

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: August 2, 2022

Planning Commission: The Planning Commission met on July 28, to consider the following items:

- Continuation and Consideration of CP#22-01 Adoption of the Cannon Beach Transportation System Plan (TSP), as supporting material to the Comprehensive Plan.
- Continuation and Consideration of P# 22-01 & CU# 22-02, Jamie Lerma request, on behalf of Patrick/Dave LLC, for a three-lot Conditional Use Permit three-lot Partition in the Wetland Overlay Zone.
- Work Session review of a Zoning Ordinance Amendment request by Will Rasmussen on behalf of Haystack Rock LLC, for a text amendment regarding notice requirements for applications and decisions.

Design Review Board: The Design Review Board met on July 21, to consider the following items:

- A non-hearing item, DRB 22-14, John Hunt application for a non-wooden sign at 100 E. 2nd 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 June:

Program	Number of permits
14-day permit	136
Lifetime Unlimited permit	45
5-year Unlimited permit	19
Total permits	200
New short-term rentals this month	1
Pending short-term rentals	4

Building Permits: Staff processed a total of 5 building, 6 mechanical and 4 plumbing permits in June:

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	\$1,548.18	\$ 45,000.00	\$ 450.00	\$ 92,922.05	\$ 270,672.05
Mechanical	6	\$852.92				
Plumbing	4	\$516.00				
Monthly Total	15	\$2,917.10				

Other Planning/Building Matters:

- The CD Department worked with the City Recorder to complete four Public Records Requests, accounting for over 6 hours of staff time;
- The CD Department worked with the Code Audit PMT to host the Joint Code Audit Work Session, on June 27th;
- The CD Director attended the Oregon DLCD’s Housing Capacity Working Group meeting, on June 30th;
- The CD Director attended the Tillamook Housing Commission monthly meeting, on July 7th;
- The CD Staff continues to support PMT meetings of the Code Audit;
- The CD Director and Planner worked with CREST and regional planning partners to host the Kick-off meeting of the Clatsop Regional Housing Task Force at Seaside High School, July 20th;
- The CD Director served on the CBE consultant selection committee;
- The CD Director served on the CB City Hall/Police Department selection committee;
- The CD Director, approved the CREST budget at the yearly meeting of the CREST budget committee;
- The CD Department received and reviewed the initial flight for the Shoreline Drone Project from the consultants;
- The CD Building Official and Community Development Department issued a Stop Work order for 188 S. Laurel St.;
- The CD Planner and Director met with DLCD officials and Clatsop County representatives to discuss the Sea Level Rise Fellowship Program, scheduled for late summer through 2023, to prepare the city for the impacts of climate change;

Tree Report – June

Date	Name	Location	Total removed	Hazard	Dead	Const.	Health other	Solar	Replant Req.
6/1/2022	Dyrdahl	332 E Harrison	5						0
6/20/2022	Bryce	248 Gulcana	1	1					0
6/20/2022	Conklin	172 Elliott Way		1					1

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 – July

Water

- Monthly spring samples to Alexin Labs.
- More mowing and cleanup at Slow Sand Filter plant area.
- Tolovana mainline mowing at gate site prep for locating 12" main.
- Biannual Chlorine delivery to Filter Plant.
- Windsor tours, and meeting for seismic valves at reservoirs.
- Mowing and graffiti removal at south reservoir.
- Remote trail cam installed at south reservoir.
- Adjusted solar panels at north reservoir.
- Leak repairs at 280 E Monroe, 163 E Madison, 3763 S Pacific.
- OAWU recognition plaque of 20 year membership received.
- Educated customers on Eye on Water (Total: 652 signed up).
- LTE endpoints (Total: 1821 installed).
- 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

- Rebuilt Oak Court stairs; all formerly non-concrete stairs have been rebuilt and are in great shape for beach access.
- Tennis court windscreens are up and installed.
- Power at bandstand for weekly concerts, etc. has begun.
- New pocket park on Larch between Waves and Webs is done.
- All four pickleball nets are being used.

- Did backfill to finish up at Whale Park.
- Bandstand is filling up due to success of Mount's commemorative plaque program; we have two more frames in house.

Roads & Storm

- Pothole sweeps.
- Cleared vehicle ramps of sand and log debris.
- Outfall cleaning, including underdrains under S-curves.
- Sign work & right of way mowing.
- Working on storm drainage improvements at Matanuska pump station.

Wastewater

- Research mitigation of Fats, Oils, and Grease. (F.O.G).
- Plan to compile a list of food service restaurants, community kitchens and commercial/event kitchens that may be major source contributors of F.O.G. into the city's sewer system.
- Matanuska project cont. Finish punch list for scheduling of startup of new generator.
- Vegetation management around lagoons and wetlands.
- Fuel generators including Matanuska.
- Repair service tap in the intersection of Spruce and Ross.
- Relocate power meter at Matanuska to the outside of the new structure.
- Inspect local restaurant's grease interceptor.
- Plan to install new storm catch basin in the parking area of the Stephanie Inn.
- Explore the sewer system located at the old CB Elementary School site for mapping purposes.
- Order mixing tank and supplies for Magnesium Hydroxide addition into collection system.

Emergency Management – July

- Wayfinding Wednesday –July 6th
- North Tank Radio shelter building – completed
- Back up Battery and Generator progress, completed
 - Adding Spectrum to the site for security cameras and improved site resources
- Inventory community barrels in all cache sites
 - Reworking Barrel process for increased accountability, completed
 - Work with finance to improve process for future use, improved accountability
- Move forward with improving the Tsunami Evacuation maps
- Ordered new Tsunami evacuation signs for the city
- Awarded a large grant from the State/Fed for Cache Site development- Planning development for grant
 - Scheduled to begin groundbreaking Later May
 - Measured progress with TANGO cache site at 90% complete
 - Measured progress with OSCAR cache site at 80% completed
 - Started process with the ECHO cache site at 30% completed
- Background research and future development of Tsunami -Costal Sirens
 - Plan development for moving forward with July/Aug repairs

- Scheduling updated on calendars
- Safety group meeting for city employees
 - Work actions at Public Works Yard – Progress completed outside 90%
 - Actionable items moved forward – Need electrical completed at PW yard
 - Significant improvement to the P/W yard for safety and storage
- PIO- emergency messaging training for city staff, Police, Fire members
 - Updated on NIXLE platform completed and signed new agreement, complete
 - Coordinated with Police/Fire/EM to improve PIO messaging, completed-need training
 - Training next month for PIO members, scheduling in August
- Meeting with VERIZON reps for improved cellular and emergency options
 - New equipment to be delivered to City Hall to improve cellular service bubble, 70%complete
 - Completed Verizon meeting with new direction for city improved infrastructure, completed
- Completed grant process for a SPIRE grant – Submitted to the State
 - Emergency Communications, Water trailer, Fuel trailer – Completed 100%, waiting for award
- Scheduled city-wide tours for State Human services in September
- Communications Systems have been improved with consolidating radio frequencies to improve consistency and simplicity. Satellite-Cellular-Radio-Data
 - Systems built out – City Hall EOC 85% - Public Work EOC 50%
 - Expected completion with communication plan Fall/Winter 2022
- Communication Plan review for 2022
 - Plan has been evolved from initial development and simplified, 80% complete

Haystack Rock Awareness Program (HRAP) – July

- Black Oystercatcher nest monitoring: pair hatched three chicks on 6/29, chicks survived until approximately 7/8 – cause is unknown could be natural predation due to the peregrine falcon or it could be due to human disturbance as multiple individuals illegally climbing the rock were removed from the nesting area on 7/8
- High number of adult common murre bird rescues, no reports of Avian Flu among murre populations in the North Coast, but birds have had no obvious physical injuries, appear lethargic or confused, and have been dying shortly after capturing.
- Hosted three in person field trips serving 72 students.
- Assisted with a field trip for NCLC Cape Falcon Marine Program with Juntos Afuera
- One additional staff member has been hired
- Sea Grant Scholar, Lauren Rice, has is submitting an initial draft of the new Online Education Center later this month

Public Safety Report – June 2022

Staffing:	Authorized	Assigned
Sworn	8	8
Code Enforcement	1	1
Admin/Support	2	2

Parking/Information	6	5
Lifeguards	10	10

	June 2022	June 2021
<u>Station Activity:</u>		
CBPD Walk-in	248	169
CBPD Incoming Phone	400	420
SPD Dispatched Calls	167	139
Overnight Camping Warnings	62	142
Local Security Checks	3114	2866
Parking Citations	174	N/A
Traffic Warnings	238	165
Traffic Citations	62	61
DUII Arrests	3	0
Alarm Responses	11	12
AOA, Including FD	38	42
Citizen Assists	15	19
Transient Contacts	5	15
<u>Total Case File Reports</u>	318	428

Cases of Significance:

Criminal Trespass I:	1 Case	DUII (.20%, .20%, Blood Drawn)	3 Cases
Criminal Mischief II:	4 Cases	Theft II:	3 Cases
Warrant:	4 Cases	Suspicious Circumstances	15 Cases
Hit & Run:	1 Case	Fireworks/Lantern:	2 Cases
Warrant/Fugitive Arrest:	4 Cases	Missing Persons:	5 Cases

Traffic Citations:

Driving with Suspended License:	5 Citations	Use Mobile Elect. Device While Driving:	14 Citations
Reckless Endangering:	3 Citations	Expired Registration:	2 Citations
Failure to Install IID:	2 Citations	No Ops:	2 Citations
No Proof of Insurance:	4 Citations	Reckless Driving:	2 Citations
Passing in a no Passing Zone:	1 Citation	Fail to Yield to Pedestrian	1 Citation
Fail to Obey TCD	5 Citations	Violation of Basic Rule/Speeding:	18 Citations

(36/20, 35/20, 34/20, 35/20, 69/55 hwy. work zone, 34/20, 35/20, 34/20, 73/55, 73/55, 87/55, 78/55, 75/55, 76/55, 76/55, 81/55, 60/50, 74/55)

Code Enforcement Activities: During this period, **29** municipal code violations were addressed and resolved or pending resolution.