

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: June 1, 2021

Planning Commission:

Planning Commission: The Planning Commission will meet on May 27th, to consider the following items:

- No Public Meeting items
- Work Session Items:
- Review of a Zoning Ordinance Amendment request by Will Rasmussen on behalf of Haystack Rock LLC, for a text amendment regarding notice requirements for the extension of roadways, driveways and access of public rights-of-way.
- Informational Items:
 - Tree Report
 - Good of the Order

Design Review Board: The Design Review Board met on May 20th, to consider the following items:

- Public Hearing and Consideration of DRB 21-10, Joshua Tuckman and Megan Miller of Castaways application to extend the outdoor patio area
- Public Hearing and Consideration of DRB 21-11, Jeff Adams on behalf of the City of Cannon Beach application to replace the roof at Cannon Beach Elementary School
- Work session:
- Cannon Beach Mid-town Public Restrooms Design Proposals
- Discussion Items:
 - Good of the Order

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

CB Chamber of Commerce	207 N Spruce	Garbage Shed
Louis Segarra / PPC Holdings	3115 S Hemlock	Dry rot repairs, Stair replacement / exterior paint colors
Richard Perrin	3621 S Hemlock	Rot Repair
Tolovana Inn	3400 S Hemlock	replace siding & a few windows on one side of building

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

Program	Number of permits
14-day permit	118
Lifetime Unlimited permit	48

5-year Unlimited permit	40
Total permits	206
New short-term rentals this month	1
Pending short-term rentals	1

Building Permits: Staff processed a total of 11 building, 8 mechanical and 7 plumbing permits in April:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	11	\$6576.58	\$ 125,500.00	\$ 1,255.00	\$ 191,901.98
Mechanical	8	\$1174.46			
Plumbing	7	\$969.00			
Monthly Total	26	\$8,720.04			

The Building Official spent approximately 15 hours per week providing building inspection and plan review services to the City of Astoria, under an Intergovernmental Agreement.

Other Planning/Building Matters:

- The CD Staff supported the City Manager’ Office completing 3 Public Records Request(s) for the month, accounting for approximately one hour;
- The CD Department processed three Development Permits;
- The CD Director continues to meet and approve on-site Emergency Outdoor Service & Parking Plans for restaurants extending their dining services during the pandemic;
- The CD Director attended the monthly TSP call with the project management team for the TGM/TSP, prepared Open House materials and reviewed Existing Conditions Report in preparation for initial Project Advisory Committee Meeting;
- The CD Department received and posted Land Use Board of Appeals briefs for Roberts oral testimony for May 18 and notification of oral testimony for Najimi, for June 8th;
- The CD Director continues to work the City Manager, CREST Executive Director and Denise Lofman, regarding proposed solutions for bank stabilization of the North Bank of the Ecola Creek Estuary, garnering approval from Council to move forward with Phase One Natural Hazard Mitigation Grant proposal;
- The CD Department worked with CB Code Audit consultant to finalize scope of work and project details;
- The CD Director amended the Special Events ordinance language, along with a new application brochure for work session and adoption;

- The CD Director participated on the Project Advisory Committee for the City of Astoria's Tsunami Evacuation Facilities Improvement Plan;
- The CD Director attended the Coastal Planners Network Spring webinar;
- The CD Director worked with the Public Works Department on state permitting project for Southwind site;
- The CD Department worked with the Finance Department on a project to refund affordable housing funds to improperly collected permitted projects since the institution of the surcharge;

Public Works Department Report - May

Water

- Tapped 8" PVC water main and installed new meter service at 1724 View Point Terrace.
- Repaired damaged meter setter at 224 Noatak for contractor/homeowner.
- Repaired service leaks:
 - 1856 S Pacific
 - 1765 View Point Terrace
 - 232 W Tanana
 - 2631 Pacific (Stephanie Inn Carriage House)
- Entered LTE data in Beacon and Caselle.
- Educated customers on Eye on Water (Total: 341 signed up).
- Installed 53 new Cellular LTE meters (Total: 1,082 installed).
- Conducted monthly meter reads and rereads.
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Performed maintenance at Water Treatment Plant.
- Started putting water on the slow sand filters at the water plant in preparation for summer.
- Performed callout duties after hours.
- Did weekly locates and work orders.
- Notified multiple users of water leaks.
- Started year-end inventory.

Wastewater

- Exercised effluent manifold valves in the wetland and diverted flow deeper into the east side of the wetlands.
- Installed locally fabricated motor protector on a motor out in the clarifier.
- Picked up materials for concrete pads that will be poured around our valve boxes that surround our lagoons, to provide protection from mowers and other machinery.
- Conducted major repair to a lateral at the west end of Chena St.
 - Concrete pipe was broken/collapsed.
- Did pump station maintenance.
 - Cleaned moss off roof.
 - Cleaned gutters.
 - Power washed siding.
 - Checked grounds.
- Contracted with Peterson CAT to temporarily repair the generator at the Cannon Beach RV Park.

- Generator had a significant coolant leak causing it to stop automatically and go into an alarm state.
- Responded to an early morning power outage and deployed generators to various sites for temporary auxiliary power during repair of power line.
- Repaired Nelchena outfall site.
 - Restored area for access to the sanitary sewer outfall at the west Nelchena St. location.
 - Provided access for continued maintenance of site for both sanitary and storm.
- Performed all pre-summer season lateral line cleaning. Removed grease and grit from sewer lines.
- Removed all grease and grit from pump station wet wells.
- Started year-end inventory.

Roads & Storm

- Conducted a pothole sweep of town.
- Worked on signs.
- Mowed rights-of-way.
- Trimmed trees.
- Replaced pipe at Nelchena outfall.
- Replaced junction box with new 4' pipe and replumbed all pipes, including sewer overflow check valve.
- Installed new tide gates at Nelchena outfalls.
- Installed new vault lid.
- Picked up garbage.
- Painted locates on ground.
- Cleaned up trees at Public Works yard.
- Planted tree in the Ecola Creek Forest Reserve and cleared blown down trees.

Parks

- Focused on landscape maintenance, including weed eating, mowing, and blowing debris.
- Repainted the "helmets required" signs at the skate park, at the request of PD.
- Ordered flower baskets for around town, which should arrive & go up soon.
- Started working with a contractor to reconstruct Sitka beach access & stairway, which should be done by the end of June.
- Received permission to redo the Orford beach access point.
- Spread new wood chips on the trail through NeCus Park.
- Talked with the director of the men's soccer league to coordinate the start of their season.

Emergency Management – May

- Submitted Homeland Security Grant for 2021 – Quick turnaround expected
- Emergency Management Budget presentation completed and approved
- Assisted with Community Bulletin deployment – Improved results and feedback driving progress
- Expedite security options for the cache sites. Cameras are in place
- Wayfinding Wednesday – We participate first Wednesdays of each month
- Bi-Weekly MRC communications training and participation

- Communications and Coordination with Clatsop County Emergency Management
 - Communications Plan (Clatsop County),
- Coordination and collaboration with Clatsop County Public Health for COVID daily updates
- Weekly COVID-19 Situation Reports-Vaccination updates
- Ongoing updates when significant issues arise to Staff, Council, Community (Weather, Outbreaks, State Mandates)
- Attend Monthly Cannon Beach Chamber breakfast and Business meetings to receive and to deliver up to date information
- Working on MOU with Neighbors to the East (Green land forestry) South with –(EVCNB). CERT coordination
 - MOU draft for Greenland forestry’s to begin May 2021 (DRAFT only)
- North Tank Radio (KMUN – HAM- GMRS) tower development continued – Concrete pad poured for radio cabinet.
- TANGO site review for DART future build project – Site improvement bid acquired, and CONEX box project moved forward.
- EOC at public works review for CBEMT working group leaders
- Code Audit interview assistance for Planning Department -
- Received new generators for cache sites (Grant HPO)
- Staff meeting with Pacific Power to discuss actual hazard of current utility infrastructure. Timetables for repair and process.
- CERT training started in coordination with fire department
- Participated in the Lincoln County tabletop exercise for wildfire incident 2020 and future 2021

Haystack Rock Awareness Program (HRAP) – May

- Two high school students will intern through Clatsopworks this summer.
- Two students have accepted to intern as Sea Grant Scholars with HRAP from June – August, one
- Nudibranch Safari happened April 29th both in person and live on Facebook and Instagram.
- HRAP will continue to share the spotting scope on morning low tides (with sterilizing and social distancing procedures) for puffin viewing beginning in late May.
- Kelli Ennis will be presenting at NAME (Northwest Aquatic and Marine Educators) Annual Conference this upcoming August.
- Representative Suzanne Bonamici is scheduled to meet with HRAP staff on June 6th.
- A grant with Oregon Community Foundation was submitted for summer field trips for underserved schools, half of these trips would be entirely in Spanish.
- Black Oystercatcher nest monitoring has begun, two pairs have attempted nesting at Haystack Rock. One pair that nested at the needles has abandoned their first nesting attempt. The second pair in the saddle is currently incubating two eggs.
- USFWS counts of Tufted Puffins at Haystack Rock has begun this month. A coastwide census will be occurring this summer.

Public Safety Report – April 2021

Staffing:	Authorized	Assigned
Sworn	8	7
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	0
Lifeguards	10	0

Station Activity:	April 2021	April 2020
CBPD Walk-in	150	21
CBPD Incoming Phone	356	312
SPD Dispatched Calls	47	31
Overnight Camping Warnings	73	47
Local Security Checks	3021	4616
Traffic Warnings	101	55
Traffic Citations	67	12
DUII Arrests	0	0
Alarm Responses	8	3
AOA, Including FD	47	17
Citizen Assists	17	14
Transient Contacts	0	6
<u>Total Case File Reports</u>	270	217

Cases of Significance:

Hit & Run:	4 Cases	Warrant/Fugitive Arrest:	2 Cases
Fraudulent Use of Credit Card:	1 Case	Criminal Mischief II:	1 Case
Disorderly Conduct II:	1 Case	Criminal Mischief III:	1 Case
Theft of Services:	2 Cases		

Traffic Citations:

Driving with Suspended License:	9 Citations	No Operator’s License:	7 Citations
Oper. Veh. Using Mobile Device:	31 Citations	Reckless Endangering:	1 Citations
Fail to Perform Duties of a Driver:	1 Citation	Driving Uninsured:	3 Citations
Following Too Closely:	1 Citation	Illegal Alt. License Plate:	1 Citation
Driving on the Ocean Shore:	1 Citation	Improper Display:	1 Citation
Fail to Use Seatbelt:	2 Citations	Passing in No Passing Zone:	1 Citation
Violation of Basic Rule/Speeding:	8 Citations (73/55, 68/55, 75/55, 79/55, 49/25, 74/55, 84/55, 74/55)		

Code Enforcement Activities: During this period, 20 municipal code violations were addressed and resolved or pending resolution.