

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: February 2, 2021

Planning Commission: The Planning Commission met on January 28th, to consider the following items:

- **Public Hearing and Consideration of P 21-01, CU 21-01, SR 21-01, SV 21-01 & V 21-01**, requests by Jeff and Jodi Moon for a two-parcel partition, two variance requests, setback reduction, conditional use and sign variance to allow for a new residence in conjunction with the relocation of an automotive repair and towing operation to the RVL district as a cottage industry in a new accessory structure.
- **Continuation of ZO#20-01**, request to amend sections of the zoning ordinances of Cannon Beach.
- **Informational Items:**
 - Tree Report
 - Code Audit & TGM/TSP Update
 - LUBA Update
 - Good of the Order

Design Review Board: The Design Review Board met on January 21st, to consider the following item:

- **Work Session Items:**
 - Code Audit Guidance Review

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

- 115 Sunset Blvd., temporary accessory storage shed for Beachcomber Vacation Rentals
- 195 N Hemlock, Replacing windows and siding from storm damage, Cannon Beach Mall

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

Program	Number of permits
14-day permit	122
Lifetime Unlimited permit	48
5-year Unlimited permit	40
Total permits	210
New short-term rentals this month	1
Pending short-term rentals	1

Building Permits: Staff processed a total of 16 building, mechanical and plumbing permits in December:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	8	\$13,171.73	\$ 1,318,327.00	\$ 13,183.27	\$ 156,791.75
Mechanical	9	\$1,942.44			
Plumbing	8	\$2,633.00			
Monthly Total	25	\$17,747.17			

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 one Open Records requests for the month, accounting for approximately 1 hour;
- The CD Director continues to meet and approve on-site Emergency Outdoor Service & Parking Plans for restaurants extending their dining services;
- The CD Director attended a Kick-Off scope-of-work call with the project management team for the TGM/TSP;
- The CD Department received a Land Use Board of Appeals Notice for the Najimi Appeal Council decision;
- The CD Department received a Land Use Board of Appeals Notice to Intervene on behalf of Haystack Rock LLC in the Roberts Appeal Council decision;
- The CD Department received a Land Use Board of Appeals Notice to Intervene on behalf of Oregon Coastal Alliance in the Roberts Appeal Council decision;
- The CD Department received a Land Use Board of Appeals Notice of Withdrawal on behalf of the City in the Najimi Appeal Council decision;
- The CD Department received a Land Use Board of Appeals Notice of Motion for Overlength Brief on behalf of the Roberts in the Roberts Appeal Council decision;
- The CD Department received a Land Use Board of Appeals Notice that the Record was filed in the Roberts Appeal Council decision;
- The CD Department received a Land Use Board of Appeals Notice of Motion for Overlength Brief on behalf of the Roberts was denied in the Roberts Appeal Council decision;
- 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 Director continues to work with the Emergency Manager and Clatsop County Emergency Manager, on the Clatsop County Natural Hazard Mitigation Plan;
- The CD Director amended the Special Events ordinance language, along with a new application brochure for work session approval;
- The CD Director and Building Official met with the property representative from 3115 S. Hemlock for site inspection on the Cannabis West project schedule;
- The CD Director and Building Official met with the property representative from 195 N. Hemlock for site inspection of the emergency repair project of Cannon Beach Mall;

Public Works Department Report - January

Public Works teams are working staggered, rotation-based shifts to limit exposure to the COVID-19 virus, while maintaining normal levels of work output. Department meetings and division meetings have been transferred to Zoom, as an added safety precaution and to ensure staff health.

Water

- Repaired leak on service line at 531 N Laurel.
- Provided Eye On Water education (181 customers total signed up; 52 this month).
- Conducted monthly meter reading and re-reads.
- Installed 55 new cellular LTE meters.
- Serviced water tank at Coaster Properties Building.
- Completed weekly locates and work orders.
- Exercised 70% of main valves (266 valves).
- Assisted with leak detection at Ecola Creek Lodge.
- Responded to midnight call out during power outage on 1/3/21.
- Poured concrete pad at hydrant on E Surfcrest.
- Prepped for Pacific main replacement.

Wastewater

- Continued to source parts to refurbish basin #2.
- Continued replacement and programming of Biolac screen in the control room of the treatment plant.
- Assisted contractor (Peterson CAT) with the following work:
 - Load tests and annual generator services.
 - Annual automatic transfer switch inspections.
 - Coolant flushes for generators.
- Repaired broken louver mount found on Elkland's generator louver during maintenance inspection.
- Continued work with Civil West and The Automation Group to find solutions to update lift station to a SCADA platform, as outlined in the Wastewater Master Plan.
- Inspected wet wells (testing floats, dialers and lights).
- Backflushed air/vacuum release valves.
- Changed gearbox oil and greased motor for chemical tank mixer.
- Replaced fan belt on the control room's air exchange fan.
- Conducted housekeeping at lift stations (swept, vacuumed).
- Started install of XTU communication dialer at Sitka.
- Reviewed the revised plant O & M manual from Civil West.
- Installed two new service laterals.
- Transported generators to and from locations in need of auxiliary power during storm events.

Roads & Streets

- Worked on watershed road, doing the following work:
 - Cleaning ditches and improving drainage.
 - Shoulder clearing.
- Cleaned around road catch basins to improve storm drainage.
- Conducted storm damage clean up and repairs, including cleaning outfalls, clearing logs, and repairing beach accesses.

Parks

- Continued winter tree pruning (mostly willow trees).

- Took down holiday lights, repaired any issues and put them in storage.
- Cleaned off a lot of graffiti around town (uptick in vandalism issues).
- Installed a new bench on Gower, to replace old, broken bench.
- Installed a new trash can on Spruce.
- Spent time maintaining, repairing, or replacing the dog poop bag boxes.
- Planted a replacement cedar tree in the RV Park.
- Spent time cleaning up King Tide and storm surge cleanup at all beach accesses and stairways.

Emergency Management - January

- Started to draft grant for Homeland Security Grant for 2021 – Quick turnaround expected.
- Starting to expedite security options for the cache sites. (this was shelved as a priority budget cycle)
- Wayfinding Wednesday – We participate first Wednesdays of each month
- Add new resident barrels to the cache site
- Bi-Weekly MRC communications training and participation
- Communications and Coordination with Clatsop County Emergency Management
- Communications Plan (Clatsop County), All Hazards Emergency Plan (Cannon Beach)
- Coordination and collaboration with Clatsop County Public Health for COVID daily updates
- Weekly COVID-19 Situation Reports
- Assisting Clatsop County with developing points of distribution for vaccines
- Ongoing updates when significant issues arise to Staff, Council, Community (Weather, Outbreaks, State Mandates)
- Attend weekly Cannon Beach Chamber 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
- North Tank Radio (KMUN – HAM- GMRS) tower development continued – Detailed plan for antenna
- Clatsop County communications plan assistance
- Received the awarded a \$34,500 grant for food into the cache sites.
- Developing plan to increase storage to cache sites. Need to modify cache sites for increasing storage.

Haystack Rock Awareness Program (HRAP) – January

- Interviewing and hiring for seasonal interpretive staff is underway
- HRAP's Communication Coordinator, Kari Henningsgaard is leaving the city this month
- New Volunteer mentor system is being implemented
- New Kid's Corner, an online children's education center is being designed and launched

Public Safety Report – December 2020

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

Station Activity:	December 2020	December 2019
CBPD Walk-in	125	170
CBPD Incoming Phone	270	232
SPD Dispatched Calls	36	65
Overnight Camping Warnings	40	7
Local Security Checks	3302	2747
Traffic Warnings	144	124
Traffic Citations	39	20
DUII Arrests	1	1
Alarm Responses	4	10
AOA, Including FD	33	52
Citizen Assists	14	11
Transient Contacts	14	2
Total Case File Reports	207	141

Cases of Significance:

Burglary II:	1 Case	Warrant/Fugitive Arrest:	5 Cases
Unlawful Poss. Firearm:	1 Case	Disorderly Conduct II:	3 Cases
Intimidation II:	1 Case	Criminal Mischief II & III:	9 Cases
Harassment:	1 Case	Theft II:	2 Cases
Offensive Littering:	2 Cases	MIP Marijuana:	1 Case

Traffic Citations:

Fail to Install Ignition Interlock Device:	1 Citation	Fail to Carry Insurance Proof:	1 Citation
Driving with a Suspended License:	2 Citations	No Operator’s License:	3 Citations
Oper. Vehicle Using Mobile Device:	21 Citations	Breath Test Refusal:	1 Citation
Illegal Display/Switched Plates:	1 Citation	Illegal Stopping:	1 Citation
Fail to Obey Traffic Control Device:	2 Citations	Reckless Driving:	1 Citation
DUII:	1 Citation		
Violation of Basic Rule/Speeding:	4 Citations (74/55, 47/30, 45/30, 40/25)		

Code Enforcement Activities: During this period, **15** municipal code violations were addressed and resolved or pending resolution.