

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: April 4, 2023

Planning Commission: The Planning Commission met on March 23, 2023, to consider the following items:

SR#23-01 Mike Morgan request on behalf of Jeff and Miriam Taylor for a setback Reduction for a porch addition to allow emergency access at 1956 S. Hemlock St.

AA#23-01 Public hearing and continuation of an administrative appeal submitted by Dana Cardwell of the City's approval of Development Permit DP#22-19 for the extension of a stormwater management system in the Forest Lawn right-of-way.

CU#23-01 Joseph Gaon, on behalf of Stephen and Laurel Day, request for Conditional Use Permit to allow for the placement of vegetated rip-rap for shoreline stabilization.

Design Review Board: The Design Review Board meeting was canceled, due to a lack of a quorum. The meeting has been re-scheduled for March 30, 2023 to consider the following item:

DRB#23-02, Ben Cox, applicant, on behalf of Tolovana Beach State Recreational Area, for the placement of a vehicle gate across vehicle entrance.

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	142
Lifetime Unlimited permit	45
5-year Unlimited permit	10
Total permits	197
New short-term rentals this month	2
Pending short-term rentals	3

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	5	\$3,371.70	\$ 108,752.28	\$887.42	\$12,728.66	\$254,117.03
Mechanical	8	\$848.00				
Plumbing	3	\$369.00				
Monthly Total	16	\$4,588.70				

Tree Report – January - No removals approved in February

Date	Name	Location	Total removed	Hazard	Dead	Const.	Health other	Solar	Replant Req.
2/13/2023	Avila	131 Hills Ln	1	Yes					Yes
2/13/2023	Sea Ranch RV Park	415 Fir St	6	Yes					Yes
2/13/2023	Dir	3989 S. Hemlock	4	Yes					Yes
2/15/2023	Vincent	191 E. Madison	1	Yes					Yes
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 – March

Parks:

- Pruned shore pines around town.
- Performed parking lot cleanup to prepare for influx of visitors.
- Opened ballfield to accommodate spring break and kids’ sports seasons.
- Planted 11 trees throughout town.
- Cleared two dump trucks full of holly from the Sitka Spruce Reserve.
- Removed graffiti, trimmed trees, and continued cleaning up debris from winter storms to prepare for spring growth.

Water:

- Continued assisting Arch Cape Water Dept under existing intergovernmental agreement on their water meter change-out project due to staffing shortages in Arch Cape.
- Met with Windsor engineers to finalize seismic valve plans to begin construction of Phase 1 of the Water Resiliency project.
- Scheduled leak detection company for community review between April 17-28.

Wastewater:

- Preparing RFPs to bid out construction of Midway and Siuslaw pump station cover add-ons.
- Continue collaboratively working to replace generators at Main and Ecola pump stations.
- Completed yearly servicing of auxiliary power generators.
- Completed second round of annual preventative maintenance of the wastewater treatment plant's monitoring equipment.
- Submitted 2022 annual Wastewater Solids & Biosolids Report and Inflow & Infiltration Reduction Report to EPA and DEQ.
- Submitted FY 2023-24 budget proposals to management.
- Conducted interviews for wastewater vacancy. New candidate announcement coming April 3rd.
- Completed Lockout Tagout and Bloodborne Pathogens training.
- Continued work on electrical relocation project at Matanuska lift station.

Roads:

- Continued preparatory work to get ready for Spring 2022-23 Pavement Preservation project and issued preliminary letters to impacted residents.
- Rebuilding storm system on 1st St.
- Lowered grade of the hill at E. Washington St.
- Cleared winter debris from the ADA ramp at Tolovana Wayside.
- Cleared winter debris from the Gower St. ramp to the beach.

Emergency Management – March

- Wayfinding Wednesday – March 1st
- Ordered Pit Tank Shelter building for 3 cache sites
- COWS – initial test of system – System is online but not 80% capacity
- Public Works EOC – Interior wiring of building for communications development
- Messaging weather warnings and communicating with the employees/council/community- Late winter storms
- CPR classes planning for Emergency Volunteers * Scheduled for April 21st (CERT 6-hour class)
- Inspection of Red Cross Trailers and inventory
- Planning for much needed community outreach. Developing video series
- Updated Gazette articles and Bulletin updates
- Emergency Volunteer meetings and trainings
 - CBEVT meeting 3/3/23
 - CERT leadership meetings – 3/3, 3/17, 3/31
 - MRC – Radio training 3/11/23
 - DART – Animal training Care in emergencies 3/11/23

- CERT Shelter opening – 3/10/23
- CERT Radio training – 3/25/23
- Oregon emergency Management – Conference in Bend 3/20-3/23
- Coordination with Clatsop County emergency Management with future Incident Management Team (IMT) development.
- Ordered and Received MRC – Decedent container – TANGO site
- Radio test with CBEVT leadership team during short power failure 3/23/23 – Successful spontaneous exercise

Haystack Rock Awareness Program (HRAP) – March

- February visitor counts: 2,212 (compared to 2,130 for 2022).
- Grant submitted for wheelchair replacements.
- Hired two additional staff members, two more expected to onboard in April.
- Currently interviewing and accepting applicants for Communications Coordinator.
- Attended the Clatsop County Job Fair.
- Sea Grant Scholar will be Sadie Horner from Willamette University.
- No bird rescues this month.
- Two new volunteers joined the team in March.
- Pidgeon Guillemots and Common Murres have both arrived to begin nesting season.

Public Safety Report – February 2023

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

	2023	2022
<u>Station Activity:</u>		
CBPD Walk-in	119	146
CBPD Incoming Phone	194	236
SPD Dispatched Calls	89	90
Overnight Camping Warnings	30	18
Local Security Checks	1935	2484
Parking Citations 706-1/707-5	6	24
Traffic Warnings	165	172
Traffic Citations	31	33

DUI Arrests	0	3
Alarm Responses	8	14
AOA, Including FD	15	24
Citizen Assists	10	15
Transient Contacts	5	9
<u>Total Case File Reports</u>	125	173

Cases of Significance:

Harassment	1 Case	Suspicious Circumstance	6 Cases
Theft I:	1 Case	Missing Person:	1 Case
Warrant/Fugitive Arrest:	1 Case	Criminal Mischief III:	1 Case

Traffic Citations:

Driving with Suspended License:	4 Citations	Expired Registration:	1 Citation
Oper. Veh. Using Mobile Device:	3 Citations	Careless Driving:	1 Citation
No Operator's License:	6 Citations	Fail to Register Vehicle:	2 Citations
No Insurance:	3 Citations	No Proof of Insurance:	1 Citation
Violation of Basic Rule/Speeding:	9 Citations	Passing in a No Passing Zone:	1 Citation

(70/55, 71/55, 71/55, 75/55, 75/55, 40/25, 76/55, 40/30, 65/40)

Code Enforcement Activities: During this period, 9 municipal code violations were addressed and resolved or pending resolution.