

**City of Cannon Beach
Monthly Status Report**

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: April 2, 2024

Community Development Monthly Report, February 2024

Planning Commission: The Planning Commission met on February 1, 2024 to consider the following items:

- Adoption of findings from Thursday January 25, 2024, meeting. Continuation of Public Hearing of CU#23-04, Red Crow LLC on behalf of Patrick/David LLC for a Conditional Use Permit.

Planning Commission: The Planning Commission met on February 15, 2024 for a Work Session to consider the following items:

- Code Audit Reorganization Review

Planning Commission: The Planning Commission met on February 22, 2024 to consider the following items:

ZO 23-02, City of Cannon Beach request for Zoning Ordinance text amendments to Chapter 17.43 Wetland Overlay Zone.

Design Review Board: The Design Review Board met on February 21, 2024 to consider the following items:

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

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

Continuation of 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 24-04 WRB Construction LLC, on behalf of Tolovana Sands Condominiums, Application for exterior alterations to existing buildings.

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

None

Short-term Rentals February

Program	Number of permits
14-day permit	145
Lifetime Unlimited permit	43
5-year Unlimited permit	5
Total permits	193
New short-term rentals this month	0
Pending short-term rentals	4

Tree Report February

Date	Location	Hazard	Dead	Const.	Health other	Solar	Replant Req.
2/26/2024	143 E Tanana			4			Yes
2/28/2024	232 E Van Buren	1					Yes

Other Planning/Building Matters:

- CD Staff continues to support and work with Urbswork on the Wetlands Amendments, the zoning code reorganization, housing survey and 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 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 appeal.

Building Department Permit Fees: February 1-29, 2024

Building	Issued	Permit Fees	Value	Affordable Housing Tax Fund*
New SFR	1	\$20,418.16	\$625,250.00	\$5,102.04
Addition	-	-	-	-
Alteration	2	\$781.06	\$12,000.00	-
Repair	2	\$2766.72	\$80,130.00	-
Replacement	-	-	-	-
Tenant	-	-	-	-
Commercial	1	\$683.23	\$40,000.00	-
Total	6	\$24,649.17	\$757,380.00	\$5,102.04

*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.

Affordable Housing Summary	Month to Date	Year to Date	Total to Date
Residential	\$5,102.04	\$18,747.19	\$341,178.44
Commercial	\$0	\$0	\$64,823.42
Total	\$5,102.04	\$18,747.19	\$406,001.86
Other Permits	Issued	Permit Fees	
Mechanical	14	\$391.77	
Plumbing	8	\$199.44	
Total	22	\$591.21	

Public Works Department Report – March

Parks:

- Review status of playground equipment with Len Fransen
- 75 yards of engineered wood chips at playgrounds for safety
- Completed manor stone wall west of Siuslaw.
- Coos beach access – added crushed rock to trail.
- 10 yards topsoil installed at Warren Wy intersection to address trip hazard at the sidewalk.
- Planted two trees to replace Right of Way Trees removed.
- Painted purple martin houses to be put up soon.

Water:

- Several leak investigations on service lines.
- 2 new water services installed on 500 block of N Laurel.
- Seismic valves and flexible joints installed at North and South Reservoirs, Halme Excavating, Inc. as part of the Phase 1 Water Resiliency project.
- Six-inch meter replaced at Hallmark; large vault installed.
- Water training with OAWU and CEU’s attained.
- Replaced several broken meter boxes and lids.
- Assisted Cindy Olson with backflow testing.
- Educated customers on Eye on Water (Total: 862 signed up).
- Completed weekly locates and work orders.

- Notified multiple users of water leaks and high use.
- Updated meter data and sent to GeoMoose.
- Entered LTE data into Beacon and Caselle.

Wastewater:

- Finish the sewer main upgrade on Spruce St. & Monroe St. (Upsizing from a 4” PVC sewer lateral that service 3 homes, to a 6” PVC sewer lateral.)
- Attend operator certification CEU classes.
- Pump station building maintenance, both inside and outside.
- Power wash treatment plant basin appurtenances.
- Replace a ballast and two bulbs on one of the Trojan UV banks.
- Training on E-Prep R.O. water treatment filter trailer.
- Stage equipment and prepare for Matanuska pump station electrical upgrade.

Roads:

- Storms brought a lot of wood to plug up the beach access ramps so that kept us busy clearing them and the outfalls to the beach.
- Cleaned and replaced numerous signs throughout town.
- Pothole sweeps both rock and cold mix asphalt.
- Picked up lots of trash, cleaned off and cleared plugged catch basins.
- Cleared the trail in the ECFR, a lot of trees blown down that made cutting them off the trail vary dangerous.

Emergency Management – March

- Wayfinding Wednesday –March 6th
- Complete reprogramming each cache site command radio – Added antennas to each site
- Whelen team arrived for a COW’S tour and April walkthrough
- CB Emergency Volunteer meeting with new Fire Marshall and Clatsop Emergency Manager Coordinator
- Work with Cbfd chief to develop radio system for lifeguards on the beach
- Tour of cache sites – State representatives – City of Seaside – two dates
- Host community gathering to discuss ORAM/DHS Resiliency Hub Grants 3/18/24
- R/D cache tenting solutions - Added tents – sleeping bags to cache sites
- Cache inventory 2024 continued
- Chefs meeting to discuss “How to cook” for sheltered community with resiliency hub stored food
- Bid and walk through of possible site to move the TANGO resiliency hub equipment
- Bid for site development received and presented to City Manager
- Grant drafted to receive 2 CONEX boxes to replace large TANGO building equipment
- Coordinate with County EM - Resiliency Hub grant, how will this impact Clatsop County
- Attended Navigating Coastal Hazard conference in Astoria – 2 days with site tours
- Training with Public works team – Water Treatment Trailer - 2 days of training
- Participate in State ORAM– equipment typing for state resource deployment meeting
- Water resiliency probe for research and development small Water Treatment Trailers for coastal/rural use
- F/Y budget development 24/25 -Back up completed

Haystack Rock Awareness Program (HRAP) – March

- February Beach Contacts: 2432, season began February 16th
- Number of new volunteers: 3
- Number of staff interpreters hired: 2
- Bird Sightings: Common Merganser, Harlequin Duck, Common Murre, Bald Eagle, Black Oystercatcher, Surf Scoter, Pelagic Cormorant
- Injured Wildlife Rescues: 3
- Nesting Birds Reports: Common Murre in breeding plumage

Public Safety Report – February 2024

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

<u>Station Activity:</u>	2024	2023
CBPD Walk-in	132	119
CBPD Incoming Phone	158	194
SPD Dispatched Calls	81	89
Overnight Camping Warnings	12	30
Local Security Checks	3228	1935
Parking Citations	12	6
Traffic Warnings	246	165
Traffic Citations	42	31
DUII Arrests	3	0
Alarm Responses	6	8
AOA, Including FD	18	15
Citizen Assists	10	10
Transient Contacts	4	5
<u>Total Case File Reports</u>	129	125

Cases of Significance:

Suspicious Circumstance	7 Cases	DV Disturbance:	1 Case
Crim Trespass II:	1 Case	Drug Laws:	1 Case
Menacing:	1 Case	Weapons Laws:	1 Case
DUII:	3 Cases	Welfare Check:	4 Cases
UUMV:	1 Case	Harassment:	1 Case
Theft III:	1 Case	Missing Person:	1 Case
Menacing:	1 Case	Theft I:	2 Cases
Runaway:	1 Case	Violation of Release Agreement:	1 Case

Traffic Citations:

Driving with Suspended License: 1-misd./1-violation	2 Citations	No Insurance:	4 Citations
Expired Registration/Improper Display:	4 Citations	Fail to Maintain:	1 Citation
Passing In a No Pass Zone:	1 Citation	No Proof of Insurance:	1 Citation
Reckless Driving:	2 Citations	No Operators License:	6 Citations
DUII: (.13%,.04%, Blood)	3 Citations	Breath Test Refusal:	1 Citation
Fail to IID:	2 Citations	Fail to Use Seatbelt-child:	1 Citation
Unlawful Use of Electronic Device:	6 Citations		
Violation of Basic Rule/Speeding: 67/55, 40/30)	8 Citations	(85/55,43/30, 76/55, 81/55, 73/50, 79/55,	

Code Enforcement Activities: During this period, 7 municipal code violations were addressed and resolved or pending resolution.