

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council  
**From:** City Manager Bruce St. Denis  
**Date:** October 1, 2019

**Community Development August 23 to September 22, 2019**

**Planning Commission:** The Planning Commission will meet on September 26 to hold a Joint Work Session with the Parks Committee to continue discussions on Outdoor Merchandizing and Special Events.

The Planning Commission also, participated in a Joint Work Session with the Cannon Beach City Council, on the Comprehensive Plan Update and Visioning Process, on August 29.

**Design Review Board:** The meeting of September 19th, was canceled due to a lack of agenda items.

- The Chair of the DRB, approved minor modifications for the following addresses:
  - Martin North/Stephanie Inn – 2740 Pacific-modifications to generator enclosure
  - Cannon Beach Conference Center – 289 N Spruce – temporary restrooms
  - Carol and Thomas Keljo – 451 N Breaker’s Point Dr – window replacement

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

| Program                            | Number of permits |
|------------------------------------|-------------------|
| 14-day permit                      | 111               |
| Lifetime Unlimited permit          | 49                |
| 5-year Unlimited permit            | 40                |
| <b>Total permits</b>               | <b>200</b>        |
| New short-term rentals this month  | 0                 |
| Pending short-term rentals         | 6                 |
| Five-year lottery draws this month | 1                 |

**Building Permits:** Staff processed a total of 18 building, mechanical and plumbing permits in August:

| Permit Type          | # of permits | Permit Fees      | Value    | Affordable Housing Surcharge, Current Month | Affordable Housing Surcharge, Fiscal Year to date |
|----------------------|--------------|------------------|----------|---|---|
| Building             | 3            | \$4934.16        | \$428957 | \$4289.57                                   | \$88,468.82                                       |
| Mechanical           | 8            | \$492.00         |          |   |   |
| Plumbing             | 7            | \$972.00         |          |   |   |
| <b>Monthly Total</b> | <b>18</b>    | <b>\$6398.16</b> |          |   |   |

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, Public Works Director and Emergency Management Director met with Pamela Rebar, of Department of Conservation and Land Development, regarding the Cannon Beach Risk Assessment, on August 28;
- The CD Director met with Michael Duncan, of Oregon Department of Transportation, to discuss the Transportation and Growth Management Program terms of acceptance, for the 2019 Cannon Beach Transportation System Plan on August 28.
- The CD Director attended the Cannon Beach Emergency Management Meeting on August 29;
- The CD Director met with City Manager, CREST and Friends of the Dunes representatives on the upcoming Foredune Management Plan Ordinance Amendment process, on August 29;
- The CD Director met with Building Official and Cannon Beach Bible Conference Center representatives to discuss phasing plans, on August 8;
- The CD Director met with the Manzanita City Manager to discuss the yearly Intergovernmental Agreement for Building Services on August 30;
- The CD Director and Administrative Assistant worked with City Staff to complete a Fees Schedule comparison survey request for the City of Gearhart;
- The CD Director drafted revisions of Ordinances for Planning Commission consideration for Special Events, and Variances & Setback Reduction amendments;
- The CD Department worked with City Staff, CREST and the City Land Use Attorney to prepare materials for the Foredune Management Plan Update Science Work Session and Public Hearings;
- The CD Staff supported the Assistant City Manager completing three Open Records requests for the month, accounting for approximately two 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;
- The CD Director, worked with Public Works Department, City Attorney and City Manager to respond to an improper tree removal from 163 Brailier St.;
- 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**

- The 2019-2020 Paving Preservation project is scheduled to begin October 1, 2019. The following locations have been selected for paving, W Gower, Crescent, Silver Point Ct, W. Jackson, W. Monroe and Elk Run Park. Prior to each section being paved notices will be mailed to property owners effected by the paving, as well posted on Facebook and the City website.
- Maintenance of the Little Pompey Stormwater ditch has been completed. The area was overgrown and full of invasive species such as purple loosestrife and yellow flag iris. Crews removed the sediment and invasive species which will assist in keeping the ditch clear and allow stormwater to continuously flow. The City greatly appreciated everyone's patience during this project which required the closure of Spruce Street.
- Storm drain maintenance

### **Wastewater**

- The weir box has been installed and is fully functioning. This was a collaborative project with Civil West, staff and DEQ to develop a new and innovated method to address a DEQ requirement. Great work team!
- The UV/Headworks project has begun the foundation work for the project. The building is being fabricated with an expected installation date of mid-December.

### **Water**

- The Poplar Water Line project is complete.
- Crews are working on meter maintenance on Sunset.

### **Parks**

- Routine landscape maintenance, hedges, irrigation, mowing, weed eating.

## **Haystack Rock Awareness Program Report**

We are preparing for end of season and next year's planning.

### **Education and Volunteer Coordinator:**

- 3 new volunteers have signed up
- 2 school groups have visited



### **Communication Coordinator:**

- Press and communication for end of beach season, and end of beach season celebration
- Helped Lisa with volunteer appreciation gifts
- Finalized seabird monitoring
- Digital entry and communication for all citizen science projects
- Filled in on beach shifts as needed
- Updated all print materials and web publications to exclude information about fundraising, trash talk, and puffin club
- Ongoing work cleaning up the Program's Google Drive to free up overcrowding and archive over 2,000 videos and photos
- Created new educational displays for our beach program/trailer

### **Outreach Coordinator:**

- Continuing to manage Beach Wheelchair Phones 7 days a week and check out Monday – Friday. Schedule for chairs is becoming challenging as current capacity is ¾ time and does not accommodate all reservations.
- Looking to move chairs to Bahama Boards October 1 full time to alleviate capacity issues.
- A contract with Bahama Boards has been drafted and a meeting set to discuss.
- Facilitating grant supported marine debris workshops to coincide with Earth and Ocean Festival.
- Working on close of season presentation covering issues to address in preseason planning
- Scheduled meeting with Clatsop Works to discuss new intern for upcoming season.
- Picking up more beach shifts for close of season. This will account for 50%+ of Outreach time for October.
- Declined acceptance to lead presentation at National Science Teacher Association 2019 Seattle Area Conference due to capacity constraints.
- Neskowin Valley requested Trash talk Art class, advised of new classroom friendly S.T.E.A.M. options instead to complement field trip.

**Public Safety Report – August/July2019**

|                     |                   |                 |
|---------------------|-------------------|-----------------|
| <b>Staffing:</b>    | <b>Authorized</b> | 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:**

|                                       | <b>August 2019</b> | <b>August 2018</b> |
|---------------------------------------|--------------------|--------------------|
| CBPD Walk-in                          | 358                | 310                |
| CBPD Incoming Phone                   | 746                | 580                |
| SPD Dispatched Calls                  | 110                | 105                |
| Overnight Camping Warnings            | 60                 | 183                |
| Local Security Checks                 | 2485               | 2176               |
| Traffic Warnings                      | 87                 | 56                 |
| Traffic Citations                     | 26                 | 9                  |
| DUII Arrests                          | 4                  | 2                  |
| Alarm Responses                       | 9                  | 12                 |
| AOA, Including FD                     | 50                 | 63                 |
| Citizen Assists                       | 19                 | 23                 |
| <b><u>Total Case File Reports</u></b> | <b>404</b>         | <b>427</b>         |

**Cases of Significance:**

|                           |         |                                 |           |
|---------------------------|---------|---------------------------------|-----------|
| Menacing:                 | 1 Case  | Carrying a Concealed Weapon:    | 1 Case    |
| Harassment:               | 1 Case  | Supplying Contraband / Syringe: | 1 Case    |
| Disorderly Conduct II:    | 1 Case  | Recovered Stolen Motor Vehicle: | 1 Case    |
| Criminal Mischief II:     | 2 Cases | Violation of Release Agreement: | 2 Arrests |
| Criminal Trespass/Notice: | 9 Cases |                                 |           |

**Traffic Citations:**

|   |                                   |
|---|-----------------------------------|
| Driving with a Suspended License:           | Citations                         |
| DUII:                                       | 4 Arrests (.16, .25, MJ, .08)     |
| Violation of Basic Rule:                    | 3 Citations (78/55, 75/55, 81/55) |
| No Operator’s License:                      | 1 Citation                        |
| Driving Uninsured:                          | 3 Citations                       |
| Use Mobile Electronic Device While Driving: | 1 Citation                        |
| Fail to Maintain/Drive Within Lane:         | 2 Citation                        |
| Fail to Signal:                             | 1 Citation                        |
| Reckless Driving:                           | 3 Citation                        |
| Careless Driving:                           | 1 Citation                        |
| Fail to Install Ignition Interlock Device:  | 2 Citations                       |
| Fail to Obey Traffic Control Device         | 2 Citation                        |

**Code Enforcement Activities:** During this period, **33** alleged municipal code violations were addressed and resolved or pending resolution.