

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

**From:** City Manager Bruce St. Denis

**Date:** February 1, 2022

**Planning Commission: The Planning Commission met on January 27th, to consider the following items:**

- Remand of AA# 21-01, Jeff & Jennifer Harrison request for an Appeal of an Administrative Decision to approve a building/development permit for M.J. Najimi at 544 N. Laurel Street
- Public Hearing and Consideration of CU# 21-03, Jacqueline O. Brown request, for a Conditional Use Permit for shoreline stabilization at 116 N. Laurel St.
- Public Hearing and Consideration of CU# 21-04, LBC Trust request, for a Conditional Use Permit for shoreline stabilization at 4664 Logan Ln.
- Public Hearing and Consideration of CU# 21-05, Martin and Maxine Siegel Living Trust request, for a Conditional Use Permit for shoreline stabilization at 3915 Ocean Ave.
- Continuation and Consideration of SR# 21-06, David Vonada request, on behalf of John Henry, for a Setback Reduction of the rear-yard setback requirement for a deck-stairs in conjunction with an addition to an existing residence.

**Design Review Board: The Design Review Board met on January 20th, to consider the following items:**

- Public Hearing and Consideration of DRB 21-26, Jeffery Schutt application on behalf of David Vonada for the addition of two pergolas for outdoor seating at Gatsby's Oceanside Speakeasy & Steakhouse
- Public Hearing and Consideration of DRB 21-36, O'Brien and Company application on behalf of Haystack Gardens, LLC for the replacement of fencing at 148 E. Gower St.
- Public Hearing and Consideration of DRB 21-37, Jillian Eyerman application for tenant improvements for a new retail space on the ground floor and living space upstairs at 273 Beaver Ave.
- Informational item regarding traffic pattern changes to be made at the intersection of S. Hemlock St. and Warren Way.

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

#502 Breakers Point, window replacement.

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

Program	Number of permits
14-day permit	125
Lifetime Unlimited permit	47
5-year Unlimited permit	31
Total permits	203
New short-term rentals this month	1
Pending short-term rentals	2

**Building Permits:** Staff processed a total of 6 building, 13 mechanical and 7 plumbing permits in December:

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	\$9,507.43	\$ 703,000.00	\$ 7,030.00	\$ 42,016.27	\$ 219,766.27
Mechanical	9	\$1,464.74				
Plumbing	4	\$1,007.00				
Monthly Total	26	\$11,979.17				

**Other Planning/Building Matters:**

- The CD Staff supported the City Manager’ Office completing 2 Public Records Request(s) for the month, accounting for approximately 2.0 hours;
- The CD Director and Assistant PW Director met with TSP PMT to discuss Preferred Alternatives and set the date for the third TSP Open House and Project Advisory Committee meetings for February 3, 2022;
- The CD Director continues to work with Finance Director, Public Works Director and applicant on a proposed Reimbursement District for extending utilities along Ecola Park Rd.;
- The CD Director and Building Official are working with the City of Gearhart for an Intergovernmental Agreement to allow for Building Services support;
- The CD Department assisted citizens on questions surrounding the Track One Subdivision and Zoning Ordinance Amendments;
- The CD Director and Planner met with Oregon Department of State Lands, Aquatic Resource Planner, Jevra Brown, on wetlands, wetland inventories and the WLUN process;
- The CD Director and Planner met with Lisa Phipps, North Coast Regional Representative, Oregon Department of Land Conservation and Development, regarding land use processes;

**Tree Report – December**

Date	Name	Location	# Removed	Removed Dead/Dying	Required to Replant
12/2/2021	Tremayne	196 Hills Ln	1	1	0
12/6/2021	City of Cannon Beach	Across from 197 E Madison	2	2	0
12/29/2021	Hogueisson	164 Ross Ln & 163 Hills Ln Emergency Removal	2	2	0
12/16/2021	Gieselman	415 Kimberly Ct. Emergency Removal	1	1	0
12/7/2021	Tolovanna Inn	3400 S Hemlock Emergency Removal	1	1	0
12/29/2021	Feldmeier	132 E. Jackson Emergency Removal	1	1	0
Number of Native Trees Planted by City Staff: 0					

**Public Works Department Report – January**

**Water**

- Repaired leak at 1372 S Pacific.
- Repaired failed 12” water main at Whale Park.
- Installed new water service at 696 N Spruce.
- Replaced broken boxes at 1431 S Spruce and 1372 S Pacific.
- Unplugged buried roof drain piping at Sunset Station.
- Installed new batteries for SCADA at North and South reservoirs.
- Educated customers on Eye on Water (Total: 555 signed up).
- Installed 5 new cellular meters and LTE endpoints (Total: 1815 installed); entered data into Caselle.
- Conducted monthly meter reads.
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Completed weekly locates and work orders.
- Notified multiple users of water leaks and high use.
- Collected and posted weather data.

**Wastewater**

- Worked on Haystack project completion punch list.
- Conducted emergency repair of the Pacific pump station’s generator.
- Conducted emergency repair of the Matanuska pump station’s generator automatic transfer switch.
- Installed new electronic valve actuators on two of the treatment plant’s wasting valves.
- Responded to significant storm event, making both treatment plant adjustments and pump station adjustments to accommodate increase in rainwater.
- Installed sewer service tap at North Spruce St. & Monica Ct.
- Ordered replacement swing check valves for Matanuska pump station.

## **Roads & Storm**

- Removed large log from 2<sup>nd</sup> Street tide gate.
- Cleared storm debris from beach access points/ramps.
- Fixed or replaced downed signs throughout town as a result of storms.
- Kept catch basins and outfalls clear and flowing.

## **Parks**

- Removed holiday decorations around town.
- Conducted wintertime landscape maintenance, including edging sidewalks.
- Put three yards of new topsoil in planting beds at Whale Park.

## **Emergency Management – January**

- Assisted with Community Bulletin deployment – Improved results and feedback driving progress
- Sent out important message on city web site and social media -FB
- Wayfinding Wednesday –January 5th
- CBEMT – Emergency Volunteer meeting
- Shelter inspection with Red Cross
- Add portable field toilets to all cache sites
- Move forward with improving the Tsunami Evacuation maps – New training in March
- DOGAMI “Beat the Wave” signs -Spring 2022?
- Communications and Coordination with Clatsop Plan (Clatsop County) - Cascadia Raising 2022
- Ongoing updates when significant issues arise to Staff, Council, Community (Weather, Outbreaks, State Mandates)
- Radio training for All staff leadership positions, and PD home HAM / PD radios
- Started Cascadia Raising 2022 planning
- Awarded \$9,000 Homeland Security Grant for the OSCAR cache site.
- Awarded a large grant from the State/Fed for Cache Site development- Planning development for grant
- Communicated directly with staff and community to prepare for upcoming weather event
- Background research and future development of Tsunami -Costal Sirens
  - Working directly with fire district to reframe challenges
- Tonga Tsunami – Open EOC
- After Action Report (AAR) Tonga Tsunami delivered

## **Haystack Rock Awareness Program (HRAP) – January**

- 2022 Season is scheduled to begin officially on February 17th
- New HRAP website is complete, [www.haystackrockawareness.com](http://www.haystackrockawareness.com)
- Currently interviewing seasonal staff applicants
- Sea Grant Scholars application has been approved; scholar will work June through August on an online education center
- Permits are pending for the upcoming season.
- Common murrelets with breeding plumage are already spotted at Haystack Rock, approximately a month earlier than typical.

**Public Safety Report – December 2021**

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

<b>Station Activity:</b>	<b>December 2021</b>	<b>December 2020</b>
CBPD Walk-in	122	125
CBPD Incoming Phone	183	270
SPD Dispatched Calls	97	36
Overnight Camping Warnings	14	40
Local Security Checks	2861	3302
Traffic Warnings	349	144
Traffic Citations	31	39
Parking Citations	3	Not Tracking
DUI Arrests	1	1
Alarm Responses	3	4
AOA, Including FD	25	33
Citizen Assists	9	14
Transient Contacts	1	14
<b><u>Total Case File Reports</u></b>	<b>137</b>	<b>207</b>

**Cases of Significance:**

Forgery/Fraud:	1 Case	Burglary II:	1 Case
Criminal Mischief III	4 Cases	Disturbance Domestic	1 Case
DUI:	1 Case	MIP Marijuana:	1 Case
Suspicious Circumstance	10 Cases	Fireworks:	5 Cases

**Traffic Citations:**

Driving with Suspended License:	5 Citations	No Proof of Insurance:	1 Citation
Oper. Veh. Using Mobile Device:	1 Citations	False Info to Police Officer:	1 Citation
1 Citation	No Operator's License:	6 Citations	No Insurance:
Failure to Use Seatbelt (child)	1 Citation	Failure to Signal:	1 Citation
IID:	1 Citation	Expired Registration:	2 Citations
1 Citation		Throwing Burning Material fm. Veh.	
Violation of Basic Rule/Speeding:	7 Citations (72/55, 72/55, 70/55, 32/20, 76/55, 33/20, 70/55)		

**Code Enforcement Activities:** During this period, 6 municipal code violations were addressed and resolved or pending resolution.