

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

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

**Date:** November 1, 2022

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

- Continuation of CD 22-01 & CU 22-03, David Vonada request, on behalf of Davidspruce LLC, for a seven-lot Conditional Use Permit Cluster Development Subdivision in the Wetland Overlay Zone.
- Public Hearing and Consideration of ZO 22-01, Will Rasmussen, on behalf of Haystock Rock LLC, requesting a text amendment of the Cannon Beach Municipal Code regarding notice requirements for applications and decisions.
- Public Hearing and Consideration of CU 22-04, Mike Morgan, on behalf of Marilyn Epstein, request for a Conditional Use Permit to allow for the placement of a non-structural shoreline stabilization project at 4007 Ocean Avenue.
- Work session review of draft letter to be sent to City Council regarding stormwater discharge on Forest Lawn.
- Work session discussion of Wetlands Task Force organization.

**Design Review Board: The Design Review Board met on October 20, to consider the following item:**

- Public Hearing and Consideration of DRB 22-17, Cannon Beach Conference Center application for the replacement of exterior siding.

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

357 Elk Cr Rd, replace exterior lights  
1347 S Hemlock, replace siding & windows

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

Program	Number of permits
14-day permit	137
Lifetime Unlimited permit	45
5-year Unlimited permit	16
Total permits	198
New short-term rentals this month	0
Pending short-term rentals	2

**Building Permits:** Staff processed the following permits in September:

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	4	\$4,497.74	\$250,000	\$2,040.00	\$ 4,399.32	\$ 248,787.69
Mechanical	6	\$1,809.32				
Plumbing	3	\$322.00				
Monthly Total	13	\$6,629.06				

**Other Planning/Building Matters:**

- The CD Department worked with the City Recorder to complete two Public Records Requests, accounting for over 2 hours of staff time;
- The City Planner attended the Tillamook Housing Commission monthly meeting, via Zoom, on October 6<sup>th</sup> & the CD Director attend the Seaside Housing Task Force monthly meeting, via Zoom, on October 3<sup>rd</sup>;
- The CD Staff continues to support PMT meetings of the Code Audit;
- The CD Staff facilitated the Joint Session of the Code Audit;
- The CD Director and Planner worked with CREST and regional planning partners to host the Fourth meeting of the Clatsop Regional Housing Task Force;
- The CD Director served on the City Hall/Police Department CM/GC selection committee to select a contractor for the projector;
- The City’s Land Use Attorney prepared the LUBA response brief for the Hamide appeal;
- The CD Department worked with the City Recorder to compile Discovery request for the Roberts & Haystack LLC Court case;
- The CD Department interviewed, reviewed and hired the Administrative Assistant position, Emily Bare, to begin October 31;
- The CD Director attended the Oregon Housing Needs Assessment & Housing Capacity Working Group Joint Session on draft recommendations, October 20;
- The CD Staff drafted Cannon Beach Elementary School Rejuvenation Memo for Zoning Decisions;
- The CD Staff and PW Department Director and Assistant Director met with applicants regarding a proposed Reimbursement District along Ecola Park Road;
- The CD Director met with Oregon State Researcher, Trisha Patterson, on Coastal Hazard Mitigation and Housing Planning;
- The CD Director met with Oregon Legislative Policy and Research Office Analyst, Claire Adamsick, regarding Housing;
- The CD Director and City Planner continued to work with the TSP PMT towards TSP adoption;
- The CD staff met with DLCD representatives and new Sea Grant Fellow, Carl Hendrickson, on Sea Rise Climate Adaptation project scope of work and timeline;

- The CD Director continued to correspond with mountain town housing planners and regional housing planners to discuss affordable and workforce housing initiatives in their communities;
- The CD Department participated in the Oregon Great Shake-out;

**Tree Report – September**

Date	Name	Location	Total removed	Hazard	Dead	Const.	Health other	Solar	Replant Req.
9/16/22	Muhr	296 E Van Buren	Denied						
9/23/22	Campbell	3640 Pacific	3			3			3
Number of Native Trees Planted by City Staff: 0 Number of Native Trees Planted by City Staff same time last year: 7 Replanting of Trees occurs during the appropriate tree planting season									

**Public Works Department Report – October**

Parks:

- Garden Club hauled another seven truckloads of yard debris away from Tolovana Hall, which looks the best it has in years
- Removed windscreens from tennis/pickleball courts for the season
- Received ten new trash receptacles and new benches
- 83 total trash receptacles across the city
- Added one new trash receptacle at the west end of Washington
- Took down flower baskets
- Annual knotweed control contractor completed work
- Concert season is over; Power is off at the bandstand
- Cleaned gutters at bandstand and public restroom
- Spread turf fertilizer
- Purple Martin houses removed and cleaned for storage
- Planted 6 trees throughout town

Water:

- Monthly spring samples sent to Alexin labs
- Leaks repaired at residences on E. Harrison, E. Monroe, and W. Delta
- RV Park leaks repaired sites 42 & 100
- Meter upgrade, new box, tailpiece, and valve installed at residence on Dawes
- Levi Beachy from Tillamook Water brought GPR (Ground Penetrating Radar) in assist with finding 12” main to South Reservoir
- Water service disconnect for demolitions on Pacific and Ocean
- Mow/brush-hog at Tolovana Tank
- Water team completed confined space training
- Water team responded to Great Shake-Out drill
- Educated customers on Eye on Water (Total of 709 signed up)
- Total of 1821 LTE endpoints installed
- Updated meter data sent to GeoMoose GIS service
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource)
- Notified multiple users of water leaks and high use

#### Wastewater:

- Updating mainline video inspections in areas of town with the oldest records
- Started preliminary video inspection of suspect contributors of grease
- Installed a tap and completed a repair in the mainline on 1st St
- Prepared the lagoon and the surrounding grounds for annual “Lagoon Sludge Profile Report”
- Replaced chemical mixing tank at Matanuska Pump Station
- Cleaned all gutters at Wastewater Treatment Plant

#### Roads:

- Trimmed brush in city right-of-way
- Filled potholes around town
- Cleaned gutters at City Hall
- Sign work
- Graffiti removal
- Cleared outfalls
- Assisted with marine mammal and debris cleanup
- Trail maintenance

#### Emergency Management – October

- Wayfinding Wednesday –October 6th
- North Tank Radio building – **Completed**
- 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, **Completed**
  - Projecting Barrel program into next phase – **Completed**
  - Review members who are not participating- **Completed**
- Move forward with improving the Tsunami Evacuation maps
  - Ordered new Tsunami evacuation signs for the city – Order Arrived, **Completed**
  - New “You Are Here” (YAH) maps, arrived and have started to distribute to community
  - New “Beat The Wave” (BTW) maps, arrived and have started to distribute to community
- New Tsunami Evacuation Signs
  - Signs were ordered and have arrived – **Completed**
  - Planning new schedule for sign swap out of existing signs – Large project
- Awarded a large grant from the State/Fed for Cache Site development- Planning development for grant
  - Scheduled to begin groundbreaking Later May - **Completed**
  - Measured progress with TANGO cache site at **90%** complete
  - Measured progress with OSCAR cache site at **90%** completed
  - Measured progress with ECHO cache site at **90%** completed
  - Started the development process for the WHISKY cache site at the water treatment plant. Goals are to store water filtration and water deliver trailers at site.
  - Trailers still in the research phase.
  - Developing sanitation at all sites, Pit are in ground, getting bids on buildings
- Background research and future development of Tsunami -Costal Sirens
  - Plan development for moving forward with NOV/DEC repairs, delayed
  - Water damage to siren controller in Fire Station water leak, need to be replaced
  - Siren removed ORFORD location
  - **COWS system taken offline** due to maintenance issues and water damage at Fire Station
  - Web site and FB updated -**Completed**
  - Batteries purchased, and work scheduled for deliveries. -**Completed**

- Waiting on the Controller to be delivered and programmed.
- **Safety group** meeting for city employees
  - Work actions at Public Works Yard – Progress outside - **Completed**
  - Security Cameras at Public works yard installed - **Completed**
  - Wastewater Plant building, safety switches and Security cameras installed -**Completed**
  - Researching improvement at Recycling -
- **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**
  - Training next month for PIO members, scheduling in October - **Completed**
- Meeting with VERIZON reps for improved cellular and emergency options
  - New equipment to be delivered to City Hall to improve cellular service bubble -**Completed**
  - Improving wireless mediocre performance still a concern, 85% complete
- Improving Wireless capability at City Hall, Assisting IT division
- 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 - **Completed**
- Communications Systems have been improved with consolidating radio frequencies to improve consistency and simplicity. Satellite-Cellular-Radio-Data
  - Systems built out – City Hall EOC 95% - Public Work EOC 50% (Priority to improve PW EOC)
  - Expected completion with communication plan Fall/Winter 2022
- Communication Plan review for 2022 - **Completed**
- Restructure CERT leadership team - **Completed**
- Assist with MRC / DART grant process – Grant Awarded -**Completed**
- Clatsop County new Emergency Management Director visit with city tour -**Completed**
  - Development of new county Incident Management Team concept discussed
- Assist with HRAP radio enhancement for volunteer/employee communications - **Completed**
- Deploy employee readiness go bags to new employees, **Completed**
  - Training to increase in September/October -Great Shake Out Drill, excellent results-**Completed**
- City wide Emergency Management Plan (EMP) in DRAFT stage
  - Priority to complete EMP in early 2023
  - Review current plans and Emergency Operation Guidelines (EOG's) following EMP
- Coaster Construction specialty shelter review 2022,
  - Update plan and begin to add actionable items to shelter. This could be completed in 2022
  - Need for all shelters to schedule biannual inspections
- Assist regional partners SEARC – Mt Nicoli buildup and repair – **Complete**
- Attended Oregon Emergency Managers Association (OEMA) conference-**Completed**

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

- Nesting bird season has ended
- Rescued 3 pelicans, participated in release of Rhinoceros Auklet
- New optics purchased: 20x binoculars, 10x monoculars, 1x birding scope, and 1x tripod
- Seasonal interpreter program ending on October 31<sup>st</sup>
- Will be collecting “Winter Season” data November through January – data collected will be number of visitors, number of tide pool exposure days and hours, and wildlife observations
- Temporary signs returned for the winter
- Preparing grant information for wheelchair program updates

**Public Safety Report – September 2022**

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	8	8
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	4
Lifeguards	10	0

<b>Station Activity:</b>	<b>September 2022</b>	<b>September 2021</b>
CBPD Walk-in	176	117
CBPD Incoming Phone	376	237
SPD Dispatched Calls	170	178
Overnight Camping Warnings	72	64
Local Security Checks	2628	2199
Parking Citations	141	N/A
Traffic Warnings	202	199
Traffic Citations	37	33
DUII Arrests	0	2
Alarm Responses	13	7
AOA, Including FD	62	28
Citizen Assists	19	21
Transient Contacts	18	8
<b>Total Case File Reports</b>	<b>326</b>	<b>255</b>

**Cases of Significance:**

Criminal Trespass II:	1 Case	Domestic Disturbance:	1 Case
Criminal Mischief II:	1 Case	Theft III:	1 Case
Theft of Services:	1 Case	Suicidal:	1 Case
Criminal Mischief III:	2 Cases	Suspicious Circumstances	10 Cases
Hit & Run:	2 Cases	Interfering with a Police Officer:	1 Case
Missing Persons:	2 Cases	Offensive Littering:	3 Cases
Disorderly Conduct:	4 Cases	MIP Alcohol:	1 Case
MIP Marijuana:	1 Case		

**Traffic Citations:**

Driving with Suspended License:	6 Citations	Use Mobile Elect. Device While Driving:	10 Citations
Fail to Use a Seatbelt:	1 Citation	Expired Registration:	3 Citations
Driving on the Ocean Shore:	1 Citation	No Ops:	3 Citations
No Proof of Insurance:	3 Citations	Driving w/out Required Lights:	1 Citation
Fail to Obey TCD:	1 Citations	Parked in Handicap Access:	1 Citation

Violation of Basic Rule/Speeding: 6 Citations      Passing in A No Passing: 1 Citation  
(30/20, 95/55, 67/55, 75/55 HWZ, 74/55, 65/50)

**Code Enforcement Activities:** During this period, **22** municipal code violations were addressed and resolved or pending resolution.