

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

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

**Date:** May 4, 2021

**Planning Commission:**

**Planning Commission: The Planning Commission will meet on April 22nd, to consider the following items:**

- Public Hearing and Consideration of SR 21-02, David Herman, property owner of 180 Elliott Way, for a Setback Reduction of the rear-yard setback requirement for an accessory guest house at an existing single-family residence.
- Public Hearing and Consideration of SR 21-03, David Vonada request, on behalf of Robert & Heidi Klonoff, of 1658 Forest Lawn, for a Setback Reduction of the front-yard setback requirement for a garage in conjunction with a residential replacement.
- 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 development permitting.
- Informational Items:
- Tree Report
- Good of the Order
  - Amos Dark Skies Ordinance Letter

**Design Review Board: The Design Review Board met on April 17<sup>th</sup>, to consider the following items:**

- Public Hearing and Consideration of DRB 21-08, Christopher DiStefano application, on behalf of Pelican Brewing Company to add retractable awnings for outdoor dining at 1371 S. Hemlock Street
- Non-hearing Items:
- Request by Eileen Nordquist on behalf of Cannon Beach Community Church for an alteration to the landscape plan at 132 E. Washington Street
- Discussion Items:
  - Good of the Order
    - Dark Sky Exterior Lighting Update

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

- Sand Castle Inn, 139 W 2<sup>nd</sup> Ave Suite 5 – Demo & replace siding, soffits, gutters & railing
- CB Chamber of Commerce, 207 N Spruce – Garbage Shed
- Louis Segarra / PPC Holdings, 3115 S Hemlock – Dry rot repairs, stair replacement, exterior paint colors

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

Program	Number of permits
14-day permit	120
Lifetime Unlimited permit	48
5-year Unlimited permit	40
Total permits	208
New short-term rentals this month	3
Pending short-term rentals	1

**Building Permits:** Staff processed a total of 9 building, 9 mechanical and 8 plumbing permits in March:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	13	\$16,494.47	\$ 927,570.00	\$ 9,275.70	\$ 190,646.98
Mechanical	19	\$3,827.66			
Plumbing	8	\$1,883.50			
Monthly Total	40	\$22,205.63			

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 1 Public Records Request(s) for the month, accounting for approximately half of an 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;
- The CD Director under the Emergency Order and ROW Facilities Permit for extending outdoor dining options for COVID-related temporary on-street dining, met with the owner-operators of Pig-n-Pancake to discuss ROW plans;
- The CD Director attended the monthly TSP call with the project management team for the TGM/TSP, reviewed initial materials, launched stand-alone website and discussed parking survey details;
- The CD Department received a Land Use Board of Appeals filings of petition for reviews for the Najimi and Roberts appeals;

- 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;
- The CD Department worked with CB Code Audit selection committee to interview and select the consultant team for the Code Audit project;
- The CD Director amended the Special Events ordinance language, along with a new application brochure for work session in April;
- The CD Director developed and posted a news item and informational graphic on the Cannon Beach Residential Exterior Lighting language, in support of the Dark Skies ordinance;
- The CD Department met with GIS provider to train on converting documents for the History By Location portal;

## **Public Works Department Report - April**

### **Water**

- Tapped 6" water main and installed new meter service at 123 Taft Street.
- Performed the yearly test/inspection of the City's backflow devices.
- Shut down 2" meter to repair a large leak at 147 E Dawes.
- Found small leak and scheduled repair at 1856 S Pacific.
- Scheduled repair for damaged meter setter at 224 Noatak.
- Repaired damaged service at 3988 S Hemlock.
- Repaired service leaks:
  - 188 E Madison.
  - 3755 E Coho.
- Repaired service leak and pulled in new service line at 148 E Susitna.
- Entered LTE data in Beacon and Caselle.
- Educated customers on Eye on Water (Total: 310 signed up).
- Installed 76 new Cellular LTE meters (Total: 1,029 installed).
- Conducted monthly meter reads and rereads.
- Replaced UPS (uninterruptible power supply) at PW yard chart room.
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Did weekly locates and work orders.
- Notified multiple users of water leaks.

### **Wastewater**

- Conducted wetland survey, removed vegetation around discharge valves off effluent manifold, and did general pre-"growth season" maintenance.
- Replaced fuel pump on auxiliary power generator located at Ecola Pump Station.
- Reviewed the Matanuska Preliminary Engineering Report from Civil West.
- Performed corrective maintenance in the aeration basin.
- Tested and passed certification exams (two staff members)
- Replaced aging control switches, relays, and hand/off/auto switches in the Rainfall Recycle Pump Station.
- Performed the yearly test/inspection of the City's backflow devices.

- Reviewed video inspections for wastewater repairs needed in the areas of proposed FY 21-22 paving.
- Began solids removal that had been accumulating in basin #2.
- Adjusted all the clarifier rake cables in all four locations and replaced half of the flexible connections to the scum troughs that are also located in the clarifiers.
- Resolved reason for alarm state of generator at the RV Park (Office/Gas pumps) and requested/approved quotation for the repair.
- Installed new gauge for the newly installed “V” notch weir and verified its accuracy.
- Installed new sewer service at 123 Taft St.
- Conducted quarterly UV Maintenance:
  - Cleaned the UV channel and each quartz sleeve.
  - Soaped and greased the automatic bulb wipers.
- Exercised effluent manifold valves in the wetland and diverted flow deeper into the east side of the wetlands.

### **Roads & Storm**

- Repaired beach access points after shoreline erosion.
- Worked on street maintenance, including rebuilding and rocking 6<sup>th</sup> and Larch.
- Started the spring vegetation management, including right-of-way mowing to improve intersection sight distances and overhead tree trimming.
- Washed signs and replaced damaged signs.
- Filled potholes as needed.
- Maintained and cleared beach ramps and outfalls.
- Cleared fallen trees off ECFR trails.
- Mowed inside of fences along lagoon trail.
- Located utilities for contractors, homeowners, etc.
- Installed a new catch basin and pipe for new homes being built on W Surfcrest.
- Removed graffiti on basketball court, skatepark, and trash cans throughout town.

### **Parks**

- Spread 60 yards of engineered wood fiber at the three City playgrounds.
- Planted a donated replacement cypress tree on E Second Street.
- Continued with ongoing landscape maintenance:
  - Weeded rose garden.
  - Started city-wide mowing.
- Installed purple martin house for the season.
- Opened the youth baseball and softball field for the first time in over a year.
- Placed soccer goals on field again for first time in 17 months.
- Readied bandstand for upcoming summer activities.
- Removed graffiti on basketball court, skatepark, and trash cans throughout town.

### **Emergency Management – April**

- Completed grant for Homeland Security Grant for 2021 – Quick turnaround expected
- Assisted with grant submission for American Rescue Plan ARP - ARP webinar on 4/27/21

- Emergency Management Budget organized and submitted to City Manager
- Assisted with Community Bulletin deployment – Improved results and feedback driving progress
- Expedite security options for the cache sites. (this was shelved as a priority budget cycle)
- 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
- Vaccination site coordination with Public Health, and home visits to citizens who are home bound.
- Ongoing updates when significant issues arise to Staff, Council, Community (Weather, Outbreaks, State Mandates )
  - \*Staff report delivered to council for ECFR – emergency road access for fire suppression
- Coordinated 1 ECFR tours with Parks committee, Staff members
- 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 completed for EVCNB
  - \*MOU draft for Green Land forestry’s to begin May 2021
- North Tank Radio (KMUN – HAM- GMRS) tower development continued – Detailed plan for antenna
  - \*Progress, building permit, CUP, completed – scheduling antenna building
- Clatsop County communications plan assistance
- CERT April Cache site openings 4/17/21
- EOC improvements made with back up computer placement, Cameras added to EOC PW, Conference room.
- Public Works handheld radios purchased; programming distribution completed
- TANGO site review for DART future build project
- All to each cache sites inventory improved with Water, Freeze Dried Food (grant), new MRE’s
- New Red Cross equipment added to OSCAR – TANGO. Red Cross trailer returned to TANGO site
- New locks and keys to improve to cache sites due to security issues
- 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)

**Haystack Rock Awareness Program (HRAP) – April**

- HRAP is reviewing student intern applications submitted through ClatsopWorks.
- Andrew Tonry has been hired as the HRAP Communication Coordinator and began working for the City this month. Current projects are focused on event outreach, updating, and

modernizing the webpage, social media management, and creating a streamlined cohesive brand design.

- Two students have accepted to intern as Sea Grant Scholars with HRAP from June – August, one project will revolve around virtual field trip research and the other will work jointly with Friends of Haystack Rock on a Tufted Puffin advocacy project.
- Welcome the Puffins ceremony and activities occurred on the weekend of April 17th – 18th. Over 1500 people were spoken to by HRAP Staff and Volunteers over the course of the event. Multiple Facebook and Instagram live videos were shared with viewership over 2000 views on the top video. We shared spotting scopes and specimen samples with the public for the first time since 2019, and we provided children with educational materials and art projects. Social distancing and sterilizing procedures were able to be maintained with ease. The event was considered successful with overwhelmingly positive feedback from visitors and volunteers.
- Nudibranch Safari is happening April 29th at 8:00am.
- HRAP will continue to share the spotting scope (with sterilizing and social distancing procedures) for puffin viewing beginning in late May.
- All HRAP Staff have been fully vaccinated with Moderna mRNA-1273 against SARS-Cov-2.

**Public Safety Report – March 2021**

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

<b><u>Station Activity:</u></b>	<b>March 2021</b>	<b>March 2020</b>
CBPD Walk-in	149	131
CBPD Incoming Phone	305	300
SPD Dispatched Calls	42	54
Overnight Camping Warnings	49	54
Local Security Checks	3485	3173
Traffic Warnings	111	189
Traffic Citations	25	26
DUII Arrests	2	3
Alarm Responses	9	8
AOA, Including FD	43	31
Citizen Assists	18	12
Transient Contacts	7	6
<b><u>Total Case File Reports</u></b>	<b>214</b>	<b>202</b>

**Cases of Significance:**

Hit & Run:	2 Cases	Warrant/Fugitive Arrest:	2 Cases
Burglary II:	1 Case	Criminal Mischief II:	5 Cases
Disorderly Conduct II:	1 Case	Criminal Mischief III:	3 Cases

**Traffic Citations:**

Driving with a Suspended License:	4 Citations	Careless Driving:	2 Citations
Oper. Vehicle Using Mobile Device:	5 Citations	Reckless Driving:	2 Citations
Fail to Perform Duties of a Driver:	1 Citation	No Proof Registration:	1 Citation
Fail to Obey Traffic Control Device:	1 Citation	Illegal U-Turn:	1 Citation
Driving on the Ocean Shore:	1 Citation	Defective Lighting:	1 Citation
Violation of Basic Rule/Speeding:	3 Citations (68/50, 38/25, 83/55)		

**Code Enforcement Activities:** During this period, 9 municipal code violations were addressed and resolved or pending resolution.