

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: March 1, 2022

Planning Commission: The Planning Commission met on February 24th, to consider the following items:

- Public Hearing and Consideration of AA# 22-01, Greg Hathaway request, on behalf of Jeff & Jennifer Harrison for an Appeal of an Administrative Decision to approve a building/development permit for Harding-Bouvet at 534 N. Laurel Street.

Design Review Board: The Design Review Board met on February 17th, to consider the following items:

- Re-opening 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.

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

DRB #22-02 - 251 N Hemlock, replacement of back staircase

DRB #22-04 – 224 N Hemlock, reroofing

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

Program	Number of permits
14-day permit	122
Lifetime Unlimited permit	47
5-year Unlimited permit	30
Total permits	199
New short-term rentals this month	1
Pending short-term rentals	3

Building Permits: Staff processed a total of 10 building, 11 mechanical and 9 plumbing permits in January:

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	10	\$14,058.76	\$ 824,593.00	\$ 8,245.93	\$ 56,990.88	\$ 234,740.88
Mechanical	11	\$1940.92				
Plumbing	9	\$3,077.00				
Monthly Total	30	\$19,076.68				

Other Planning/Building Matters:

- The CD Staff supported the City Manager’ Office completing 1 Public Record(s) Request(s) for the month, accounting for approximately .5 hours;
- The CD Department supported the TSP 3rd PAC Meeting and Open House;
- The CD Director, City Planner and Assistant PW Director met with TSP PMT to discuss Preferred Alternatives and set the date for the third TSP Online Open House for March;
- The CD Director and Building Official provided the City of Gearhart a draft for an Intergovernmental Agreement to allow for Building Services support;
- The CD Director and Councilor Ogilvie met with Steve Wright, of Seaside City Council, to discuss regional workforce and affordable housing;
- The CD Director and City Planner met with Oregon Parks Service and local contractors regarding potential shoreline stabilization projects;
- The CD Director began work on yearly budget;
- The CD Director and City Planner met with Dianna Turner, of Friends of the Dunes, to discuss oceanfront grading and stabilization projects in relation to the updated ordinances;
- The CD Director served on the consultant selection committee for the Cannon Beach Elementary School revitalization project;
- The CD Director and City Planner met with property owners on W. Sitka regarding a Lot Line Adjustment;
- The CD Director served as City representative at the quarterly CREST meeting;

- The CD Director and City Planner hosted regional planners discussion on affordable and workforce housing;
- The CD Director, City Planner, PW Director, Assistant PW Director and Fire Chief met with representatives regarding potential development of Holland Hill;
- The CD Director continues to work with Code Audit PMT to prepare for the March 2nd Joint Work Session #2;
- The CD Director began drafting strategies for Next Steps for Emergency Zoning Provisions, regarding the proposed roll-back of COVID restrictions;

Tree Report – January

Date	Name	Location	# Removed	Removed Dead/Dying	Required to Replant
1/3/2022	City of CB	N Hemlock ROW (620 Ecola Park Road)	11	0	0
1/4/2022	Cannon Beach Conf.	324 N. Spruce	1	0	1
1/4/2022	Joanne L. Davis Trust	348 E. Jackson St.	4	2	0
1/4/2022	Schulte	3964 S. Hemlock	3	0	3
1/10/2022	Bruton	648 S. Spruce St.	1	0	1
1/19/2022	Coleman	3615 S. Spruce St.	1	0	1
1/19/2022	Kiersey & McMillan	115 N Hemlock	1	0	1
1/24/2022	Jenkins	915 S Hemlock	21		4
1/25/2022	Haystack Gardens	148 E Gower	2	0	2
Number of Native Trees Planted by City Staff: 0					

Public Works Department Report – February

Water

- Repaired leaks at RV resort and 179 Elliott.
- Installed new water service at 220 Noatak.
- Installed new three-inch meter with pressure sensor at Hallmark Suites.
- Replaced two-inch compound meter at Lodges.
- Educated customers on Eye on Water (Total: 591 signed up).
- Installed 3 new cellular meters and LTE endpoints (Total: 1818 installed).
- Conducted monthly meter reads.

- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Notified multiple users of water leaks and high use.

Wastewater

- Removed auxiliary generator from the Matanuska pump station site.
- Installed temporary generator for Matanuska pump station, in preparation for new generator installation before construction of pump station cover.
- Conducted biannual air release/vacuum release valve maintenance on Matanuska's force main.
- Celebrated Marty Parsons passing level 1 collection and level 1 treatment certification exams.
- Discussed with chemical supplier about H2S and odor control in the city's collection system.
 - Talked about equipment and staging for future sites.
- Completed and submitted the Wastewater Solids and Biosolids Annual Report to DEQ.
- Completed and submitted the Inflow and Infiltration Reduction Annual Report to DEQ.
- Repaired the auxiliary generator at Main pump station.
- Repaired a service connection that was full of roots on Chinook Way.
- Repaired a clean out on the north end of Chinook Way.

Roads & Storm

- Conducted repairs to Larch Street between 1st and 2nd, in preparation for spring paving overlay.
- Repaired and extended storm system on Antler, adding two new catch basins and 75 feet of pipe.
- Cleared beach ramps and outfalls.

Parks

- Conducted routine wintertime landscape maintenance.
- Ordered hanging flower baskets for spring.

Emergency Management – February

- 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 –February 2nd
- Participate in State “Able Readiness” drill
- CBEMT – Emergency Volunteer meeting
- HAM radio testing site opened
- North Tank Radio shelter building progress
- Provide Emergency Management update for City Council -2021
- Assist community member with safety barrel into 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)
- Started Cascadia Raising 2022 planning – Scheduled staff training
- Awarded a large grant from the State/Fed for Cache Site development- Planning development for grant
- Schedule equipment drop off for Power vaults to be delivered, cache sites
- 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
 - Scheduling inspection of system
- Safety group meeting for city employees
- PIO- emergency messaging training for city staff, Police, Fire members

Haystack Rock Awareness Program (HRAP) – February

- HRAP is back on the beach! Our seasonal staff is onboarding this month and next, new staff training is happening early March.
- New website is live: www.haystackrockawareness.com
- First event of the season is a beach clean-up in partnership with Pelican Brewery on Sunday February 27th
- Currently discussing a regular beach clean up partnership program with Surfsands

Public Safety Report – January 202

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

Station Activity:	January 2022	January 2021
CBPD Walk-in	174	106
CBPD Incoming Phone	270	298
SPD Dispatched Calls	90	41
Overnight Camping Warnings	18	33
Local Security Checks	3320	2769
Traffic Warnings	294	109
Traffic Citations	38	33
Parking Citations	2	N/A
DUII Arrests	0	3
Alarm Responses	12	4
AOA, Including FD	32	43
Citizen Assists	17	10
Transient Contacts	12	5
Total Case File Reports	175	206

Cases of Significance:

Weapons Laws:	1 Case	Disturbance Domestic:	1 Case
Criminal Mischief II:	3 Cases	Suspicious Circumstance:	7 Cases
Theft I:	3 Cases	Criminal Trespass II:	1 Case
Disorderly Conduct:	1 Case	Warrant/Fugitive Arrest:	2 Cases
False Info to Officer:	1 Case	Hit & Run:	2 Cases
MIP Alcohol:	1 Case	Unlawful Use of a MV:	1 Case

Traffic Citations:

Driving with Suspended License:	4 Citations	Careless Driving:	1 Citation
Oper. Veh. Using Mobile Device:	12 Citations	Illegal Alteration of Registration:	1 Citation
to Register:	1 Citation	No Operator’s License:	1 Citation
No Proof of Insurance:	2 Citations	Expired Tags:	1 Citation
Violation of Basic Rule/Speeding:	10 Citations	Passing in a No Passing:	1 Citation
(75/55,77/55,76/55,40/25,70/55,63/50,35/20,87/55, 72/55, 86/55)		MIP Alcohol:	4 Citations

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