

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: April 6, 2020

Community Development February 23 – March 22, 2020

Planning Commission: The Planning Commission meeting of March 26th, was cancelled due to Coronavirus Emergency Declaration;

Design Review Board: The DRB meeting of March 19th, was cancelled due to Coronavirus Emergency Declaration:

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

- Sunset 164 LLC – 164 Sunset Blvd – re-roofing
- Reinhart – 307 N Breakers Point Drive – window replacement
- Cannon Beach Smokehouse – 131 W 2nd – hood and exhaust system
- H&W Beach Development – 179 N Hemlock – patio canopy

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

Program	Number of permits
14-day permit	116
Lifetime Unlimited permit	49
5-year Unlimited permit	41
Total permits	204
New short-term rentals this month	2
Pending short-term rentals	1
Five-year lottery draws this month	0

Building Permits: Staff processed a total of 25 building, mechanical and plumbing permits in February:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	6	\$5343.58	\$469,2500	\$4692.50	\$135,279.06
Mechanical	11	\$998.75			
Plumbing	8	\$1404.50			
Monthly Total	25				

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 Staff supported the Assistant City Manager by completing three Open Records requests for the month, accounting for approximately one of time;
- The CD Director attended the City Hall Vetting Committee meeting, for a discussion of next steps for an Emergency Operations/Police Station/City Hall complex, on March 2nd;
- The CD Director continues to work with the City’s Land Use Attorney and CREST to provide ordinance revisions to satisfy the Foreddune Management Plan Update;
- The CD Staff hosted the Kickoff Meeting of the Short-Term Rental Taskforce, to discuss mission, scope of work, procedurals and timeline, on March 3rd;
- The CD Director met with CREST to discuss planning support for up-coming major projects, on March 13th;
- The CD Director is working with CREST to prepare a new Plants List document for City review, beginning with the DRB & PC in May;
- The CD Director is working with the DRB and CREST on a new design review ordinance.
- The CD Director has been directed by the Planning Commission to draft new amendment language regarding accessory structures, including dwellings and size of units;
- The CD Director was also directed to reach-out to affordable housing experts to provide the City information on possible approaches;
- The CD Staff met to discuss coronavirus emergency working procedures;
- The CD Director continues to meet and work with Department Heads on the coronavirus emergency working procedures;

Public Works Department Report - March

Public Works is currently working under a limited rotational staffing level to reduce any possible impact or exposure to the current COVID-19 virus. All non-essential work is on hold, however we will continue to keep the Recycle drop-off staffed and be prepared to respond to any emergency associated with water or wastewater duties, as well as, continue limited basic community grounds upkeep.

Emergency Management - March

- Radio Antenna progress continues with bids on survey, excavation, pacific power, specs for tower and development of the “Green site” for public safety.
- Training for the CERT, MRC, DART teams on going. Most recent is the flex to the response to the COVID-19 pandemic. Networking with the whole community to locate and serve the vulnerable population. Med Surge preparedness. Unknown what type of actual resources will be needed in the coming months.
- EOC was initiated virtually with a Monitor, Active, to Operational level based on the progress of the COVID-19 situation.
- Working directly with the County Incident Management Team (IMT). Progress followed the same path as CB, Monitor, Active, and Operational. Daily briefings.
- Update Council and staff on status of the COVID-19. Continue to update with pertinent information for the safety and proactive measures for the community.
- Develop and assist senior management with operational plans to create and realize Emergency Declaration Resolutions.
- Assis in the need for instituting a city-wide Emergency Declaration Ordinance for current and future operations.
- Notify the community directly with business / hotel visits at the beginning of the event.
- Assist with sign placement and support to reduce visitors in Cannon Beach.
- Radio training with the MRC and CERT team leadership.

Haystack Rock Awareness Program (HRAP) - March

- We have a new full-time HRAP Director on board.
- In an aim to reduce crowds and maximize social distancing, all HRAP on-site beach education and stewardship programs have been suspended until further notice.
- Lessons are being modified and created for online educational materials.
- Seasonal staff work and hiring is currently halted until a later time, but staff is preparing for and anticipating a normal summer season.
- Volunteering is also suspended until seasonal staff returns to work, but we have added an additional seven new volunteers to the season.
- We are currently operating with three regular staff: Director, Education and Volunteer Coordinator, and the Communications Coordinator
- New 2020 F250 truck has arrived and is being prepared for beach driving; once operations return to normal all HRAP staff will be trained on new maintenance and operating protocol.
- We are working on expanding HRAP’s professional network with colleges, universities, museums, and other community groups and organizations.
- Currently identifying new and future grant opportunities.
- Working with Friends of Haystack Rock to discuss upcoming summer season and program vision.

Public Safety Report – February, 2020

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

<u>Station Activity:</u>	February 2020	February 2019
CBPD Walk-in	138	181
CBPD Incoming Phone	255	251
SPD Dispatched Calls	48	32
Overnight Camping Warnings	47	10
Local Security Checks	3052	2064
Traffic Warnings	339	139
Traffic Citations	34	24
DUII Arrests	2	1
Alarm Responses	6	7
AOA, Including FD	44	31
Citizen Assists	22	12
Transient Contacts	17	n/a
<u>Total Case File Reports</u>	216	123

Cases of Significance:

Assault IV:	1 Case
Harassment:	1 Case
Criminal Mischief III:	2 Cases
Theft of Services:	2 Cases
Overnight Camping Citation Issued:	1 Case
Theft II:	2 Cases
Criminal Trespass Notice:	4 Cases

Traffic Citations:

Careless Driving:	1 Citation	Fail to Carry Proof of Insurance:	2 Citations
Driving Uninsured:	1 Citation	Driving with a Suspended License:	8 Citations
No Operator’s License:	7 Citations	Fail to Obey Traffic Control Device:	2 Citations
Following Too Closely:	1 Citation	Expired Vehicle Registration:	1 Citation
Fail to Stop at Crosswalk:	1 Citation	Unlawful Parking in Disabled Space:	2 Citations
Violation of Basic Rule:	6 Citations: (76/55, 30/20, 80/55, 77/55, 77/55, 70/55)		

Code Enforcement Activities: During this period, **13** alleged municipal code violations were addressed and resolved or pending resolution.