

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: February 7, 2023

Planning Commission: The Planning Commission met on January 26th, to consider the following items:

- Public Hearing and Consideration of V#23-01, CIDA request on behalf of the City of Cannon Beach, for a variance to off-street parking requirements at 268 Beaver St.
- Public Hearing and Consideration of AA#23-01, Dana Cardwell for an administrative appeal of the City’s approval of Development Permit DP#22-19.
- Wetlands Discussion and Presentation by Cameron La Follette of Oregon Coast Alliance.

Design Review Board: The Design Review Board met on January 19th, to consider the following items:

- Public Hearing and Consideration of DRB 23-01, Karen La Bonte application for the remodel of the midtown public restrooms.

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

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

Program	Number of permits
14-day permit	143
Lifetime Unlimited permit	44
5-year Unlimited permit	13
Total permits	200
New short-term rentals this month	4
Pending short-term rentals	2

Building Permits:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date	Affordable Housing Surcharge, Total to Date
Building	1	\$9,336.53	\$ 0.00 No fees collected in December	\$0.00	\$9,295.32	\$253,683.69

Mechanical	6	\$1,745.11				
Plumbing	6	\$2,166.00				
Monthly Total	13	\$13,247.64				

Other Planning/Building Matters:

- The CD Department worked with the City Recorder to complete two Public Records Requests, accounting for 1 hour of staff time;
- The City Planner remotely attended the Tillamook Housing Commission monthly meeting, via Zoom, on December 1st & the CD Director attend the Seaside Housing Task Force monthly meeting, via Zoom;
- The CD Director met with new Planning Commission and Council members on pending planning projects;
- The CD Director responded to a number of emergency tree requests in response to the recent storms;
- The CD Staff met with Friends of the Dunes and partners on shoreline stabilization ordinance update;
- The CD Staff met with NOAA Coastal Management Fellowship project team for the Sea Rise Adaptation and Mitigation study, January 10;
- The CD Staff continues to support PMT meetings of the Code Audit;
- The CD Director worked with City Attorney and Urbsworks on finalizing contract extension for the Code Audit Amendments Project;
- The CD Director and Planner worked with CREST and regional planning partners for Clatsop Regional Housing Task Force PMT, hosting the fifth CRHTF meeting in Seaside on January 25;
- The CRHTF PMT continued work with HUD Portland Field Office representatives, to develop a One-Stop Affordable Housing Fair for the regional development partners, for Thursday, February 23rd;
- The CD Director submitted his letter of resignation and the posting and recruitment of the CD Director position began immediately;

Tree Report – December

Date	Name	Location	Total removed	Hazard	Dead	Const.	Health other	Solar	Replant Req.
12/9/2022	Muhr/Ramey	628 Oak St.	2			X			
12/9/2022	Limbwalkers/Wrights	334 Reservoir Rd.	7	X	X				
Number of Native Trees Planted by City Staff: 0 Number of Native Trees Planted by City Staff same time last year: 0 Replanting of Trees occurs during the appropriate tree planting season									

Public Works Department Report – January

Parks:

- PW has completed the interview process for the new full-time Parks utility worker in light of Jo Olson’s retirement last month. The new employee will be announced and will start in February.
- Completed ongoing landscape maintenance.
- Helped with debris cleanup in response to winter storm.

Water:

- Repaired several minor leaks in town.
- Working with the engineering team to provide data for the phase 1 and 2 of the Water Resiliency projects.

Wastewater:

- Working with the electrical contractor and the architect team on the Midway and Siuslaw building additions to house the new permanent generators.

Roads:

- Usual debris removal and clean-up from beach access points post winds and seasonal storms.
- Grade and re-rock some of our gravel streets damaged during heavy rains and storm conditions.

Emergency Management – January

- Wayfinding Wednesday –January 4th
- Manage grant for CSFRF – **Completed 4th Quarter reports**
- Move forward with improving the Tsunami Evacuation maps
 - Ordered new Tsunami evacuation signs for the city – Order Arrived, **Completed**
 - New “You Are Here” (YAH) maps, arrived and have started to distribute to community
 - New “Beat The Wave” (BTW) maps, arrived and have started to distribute to community
- New Tsunami Evacuation Signs
 - Signs were ordered and have arrived – **Completed**
 - Planning new schedule for sign swap out of existing signs – Large project
- Awarded a large grant from the State/Fed for Cache Site development- Planning development for grant
 - Scheduled to begin groundbreaking Later May - **Completed**
 - Measured progress with TANGO cache site at **90%** complete
 - Measured progress with OSCAR cache site at **90%** completed
 - Measured progress with ECHO cache site at **90%** completed
 - Measured progress with WHISKEY cache site at **40%** completed
 - Trailers still in the research phase.
 - Developing sanitation at all sites, Pit tanks are in ground, getting bids on buildings
 - Working with ODHS for possible toilet shelter builds
- Background research and future development of Tsunami -Costal Sirens
 - Plan development for moving forward February repair goals scheduled
 - Siren removed ORFORD location -**Completed**
 - **COWS system taken offline** due to maintenance issues and water damage at Fire Station
 - Web site and FB updated -**Completed**
 - Batteries purchased, and work scheduled for deliveries. -**Completed**
 - Controller arrived and programed-**Completed**
 - Scheduling radio conversion- training needs identified
- Safety group meeting for city employees
 - Work actions at Public Works Yard – Progress outside - **Completed**
 - Security Cameras at Public works yard installed - **Completed**
 - Wastewater Plant building, safety switches and Security cameras installed -**Completed**
 - Researching improvement at Recycling – Added door protection with bollard - **Completed**
 - **Identify training needs for employees** -Flagging, Hazardous materials, CPR, First Aid
- Meeting with VERIZON reps for improved cellular and emergency options
 - New equipment to be delivered to City Hall to improve cellular service bubble -**Completed**
 - Improving coverage at city hall with a new booster. Evaluating performance.
 - Met with Verizon to improve inoperability and resilience - **Completed**

- Completed grant process for a SPIRE grant – Submitted to the State
 - Emergency Communications, **Water trailer, Fuel trailer** – Completed 100%, waiting for award
 - **AWARDED – Grants to be delivered in 2023**
- Schedule city wide Emergency Management program tour for Council and elected officials -**Completed**
- Communications Systems have been improved with consolidating radio frequencies to improve consistency and simplicity. Satellite-Cellular-Radio-Data
 - Systems built out – City Hall EOC 95% - Public Work EOC 50% (Priority to improve PW EOC)
 - Public works EOC antennas erected.
 - Scheduled buildout for project -March
 - Start planning for radio box builds for cache sites, parts ordered - April
 - Expected completion with communication plan Fall 2023?
- Assist with MRC / DART grant process – Grant Awarded -**Completed**
- Clatsop County new Emergency Management Director visit with city tour -**Completed**
 - Development of new county Incident Management Team concept discussed
- City wide Emergency Management Plan (EMP) in DRAFT stage
 - Priority to complete EMP in mid-2023
 - Review current plans and Emergency Operation Guidelines (EOG's) following EMP
- Coaster Construction specialty shelter review 2022,
 - Update plan and begin to add actionable items to shelter. This could be completed in 2022
 - Need for all shelters to schedule biannual inspections
- CERT/MRC training – TANGO cache site (registration/triage) -**Completed**
- CERT training – Go Bags and CERT Bags- January 2023 -**Completed**
- Messaging weather warnings and communicating with the employees/council/community-**Completed**
- Coordinated with Clatsop County EM – Monitor weather events and coordinated EOC operations – **Completed**
- CPR classes for Emergency Volunteers / City Employees/ community – Planning begun January 2023
 - Goals for implementing training before summer rush
- Visited Oregon Department Health Services (ODHS)operation in Salem - Mass Care to bring services to the coast during a catastrophic disaster. – **Completed**
- Pick up 500-gallon Water delivery trailer for movement of community drinking water. **Completed**
- Participate in Oregon Emergency Management (OEM) regional training workshop – **Completed**
- Coordinating with Red Cross new leadership in the area.

Haystack Rock Awareness Program (HRAP) – January

- Winter Season data collection is underway: high number of weekend visitor counts, low during Monday through Thursdays. Highest daily count during a 4-hour shift is over 2300 individuals visiting Haystack Rock. Preliminary data shows holiday and king tide boosts in addition to Friday through Sunday visitor increases.
- Preparing grant for wheelchair replacements and program expansion
- Currently interviewing for Rocky Shore Interpreters
- UTV scheduled to arrive mid-February
- Official 2023 Season is scheduled to begin Friday, February 16th

Public Safety Report – December 2022

Staffing:	Authorized	Assigned
Sworn	9	8

Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	1
Lifeguards	10	0

	December 2022	December 2021
Station Activity:		
CBPD Walk-in	151	122
CBPD Incoming Phone	163	183
SPD Dispatched Calls	98	97
Overnight Camping Warnings	15	14
Local Security Checks	3384	2861
Parking Citations	1	3
Traffic Warnings	230	349
Traffic Citations	18	31
DUII Arrests	0	1
Alarm Responses	9	3
AOA, Including FD	33	25
Citizen Assists	11	9
Transient Contacts	4	1
Total Case File Reports	158	137

Cases of Significance:

Menacing:	1 Case	Identity Theft:	2 Case
Criminal Mischief III:	2 Cases	Offensive Littering:	1 Case
Harassment:	1 Case	Suspicious Circumstances	3 Cases
Hit & Run:	1 Case	MIP Marijuana:	1 Case

Traffic Citations:

Driving with Suspended License:	1misdemeanor/2violation Citations	No Proof of Current Ins.:	1 Citations
Fail to Obey TCD:	2 Citations	Fail to Register Vehicle:	2 Citations
Fail to Install Ignition Interlock Device:	1 Citations		
Use Mobile Elect. Device While Driving:	4 Citations		
Violation of Basic Rule/Speeding:	5 Citations		

(86/55 HWZ, 72/55, 76/55, 32/20, 42/20)

Code Enforcement Activities: During this period, **7** municipal code violations were addressed and resolved or pending resolution.