

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: September 3, 2019

Community Development July 23 to August 22, 2019

Planning Commission: The Planning Commission meeting of August 22, was canceled due to a lack of agenda items and a Joint Work Session scheduled for August 29, with the City Council, on the Visioning and Comprehensive Plan Update Project.

Design Review Board: The meeting of August 15, was canceled due to a lack of agenda items.

- The Chair of the DRB, approved minor modifications for the following addresses:
 - 1170 S Hemlock, Theresa’s Family Market, sign change
 - 2740 S Pacific, The Stephanie Inn, change to generator enclosure (DRB18-05)

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

Program	Number of permits
14-day permit	114
Lifetime Unlimited permit	49
5-year Unlimited permit	40
Total permits	203
New short-term rentals this month	5
Pending short-term rentals	4
Five-year lottery draws this month	2

Building Permits: Staff processed a total of 23 building, mechanical and plumbing permits in July:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	10	\$7002.64	\$590,246.00	\$5902.46	\$84,179.25
Mechanical	9	\$899.65			
Plumbing	4	\$802.00			
Monthly Total	23	\$8704.29			

The Building Official spent approximately 10 hours per week providing building inspection and plan review services to the City of Manzanita under an Intergovernmental Agreement, as well as, ten or more hours per week to the City of Astoria.

Other Planning/Building Matters:

- The CD Director attended the CREST quarterly board meeting, on behalf of Cannon Beach, on July 24;
- The CD Director worked with Narayan Elasmr, of CREST, on July 26 and August 20, to conduct traffic and parking study using drone technologies;
- The CD Director and Administrative Assistant completed CPR training, on July 29;
- The CD Director and Administrative Assistant prepared the 2019 Annual Housing Unit and Population Survey for DLCD and Portland State University;
- The CD Director attended the Clatsop 2040 Comprehensive Plan Update, Planning Goal 2, Land Use Meeting, in Astoria, on July 31;
- The CD Director spoke with Laura Buhl, of DLCD, regarding upcoming legislation and state notice procedures;
- The CD Director attended the Clatsop 2040 Comprehensive Plan Southwest Working Group Meeting, in Arch Cape, to discuss Planning Goal 1, Public Participation, on August 5;
- The CD Director met with City Manager, CREST and Breakers Point representatives on the upcoming Foredune Management Plan Ordinance Amendment process, on August 7;
- The CD Director met with Building Official and Cannon Beach Bible Conference Center representatives to discuss phasing plans, on August 8;
- The CD Director worked with Emergency Manager to develop maps for Emergency Management Meetings and provide support for Emergency Management Planning, meetings of July 24 and August 12th;
- The CD Director attended a county-wide webinar on Clatsop Natural Hazard Mitigation Plan Climate Report, with Meghan Dalton, of Oregon Climate Change Research Institute, on August 13;
- The CD Director drafted Ordinances for Planning Commission consideration for Special Events, and Variances & Setback Reduction amendments;
- The CD Director continues to draft proposed Scope of Work and proposal for Visioning and Comprehensive Plan Update, to go before Planning Commission and Council August 29;
- The CD Department met with CREST and Assistant City Manager to discuss the Foredune Management Plan Public Hearings, Notice and Scheduling;
- The CD Staff supported the Assistant City Manager completing six Open Records requests for the month, accounting for approximately 5.5 hours;
- The CD Director, Public Works Department and City Attorney, continue to work with the property owner's representatives to resolve the illegal dumping violation at 4631 Logan Lane,
- In addition to the Building Official's normal duties of providing building services for Manzanita and Cannon Beach, he continues to provide temporary building official services to the city of Astoria, until they find a replacement for their Building Official.

Public Works Department Report

Roads/Storm

- Routine maintenance
- Right-of-way trimming
- Crews continue their work on mapping the storm drain system throughout town.

Wastewater

- Routine maintenance
- Crews completed inflow & infiltration (I&I) repairs on the North End
- Vegetation maintenance in the wetlands
- UV System parts replacement
- Preparing for the weir box installation at the plant
- Gearing up for projects this year

Water

- Routine maintenance
- Crews are assisting with the Poplar Water Line Replacement project
- Gearing up for projects this year
- The City had a valve issue the morning of the 21st which impacted water pressure and availability to users north of Sunset. The water crews quickly isolated the problem and was able to restore water. Users experienced low water pressure and availability for approx. 30minutes.

Parks

- Routine landscape maintenance, hedges, irrigation, mowing, weed eating.
- The asphalt walkway that takes you to the ADA picnic tables at Les Shirley have been cleaned and overlaid
- Elk are back in town which is earlier this year
- The bird viewing platform is being re-sealed and re-stained

Recycle

- As a reminder Recycling Depot and Yard Debris Collection site is open from 8:00am to 4:00pm, every Tuesday through Sunday, excluding holidays.

Haystack Rock Awareness Program Report

Education & Volunteer Coordinator

Lisa has wrapped up duties as Interim Director – Melissa has returned full-time

- Assisted with multiple wheelchair check out and check ins and helped out with Pooka's position while she was out on sick leave.
- 3 Field trips scheduled for September
- Several teachers have sent in inquiries for spring field trips
- Volunteers continue to trickle in.
- Worked several beach shifts due to a shortage of staff.
- Completed mentorship for our Sea Grant Scholar, Honour Booth

Communications Coordinator

Kari assisted Lisa with additional duties while Melissa and Pooka were away

- Updated the wheelchair information on the website and all social media
- Updated several signs for the beach
- Helped with several beach shifts and assisted with training new volunteers for Lisa.



Public Safety Report – July 2019

Staffing:	Authorized	Assigned
Sworn	8	8
Code Enforcement	1	1
Reserve Officers		0
Admin/Support	2	2
Parking/Information	6	5
Lifeguards	10	11 (incl. subs)

Station Activity:

	July 2019	July 2018
CBPD Walk-in	324	351
CBPD Incoming Phone	706	662
SPD Dispatched Calls	129	86
Overnight Camping Warnings	83	153
Local Security Checks	2694	2304
Traffic Warnings	170	61
Traffic Citations	21	16
DUII Arrests	0	0
Alarm Responses	10	10
AOA, Including FD	77	84
Citizen Assists	22	31
<u>Total Case File Reports</u>	452	451

Cases of Significance:

Theft I:	1 Case	Assault IV – Domestic:	1 Case
Theft II:	3 Cases	Telephonic Harassment:	2 Cases
Theft III:	3 Cases	Hit & Run:	1 Case
Criminal Mischief II:	4 Cases	Detainer/Fugitive Arrest/Warrant:	1 Case
Criminal Trespass/Notice:	4 Cases		

Traffic Citations:

Driving with a Suspended License:	4 Citations
Violation of Basic Rule:	5 Citations (75/55, 82/55, 80/55, 46/30, 48/30)
No Operator’s License:	2 Citations
Driving Uninsured:	4 Citations
Use Mobile Electronic Device While Driving:	2 Citations
Fail to Carry Proof of Insurance:	1 Citation
Defective Lighting:	1 Citation
Fail to Use Seatbelt:	1 Citation
Expired Vehicle Registration:	1 Citation
Expired Vehicle Tags/Stickers:	1 Citation

Code Enforcement Activities: During this period, **38** alleged municipal code violations were addressed and resolved or pending resolution.