

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: May 5, 2020

Community Development March 23 – April 22, 2020

Planning Commission: The Planning Commission meeting of April 23rd, was cancelled due to Coronavirus Emergency Declaration;

Design Review Board: The DRB meeting of April 16th, was cancelled due to Coronavirus Emergency Declaration:

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

- None

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

Program	Number of permits
14-day permit	115
Lifetime Unlimited permit	49
5-year Unlimited permit	41
Total permits	205
New short-term rentals this month	0
Pending short-term rentals	1
Five-year lottery draws this month	0

Building Permits: Staff processed a total of 27 building, mechanical and plumbing permits in March:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	9	\$12,746.52	\$1,129,870.00	\$11,298.70	\$146,577.76
Mechanical	10	\$911.14			
Plumbing	8	\$923.00			
Monthly Total	27	\$14,580.66			

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 completing two Open Records requests for the month, accounting for approximately 30 minutes;
- The CD Director began the budget process, including a revised budget to prepare for the emergency shortfalls;
- The CD Director continues to work with CREST for planning support for up-coming major projects;
- 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 Director continues to work with the City of Manzanita and Astoria City Managers to continue the Building Services Support agreements, through the changing impacts of the pandemic;
- The CD Staff worked with Assistant City Manager to provide notice the FMP Update findings to parties of record;
- The CD Director worked with Assistant Public Works Director and Emergency Management Director on the KMUN emergency communications facility;
- The CD Director worked with Michael Duncan and Public Works Director towards the TGM/TSP RFP process;
- The CD Director continues to meet and work with Department Heads on the coronavirus emergency working procedures;

Public Works Department Report - April

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 - April

Emergency Management worked on the below listed items in April:

- Work with Clatsop County IMT daily, frequent trips to IMT (Astoria) and EOC (Camp Rilea).
- SIT Reps updated to Council and Staff 48-72 hours.
- Network with Chamber several times weekly to maintain communication and coordination.
- Case study review for current operational even of COVID-19 on going with confirmed sources.

- Communicated with department heads and fiscal the need to do proper resources tracking for FEMA – 214
- Conference calls with (JIC-IMT-Chamber-Sandcastle group-CBEMT-) multiple times weekly.
- Cache site development and preparation.
- Employee Readiness gear bags R/D.
- Budget completion and review for multiple options.
- Assist I.T. Division with R/D of new ZOOM conference calling and communications.
- Design new EOC for PW yard.
- Web Site development for CB emergency communications, PIO, future operations.
- Barrel program buildup (future marketing with pamphlets -poster design) Update tracking of members excel (May 2020).
- Design frame work for future program (Follow US) – Tsunami disaster program designed for citizens and business (June 2020)
- Food Pantry work on Monday (unloading trucks) Wednesday (delivering food to families), huge donations this last month and some service request have been decreased.
- Needy families who need home food delivery are in touch with the Community Church and the Culinary Academy
- Opened up the TANGO cache site last Saturday (That will be the CERT training ground home base) more in the future
- MRC and GMRS radio testing (Saturdays) – both locations are appropriate for deployment
- Radio antenna progress on the North tank location (GMRS-HAM-KMUN) site and the Sunset location (MRC) moving along
- Red Cross trailers were cleaned and we are getting the Tires-Wheels-Batteries service today.
- Working on ZOOM expansion for future classes for town hall virtual meetings.
- The new CERT class is on hold until we can determine a new schedule date.

Haystack Rock Awareness Program (HRAP) – April

- HRAP on-site education and stewardship programs are still suspended until further notice.
- HRAP is now staffing one person at low tides for conservation enforcement only after observing and being reported numerous violations including harvesting mussels, removal of animals, and climbing in the restricted areas. We have determined that our presence is essential to protect this delicate time for nesting birds and other intertidal life. It was estimated from observational counts throughout the closure that approximately 20% of visitors during low tides that HRAP was not present violated rules and restrictions.
- Staff is now actively collecting data on the number of visitors to the rock during these shifts as well as number of violations stopped. Since our limited enforcement presence began, known violations have dropped from ~20% total visitors to ~10% and continuing to trend downward.
- Volunteers are not being requested to join these shifts but are free to assist at their own request; several have reached out about wanting to help.
- Working with US Fisheries and Wildlife regarding this increased patrol at low tide.
- Online lessons are currently being developed and recorded.
- HRAP will be hosting a summer Oregon Sea Grant Scholar pending the program is not suspended due to Covid-19.
- Staff has been working with CERT to assist building sheet of contact information for potential at-risk populations.
- Presently working on applications for four potential grants to be submitted this summer and fall with several more identified for early 2021.

Public Safety Report – March, 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

Station Activity:	March 2020	March 2019
CBPD Walk-in	131	222
CBPD Incoming Phone	300	371
SPD Dispatched Calls	54	65
Overnight Camping Warnings	54	29
Local Security Checks	3173	2170
Traffic Warnings	189	141
Traffic Citations	26	21
DUII Arrests	3	1
Alarm Responses	8	6
AOA, Including FD	31	58
Citizen Assists	12	17
Transient Contacts	6	n/a
<u>Total Case File Reports</u>	202	245

Cases of Significance:

Violation of Emergency Order COVID-19:	8 Cases/Documented Warning Contacts
Assault IV:	2 Cases
Strangulation:	1 Case
Harassment:	1 Case
Criminal Mischief I:	1 Case
Criminal Mischief III:	1 Case
Theft II:	2 Cases
Criminal Trespass Notice:	1 Case
Fugitive Arrest:	3 Cases
Possession of a Stolen Vehicle:	1 Case
Restraining Order Violation:	1 Case

Traffic Citations:

Breath Test Refusal:	1 Citation	Fail to Obey Traffic Control Device:	3 Citations
Fail to Drive within Lane:	1 Citation	Reckless Endangering:	2 Citations
No Operator’s License:	5 Citations	Reckless Driving:	1 Citation
Driving w/ Suspended License:	1 Citation	Expired Vehicle Registration:	2 Citations
Violation of Basic Rule/Speeding: 6 Citations (38/25, 83/55, 75/55, 75/55, 69/55, 78/55)			

Code Enforcement Activities: During this period, **12** alleged municipal code violations were addressed and are resolved or pending resolution.