

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

**From:** City Manager Bruce St. Denis

**Date:** October 4, 2022

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

- Continuation of CD# 22-01 & CU# 22-03, David Vonada request, on behalf of Davidspruce LLC, for a seven-lot Conditional Use Permit Cluster Development Subdivision in the Wetland Overlay Zone.
- Work Session review of a Zoning Ordinance Amendment request by Will Rasmussen on behalf of Haystack Rock LLC, for a text amendment regarding notice requirements for applications and decisions.

**Design Review Board: The Design Review Board meeting was canceled for lack of applications.**

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

289 N Spruce, reroofing  
108 N Hemlock, reroofing

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

Program	Number of permits
14-day permit	137
Lifetime Unlimited permit	45
5-year Unlimited permit	16
Total permits	198
New short-term rentals this month	1
Pending short-term rentals	2

**Building Permits:** Staff processed a total of 8 building, 8 mechanical and 4 plumbing permits in August:

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	8	\$6,689.26	\$0	\$0	\$ 2,359.32	\$ 246,747.69
Mechanical	8	\$3,363.22				

Plumbing	4	\$571.00				
Monthly Total	15	\$2,917.10				

**Other Planning/Building Matters:**

- The CD Department worked with the City Recorder to complete two Public Records Requests, accounting for over 2 hours of staff time;
- The City Planner attended the Tillamook Housing Commission monthly meeting, via Zoom, on September 1st;
- The CD Staff continues to support PMT meetings of the Code Audit;
- The CD Staff facilitated the Joint Session of the Code Audit;
- The CD Director and Planner worked with CREST and regional planning partners to host the Third meeting of the Clatsop Regional Housing Task Force;
- The CD Director served on the CB City Hall/Police Department CM/GC selection committee;
- The CD Staff prepared the LUBA record for the Hamide appeal;
- The CD Department hosted the farewell luncheon for the CDD Administrative Assistant, Katie Hillenhagen thanking her for two years of amazing service to Cannon Beach;
- The CD Department posted the Administrative Assistant position;
- The CD Director attended the Oregon Housing Needs Assessment Engagement Session on draft recommendations, September 12;
- The CD Director met with community representative regarding expansion of electric vehicle charging stations;
- The CD Department and Plan Review Committee met with CB Elementary School project team representative to discuss project scope and timeline;
- The CD Director, CREST Director & City Planner met with a potential NGO partner for affordable housing in Clatsop County;
- The CD Director and City Planner continued to work with the TSP PMT towards TSP adoption;
- The CD Department facilitated the quarterly meeting of the Short-Term Rental Task Force;
- The CD Director and City Planner drafted Psilocybin legislation for Council consideration;
- The CD Director contacted mountain town housing planners to discuss affordable and workforce housing initiatives in their communities;

**Tree Report – August**

Date	Name	Location	Total removed	Hazard	Dead	Const.	Health other	Solar	Replant Req.
415 Fir	Sea Ranch, Swigart	415 Fir	12	5	7				0
547 N Hemlock	Lucinda Hayes	547 N Hemlock	4	1	3				0
188 N Hemlock	Jim & MaryAnn Oyala	188 N Hemlock	3	1		2			3

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 – September**

### **Water:**

- Monthly spring samples sent to Alexin Labs
- Water samples delivered to Alexin, special testing on six (6) and nine (9) year rotation
- More mowing and cleanup completed at Slow Sand Filter plant area
- Leaks repaired at 281 Umpqua and 207 E Harrison
- Leak investigated at 263 E Harrison
- Reset boxes and added gravel at 196 Hills Ln and 515 S Hemlock
- Replaced box install meter resitter at 131 S Laurel by customer request
- Replaced meter valve and moved box at 4424 S Hemlock
- Updated GeoMoose maps with two (2) odd service taps as well as lifeguard tower and semaphores
- Educated customers on Eye on Water at Farmers Market and Council Chambers: 702 total signed up; Total of 1821 LTE endpoints installed
- Conducted monthly meter reads
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource)
- Daily reads and checks completed at PW Yard, filter plant, and City Hall
- Completed weekly locates and work orders
- Notified multiple users of water leaks and high use
- Weather data collected and posted

### **Wastewater:**

- Develop plan working with electrical engineer for the next phase of Matanuska Pump Station project (moving electronics to new structure walls)
- Pump Station monthly preventative maintenance
- Prepared and staged equipment for the construction of a new parking structure at Wastewater treatment plant
- Held preliminary onsite meeting with 3J Consulting in wetlands for Mixing Zone Study
- Prepared and sent several years stream/plant data to consultants at 3J Consulting for the Mixing Zone Study
- Prepared for possible power outages/brownout during extreme weather conditions causing high fire danger across the state
- Quarterly UV preventative maintenance
- Revisited the repair of Pacific Pump Station's generator with Peterson CAT after waiting for seven (7) months for a replacement generator motor end of that unit
- Looking into other options/solutions to get that unit back online before storm season
- Repaired a damaged electrical cord on a pump at Main Pump Station with help of Flygt technician

### **Roads:**

- ROW trimming ongoing
- Installed two (2) culverts on Watershed Rd.
- New storage buildings installed at Public Works Yard and Wastewater Plant
- Pothole sweeps ongoing
- Building maintenance ongoing
- Miscellaneous sign work ongoing
- Beginning process of contracting street overlays
- Cleaned gutters at all city building locations to ready for rainy season

## **Parks:**

- Landscape maintenance ongoing
- Hedge trimming completed
- Flower baskets are up later than normal because they have avoided aphids, rain, and high winds
- Windscreens still up at tennis/pickleball courts because of consistent and continuing use in good weather
- Helped rest of Public Works crew remove semaphores from the beach
- Purple Martins have left Cannon Beach to migrate to South America after a successful season of creating more Purple Martins
- Garden Club has been busy cleaning up Tolovana Hall

## **Emergency Management – September**

- Wayfinding Wednesday –September 7th
- North Tank Radio shelter building – **Completed**
  - Back up Battery and Generator progress, **Completed**
  - Adding Spectrum to the site for security cameras and improved site resources – **Completed**
  - Security Camera added along with firewall/internet, need to add cellular booster -**Completed**
  - Adding shelving –
  - Propane Tanks – Propane generator -**Completed**
- Inventory community barrels in all cache sites
  - Reworking Barrel process for increased accountability, **Completed**
  - Work with finance to improve process for future use, improved accountability, **Completed**
  - Projecting Barrel program into next phase – **Completed**
  - Review members who are not participating
- 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
  - Started process with the ECHO cache site at **90%** completed
  - Cache site development at water treatment plant in the planning phase, goals are to store water filtration and water deliver trailers at site. Trailers still in the research phase.
  - Developing sanitation at all sites, Pit are in ground, getting bids on buildings
- Established physical address for all emergency building locations in Cannon Beach, **Completed**
- Background research and future development of Tsunami -Costal Sirens
  - Plan development for moving forward with July/Aug repairs, delayed
  - Scheduling updated on calendars, delayed
  - Water damage to siren controller in Fire Station water leak, need to be replaced
  - Siren fell off ORFORD site location
  - **COWS system taken offline** due to maintenance issues and water damage at Fire Station
  - Web site and FB updated
- **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 -
- **PIO-** emergency messaging training for city staff, Police, Fire members
  - Updated on NIXLE platform completed and signed new agreement, **Complete**
  - Coordinated with Police/Fire/EM to improve PIO messaging, completed-need training
  - Training next month for PIO members, scheduling in October
- 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 wireless mediocre performance still a concern, 85% complete
- Improving Wireless capability at City Hall, Assisting IT division
- Completed grant process for a SPIRE grant – Submitted to the State
  - Emergency Communications, Water trailer, Fuel trailer – Completed 100%, waiting for award
- Scheduled city-wide tours for State Human services in September - **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
- Communication Plan review for 2022
  - Plan has been evolved from initial development and simplified, **Completed**
- Restructure CERT leadership team
  - Training schedule published on the city EM training calendar - **Complete**
  - Team moving forward, and a new direction is being drafted- More formal structure - **Complete**
- Assist with MRC / DART grant process
- Clatsop County new Emergency Management Director visit with city tour
  - Development of new county Incident Management Team concept discussed – Completed
- Assist with HRAP radio enhancement for volunteer/employee communications
  - Goals are to improve safety, coordination, **Completed**
- Deploy employee readiness go bags to new employees, **Completed**
  - Training to increase in September/October
- City wide Emergency Management Plan (EMP) in DRAFT stage
  - Priority to complete EMP in early 2023
  - Review current plans and Emergency Operation Guidelines (EOG's) following EMP
- Coaster Contraction 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
- Assist regional partners SEARC – Mt Nicoli buildup and repair - **Complete**

### **Haystack Rock Awareness Program (HRAP) – September**

- Common murre nesting season has ended, only seasonal seabirds remaining are cormorants with young at various ages
- Hosted two free field trips serving 37 individuals
- Rescued 4 rhinoceros auklets and 2 common murrens
- Budget adjustment was made to account for optics donation from Friends of Haystack Rock and for the new UTV
- UTV order has been placed and will be received by October
- Replacement signs put on Haystack Rock along with new signage on Bird Rocks and Silver Point
- Applied to Jackson Foundation grant for field trip and classroom materials

**Public Safety Report – August 2022**

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

<b>Station Activity:</b>	<b>August 2022</b>	<b>August 2021</b>
CBPD Walk-in	264	137
CBPD Incoming Phone	551	321
SPD Dispatched Calls	246	278
Overnight Camping Warnings	116	100
Local Security Checks	2758	2448
Parking Citations	355	N/A
Traffic Warnings	269	298
Traffic Citations	57	75
DUII Arrests	2	1
Alarm Responses	15	10
AOA, Including FD	68	58
Citizen Assists	26	26
Transient Contacts	18	6
<b><u>Total Case File Reports</u></b>	<b>433</b>	<b>402</b>

**Cases of Significance:**

DUII (.11%, blood draw)	2 Cases	Attempted Burglary:	1 Case
Criminal Mischief II:	3 Cases	Theft III:	6 Cases
Theft II:	1 Case	Theft of Services:	1 Case
Criminal Mischief III:	1 Case	Suspicious Circumstances	28 Cases
Hit & Run:	6 Cases	Fireworks/Lantern:	1 Case
Public Consumption Marijuana:	2 Cases	Missing Persons:	5 Cases
Harassment:	1 Case	Fraud:	1 Case
Disorderly Conduct:	1 Case	MIP Marijuana:	1 Case
Offensive Littering:	1 Case	Unlawful Entry MV:	1 Case

**Traffic Citations:**

Driving with Suspended License:	6 Citations	Use Mobile Elect. Device While Driving:	9 Citations
Fail to Use a Seatbelt:	1 Citation	Expired Registration:	1 Citation
Failure to Install IID:	1 Citation	No Ops:	2 Citations

No Proof of Insurance:	5 Citations	Reckless Driving:	2 Citations
Reckless Endangering:	1 Citations	Expired Driver License:	1 Citation
No Insurance:	2 Citations	Fail to Maintain Lane	1 Citation
Fail to Register a Vehicle:	1 Citations	Passing in no Passing Zone:	1 Citation
Fail to Use Seatbelt Child:	1 Citation		

Violation of Basic Rule/Speeding: 20 Citations

(74/55, 74/55 HWZ, 72/55 HWZ, 72/55 HWZ, 70/55 HWZ, 70/55, 79/55, 71/55, 72/55, 73/55 HWZ, 70/55, 71/55, 77/55 HWZ, 28/20, 37/20, 78/55, 100/55, 90/55, 78/55, 86/55)

**Code Enforcement Activities:** During this period, 11 municipal code violations were addressed and resolved or pending resolution.