

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: December 6, 2022

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

- Continuation of ZO 22-01, Will Rasmussen, on behalf of Haystack Rock LLC, requesting a text amendment of the Cannon Beach Municipal Code regarding notice requirements for applications and decisions.
- 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.
- Public Hearing and Consideration 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
- Works session on Zoning Considerations for Cannon Beach Elementary School Rejuvenation Project
- Work session on Wetlands in Cannon Beach

Design Review Board: The Design Review Board met on November 17, to consider the following item:

- Public Hearing and Consideration of DRB 22-19, David Vonada application for the replacement of an existing duplex.
- Design Review of DRB 22-22, application for a sign using alternative materials at 273 Beaver St.
- Design Review of DRB 22-23, application for a sign using alternative materials at 1287 Pacific St.

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

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

Program	Number of permits
14-day permit	139
Lifetime Unlimited permit	45
5-year Unlimited permit	16
Total permits	198
New short-term rentals this month	2
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	6	\$8,066.96	\$ 674,200.00	\$ 2,448.00	\$ 6,847.32	\$ 251,235.69
Mechanical	8	\$1,070.00				
Plumbing	7	\$3,595.00				
Monthly Total	21	\$10				

Other Planning/Building Matters:

- The CD Department worked with the City Recorder to complete three Public Records Requests, accounting for over 9 hours of staff time;
- The City Planner remotely attended the Tillamook Housing Commission monthly meeting, via Zoom, on November 3rd & the CD Director attend the Seaside Housing Task Force monthly meeting, via Zoom;
- The City Planner & Director remotely attended the Coastal Planners Fall meeting, via Zoom, on October 24th & the CD Director attend the Seaside Housing Task Force monthly meeting, via Zoom;
- The CD Staff continues to support PMT meetings of the Code Audit;
- The CD Staff facilitated the Open House of the Cannon Beach City Hall/Police Department/Emergency Operations Center on October 25th;
- The CD Director and Planner worked with CREST and regional planning partners to host the Fourth meeting of the Clatsop Regional Housing Task Force;
- The CD Director served as City Representative for the CREST Quarterly meeting on October 27th;
- The City’s Land Use Attorney presented the LUBA oral response brief for the Hamide appeal;
- The CD Department worked with the City Recorder to submit Discovery request for the Roberts & Haystack LLC Court case;
- The CD Department welcomed the new Administrative Assistant position, Emily Bare;
- The CD Planner & Director attended a remote presentation of Datafy location software;
- The CD Director met with Brett Estes, DLCD and John Southgate, regarding the North Coast Housing Summit agenda and preparation;
- The CD Director and Denise Lofman, CREST, conducted a site visit with Chet Moritz, regarding a proposed Affordable Housing Development in the Arch Cape area;
- The CD Director drafted Public Notice Ordinance Amendment Revisions for Planning Commission consideration in response to Haystack LLC ZO 22-01 submission;
- The CD Director met with Oregon State Parks, Kevin Herkamp, regarding coastal shoreline protection projects on November 9th;

- The CD Planner hosted a Plan Review meeting with Plan Review Team and DLCD representatives and new Sea Grant Fellow, Carl Hendrickson, on Sea Rise Climate Adaptation and Mitigation project scope of work and timeline;
- The CD Director welcomed Dorian Farrow to the Planning Commission on November 17th, for his appointment in January;

Tree Report – October

Date	Name	Location	Total removed	Hazard	Dead	Const.	Health other	Solar	Replant Req.
10/7/2022	Purdy	196 Ross Ln	Denied						
10/17/2022	Funk	172 W Madison	1	1					1
10/17/2022	Wildi	3671 Pacific	1				1		1
10/24/2022	Koistinen	2863 S Hemlock	4			2			2
10/31/2022	Swigart	415 Fir	5		5				0
Number of Native Trees Planted by City Staff: 0 Number of Native Trees Planted by City Staff same time last year: 4 Replanting of Trees occurs during the appropriate tree planting season									

Public Works Department Report – November

Water

- Monthly spring samples to Alexin Labs.
- Leaks repaired at 415 Fir, 547 Fir.
- Installed three new turbidimeters.
- Installed new register and raised boxes at 2940 Pacific.
- Installed new water service at 2863 S Hemlock.
- Found water leak on Pacific, 179 W Chisana.
- Meet with Windsor per E Harrison and S Elm main upgrade and hydrant install project.
- Educated customers on Eye on Water (Total: 719 signed up).
- LTE endpoints (Total: 1821 installed).
- Conducted monthly meter reads.
- Updated meter data sent to GeoMoose.
- 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.
- Notified multiple users of water leaks and high use.
- Weather data collected and posted.

Parks

- Planted over 300 daffodil bulbs, mostly in pots and raised beds. Used to plant more in the parks, but the elk keep eating them
- Planted 7 trees this month
- Soccer nets are off of the goals
- Baseball field has been put to bed for the winter
- Noatak and Haystack beach access – cut back and clean up

- Minor tree pruning in the park
- Jo Olson is retiring. Her last day is December 29th

Roads & Storm

- Cleaning up storm damage and getting ready for winter storm season to get rolling
- Pothole repair fixed drainage on Larch Street
- Cleaned up on oak street
- Moved round rock off of the Tolovana storm outfall moving the big pile north
- Cleaned all the rest of the outfalls prepping for king tides
- Overhead tree trimming has started and will continue

Wastewater

- Continued working with 3J Consulting on revisions to the Mixing Zone Study.
- Repair the peristaltic chemical dosing pump.
- Attend a webinar “Collection and Lift Station Maintenance: Reducing the Risk for Sanitary Sewer Overflows”.
- Seasonal blower maintenance.
- Clear a clogged sewer service in camp site 18 within the RV park.
- Meeting with Cannon Beach Electric Company at Pacific Pump Station to discuss placement of new proposed automatic transfer switch.
- Housekeeping out around the basins of the treatment plant.

Emergency Management – November

- Wayfinding Wednesday –November 2nd
- 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 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 programed, need training
- **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 – **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 wireless mediocre performance still a concern, 85% complete
- Improving Wireless capability at City Hall, Assisting IT division - **Completed**
- 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 -November
- 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 early 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**

Haystack Rock Awareness Program (HRAP) – November

- Winter Season data collection is underway: high number of weekend visitor counts, low during Monday through Thursdays. Highest daily count during a 4-hour shift is over 2300 individuals visiting Haystack Rock
- Preparing grant information for wheelchair program updates
- Office, garage, and attic have been cleaned and organized for new upcoming season
- Official 2022 Haystack Rock Tufted Puffins count: 73 individuals, lowest historical count ever
- According to US Fish and Wildlife Service, the coastwide Oregon Tufted Puffin census shows population is at a historical low

Public Safety Report – October 2022

Staffing:	Authorized	Assigned
Sworn	8	8
Code Enforcement	1	1
Admin/Support	2	2

Parking/Information	6	1
Lifeguards	10	0

	October 2022	October 2021
Station Activity:		
CBPD Walk-in	157	60
CBPD Incoming Phone	252	132
SPD Dispatched Calls	141	163
Overnight Camping Warnings	63	21
Local Security Checks	2867	2233
Parking Citations	17	4
Traffic Warnings	116	158
Traffic Citations	24	44
DUII Arrests	3	3
Alarm Responses	10	12
AOA, Including FD	48	43
Citizen Assists	12	14
Transient Contacts	13	10
Total Case File Reports	273	206

Cases of Significance:

Domestic Disturbance:	1 Case	Warrant Arrest:	3 Cases
Criminal Mischief II:	2 Cases	Theft III:	1 Case
Theft of Services:	2 Cases	MIP Alcohol:	1 Case
Criminal Mischief III:	3 Cases	Suspicious Circumstances	12 Cases
Hit & Run:	4 Cases	MIP Marijuana:	1 Case
Offensive Littering:	1 Case		

Traffic Citations:

Driving with Suspended License:	1 misdemeanor Citation /	3 violation Citations
Use Mobile Elect. Device While Driving:	4 Citations	Reckless: 2 Citations
MIP Alcohol:	2 Citations	MIP Marijuana: 2 Citations
DUII: 0.19%/ Breath Refusal/ 0.07%HWZ		3 Citations
Violation of Basic Rule/Speeding:	7 Citations (82/55, 86/55,80/55, 65/45,80/55, 75/55, 75/55 HWZ)	

Code Enforcement Activities: During this period, **32** municipal code violations were addressed and resolved or pending resolution.