

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: July 7, 2020

Community Development May 23 – June 22, 2020

Planning Commission: The Planning Commission met June 25th, to consider the following items:

- SR20-02, Request by Vito Cerelli for a setback reduction to allow for the construction of a new single-family residence to replace an existing residence;
- Work Session discussion regarding Accessory structures and dwellings;
- **Including informational items,**
 - Nicholson Planned Development Living Wall Monitoring Report
 - Heritage Tree Program

Design Review Board: The Design Review Board met on May 18th, to consider the following items:

- DRB 20-20, Megan Lea application to construct an accessory dwelling unit in conjunction with a new single-family residence.

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

- 235 N Breaker's Point – new gas fireplace with SS windcap – Curt and Kathy Sheinin

Other Planning/Building Matters:

- The CD Staff worked with the Oregon State Building Department's E-Permitting Staff on the conversion to E-Permitting, which launched June 5th Go Live! Date for Cannon Beach E-Permitting;
- The CD Director continues to work with the City Attorney and other parties to secure the waterline property that extends under the Miller property along Reservoir Rd.
- The CD Director is working with CREST to prepare a new Plants List document for City review, beginning with the DRB & PC in July;
- The CD Director has been directed by the Planning Commission to draft new amendment language regarding accessory structures, including dwellings and size of units, which will be discussed in a July PC work session;
- The CD Director has been directed by the Planning Commission to draft a monitoring report of the 'living wall' approved under the Nicholson Planned Development, which will be discussed at July's PC meeting;
- The CD Director performed a site visit and monitoring activities of the 'living wall' on June 11th;
- 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 City of Manzanita is terminating its agreement with the City of Cannon Beach, as it has trained its own Building Official and no longer needs support;
- The CD Director amended the Emergency Zoning Ordinance Parameters for re-opening local businesses to respond to the federal and state social distancing requirements and drafted guidelines for the Short-Term Rentals to reopen and ‘stay safe’;
- The CD Director continues to meet and approve on-site Emergency Outdoor Service & Parking Plans for restaurants extending their dining services;
- The CD Staff worked with City Land Use Attorney to compile and submit a supplement to the FMP Update record to the Land Use Board of Appeals;
- The CD Director worked with Michael Duncan and Public Works Director to finalize the contractual process of the TGM/TSP RFP process;
- The CD Director attended the June 3rd Coastal Planners Zoom Meeting;
- The CD Director received the resignation letter of Jill Janosec, Community Development Administrative Assistant;
- The CD Director began the review of CDD Administrative Assistant job description and posting.

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

Program	Number of permits
14-day permit	116
Lifetime Unlimited permit	48
5-year Unlimited permit	40
Total permits	2042
New short-term rentals this month	1
Pending short-term rentals	3

Building Permits: Staff processed a total of 13 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	4	2132.39	107,576.00	1075.76	\$161,342.26
Mechanical	4	273.30			
Plumbing	5	884.90			
Monthly Total	13	3290.59			

The building official spent approximately 15 hours per week providing building inspection and plan review services to the City of Manzanita under an Intergovernmental Agreement. The IGA was extended for another six months, to July 2019.

Public Works Department Report - June

Public Works has returned to regular staffing levels while still taking measures to limit the exposure to the COVID-19 virus. Crews continue to work on routine maintenance and completing end of the fiscal year projects.

- The Noatak Street Beach Access stairs have been completed;
- Completed city wide right-of-way vegetation management;
- We have a new part-time seasonal recycling assistant. This will continue until early fall;
- Please keep social distancing measures in mind when using the Recycle Center;
- UV System maintenance and upgrade has been completed;
- Bi-annual wet well and sewer main cleaning has been completed;
- Repaired 4 water leaks (Larch, Pacific, Nazina, and Ocean) and completed 3 service upgrades;
- Finished 3 fire hydrant concrete pads;
- Approximately 100' of water line was replaced at Pacific and Center;
- Patching of potholes throughout town;
-

Emergency Management - June

- Situation Reports continued weekly, with all important updates advised;
- EOC operating at a monitoring level;
- Develop the alternate EOC location in cooperation with Public Works;
- Radio Antenna progressing with site development and survey;
- CERT team training with ICS;
- CERT team mask deployment in Cannon Beach;
- CBEMT group to keep driving strategic objectives forward ;
- Web site and Facebook development continuing;
- Council chambers field testing with virtual enhancements ongoing;
- Cache site development and stock improvements

Haystack Rock Awareness Program (HRAP) – June

- One additional interpreter is being added to the seasonal staff;
- Four additional volunteers have signed up to help on the beach;
- An online curriculum is being developed, intended to align with NGSS;
- Oregon Sea Grant Scholar, Rachel Hilt, is going to be working on a project remotely for 10-weeks for HRAP and our collaborators beginning in July;
- Grant submitted with Friends of Haystack Rock for Pacific Power Foundation;
- Summer camps with individual family units are being booked for the summer;
- Numerous private tours are being booked regularly;
- A new protocol and waiver has been put in place for summer camps and tours regarding Covid-19 cleaning and social distancing practices;
- HRAP will be monitoring Black Oystercatcher nests at Haystack Rock for Portland Audubon.

Public Safety Report – May 2020

Staffing:	Authorized	Assigned
Sworn	8	8
Code Enforcement	1	1
Reserve Officers		0
Admin/Support	2	2
Parking/Information	6	6
Lifeguards	10	9

	May 2020	May 2019
<u>Station Activity:</u>		
CBPD Walk-in	92	238
CBPD Incoming Phone	368	434
SPD Dispatched Calls	59	58
Overnight Camping Warnings	91	63
Local Security Checks	3794	3159
Traffic Warnings	144	252
Traffic Citations	36	31
DUII Arrests	0	1
Alarm Responses	6	4
AOA, Including FD	39	63
Citizen Assists	13	16
Transient Contacts	4	n/a
<u>Total Case File Reports</u>	215	286

Cases of Significance:

Telephonic Harassment: 2 Cases	Theft III: 1 Case	Hit & Run: 1 Case
Criminal Trespass Notice: 4 Cases	Kidnapping II: 1 Case	Criminal Mischief II: 1 Case
Disorderly Conduct II: 1 Case	Theft of Services: 1 Case	Criminal Mischief III: 2 Cases
Eluding a Police Officer: 1 Case	Reckless Driving: 1 Case	Reckless Endangering: 1 Case

Traffic Citations:

Use of Mobile Electronic Device Driving: 1 Citation	Fail to Install IID: 1 Citation
Driving with a Suspended License Viol: 10 Citations	No Operator’s License: 2 Citations
Driving with a Suspended License Misd: 1 Citation	Driving Uninsured: 4 Citations
Unsafe Passing on Right: 1 Citation	Passing No Passing Zone: 1 Citation
Fail to Obey Traffic Control Device: 2 Citations	Exp Tags/ Fail to Renew: 3 Citations
Violation of Basic Rule/Speeding: 7 Citations	(66/55, 79/55, 76/55, 76/55, 74/55, 37/25, 64/50)

Code Enforcement Activities: During this period, 16 municipal code violations were addressed and resolved or pending resolution.