

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

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

**Date:** June 7, 2022

**Planning Commission: The Planning Commission met on April 28th, to consider the following items:**

- 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 SR#22-01, David Vonada request, on behalf of Clark & Kathryn Reed, for a Setback Reduction for the conversion of an existing structure into an Accessory Dwelling Unit at 2316 Pacific St.

**Design Review Board: The Design Review Board met on April 21st, to consider the following items:**

- Public Hearing and Consideration of DRB 22-07, Tolovana Architects application on behalf of Clark & Kathryn Reed for an Accessory Dwelling Unit at 2316 Pacific St.
- Continuation of Public Hearing and Consideration of DRB 21-37, Jillian Eyeran application for tenant improvements for a new retail space at 273 Beaver Ave.
- Consideration of FS 22-01, a request by Darwin Turner on behalf of West Premium Cannabis for approval of a freestanding sign at 3115 S Hemlock St.

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

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

Program	Number of permits
14-day permit	131
Lifetime Unlimited permit	45
5-year Unlimited permit	21
Total permits	197
New short-term rentals this month	0
Pending short-term rentals	2

**Building Permits:** Staff processed a total of 8 building, 10 mechanical and 7 plumbing permits in April:

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	8	\$8,355.11	\$ 410,500.00	\$ 4,105.00	\$ 92,472.05	\$ 270,222.05
Mechanical	10	\$1,122.00				
Plumbing	7	\$972.00				
Monthly Total	27	\$10,449.11				

**Other Planning/Building Matters:**

- The CD Staff supported the City Manager’ Office completing 3 Public Record(s) Request(s) for the month, accounting for approximately 2.5 hours;
- The CD Department worked with the TSP PMT to host the Draft TSP Joint Commission work session towards the adoption of the TSP;
- The CD Director & Councilor Ogilvie met with representatives from the City of Gearhart to discuss regional workforce and affordable housing;
- The CD Director spoke before the Regional Elected Officials meeting on workforce and affordable housing;
- The CD Administrative Assistant and Director worked with City Land Use Attorney, to compile the record for the Haystack LLC vs. City of Cannon Beach Land Use Board of Appeals case;
- The CD Department awarded the RFP for the Shoreline Drone Project to CREST;
- The CD Director attended the first two meetings of the Oregon Department of Land Conservation and Development’s Housing Capacity Work Group;
- The CD Director attended the Clatsop County Affordable Housing Dashboard meeting supporting the County’s affordable housing initiative;
- The CD Department worked with Code Audit consultants to launch the Joint Commission’s Village Character survey for community feedback;
- The CD Department compiled yearly STR Audit for upcoming June STR Taskforce meeting;
- The CD Director met with City Arborist to discuss tree reporting for FY22/23;
- The CD Department received a decommissioned vehicle from the Police Department for field investigations;

**Tree Report – April**

Date	Name	Location	Total removed	Hazard	Dead	Const.	Health other	Solar	Replant Req.
4/12/2022	O'Neill	123 Umpqua	1		1				1
4/12/2022	Parkin	179 E Elliott Way	1	1					0
4/18/2022	Hawkins	4624 Logan Ln.	8		1	7			0
4/29/2022	Simon	187 E Madison	1	1					1
Number of Native Trees Planted by City Staff: 19 Number of Native Trees Planted by City Staff same time last year: 1 Replanting of Trees occurs during the appropriate tree planting season									

**Public Works Department Report – May**

**Water**

- Upgraded water meter, box and setter at 915 S Hemlock.
- Repaired water leak at 915 S Hemlock, NWN gas.
- Abandon second water service at 915 S Hemlock.
- Leak investigation at Ecola Inn.
- GPS buried meter at vacant lot, 1<sup>st</sup> and N Laurel.
- Leak repair at Center and Pacific.
- Public Works Committee tour.
- Main, Howell and Haskell springs maintenance.
- Mowing and cleanup at Slow Sand Filter plant area.
- Leak repair in north zone, 796 Ash service line.
- Conducted monthly meter reads.
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Daily reads and checks completed at PW yard, Filter plant and City Hall.
- Completed weekly locates and work orders.
- Performed standby and callout duties.
- Notified multiple users of water leaks and high use.
- Working with Cannon Beach Electric to install AC power to SCADA (*Supervisory Control and Data Acquisition*) at North Reservoir.
- Entered LTE data into Beacon and Caselle.
- Weather data collected and posted.

**Parks**

- An automatic rain sensor shut off is being installed at Les Shirley park
- The parks shed behind bandstand has new roof, siding and windows

- Trees were planted on Kenai with the Cannon Beach Academy. Volunteers planted trees at the Echo cache site.
- A second Purple Martin house has been install and is already occupied
- Soccer goals deployed and nets replaced the nets.
- Playground equipment maintenance
- Ongoing landscape maintenance
- City wide flower baskets are hung

### **Roads & Storm**

- Rebuilding the east end of the public works yard expanding for more storage
- Completed spring asphalt patching
- ROW mowing has started
- Cleanup and mowing at the water tank sites
- Cleaning out Tolovana ADA ramp to beach, beach ramps and outfalls

### **Wastewater**

- Matanuska Pump Station building under construction.
- Deliver new generator to building site for structure to built around it.
- Several repairs completed in aeration basin.
- Clean up and repaint several exposed iron pipe fittings around the treatment plant.
- Operator tested and passed their Wastewater Collection Certification I Exam!

### **Emergency Management – May**

- 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 –May 4th
- Assisted with Hiring process for new Clatsop County Emergency Management Director
- North Tank Radio shelter building – completed
  - Back up Battery and Generator progress
- Inventory community barrels in all cache sites
- Move forward with improving the Tsunami Evacuation maps
  - Toured entire city with DOGAMI to confirm our findings
- DOGAMI “Beat the Wave” signs -Spring 2022-
  - May 19th presentation – Coaster Theater
- Communications and Coordination with Clatsop Plan (Clatsop County) - Cascadia Raising 2022
- Awarded a large grant from the State/Fed for Cache Site development- Planning development for grant
  - Contract progress for Grant -completed
  - Scheduled to begin groundbreaking Later May
- Grant contract walkthrough with contractors Excavation / Electrical
  - Completed
- Background research and future development of Tsunami -Costal Sirens
  - Completed inspection of system
  - Developed a plan for updating the system / Budget for process

- Safety group meeting for city employees
  - Work actions at Public Works Yard -progress
  - Actionable items moved forward – Need electrical completed at PW yard
- PIO- emergency messaging training for city staff, Police, Fire members
  - Updated on NIXLE platform completed and signed new agreement
- Meeting with VERIZON reps for improved cellular and emergency options
  - New equipment to be delivered to City Hall to improve cellular service bubble
- Completed grant process for a SPIRE grant – Submitted to the State
  - Emergency Communications
  - Water trailer
  - Fuel trailer
- CERT New class training completed spring 2022
- EM budget back up completed for FY 22/23
- Worked with Department of Health Services film crew to walk through future documentary on local progress in Emergency Preparedness.

**Haystack Rock Awareness Program (HRAP) – May**

- Official Tufted Puffin counts and monitoring has begun
- Black Oystercatcher nest monitoring has begun: one nest attempt in the saddle led to two eggs that lasted one week before failing.
- Seal pup season has begun
- Hosted one virtual field trip and eight in person field trips serving 286 students.
- Welcome the Puffins event happened April 30<sup>th</sup> and May 1<sup>st</sup> with one day being stormed out and a highly successful second day with over 300 participants in person and online.

**Public Safety Report – April 2022**

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	8	8
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	1
Lifeguards	10	1
	<b>April 2022</b>	<b>April 2021</b>
<b><u>Station Activity:</u></b>		
CBPD Walk-in	155	150
CBPD Incoming Phone	264	356
SPD Dispatched Calls	91	47
Overnight Camping Warnings	13	73
Local Security Checks	2347	3021
Parking Citations	23	N/A
Traffic Warnings	199	101
Traffic Citations	61	67
DUI Arrests	1	0
Alarm Responses	10	8
AOA, Including FD	25	47
Citizen Assists	6	17
Transient Contacts	4	0
<b><u>Total Case File Reports</u></b>	<b>177</b>	<b>270</b>

**Cases of Significance:**

Trespass:	1 Case	Criminal Mischief III:	1 Case
Criminal Mischief II:	7 Cases	Harassment:	1 Case
DUI: 0.24%	1 Case	Theft II:	3 Cases
Suspicious Circumstance	7 Cases	Hit & Run:	2 Cases
Warrant/Fugitive Arrest:	1 Case	Missing Persons:	3 Cases
Theft III:	1 Case		

**Traffic Citations:**

Driving with Suspended License:	6 Citations	DUI:	1 Citation
Oper. Veh. Using Mobile Device:	24 Citations	Expired Registration:	3 Citations
Install IID:	2 Citations	No Ops:	7 Citations
1 Citation	Reckless Driving:	1 Citation	No Proof of Insurance:
Violation of Basic Rule/Speeding:	15 Citations	Passing No Passing Zone:	1 Citation
(82/55, 83/55, 36/20, 36/20, 76/55, 75/55, 77/55, 81/55, 37/25, 75/55, 85/55, 60/50, 70/55, 75/55, 70/55)			

**Code Enforcement Activities:** During this period, **8** municipal code violations were addressed and resolved or pending resolution.