

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: February 4, 2020

Community Development December 23rd to January 22, 2019

Planning Commission: The Planning Commission will meet on January 23, to consider the following items:

- Public Hearing and Consideration of OSP19-02, Request by Dru Martin for an off-street parking variance in conjunction with the application for a Short-Term Rental Permit.
- **WITHDRAWN:** Public Hearing and Consideration of **CU20-01**, Request by Bruce Francis for a conditional Use permit to allow dune grading at Breaker’s Point Development. This item was withdrawn.
- Public Hearing and Consideration of **ZO 19-02**, Special Events and Outdoor Merchandising Ordinance Amendments.
- Work Session regarding the Coos Street Cluster Development.

Design Review Board: The DRB met on January 16, to consider the following agenda items:

- Public Hearing and Consideration of **DRB19-43**, Jay Orloff for an accessory dwelling unit at 1724 View Point Terrace.

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

- QA Enterprises – 172 N Hemlock – deck railing repair (next to Hull Gallery)

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

Program	Number of permits
14-day permit	114
Lifetime Unlimited permit	49
5-year Unlimited permit	41
Total permits	204
New short-term rentals this month	0
Pending short-term rentals	0
Five-year lottery draws this month	0

Building Permits: Staff processed a total of 26 building, mechanical and plumbing permits in January:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	5	\$4991.94	\$420700	\$4207.00	\$130,586.56
Mechanical	8	\$732.45			
Plumbing	7	\$574.25			
Monthly Total					

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, fifteen or more hours per week to the City of Astoria.

Other Planning/Building Matters:

- The CD Staff continued to work with State Building Department's E-Permitting Staff on the conversion to E-Permitting and training of City Staff on the Accela software;
- The CD Staff worked to prepare the necessary ordinance and materials for the eventual conversion to the State's E-Permitting software and Building Services Fees update;
- The CD Director continued to work with the Manzanita City Manager to update the yearly Intergovernmental Agreement for Building Services;
- The CD Staff supported the Assistant City Manager completing five Open Records requests for the month, accounting for approximately six hours;
- The CD Director and Councilor Ogilvie met with Greg Wolf and Andy Smith of Association of Oregon Counties' Oregon County Solution Center on technical assistance for housing in Cannon Beach on January 8th;
- The CD Director is working with Verizon cell tower division on a request to extend services in Cannon Beach and has proposed a work session for February;
- The CD Director provided information on Cannon Beach Comprehensive Plan and Zoning Ordinance language on wildlife management, especially pertaining to elk, for the Clatsop County Comprehensive Plan Update;
- The CD Director continues to work with the City's Land Use Attorney and CREST to provide ordinance revisions to satisfy the Foredune Management Plan Update;
- The CD Director continued to work with the City Manager of Astoria to develop amendments to the Intergovernmental Agreement for Building Services;
- The CD Director finalized the Brown Annexation, from 2017, with the Department of Revenue and Clatsop County Assessor Office;
- The CD Director met with Emergency Manager, Public Works Director, and Greenwoods Forestry Management to discuss fire safety in the Ecola Creek watershed on Monday, January 13th;
- The CD Director met with Breakers Point representatives to discuss a shoreline stabilization project application on January 13th;
- The CD Director held meetings with four local business owners, on four separate occasions in January, regarding adding 'workforce' housing in commercial areas, with limited parking potential;
- The CD Director worked with the City Land Use Attorney to draft a report on the recent accessory structure building permit for the Nicholson PD access easement, presented at the January Council Work Session;

Public Works Department Report

Roads/Storm

- Storm prep
- Re-rock Ross Lane and Forest Lawn
- ROW Mowing
- Cleared Burn Road trail
- Repaired outfall gate at Nelchena
- High tide cleanup
- Filled potholes

Wastewater

- The UV/Headworks project is in the final stages
- Yearly maintenance on UV system
- Yearly maintenance of all aux power generators.
- Continue lateral cleaning and video
- Cross training roads and water PW staff in pump station basics

Water

- Completed three hot taps, E Adams, E Madison and Elliott in preparation for new fire hydrants.
- Installed new fire hydrant on Elliott Street
- Annual valve exercise program 75 percent complete
- Clearwell pumps off for the season, now on main spring water, gravity to town
- Preparation for Water Meter testing
- Prep for new water service at 137 Taft Street

Parks

- During the recent storms the Parks crew spent time in the downtown area for public education/interaction with people and store owners that were concerned due to localized flooding during the high tides
- The high tides brought lots of debris up the vehicle ramp at Tolovana Wayside. The ramp has been cleared
- Crews have been working on the sewer lagoon loop trail
- Continued tree and shrub pruning in the City parking lots
- Working with the roads and wastewater departments assisting with data gathering for storm drain and outfalls information loading into the GIS map system
- Rose garden maintenance is complete

Public Safety Report – December 2019

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

Station Activity:	November 2019	November 2018
CBPD Walk-in	170	156
CBPD Incoming Phone	232	216
SPD Dispatched Calls	65	62
Overnight Camping Warnings	7	16
Local Security Checks	2747	2183
Traffic Warnings	124	144
Traffic Citations	20	24
DUII Arrests	1	1
Alarm Responses	10	8
AOA, Including FD	52	35
Citizen Assists	11	13
Transient Contacts	2	n/a
<u>Total Case File Reports</u>	141	146

Cases of Significance:

Theft III:	1 Case
Fraud:	1 Case
Criminal Mischief III:	1 Case
Criminal Trespass Notice:	4 Cases
Unauthorized Entry to a Motor Vehicle:	1 Case
Hit & Run:	1 Case
MIP Marijuana:	1 Case
MIP Alcohol:	1Case
Possession of a Controlled Substance:	1 Case
Fugitive/Warrant Arrest:	1 Case

Traffic Citations:

DUII:	1 Citation	Careless Driving:	2 Citations
Breath Test Refusal:	1 Citation	Driving with a suspended License:	2 Citations
Reckless Endangering:	1 Citation	Driving on the Ocean Shore:	1 Citation
Fail to Use Req Lighting:	1 Citation	Expired Tags/Improper Display:	3 Citations
No Operator’s License:	2 Citations	Following Too Closely:	1 Citation
Violation of Basic Rule:	5 Citations: (75/55, 76/55, 77/55, 71/55, 30/20)		

Code Enforcement Activities: During this period, **4** alleged municipal code violations were addressed and resolved or pending resolution.

