city staff, Police, Fire members
 - Updated on NIXLE platform completed and signed new agreement
- Meeting with VERIZON reps for improved cellular and emergency options
 - New equipment to be delivered to City Hall to improve cellular service bubble
- Met with Seaside Emergency Preparation coordinator and Seaside Emergency Communication Manager
 - Tillamook Head site and Seaside new EOC for linking EOC’s and improving coordination
- Met with Manzanita Emergency Manager and Tillamook County Emergency Manager to improve South area coordination
 - Coordinated radio connection with EOC’s as possible future venture
- Started grant process for a SPIRE grant
 - Emergency Communications
 - Water trailer
 - Fuel trailer
- CERT- Tabletop cache site opening training
- CERT -First day introduction and kick off for new class
- EM budget back up completed for FY 22/23

Haystack Rock Awareness Program (HRAP) – April

- Tufted Puffins were first spotted at Haystack Rock on the morning of April 1st.
- Increasing numbers of common murre, cormorants, pigeon guillemots, and black oystercatchers. Black Oystercatchers have been mating.
- Regular sightings of two golden eagles, one adult and one juvenile, hunting at Haystack Rock.

- Hosted one virtual field trip and three in person field trips for a total of 105 students.
- April 17th annual Nudibranch Safari was hosted, 32 people attended in person and over 1,100 viewed on Facebook Live.
- Welcome the Puffins event is currently in planning and set to happen April 30th and May 1st

Public Safety Report – March 2022

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

	March 2022	March 2021
Station Activity:		
CBPD Walk-in	136	149
CBPD Incoming Phone	232	305
SPD Dispatched Calls	101	42
Overnight Camping Warnings	14	49
Local Security Checks	2790	3485
Parking Citations	24	N/A
Traffic Warnings	233	111
Traffic Citations	55	25
DUI Arrests	1	2
Alarm Responses	9	9
AOA, Including FD	35	43
Citizen Assists	7	18
Transient Contacts	6	7
Total Case File Reports	199	214

Cases of Significance:

Trespass:	1 Case	Forgery II:	1 Case
Criminal Mischief II:	7 Cases	Harassment:	1 Case
DUI: 0.7%	1 Case	Theft I:	1 Case
Suspicious Circumstance	5 Cases	Hit & Run:	6 Cases
Warrant/Fugitive Arrest:	1 Case	Missing Person:	1 Case
Theft III:	3 Cases		

Traffic Citations:

Driving with Suspended License:	5 Citations	Careless Driving:	1 Citation
Oper. Veh. Using Mobile Device:	21 Citations	Expired Registration:	2 Citation
Closely:	1 Citation	Following Too	
No Ops:	3 Citations	Failure to Obey TCD:	1 Citation
Passing No Passing Zone:	1 Citation	No Proof of Insurance:	1 Citation
Violation of Basic Rule/Speeding:	16 Citations	DUI:	1 Citation
(78/55, 76/55, 78/55, 75/55, 44/30, 43/20, 76/55, 71/55, 35/25, 69/55, 35/25, 69/55, 79/55, 79/55, 75/55, 39/25)			

Code Enforcement Activities: During this period, **4** municipal code violations were addressed and resolved or pending resolution.