

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

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

**Date:** December 7, 2021

**Planning Commission: The Planning Commission meets on October 28th, to consider the following item:**

- Continuation and Consideration of ZO# 21-02, City of Cannon Beach request, for Subdivision and Zoning Ordinance Text Amendments.
- Continuation and Consideration of AA# 21-01, Greg Hathaway request, on behalf of Jeff & Jennifer Harrison, for an Appeal of an Administrative Decision to approve a building/development permit.
- Public Hearing and Consideration of AA# 21-02, Haystack Rock LLC request, for an Appeal of an Administrative Decision to approve a development permit.
- Public Hearing and Consideration of SR 21-06, David Vonada request, on behalf of John Henry, of 1688 S. Hemlock, 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 meeting was cancelled due to a lack of applications**

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

No minor modifications for this report.

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

Program	Number of permits
14-day permit	123
Lifetime Unlimited permit	47
5-year Unlimited permit	34
Total permits	204
New short-term rentals this month	2
Pending short-term rentals	1

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

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	6	\$9,983.97	\$ 690,000.00	\$ 6,900.00	\$ 30,236.27	\$ 207,986.27
Mechanical	13	\$1,865.32				
Plumbing	7	\$1623.00				
Monthly Total	26	\$7,994.94				

**Other Planning/Building Matters:**

- The CD Staff supported the City Manager’ Office completing 2 Public Records Request(s) for the month, accounting for approximately 1.0 hours;
- The CD Department processed 2 Development Permits;
- The CD Director attended the monthly TSP call with the project management team for the TGM/TSP and provided support for the Project Management Team’s (TSP PMT) presentation before the Joint Work Session with the PC and Council;
- The CD Director and Assistant PW Director met with TSP PMT to discuss Preferred Alternatives;
- A revised draft Memorandum of Understanding is scheduled for Council review in December regarding the scope of work for the application for Natural Hazard Mitigation towards proposed solutions for bank stabilization of the North Bank of the Ecola Creek Estuary;
- 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 Department offered the Planner I position and the offer was accepted by Robert St. Clair who is scheduled to begin work on December 1st;
- The CD Director had a meeting to discuss a potential Affordable Housing project;
- The CD Director met with State Parks personnel on beach erosion issues;
- The CD Director met with the City Recorder and the Chamber of Commerce Director to discuss upcoming Special Events and Special Events process;
- The CD Director attended as the City representative for the CREST quarterly meeting;
- The CD Director attended a virtual conference of Coastal Planners, hosted by DLCDC;
- The CD Director responded to a number of emergency tree removal requests due to the storm event;
- The CD Director met with a pre-existing use owner for a pre-application meeting for a DRB application;
- The CD Director and Building Official attended a virtual Bluebeam software training session in preparation to moving to electronic plan review;
- The CD Director shot a video interview with ODOT production team for the upcoming Oregon Transportation Plan;
- The CD Director and Assistant PW Director met with interested parties of the Forest Lawn area on the issuance of a Development Permit for stormwater pipe extension;
- The CD Permit Technician attended virtual training through the Oregon Permit Technician Association;

- The Building Official attended virtual training through the Oregon Building Officials Association;

**Tree Report – October**

Date	Name	Location	# Removed	Removed Dead/Dying	Required to Replant
10/1/2021	Dick/Young	596 Old Cannon Beach Rd.	1	1	0
10/7/2021	Fong	386 Sunset Blvd	2	2	0
10/7/2021	Spalding	139 Surfcrest	1	1	0
10/8/2021	Moon	TL 51032BC00400	1		0
10/14/2021	Atiyeh	384 Sunset Blvd	6	0	0
10/21/2021	Moon	TL 51032BC00400	30		0
10/26/2021	Polzin	195 E. Jackson		1	1
	Number of Native Trees Planted by City Staff: 0				

**Public Works Department Report – November**

**Water**

- Replaced two damaged meter boxes with new meter boxes in freshly poured sidewalks.
- Conducted emergency water leak repair at 3516 Pacific.
- Installed new water service at 3980 S Hemlock.
- Educated customers on Eye on Water (Total: 532 signed up).
- Installed 11 new cellular LTE meters (Total: 1790 installed).
- Conducted monthly meter reads.
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Completed daily reads and checks 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.
- Created plan to install AC power to SCADA (Supervisory Control and Data Acquisition) at North Reservoir.
- Collected and posted weather data.
- Cleaned rain gauges.
- Participated in “Great Shake Out” drill and ran a scenario exercise.
- Did yearly fire extinguisher checks/maintenance.

**Wastewater**

- Conducted quarterly maintenance of aeration blowers.
- Repaired root intrusion in the intersection of 3rd and Spruce.
- Met with contactor at Sitka and Matanuska for proposed future masterplan projects.
- Met onsite with Clackamas Construction at Haystack Pump Station to introduce project location, answer questions, and go over logistics.

- Installed new wastewater sampling equipment at the treatment plant.
- Installed new influent pH monitoring device.
- Installed new sewer service tap at 216 Kenai St.
- Replaced an unserviceable pump at Elkland pump station with a backup pump.
- Replaced a bulb in our disinfection UV system.
- Participated in “Great Shake Out” drill and ran a scenario exercise.
- Did yearly fire extinguisher checks/maintenance.

#### **Parks**

- Roped off old clutterbridge (on the playground equipment) at Main Park because replacement equipment is backordered until January.
- Conducted seasonal cleanup and maintenance.
- Planted four more replacement trees (native species) in the right-of-way.
- Assisted Roads team with storm cleanup, including clearing street drains and drain at skate park.
- Removed graffiti around town, at the request of the Police Department.
- Mowed sewer lagoon loop trail.
- Participated in “Great Shake Out” drill and ran a scenario exercise.
- Did yearly fire extinguisher checks/maintenance.

#### **Roads & Storm**

- Cleaned storm basins before heavy rain.
- Vactored downtown catch basins and any catch basins and lines plugged during storms.
- Conducted post-storm cleanup, including debris removal at beach ramps.
- Kept outfalls clear and functional.
- Repaired storm drainage and re-graded Poplar Street.
- Participated in “Great Shake Out” drill and ran a scenario exercise.
- Did yearly fire extinguisher checks/maintenance.

#### **Emergency Management – November**

- 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 –November 3
- Radio communications training
- Move forward with improving the Tsunami Evacuation maps – New training in January
- Working on improved “You are here signs”
- 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)
- COVID-19 SIT-Reps restarted for enhanced communications
- Vaccination Task Force information delivered to community
- Working on MOU with Neighbors to the East
  - MOU drafted for Greenwood forestry’s
  - MOU drafted for the Recovery excavation companies to stage equipment in Cannon Beach
- North Tank Radio (KMUN – HAM- GMRS) tower development continued – All equipment installed and operational. Training and fine tuning of equipment commenced. Radio cabinet shed under construction

- Getting bids from Pacific Power for all three cache sites, contracts signed, and funding started
- Radio programming for All staff leadership positions, and PD home HAM / PD radios
- Communication Plan development completed and delivered training for Department Heads and PD
- Schedule for remainder of 2021 and into 2022
- Started Cascadia Raising 2022 planning
- Awarded \$9,000 Homeland Security Grant for the OSCAR cache site.
  - Awaiting Soil inspections for approval
- Communicated directly with staff and community to prepare for upcoming weather event
- HAM training with community
- Background research and future development of Tsunami -Costal Sirens
  - Working directly with fire district to reframe challenges
- Provide area familiarization for visit from the state- Oregon Health and Human Services -Mass Care

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

- 2021 Season data compilation and analysis has been completed; report will be given to council in December.
- Website overhaul re-design is underway. Staff is working on a cleaner webspace with more interactive components, goal is to go live with the new webpage in January.
- Currently planning 2023 season calendar.

**Public Safety Report – October 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>October 2021</b>	<b>October 2020</b>
CBPD Walk-in	60	220
CBPD Incoming Phone	132	427
SPD Dispatched Calls	163	52
Overnight Camping Warnings	21	60
Local Security Checks	2233	2920
Traffic Warnings	158	186
Traffic Citations	44	55
DUI Arrests	3	0
Alarm Responses	12	12
AOA, Including FD	43	43
Citizen Assists	14	23
Transient Contacts	10	5
<b>Total Case File Reports</b>	<b>206</b>	<b>293</b>

**Cases of Significance:**

Forgery/Fraud:	1 Case	Criminal Mischief III:	2 Cases
Disturbance Domestic:	2 Cases	Hit & Run:	2 Cases
DUII:	3 Cases	Theft III:	3 Cases
Suspicious Circumstance	15 Cases	Criminal Trespass:	2 Cases
Death Investigation:	2 Cases	Warrant/Fugitive Arrest:	3 Cases
Disorderly Conduct:	2 Cases	Drug Laws:	2 Cases

**Traffic Citations:**

Driving with Suspended License:	2 Citations	Passing in No Passing:	1 Citation
Oper. Veh. Using Mobile Device:	8 Citations	Reckless Endangering:	1 Citation
Reckless Driving:	1 Citation	No Proof Insurance:	3 Citations
Following too Closely:	1 Citation	Failure to Obey TCD:	2 Citations
Failure to Install IID:	2 Citations	Failure to Maintain Lane:	2 Citations
Driving Uninsured:	1 Citation	Careless Driving:	1 Citation
Violation of Basic Rule/Speeding:	13 Citations	No Operator’s License:	3 Citations

(78/55, 73/55, 81/55, 80/55, 68/55, 75/55, 38/25, 35/20 school zone, 35/20, 40/25, 81/55, 79/55, 72/55, 44/25)

**Parking Citations:** 4 citations

**Code Enforcement Activities:** During this period, **19** municipal code violations were addressed and resolved or pending resolution.