

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

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

**Date:** September 7, 2021

**Planning Commission: The Planning Commission meets on August 26th, to consider the following item:**

- Public Hearing and Consideration of SR 21-05, David Vonada request, on behalf of Dana & Thurman Cardwell, of 1696 S. Hemlock, for a Setback Reduction of the rear-yard setback requirement for an entry-arbor in conjunction with a fence for an existing residence.

**Design Review Board: The Design Review Board met on August 19th, to consider the following item:**

- Public Hearing and Consideration of DRB 21-20, Robert Lundin application on behalf of Hallmark Inns and Resorts for an exterior walkway bridge to connect buildings.
- Public Hearing and Consideration of DRB 21-22, Jason and Elisabeth Menke application on behalf of SeaLevel Bakery and Coffee for an addition to extend production facilities and second-story office, staff room and storage space.

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

|                                  |                |   |
|----------------------------------|----------------|---|
| Bald Eagle Coffee House building | 1064 S Hemlock | Re-roof   |
| CB Conference Center             | 289 N Spruce   | Remove & replace existing rooftop packaged unit |
| Jeff Nicholson                   | 279 N Hemlock  | Remove damaged & susceptible tree               |

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

| Program                           | Number of permits |
|-----------------------------------|-------------------|
| 14-day permit                     | 123               |
| Lifetime Unlimited permit         | 48                |
| 5-year Unlimited permit           | 36                |
| Total permits                     | 207               |
| New short-term rentals this month | 1                 |
| Pending short-term rentals        | 1                 |

Building Permits: Staff processed a total of 10 building, 17 mechanical and 8 plumbing permits in July:

| Permit Type   | # of permits | Permit Fees | Value           | Affordable Housing Surcharge, Current Month | Affordable Housing Surcharge, Fiscal Year to date |
|---------------|--------------|-------------|-----------------|---|---|
| Building      | 10           | \$17,652.62 | \$ 1,648,396.66 | \$ 16,483.97                                | \$ 16,483.97                                      |
| Mechanical    | 17           | \$4,061.98  |                 |   |   |
| Plumbing      | 8            | \$3,239.00  |                 |   |   |
| Monthly Total | 35           | \$24,953.60 |                 |   |   |

**Other Planning/Building Matters:**

- The CD Staff supported the City Manager’ Office completing 4 Public Records Request(s) for the month, accounting for approximately four hours;
- The CD Department processed two Development Permits;
- The CD Director attended the monthly TSP call with the project management team for the TGM/TSP, and held the first Project Advisory Committee Meeting;
- The TSP received the Existing Conditions report and Parking Survey Summary, which were uploaded to cannonbeachtsp.com;
- The City received notification from the Oregon Court of Appeals that the City’s decision to deny the Roberts development permit for a new residence in the Oceanfront Management zone has been appealed for an October 4<sup>th</sup>, 2021, oral testimony before the court;
- The CD Director received a draft Memorandum of Understanding for review 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 Department worked with CB Code Audit consultants to prepare for the September 8<sup>th</sup>, 2021, Kick-Off Joint Work Session with the Council, Planning Commission and Design Review Board;
- The CD Director continues to participate on the Project Advisory Committee for the City of Astoria’s Tsunami Evacuation Facilities Improvement Plan;
- The CD Department held interviews for the new position for Planner I;
- The CD Director continued to finalize with the Public Works Department on state permitting project for Southwind clean spoils site, submitting a 1200-C application with DEQ;
- The CD Director met with local business owners to discuss the new Special Events Ordinance, application and brochure and a Special Events banner program;
- The CD Department worked with the Public Works and private property owners to investigate the re-alignment of a portion of View Point Terrace travel-surface;

- The CD Director met with Laurel St. property owners and contractor regarding remedial dune grading development permitting;
- The CD Director spoke with property owners about possible annexation and development in the UGB;
- The CD Director and Building Official worked with the City of Astoria on an addendum to the IGA to allow for Building Inspection coverage for the next two months;

### **Public Works Department Report – August**

#### **Water**

- Repaired 2” PVC water main blowout at 1st and Laurel.
- Repaired eight other leaks at various locations, including two at the water plant.
- Replaced back-up chlorine pump when the old one failed.
- Educated customers on Eye on Water (Total: 412 signed up).
- Installed 199 new cellular LTE meters (Total: 1,399 installed).
- Conducted monthly meter reads.
- Serviced water tank at Coaster Properties Building (designated Red Cross emergency resource).
- Performed maintenance and adjustments to the slow sand filters at the Water Plant.
- Completed weekly locates and work orders.
- Performed callout duties.
- Notified multiple users of water leaks
- Replaced battery at the North Reservoir tank.
- Entered LTE data into Beacon and Caselle.

#### **Wastewater**

- Prepped for sewer lateral cleaning and wet well cleaning in areas with very limited access.
- Met with Cannon Beach Electric, Civil West and management regarding Matanuska cover & generator project and Haystack Pump Station project.
- Conducted hydraulic cleaning of laterals in lines out on the beach.
- Vacuumed all the sand, rocks and grease in the two wet wells located adjacent to the beach.
- Performed annual service and calibration of all the treatment plant’s probes, sensors and samplers.
- Performed annual service and calibration of all of the lab instruments and equipment.
- Troubleshoot the effluent sampler.
- Repaired several spots in sewer lateral on Harrison Street in preparation for new asphalt.
- Prepped for end-of-season collection system cleaning and pump and impeller condition analysis.
- Completed a thorough cleaning/sanitizing lab and offices.
- Installed new service tap in Haystack Heights.
- Did prep work for new service taps at Logan Lane and Ross Lane.

#### **Parks**

- Assisted with striping tennis courts for pickleball.
- Completed new Sitka beach access and Orford beach access.

- Facilitated use of bandstand and soccer fields.
- Conducted ongoing landscape maintenance, including hedges and rose garden.
- Irrigated City properties.
- Established tree planting locations for this fall.
- Planted a tree in the Laurel Street right-of-way.
- Monitored purple martin box usage.
- Attempted to maintain flower baskets and fight off aphids and mildew.

#### **Roads & Storm**

- Prepped for asphalt on E Harrison between Hemlock and Spruce.
  - Repaired two sinkholes.
  - Hooked up an old storm drain.
  - Trimmed overhead trees to provide more clearance for paving trucks.
- Prepped Glenwood Ct., Kimberly Ct. and Elkland Ct. for paving.
  - Repaired and converted two sewer cleanouts.
  - Trimmed overhead trees to provide clearance.
- Prepped N Larch for asphalt.
  - Removed old asphalt.
  - Raised a sewer manhole.
  - Adjusted grading of road for better storm drainage.
- Completed new Sitka beach access.
- Picked up garbage.
- Cleared beach access ramps.
- Mowed rights-of-way.
- Installed catch basin on E Jackson.

#### **Emergency Management – August**

- Assisted with Community Bulletin deployment – Improved results and feedback driving progress
- Expedite security options for the cache sites. Game Cameras are in place
- Researched and developed improved video surveillance for city buildings and vulnerable locations
  - Coming before council for approval
- Wayfinding Wednesday – We participate first Wednesdays of each month
- DOGAMI improved data for Cannon Beach – Draft form
- Move forward with improving the Tsunami Evacuation maps
- Working on improved “You are here signs”
- Bi-Weekly MRC communications training and participation
- Communications and Coordination with Clatsop County Emergency Management
  - Communications Plan (Clatsop County),
- Ongoing updates when significant issues arise to Staff, Council, Community (Weather, Outbreaks, State Mandates)
- COVID-19 SIT-Reps restarted for enhanced communions

- Attend weekly Business meetings to receive and to deliver up to date information
- Working on MOU with Neighbors to the East (Green land forestry)
  - MOU draft for Greenland forestry's to begin May 2021 (DRAFT only)
  - MOU draft for the Recovery excavation companies to stage equipment in Cannon Beach
- North Tank Radio (KMUN – HAM- GMRS) tower development continued – All equipment installed and soon to be operational
- Getting bids from Pacific Power for all three cache sites
- EOC radio development, continuing. Waiting on specific equipment.
- Radio programming for All staff leadership positions, and PD home HAM / PD radios.
- New generators for cache sites (Grant HPO), cabinets and generator serviced, and they are in the cache sites- Operational.
- Schedule for remainder of 2021 calendar year completed.
- Drone training for city triage capability.

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

- OSU Sea Grant Scholars Amishi Singh and Andrea Vega have finished their fellowships with HRAP and provided reports on optimizing and improving the virtual field trip program and optimizing science communication.
- Face masks are required at the tide pools when social distancing cannot be maintained in accordance with Governor Brown's outdoor mask policy.
- Using funds from an Oregon Community Foundation grant, HRAP hosted a free field trip in both Spanish and English for students in the Migrant Education Program.
- HRAP Director Kelli Ennis attended the Northwest Aquatic Marine Educators (NAME) Annual Conference, held virtually this year, and presented a short talk about network map creation.
- All of the Tufted Puffins are expected to return to the Pacific Ocean by the end of this month, official count estimates will be calculated by USFWS.
- HRAP staff participated in the rescue of six birds to the Wildlife Center of the North Coast this month.
- Two months remain on HRAP's beach season.

**Public Safety Report – July 2021**

| <b>Staffing:</b>    | <b>Authorized</b> | <b>Assigned</b> |
|---------------------|-------------------|-----------------|
| Sworn               | 8                 | 7               |
| Code Enforcement    | 1                 | 1               |
| Admin/Support       | 2                 | 1               |
| Parking/Information | 6                 | 6               |
| Lifeguards          | 10                | 9               |

| <b>Station Activity:</b>       | <b>July 2021</b> | <b>July 2020</b> |
|--------------------------------|------------------|------------------|
| CBPD Walk-in                   | 169              | 268              |
| CBPD Incoming Phone            | 445              | 639              |
| SPD Dispatched Calls           | 134              | 128              |
| Overnight Camping Warnings     | 99               | 216              |
| Local Security Checks          | 2780             | 3247             |
| Traffic Warnings               | 150              | 112              |
| Traffic Citations              | 18               | 25               |
| DUI Arrests                    | 1                | 2                |
| Alarm Responses                | 15               | 8                |
| AOA, Including FD              | 29               | 49               |
| Citizen Assists                | 14               | 23               |
| Transient Contacts             | 7                | 7                |
| <b>Total Case File Reports</b> | <b>386</b>       | <b>599</b>       |

**Cases of Significance:**

|                           |          |                      |         |
|---------------------------|----------|----------------------|---------|
| Attempt to Elude          | 1 Case   | Burglary             | 1 Case  |
| Criminal Mischief         | 2 Cases  | Criminal Trespass:   | 2 Cases |
| Disorderly Conduct II:    | 1 Case   | Disturbance Domestic | 1 Case  |
| Disturbance Noise/Verbal: | 2 Cases  | DUI:                 | 1 Case  |
| Fireworks                 | 12 Cases | Fraud:               | 2 Cases |
| Reckless Endangering:     | 1 Case   | Theft:               | 5 Cases |
| Warrant/Fugitive Arrest:  | 1 Cases  |                      |         |

**Traffic Citations:**

|                                       |                   |                       |                 |
|---------------------------------------|-------------------|-----------------------|-----------------|
| Driving with Suspended License:       | 4 Citations       |                       |                 |
| Oper. Veh. Using Mobile Device:       | 4 Citations       | Reckless Endangering: | 1 Citation      |
| 1 Citation                            | Reckless Driving: | 1 Citation            | Unsafe Passing: |
| Violation of Basic Rule/Speeding:     | 6 Citations       |                       |                 |
| (76/55,65/55,67/55,42/25,77/55,75/55) |                   |                       |                 |

**Code Enforcement Activities:** During this period, 27 municipal code violations were addressed and resolved or pending resolution.