

**City of Cannon Beach  
Monthly Status Report**

**To:** Mayor and City Council  
**From:** City Manager Bruce St. Denis  
**Date:** March 5, 2024

**Community Development Monthly Report, January 2024**

**Planning Commission: The Planning Commission met on January 17, 2024 to consider the following items:**

**CU #23-04** Red Crow LLC/Jamie Lerma application on behalf of Patrick/Dave LLC for a Conditional Use Permit for the purpose of creating a private use boardwalk spanning a delineated wetland and its buffer area.

**CU #23-03** CIDA application for a Conditional Use Permit for a municipal building in a commercial zone at 163 E. Gower St.

**ZO #23-03** CIDA proposed Comprehensive Plan Amendment & Zone Change for Taxlot 41006B000200, an undeveloped property located at 81389 N HWY 101.

**Planning Commission: The Planning Commission met on January 25, 2024 to consider the following items:**

**ZO #24-01**, City of Cannon Beach request for a text amendment to Municipal Code Chapter 17, Zoning.

**CU #23-04** Red Crow LLC/Jamie Lerma application on behalf of Patrick/Dave LLC for a Conditional Use Permit for the purpose of creating a private use boardwalk spanning a delineated wetland and its buffer area.

**Design Review Board: The Design Review Board met on January 18, 2024 to consider the following items:**

**DRB 23-14**, Scott Rochel applicant and property owner, to demolish old garage and rebuild new garage with an Accessory Dwelling Unit (ADU).

**DRB 24-02** Glen Miller applicant, on behalf of the Cannon Beach Conference Center, to remove and replace existing siding and install new siding.

**DRB 24-03** Jay Orloff of Tolovana Designs LLC applicant, on behalf of Patrick/Dave LLC, to build a new detached multi-family development with detached garages.

**DRB 24-01** Non Hearing Item, Darwin Turner, Cannon Beach Design Co, applicant on behalf of Purple Sunset Premium Cannabis for the free-standing sign.

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

None

**Short-term Rentals December**

Program	Number of permits
14-day permit	146
Lifetime Unlimited permit	43
5-year Unlimited permit	5
Total permits	194
New short-term rentals this month	-
Pending short-term rentals	3

**Tree Report January**

Date	Location	Hazard	Dead	Const.	Health other	Solar	Replant Req.
1/2/2024	1116 S Hemlock	1					Yes
1/2/2024	763 Ocean Ave.	3					Yes

**Other Planning/Building Matters:**

- CD Staff continues to support and work with Urbswork on the Wetlands and Reorganization Amendments, the Housing Survey and the Code Audit.
- CD Staff participated with CREST and regional planning partners for the Ecola Creek Design project.
- CD Staff participated with CREST and regional planning partners for Clatsop Regional Housing Task Force.
- CD Staff participated with CREST Council meeting.
- CD Staff continues to participate in the Cannon Beach Elementary School, Police Station, and City Hall projects.
- CD Staff continues working with the attorney preparing for the Roberts LUBA appeals.

**Building Department Permit Fees: January 1-31, 2024**

<b>Building</b>	<b>Issued</b>	<b>Permit Fees</b>	<b>Value</b>	<b>Affordable Housing Tax Fund*</b>
New SFR				
Addition		-	\$403,200.00	\$3,290.11 From A Previous Month
Addition	1	\$620.52	\$11,000.00	Patio
Alteration	1	\$1,401.32	\$55,995.00	
Repair	2	\$1644.01	\$45,001.00	
Replacement				
Tenant Improvements				
Commercial	2	\$2945.52	\$179,663.00	
<b>Total</b>	<b>6</b>	<b>\$6,611.37</b>	<b>\$291,659.00</b>	<b>\$3,290.11</b>

\*Affordable Housing Tax Collection is 1% of the value of the building permit and is distributed as follows:

Four percent as an administrative fee to recoup the expenses of the city. After deducting the administrative fee, Fifteen percent is distributed to the Housing and Community Services Department to fund home ownership programs that provide down payment assistance (paid to the state). Fifty percent to fund developer incentives allowed or offered and Thirty-five percent for programs and incentives of the city related to affordable housing. This eighty-five percent goes into the City’s Affordable Housing Fund.

<b>Affordable Housing Summary</b>	<b>Month to Date</b>	<b>Year to Date</b>	<b>Total to Date</b>
Residential	\$3,290.11	\$13,645.15	\$336,076.40
Commercial	\$0	\$0	\$64,823.42
<b>Total</b>	<b>\$3,290.11</b>	<b>\$13,645.15</b>	<b>\$400,899.82</b>
<b>Other Permits</b>			
	<b>Issued</b>	<b>Permit Fees</b>	
Mechanical	7	\$1,436.63	
Plumbing	6	\$1,764.00	
<b>Total</b>	<b>13</b>	<b>\$3,200.63</b>	

## **Public Works Department Report – February**

### Parks:

- Siuslaw Pump Station – build retaining wall and plant back rugosa & Aalal.
- Winterize Mowers – take in for service
- Whale Park – Fix railing around whale
- Main Park – Fix tennis court with new zip ties and pickle ball
- Order new woodchips for the parks to be blown in
- Playground – Go over necessary playground equipment that needs replaced

### Water:

- 3 leaks repaired on service lines.
- New service 3947 S Hemlock. Directional boring under Hemlock, 12” PVC main tapped.
- Work on seismic valve installation started with Halme Excavating, Inc.
- Ground penetrating radar used to find 12” mainline to South Reservoir.
- Meter box replaced and resetter installed at 272 Gulcana.
- Completed meter calibration and testing of production and large meters.
- Educated customers on Eye on Water (Total: 855 signed up).
- Completed weekly locates and work orders.
- Notified multiple users of water leaks and high use.

### Wastewater:

- Install service tap for future extension of Harrison St., (East of Elm St.) 340 E. Elm.
- Construct valve access vault for the access and maintenance of new valve. Install a 2” tap saddle for installation of combination air/vacuum valve.
- Quarterly blower maintenance and Semi-annually Mag mixer maintenance. (Grease, Oil Change, Air filter change and check tolerances)
- Repair Mag transfer port that was damaged in ice storm.
- Complete the construction of the Siuslaw Pump Station generator building. Schedule the technician from Peterson/CAT to officially put generator into active service.
- Start the sewer main upgrade on Spruce St. & Monroe St. (Upsizing from a 4” PVC sewer lateral that services 3 homes, to a 6” PVC sewer lateral.)

### Roads:

- Rebuilding the storm system up in haystack heights replacing collapsed pipes.
- Replaced 2 concrete poured in place catch basins with new ones and replaced 14 feet of 10-inch PVC and also replaced 80 feet of 8-inch PVC pipe.
- Re-rocked W. Madison and Nazina Streets along with regrading and lifting water meter boxes and valve boxes.
- Installed 2 stop signs on Pacific and Chisana.
- Ordered more signs, picked up trash, cleared the ramps to the beach and the outfalls.

## **Emergency Management – February**

- Wayfinding Wednesday –February 7th
- Complete reprogramming each cache site command radio

- EM budget development 24/25
- CERT training Skills day and Scenario Day
  - 18 new members added to the CERT team
- Host community gathering to discuss ORAM/DHS Resiliency Hub Grants 2/27/24
- R/D cache tenting solutions
- Cache inventory 2024 started
- Request to support Elsie/Juwell area due to their water contamination and damaged system
  - SPIRE 500-gallon Water Mobility Trailer (WMT) deployed to Hamlet – Continued supporting
- SPIRE grant award and arrived for Fuel Trailer -Valued at \$22,000 - Arrived
- Moving the TANGO cache site possibilities for the Police Station build
  - Grant drafted to receive 2 CONEX boxes to replace large TANGO building equipment
- Coordinate with County EM – weather events - Continued
- Participate Clatsop County EM planning meeting for all areas – 2/27/24
- Attend Seaside Volleyball terrorism training event – 2/28/24
- Participate in State ORAM and ODEM – equipment typing for state resource deployment

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

- January Beach Contacts: 0, off-season
- Number of new volunteers: 4
- Number of staff interpreters hired: 16
- Bird Sightings: Common Merganser, Harlequin Duck, Common Murre, Bald Eagle, Black Oystercatcher, Surf Scoter, Pelagic Cormorant
- Injured Wildlife Rescues: 0
- Nesting Birds Reports: none to note
- HRAP is back on the beach! First day was on Friday, February 16<sup>th</sup>, interpreters will be out during every day light low tide until November 30, 2024.

**Public Safety Report – January 2024**

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	9	8
Code Enforcement	1	1
Admin/Support	2	2
Parking/Information	6	0
Lifeguards	10	0 (15 incl. fire

personnel)

**Station Activity:**

	<b>2024</b>	<b>2023</b>
CBPD Walk-in	139	149

CBPD Incoming Phone	241	197
SPD Dispatched Calls	97	104
Overnight Camping Warnings	14	17
Local Security Checks	3550	2833
Parking Citations	1	1
Traffic Warnings	136	183
Traffic Citations	20	34
DUII Arrests	1	1
Alarm Responses	9	12
AOA, Including FD	29	21
Citizen Assists	21	10
Transient Contacts	5	4
<b><u>Total Case File Reports</u></b>	<b>146</b>	<b>164</b>

**Cases of Significance:**

Suspicious Circumstance	8 Cases	Crim Mis III:	1 Case
Crim Mis II:	1 Case	Drug Laws:	1 Case
Menacing:	1 Case	Hit & Run:	1 Case
DUII: BAC .15%	1 Case	Welfare Check:	5 Cases
UUMV:	1 Case	Weapons Laws:	1 Case
Assault IV:	1 Case	False Info to Police Officer:	1 Case
Warrant:	2 Cases		

**Traffic Citations:**

Driving with Suspended License:	6 Citations - Violations		
Fail to Register Vehicle:	1 Citation	Fail to Maintain Lane:	1 Citation
No Insurance:	1 Citation	No Proof of Insurance:	1 Citation
Reckless Driving:	1 Citation	No Operators License:	3 Citations
DUII: (BAC .15%)	1 Citation		
Violation of Basic Rule/Speeding:	5 Citations (82/55, 43/25, 75/55, 79/55, 75/55,)		

**Code Enforcement Activities:** During this period, 9 municipal code violations were addressed and resolved or pending resolution.