

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council

From: City Manager Bruce St. Denis

Date: March 3, 2021

Planning Commission: The Planning Commission will meet on February 25th, to consider the following items:

- Public Hearing and Consideration of V 21-02, Jay Raskin request, on behalf of Stan and Becky Roberts, for a variance of the Oceanfront Setback for the construction of a new residence.
- Informational Items:
 - Tree Report
 - Good of the Order

Design Review Board: The Design Review Board met on February 28th, to consider the following item:

- Public Hearing and Consideration of DRB 21-03, Cindy Beckman application to add a ground-floor patio and second-story deck for outdoor dining at Ecola Seafood;
- Public Hearing and Consideration of DRB 21-05, Mark and Karyn Davis application to construct an accessory dwelling with a new single-family residence at 347 Deer Place;
- DRB 21-04 Request by Cory Burnett on behalf of Driftwood Restaurant for approval of a freestanding sign to replace a storm-damaged freestanding sign at 179 N. Hemlock
- Discussion Items:
 - Good of the Order

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

- 179 N Hemlock, freestanding sign for Driftwood Restaurant
- 302 Breakers Point Dr., window replacement

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

Program	Number of permits
14-day permit	118
Lifetime Unlimited permit	48
5-year Unlimited permit	40
Total permits	206
New short-term rentals this month	0
Pending short-term rentals	1

Building Permits: Staff processed a total of 12 building, 12 mechanical and 10 plumbing permits in January:

Permit Type	# of permits	Permit Fees	Value	Affordable Housing Surcharge, Current Month	Affordable Housing Surcharge, Fiscal Year to date
Building	12	\$20,621.23	\$ 1,605,457.80	\$ 16,054.58	\$ 172,846.33
Mechanical	12	\$2,288.00			
Plumbing	10	\$3,160.00			
Monthly Total	34	\$26,069.23			

The Building Official spent approximately 15 hours per week providing building inspection and plan review services to the City of Astoria, under an Intergovernmental Agreement.

Other Planning/Building Matters:

- The CD Staff supported the City Manager’ Office completing two Public Records Request(s) for the month, accounting for approximately 1.5 hours;
- The CD Director continues to meet and approve on-site Emergency Outdoor Service & Parking Plans for restaurants extending their dining services;
- The CD Director drafted an Emergency Order and ROW Facilities Permit for extending outdoor dining options for COVID-related temporary on-street dining;
- The CD Director attended the monthly TSP call with the project management team for the TGM/TSP;
- The CD Department received a Land Use Board of Appeals Notice for Reconsideration of Decision for Najimi Appeal;
- The CD Department received a Land Use Board of Appeals Notice that Supplemental Record was resolved;
- The CD Department received a Land Use Board of Appeals Notice that there was a Records Objection filed in the Roberts Appeal Council decision;
- The CD Director continues to work the City Manager, CREST Executive Director and Denise Lofman, regarding proposed solutions for bank stabilization of the North Bank of the Ecola Creek Estuary;
- The CD Director attended the quarterly CREST Board Meeting, on behalf of the City;
- The CD Department processed four Development Permits;
- The CD Department reviewed and Council adopted an update to Land Use Fees;
- The CD Department reviewed and will provide Council an update to the STR Fees;
- The CD Director continues to work with the Emergency Manager on mapping for the Ecola Creek plan update;
- The CD Department received notice of archaeological permit no. 3037 review for ODOT’s US101 Ecola Creek to Arcadia Beach roadway project;
- The CD Department prepared and posted notice of Code Audit RFQ;
- The CD Director amended the Special Events ordinance language, along with a new application brochure for adoption in March;

Public Works Department Report - February

Water

- Installed new SCADA option board at Sunset pump station.

- Tapped 12" water main and installed new meter service at 3988 S Hemlock Street.
- Entered LTE data in Beacon and Caselle.
- Educated customers on Eye on Water app & website (207 total customers signed up).
- Installed 192 new Cellular LTE meters (740 total installed).
- Read and re-read meters for monthly billing.
- Serviced water tank at Coaster Properties Building.
- Did weekly locates and work orders.
- Notified multiple users of possible water leaks.
- Responded to call out due to power outage.
- Met with engineers on Pacific water main replacement.

Wastewater

- Sourced parts to refurbish Basin #2.
- Finished the replacement of Biolac screen in the control room of the treatment plant.
- Worked with Peterson CAT to perform a coolant flush on Ecola pump station generator and tried again to get the fuel pump to work properly.
- Replaced five air valve actuators in Basin #1.
 - Three replacements remaining in this basin.
- Reviewed next year's contract with Hach Services.
 - This includes the maintenance, calibration, and certification of the basin's flow / pH / temperature meters.
- Replace aged wet well level control floats at Sitka pump station.
- Finished install of XTU communication dialer at Sitka.
- Added two signal boosters at Sitka.
- Reviewed the revised wastewater plant O & M manual.
- Installed two new service laterals for 3980 and 3988 S Hemlock.
- Transported generators to and from locations in need of auxiliary power during storm events.
- Replaced aging aeration line chain connections (eye bolts and shackles) that are wearing in basin.
- Tested new methods and new products for our lab BOD Test.

Roads & Streets

- Mowed to the road to the dump site.
- Re-rocked and reshaped Tanana & Pacific.
- Installed catch basin and cleaned ditches on 5th Street.
- Widened Antler Street and worked on storm drainage.
- Replaced the storm pipe on Old Ecola Park Road and 5th Street and completed shoulder work.
- Fixed sinkholes in Midtown parking lot.
- Cleared outfalls and maintained beach accesses.

Parks

- Improved and repaired beach accesses following the King Tides and storms.
 - Backfill rocks at Delta & Chisana.
 - Rock path at Orford.
 - Wood chips at Logan.
 - Bench replacement at Susitna.
 - Stairway repair at Noatak using available natural elements on beach.
- Met with a contractor to make plans for replacement of Sitka access.
- Planted shrubs to replace the fallen Cyprus tree in downtown parking lot.

- Continued with minor tree and shrub pruning citywide.
- Provided coverage at the recycling center, due to COVID rotational shifts.
Parking lot maintenance at Les

Emergency Management – February

- Started to draft grant for Homeland Security Grant for 2021 – Quick turnaround expected.
- Starting to expedite security options for the cache sites. (this was shelved as a priority budget cycle)
- Built lofts and storage in Cache site OSCAR – TANGO
- Work parties to split 10 cords of wood for city survival cache sites
- Wayfinding Wednesday – We participate first Wednesdays of each month
- Bi-Weekly MRC communications training and participation
- Communications and Coordination with Clatsop County Emergency Management
 - * Communications Plan (Clatsop County), All Hazards Emergency Plan (Cannon Beach)
- Coordination and collaboration with Clatsop County Public Health for COVID daily updates
- Weekly COVID-19 Situation Reports
- Vaccination updates
- Ongoing updates when significant issues arise to Staff, Council, Community (Weather, Outbreaks, State Mandates)
 - *Staff report delivered to council for ECFR – emergency road access for fire suppression
- Attend weekly Cannon Beach Chamber and Business meetings to receive and to deliver up to date information
- Working on MOU with Neighbors to the East (Green land forestry) South with –(EVCNB). CERT coordination
 - *MOU draft completed for EVCNB
- North Tank Radio (KMUN – HAM- GMRS) tower development continued – Detailed plan for antenna
 - *Progress, received CUP and starting the building permit
- Clatsop County communications plan assistance
- CERT vaccination assistance for seniors – Library
- CERT community mask delivery
- EOC improvements made with back up computer placement
- Public Works handheld radios purchased

Haystack Rock Awareness Program (HRAP) – February

- HRAP is back on the beach as of February 12th
- Ten seasonal rocky shore interpreters have been hired, two more are being interviewed
- Currently accepting and reviewing applications for a part-time communications coordinator
- HRAP will be applying to host two Clatsop Works employees from Seaside High School
- HRAP has applied to be a host of an Undergraduate Sea Grant Scholar in the summer, student will be interviewed in March
- Currently planning Welcome the Puffin ceremony to happen in April, will be a hybrid in-person and virtual event
- 2021 is The Year of the Puffin, a joint-effort with Friends of Haystack Rock to bring awareness to the Tufted Puffin, their concerning population decline, the recent denial of Endangered Species Act designation, potentially develop a management plan, improve communications across other groups involved with puffin conversation, and efforts to improve research needed to nationally recognize the species as vulnerable.

Public Safety Report – January 2021

Staffing:	Authorized	Assigned
Sworn	8	7
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	0
Lifeguards	10	0

Station Activity:	January 2021	January 2020
CBPD Walk-in	106	192
CBPD Incoming Phone	298	292
SPD Dispatched Calls	41	53
Overnight Camping Warnings	33	27
Local Security Checks	2769	3166
Traffic Warnings	109	30
Traffic Citations	33	30
DUII Arrests	3	2
Alarm Responses	4	13
AOA, Including FD	43	42
Citizen Assists	10	8
Transient Contacts	5	5
Total Case File Reports	206	170

Cases of Significance:

Burglary II:	1 Case	Warrant/Fugitive Arrest:	1 Case
Criminal Trespass II:	1 Case	Recovery of a Stolen Vehicle:	1 Case
Theft I:	1 Case	Possession of Stolen Vehicle:	1 Case
Theft III:	1 Case	Fireworks Citation:	1 Case

Traffic Citations:

Driving with a Suspended License:	2 Citations	No Operator’s License:	1 Citation
Oper. Vehicle Using Mobile Device:	13 Citations	Fail to Maintain Lane:	1 Citation
Fail to Carry Insurance Proof:	1 Citation	Careless Driving:	2 Citation
Fail to Obey Traffic Control Device:	2 Citations	Reckless Driving:	1 Citation
Fail to Perform Duties of a Driver:	1 Citation	Open Container:	1 Citation
Safe Distance Emergency Vehicle:	1 Citation		
Violation of Basic Rule/Speeding:	4 Citations (70/55, 40/25, 35/20, 34/25)		

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