

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: June 2, 2020

Community Development April 23 – May 22, 2020

Planning Commission: The Planning Commission will meet on May 28th, to consider the following items:

- CU20-02, Request by Bruce Francis for a conditional Use permit to allow for shoreline stabilization.
- P 20-01, and V 20-01, Request by the City of Cannon Beach for preliminary and final plat approval in association with a variance request.
- CD 20-01, Request by Vito Cerelli for a Cluster Development located at 180 Coos Street.
- CU 20-03, Request by Mike Morgan for a conditional use permit for a shoreline protection structure.
- CU 20-04, Request by Beth Holland on behalf of the City of Cannon Beach for a conditional use permit to allow for a Community Garden.

Design Review Board: The Design Review Board met on May 21st, to consider the following items:

- DRB 20-11, City of Cannon Beach application to construct a pocket Park.
- DRB 20-14, Richard Basch application to construct commemorative historical monuments at NeCus' Park.
- FS 18-03, Cannon Beach Academy Free Standing Sign located at 3781 S Hemlock.

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

- Tolovana Inn – 3400 S Hemlock – replace two roof exhaust fans
- CBCC – 289 N Spruce – replace stair treads on Administration Building
- City of Cannon Beach – 2737 S Pacific - Matanuska generator cover
- Pelican Pub – 1371 S Hemlock – fire pit repair/addition of glass shield

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

Program	Number of permits
14-day permit	115
Lifetime Unlimited permit	48
5-year Unlimited permit	41
Total permits	204
New short-term rentals this month	0
Pending short-term rentals	2
Five-year lottery draws this month	0
Short-term code enforcement actions this month	0

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

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	10	16,127.45	1,368,873.85	13,688.74	160,266.50
Mechanical	11	1197.80			
Plumbing	6	770.75			
Monthly Total	27	18,096.00			

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:

- 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, for the targeted June 1st Go Live! Date for Cannon Beach E-Permitting;
- CD Director working with the City Attorney and other parties to secure the waterline property that extends under the Miller property along Reservoir Rd.
- CD Staff supported the Assistant City Manager completing three Public Record Requests for one hour of staff time.
- CD Director is working with CREST to prepare a new Plants List document for City review, beginning with the DRB & PC in June;
- CD Director, City Manager, Public Works Director, met with the representatives of 1981 Pacific Dr. regarding development plans on Nenana Ave. and the S-Curves;
- CD Director is working with the DRB and CREST on a new design review ordinance;
- CD Director has been directed by the Planning Commission to draft new amendment language regarding accessory structures, including dwellings and size of units;
- CD Director working with the City of Manzanita and Astoria City Managers to continue the Building Services Support agreements, through the changing impacts of the pandemic;
- CD Director finalized the extension of the Building Services IGA with Astoria for another year;
- CD Director drafted Emergency Zoning Ordinance Parameters for re-opening local businesses to respond to the federal and state social distancing requirements;
- CD Director began meeting and approving Emergency Outdoor Service & Parking Plans for restaurants extending their dining services;
- CD Director worked with fellow Department Directors to develop a proposed plan to close portions of Hemlock in response to the social distancing requirements;
- CD Staff worked with City Land Use Attorney to compile and submit the FMP Update record to the Land Use Board of Appeals;
- The CD Director worked with Michael Duncan and Public Works Director to select a consultant and begin the contractual process of the TGM/TSP RFP process.

- CD Director continues to meet and work with Department Heads on the coronavirus emergency working procedures.

Public Works Department Report - May

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.

In the water department we have had two water line breaks

1. Hemlock & Gogona
2. Haystack Heights

In wastewater an air relief valve broke and was quickly repaired

1. Vista Del Mar & Pacific

Emergency Management - May

- Working daily with Clatsop County IMT
- Zoom call meetings weekly with
 - County cooperators calls, JIC, Cannon Beach business community, Sandcastle committee, Chamber association, CBEMT group, coffee with the councilors.
- Situation Reports to council, staff, community response teams.
- Cache site development.
- Conex box placement.
- Community response teams updates.
- Radio tower status is progressing, site plans, surveys, and coordination with the county permit and KMUN leadership.
- Radio communication development continuing.
- Budget process completed for the start of FY 20/21
- Secondary EOC modification updated and progressing.
- Employee Readiness GO bags built and delivered to public works team, more teams to follow.
- MRC tent purchasing and delivery on Friday 5-22-20.
- Downtown street modification planning, ongoing.
- Kiosk, post office board updates.
- All COVID all day

Haystack Rock Awareness Program (HRAP) – May

- HRAP is returning to full staff on the beach at low tides
- Adjustments have been implemented to ensure social distancing and regular cleaning protocols are in place for all shifts and equipment
- Two interpreters have been hired and added to the seasonal staff
- A team for online curriculum development is being put together
- Oregon Sea Grant Scholar has confirmed that HRAP will be hosting a summer scholar July through September
- Applications for upcoming grant opportunities still in development
- Virtually visited Metro East Web Academy and presented All About Puffins to 10th graders
- Restructuring Summer Camp program to maintain health and safety for campers and staff.

Public Safety Report – April, 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:	April 2020	April 2019
CBPD Walk-in	21	224
CBPD Incoming Phone	312	299
SPD Dispatched Calls	31	34
Overnight Camping Warnings	47	52
Local Security Checks	4616	2429
Traffic Warnings	55	95
Traffic Citations	12	16
DUII Arrests	0	0
Alarm Responses	3	6
AOA, Including FD	17	33
Citizen Assists	14	13
Transient Contacts	6	n/a
<u>Total Case File Reports</u>	217	199

Cases of Significance:

Violation of Emergency Order COVID-19: 206 Cases/Documented Warning
 Fugitive/ Warrant Arrest: 2 Arrests
 Violation of a No Contact Order: 1 Case MIP Alcohol: 4 Cases
 Police Officer Mental Hold: 1 Case Hit and Run: 1 Case
 False Info to Police Officer: 1 Case Criminal Mischief II: 2 Cases
 Theft II: 1 Case Criminal Mischief III: 1 Case
 Theft III: 1 Case Disorderly Conduct II: 1 Case
 Missing/Runaway Juvenile Recovery: 1 Case

Traffic Citations:

Use of Mobile Electronic Device While Driving: 1 Citation Offensive Littering: 1 Citation
 Driving with a Suspended License Violation: 3 Citations No Operator’s License: 1 Citation
 Driving with a Suspended License Misdemeanor: 1 Citation Driving Uninsured: 1 Citation
 Fail to Carry Proof of Insurance: 1 Citation
 Violation of Basic Rule/Speeding: 3 Citations (76/55, 55/30, 40/25)

Code Enforcement Activities: During this period, **27** municipal code violations were addressed and resolved or pending resolution.