

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

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

**Date:** November 2, 2021

**Planning Commission: The Planning Commission meets on October 28th, to consider the following item:**

- Public Hearing and Consideration of CU# 21-02, Joe Mansfield request, for a Conditional Use Permit to operate a privately-owned campground.
- Public Hearing and Consideration of ZO# 21-02, City of Cannon Beach request, for Subdivision and Zoning Ordinance Text Amendments.
- Public Hearing and Consideration of AA# 21-01, Greg Hathaway request, on behalf of Jeff & Jennifer Harrison, for an Appeal of Administrative Decision to approve a building/development permit

**Design Review Board: The Design Review Board met on October 21<sup>st</sup>, to consider the following items**

- Public Hearing and Consideration of DRB 21-27, Hamlet Builders application on behalf of Paul Lurquin to enclose a patio area in a Sea Colony condominium
- Public Hearing and Consideration of DRB 21-29, David Vonada on behalf of Hospitality First, LLC, for an addition to the housekeeping facility at Inn at Cannon Beach
- Non-hearing Items
- Consideration of FS 21-09, free-standing signage for Emiliano Alvarez, on behalf of Kiki’s Tacos, at 271 N. Hemlock, Suite 3;
- Consideration of FS 21-10, free-standing signage for Security Signs, on behalf of Schooner’s Cove Inn, at 188 N. Larch St.;

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

Escape Lodging / Inn at Cannon Beach	3215 S Hemlock	Convert break room & meeting room into additional unit
Seal Rock Development, LLC	239 N Hemlock	Small roof repair & like for like skylights
Sandpiper Square	172 N Hemlock	Deck replacement
Lolly Champion	Beach Entrances	New Cigarette disposal boxes

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

Program	Number of permits
14-day permit	126
Lifetime Unlimited permit	48
5-year Unlimited permit	35
Total permits	209
New short-term rentals this month	1
Pending short-term rentals	2

**Building Permits:** Staff processed a total of 7 building, 9 mechanical and 5 plumbing permits in September:

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	\$3,849.52	\$ 99,213.68	\$ 992.15	\$ 23,336.27	\$ 201,086.27
Mechanical	9	\$1,634.10				
Plumbing	5	\$(997.00)				
Monthly Total	21	\$4,506.62				

**Other Planning/Building Matters:**

- The CD Staff supported the City Manager’ Office completing 3 Public Records Request(s) for the month, accounting for approximately 1.5 hours;
- The CD Department processed no Development Permits;
- The CD Director attended the monthly TSP call with the project management team for the TGM/TSP, and launched the 2<sup>nd</sup> TSP Online Open House;
- The TSP received the Technical Memos 4 and 5, Future Conditions and the Draft Alternatives Analysis & Funding, which were uploaded to cannonbeachtsp.com;
- The City’s Land Use Attorney presented oral testimony in defensive the City’s decision to deny the Roberts development permit for a new residence in the Oceanfront Management zone, October 4<sup>th</sup>, 2021, at the Oregon Court of Appeals;
- A revised draft Memorandum of Understanding is scheduled for Council review in December regarding the scope of work for the application for Natural Hazard Mitigation towards proposed solutions for bank stabilization of the North Bank of the Ecola Creek Estuary;
- The CD Director continues to attended the 2<sup>nd</sup> Project Advisory Committee meeting for the City of Astoria’s Tsunami Evacuation Facilities Improvement Plan;
- The CD Director worked with Finance Director, Public Works Director and applicant on a proposed Reimbursement District for extending utilities along Ecola Park Rd.;
- The CD Department is in the process of hiring the new Planner I position, scheduled to begin work on December 1st;
- The Building Official finalized the additional support agreement with the City of Astoria for Building Inspection coverage;
- The CD Director had a meeting to discuss a potential Affordable Housing project;
- The Plan Review team hosted a Code Audit discussion with local Building and Development Professionals on potential process and code changes;

## Tree Report – September

Date	Name	Location	# Removed	Removed Dead/Dying	Required to Replant
9/7/2021	City of CB ROW Removal	3988 S Hemlock	1	0	1
9/29/2021	City of CB ROW Removal	596 Old Cannon Beach Road	1	0	0
	Number of Native Trees Planted by City Staff: 0				

## Public Works Department Report – October

### **Water**

- Reset meter boxes at 107 W Washington and 172 E Harrison.
- Repaired water leaks at 352 Sunset, 3571 S Pacific, 3539 S Pacific, 3738 Coho Place and three other locations.
- Installed new water service at 216 W Kenai.
- Educated customers on Eye on Water (Total: 512 signed up).
- Installed 96 new cellular LTE meter modules (Total: 1779 installed).
- Conducted monthly meter reads.
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Performed maintenance and adjustments to the slow sand filters at the Water Plant.
- Completed daily reads and checks at Public Works Yard, Filter Plant and City Hall.
- Completed weekly locates and work orders.
- Performed standby and callout duties.
- Notified multiple users of water leaks and high use.
- Created plan to install AC power to SCADA (Supervisory Control and Data Acquisition) at North Reservoir.
- Entered LTE data into Beacon and Caselle.
- Collected and posted weather data.

### **Wastewater**

- Installed service tap at 2739 Hemlock St.
- Repaired/replaced root filled service tap at 831 Elm St.
- Added a new service tap at 3115 S Hemlock St.
- Added new service tap 263 Coos St.
- Used hydro line to clean several known problem (greasy/sagging) areas in Tolovana.
- Used hydro line to clean and root cut several known repeat problem (greasy/sagging/root) areas in the downtown and on north side of Ecola Creek.
- Conducted end-of-summer wet well cleaning.
- Completed preventative maintenance on all collection system pumps.
- Did quarterly UV maintenance.

## **Parks**

- Installed two new memorial plaques at bandstand.
- Removed windscreens from tennis courts.
- Ordered new “clatterbridge” playground parts for Main Park.
- Started to replant replacement trees in the right-of-way.
- Removed orange bench from by Midtown restroom for repairs and re-powder coating.
- Contacted the artist to finish the final glass etching at the bus stop on Yukon.
- Took down, cleaned, and put away the purple martin birdhouse, with the help of volunteers.
- Turned off power at bandstand for the season.

## **Roads & Storm**

- Wrapped up paving of E Harrison, Glenwood Court, Kimberly Court, Elkland Court, and a small stretch on N Larch.
  - Larch (between 1<sup>st</sup> and 2<sup>nd</sup> Streets) will be done in the spring.
- Installed new storm catch basin and 200 feet of 6-inch PVC pipe on Hemlock between Susitna and Chisana.
- Installed two catch basins and 250 feet of 8-inch PVC pipe on West Tanana.
- Performed overhead tree trimming.
- Filled potholes on gravel streets and graded to restore grade for water runoff.
- Vactored catch basins throughout town in preparation for seasonal rains.

## **Emergency Management – October**

- Assisted with Community Bulletin deployment – Improved results and feedback driving progress
- Sent out important message on city Web site and social media -FB
- Sent out Emergency Operation Guidelines
  - Announcements / Notifications
  - Earthquake / Tsunami
  - Major Fire and Evacuations
  - Sever Weather Event / Sheltering
  - Landslide
  - Terrorism
- Wayfinding Wednesday –October 6
- Radio communications training
- Move forward with improving the Tsunami Evacuation maps
- Working on improved “You are here signs”
- 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)
- COVID-19 SIT-Reps restarted for enhanced communions
- Vaccination Task Force information delivered to community
- Attend weekly Business meetings to receive and to deliver up to date information
- 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
- North Tank Radio (KMUN – HAM- GMRS) tower development continued – All equipment installed and operational. Training and fine tuning of equipment commenced. Radio cabinet shed under construction

- Getting bids from Pacific Power for all three cache sites, contracts signed, and funding started
- EOC radio development, continuing. Equipment has arrived, scheduling installation
- Radio programming 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.
- Open City safety Cache sites October 16th – for community barrel program
- City Staff training on Earthquake / Tsunami walk through
- City Staff Continuous training with the Great Shake Out with – Active Tabletop Exercise
- After Action Report -AAR for both training sessions, Actionable items discovered
- Communicated directly with staff and community to prepare for upcoming weather event

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

- October is the final month of the 2021 HRAP Season
- Four new volunteers joined HRAP this month.
- HRAP has applied for a transportation grant from Every Kids Outdoors which would be used to fund bus services to free field trips for underserved classrooms. \$5000 request was made.
- HRAP is applying for a Veterans Service Grant from Oregon Department of Veteran Affairs which would be used to expand and improve the free beach wheelchair program and provide free field trips for veterans and their family.
- 2021 Season data compilation and analysis has begun with a formal report due in December.

**Public Safety Report – September 2021**

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

<b><u>Station Activity:</u></b>	<b>September 2021</b>	<b>September 2020</b>
CBPD Walk-in	117	272
CBPD Incoming Phone	237	645
SPD Dispatched Calls	178	73
Overnight Camping Warnings	64	176
Local Security Checks	2199	2907
Traffic Warnings	199	107
Traffic Citations	33	21
DUII Arrests	2	1
Alarm Responses	7	15
AOA, Including FD	28	60
Citizen Assists	21	10
Transient Contacts	8	1
<b><u>Total Case File Reports</u></b>	<b>255</b>	<b>520</b>

**Cases of Significance:**

Criminal Mischief III:	2 Cases	Disturbance Domestic:	2 Cases
DUII:	2 Cases	Theft III:	4 Cases
Suspicious Circumstance:	15 Cases	Warrant/Fugitive Arrest:	2 Cases

**Traffic Citations:**

Driving with Suspended License:	6 Citations	No Proof of Insurance:	4 Citations
Oper. Veh. Using Mobile Device:	6 Citations	No Operator's License:	1 Citation
Fail to Yield to Pedestrian:	1 Citation	Fail to Use Child Safety Seat:	1 Citation
Fail to Obey TCD:	1 Citation	Fail to slow to Emerg. vehicle:	1 Citation
Driving w/out Required Lighting:	1 Citation	Fail to Dim Lights:	1 Citation
Reckless Driving:	1 Citation	Careless Driving:	1 Citation
Violation of Basic Rule/Speeding:	6 Citations	(67/55, 73/55, 73/55, 34/20, 75/55, 35/20 – school zone)	

**Code Enforcement Activities:** During this period, 23 municipal code violations were addressed and resolved or pending resolution.