

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council

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

**Date:** May 2, 2023

**Community Development Monthly Report, March 22 to April 22**

**Planning Commission: The Planning Commission met on January 26th, to consider the following items:**

- Public Hearing and Consideration of SR#23-01, Mike Morgan request on behalf of Jeff and Miriam Taylor for a Setback Reduction for a porch addition to allow emergency access at 1956 S. Hemlock St.
- Public Hearing and Continuation of AA#23-01, Dana Cardwell for an administrative appeal of the City's approval of Development Permit DP#22-19.
- Public Hearing and Consideration of CU#23-01, Joseph Gaon request on behalf of Stephen and Laurel Day for a Conditional Use Permit for shoreline stabilization at 3216 Pacific St.
- ZO 23-01, Jeff Moon Plan Amendment & Zone Change application at Taxlot 51032BC00400
- Wetlands Discussion
- Tree Report
- Community Development Department Staffing & Management Update

**Design Review Board: The Design Review Board met on March 30, and April 20 to consider the following items:**

- Public Hearing and consideration of DRB 23-02, Ben Cox application for placement of a vehicle gate at Tolovana Park Beach Parking area
- Public Hearing and Consideration of DRB 23-04, David Vonada application on behalf of David Pietka for a new two-story mixed-use development at the intersection of First and Spruce Streets.
- The Chair of the DRB, approved minor modifications for the following addresses:
- Public Hearing and Consideration of DRB 23-05, Tolovana Architects on behalf of Brett Tanzer for an Accessory Dwelling Unit over a garage at 663 Ocean Ave.

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

Program	Number of permits
14-day permit	145
Lifetime Unlimited permit	36
5-year Unlimited permit	10
Total permits	101
New short-term rentals this month	4
Pending short-term rentals	2

**Building Permits:**

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	11	\$26,822.85	\$ 0.00 No fees collected in March	\$0.00	\$151,752.28	\$3,433.34
Mechanical	10	\$2,599.08				
Plumbing	4	\$1,456.00				
Monthly Total	25	\$30,877.93				

**Tree Report – March**

Date	Location	Total removed	Hazard	Dead	Const.	Health other	Solar	Replant Req.
3/15/03	1660 Poplar	1	1					No
3/22/23	TL# 51032CC00354	1	2					Yes
3/23/23	148 E Chisana	2	2					Yes
3/23/23	323 Reservoir Rd	1	<b>After the fact emergency permit for removal of a collapsed tree</b>					
3/23/23	232 S Laurel	1	<b>After the fact emergency permit for removal of a collapsed tree</b>					

**Public Works Department Report – April**

All Public Works employees underwent preliminary training on Emergency Manager Rick Hudson’s new reverse osmosis water filtration trailer.

Parks:

- Held annual tree planting ceremony with Cannon Beach Academy students. Teachers, parents, community members, committee and Council members, City staff, and a herd of elk were also in attendance. Students helped plant four trees at the intersection of 6<sup>th</sup> and Laurel.
- Hung commemorative stickers at north and south entrances to recognize 15 years as a Tree City USA
- Provided tools for Parks Committee’s Sitka Spruce Reserve cleanup work party
- Helped set up 12 Days of Earth Day street fair
- Put out bases and removed tarps to open the ball field
- Applied new chips at the Logan Lane beach access
- Helped Roads clear the ADA ramp at Tolovana Wayside

- Installed a Little Free Library at Les Shirley Park
- Installed Purple Martin houses at the lagoons
- Changes batteries in automatic restroom fixtures
- Began installing a maintenance path around Les Shirley restrooms for porter and janitorial services

#### Water:

- Performed annual leak detection throughout town
- Sent monthly spring samples to Alexin Labs
- Repaired plugged pressure gauge at Sunset Station
- Filled potholes on road to filter plant
- Found buried valve at Warren Way
- Met with Windsor Engineers to discuss the E. Harrison water main upgrade and Seismic Valves project
- Joe Burch of Limbwalkers removed a fallen tree from air valve on Spruce Hill and cleaned up area around filter plant
- Assisted Arch Cape Water with leak repair on Saturday night
- Educated customers on Eye on Water (Total: 807 signed up)
- Notified multiple users of water leaks and high use
- Updated meter data and sent to GeoMoose

#### Wastewater:

- Jett Johnston joined WW team on April 3<sup>rd</sup> and began training
- Installed new louvers into the Ecola Pump Station side wall in preparation for the new generator installation
- Performed UV disinfection system maintenance, replacement of sampler tubes, and housekeeping around the grounds at the Wastewater Treatment Plant
- Performed collection system lateral jetting/cleaning and wet well cleaning

#### Roads:

- Continued road prep for paving on 1<sup>st</sup> St., E. Washington St., and Elk St.
- Maintaining ramps and clearing beach accesses
- Finished clearing out ADA ramp at Tolovana Wayside
- Cleaned catch basins
- Changed signs for emergency management
- Moved conex boxes for emergency management
- Hauled away loads of invasive species debris from the Parks Committee's Sitka Spruce Reserve cleanup work party

#### **Emergency Management – April**

- Wayfinding Wednesday –April 5th
- Received SPIRE Water Treatment Trailer – Training with Public Works team
- Grant writing process started for OEM -State Homeland Security Grant
  - Emergency Operation Plan
  - Mass Care Shelter Tents

- Delivered and installed Pit Tank Shelter building (Tuff Shed) for 3 cache sites
  - Ordered fourth shelter – arrival May
- Public Works EOC – Build cross bars for antenna
- CPR class planning for Emergency Volunteers \* April 21st (CERT 6-hour class)
  - Staff/Community CPR (3-hour) planned for June/August
- Reprogram Handheld Radios for emergency volunteers/PD/Staff
- Started Video for Go-Bag- Community Outreach
- Tsunami Map Evacuation signs switched out and added to needed areas.
  - Working on improving Tsunami Evacuation sign with ARROWS to improve visitor awareness
- -Emergency Volunteer meetings and trainings
  - CBEVT meeting 4/7/23
  - CERT leadership meetings – 4/14 – 4/28
  - MRC – Radio training 4/8/23
  - CERT Shelter opening for Barrel Program – 4/15/23
  - CERT -CPR 6-hour training City Hall – 4/21/23
  - SEARC – Clatsop County Auxiliary Communication training 4/29/23
- Tour of the SALVAGE CHIEF Astoria with County / State Emergency Management members
- Received MRC – Decedent container – Positioned Conex -Ordered electrical additions -TANGO site
- City Safety Fair planning for September 21st

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

- Two new seasonal interpreters hired
- Mylasia Miklas is the new Communications Coordinator
- Tufted Puffins have returned as of April 7th; confirmed 5 burrows are officially active
- Welcome the Puffins event will be happening April 22-23rd
- Two bird rescues for the month of April

**Public Safety Report – March 2023**

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	9	8
Code Enforcement	1	0
Admin/Support	2	2
Parking/Information	6	0
Lifeguards	10	0

	<b>2023</b>	<b>2022</b>
<b><u>Station Activity:</u></b>		
CBPD Walk-in	171	136
CBPD Incoming Phone	215	232
SPD Dispatched Calls	101	101

Overnight Camping Warnings	24	14
Local Security Checks	2880	2790
Parking Citations	10	24
Traffic Warnings	306	233
Traffic Citations	39	55
DUI Arrests	2	1
Alarm Responses	5	9
AOA, Including FD	33	35
Citizen Assists	9	7
Transient Contacts	12	6
<b>Total Case File Reports</b>	<b>162</b>	<b>199</b>

**Cases of Significance:**

Death Investigation:	1 Case	Suspicious Circumstance	4 Cases	
Attempt to Elude:	1 Cases	Missing Person:	1 Case	
False Info to Police Officer:	1 Case	Resisting Arrest:	1 Case	
Sex Crime:	1 Case	Warrant/Fugitive Arrest:	3 Cases	DUII:
(Refusal/0.16%	2 Cases			

**Traffic Citations:**

Driving with Suspended License:	3 Citations	Failed to Perform Duties of Driver:	1 Citation	
Oper. Veh. Using Mobile Device:	5 Citations	Reckless Driving:	2 Citations	Fail to Obey TCD:
1 Citation	Fail to Maintain Lane:	1 Citation		
Breath Test Refusal:	1 Citation	No Insurance:	1 Citation	
No Proof of Insurance:	1 Citation	Passing in a No Passing:	2 Citations	
Impeding Traffic:	1 Citation	Illegal U-turn:	1 Citation	
Violation of Basic Rule/Speeding:	14 Citations	DUII:	2 Citations	
(48/30, 71/55, 78/55, 70/55, 76/55, 78/55, 77/55, 78/55, 84/55, 75/55, 75/55, 33/20, 75/55)				

**Code Enforcement Activities:** During this period, **10** municipal code violations were addressed and resolved or pending resolution.