
AGENDA ITEM SUMMARY**ITEM NO:****FLORENCE CITY COUNCIL**

Meeting Date: July 18, 2011

Department: Community Development

ITEM TITLE: Monthly Report for Work Accomplished in June

DISCUSSION/ISSUE:

The following report reflects the major activities and accomplishments of the Department for the past month. This report is presented in four sections:

- 1 - General Comments on activities or accomplishments for the department
- 2 – Building Permit Activity
- 3 – Current Land Use Applications (current and recently approved applications)
- 4 – Committees and Grants

1 - General CommentsPresentation to Realtors

The Central Oregon Coast Board of Realtors requested that Associate Planner Melissa Anderson presented the ways the City revised the sign code at its general membership meeting on June 28. Melissa explained that some of these changes made were in direct response to our local realtors allowing them to post larger signs. The code has also become generally more permissive for local businesses.

LiDAR Maps

The Community Development Department paid Lane Council of Governments to derive two-foot contours from the LiDAR (Light Detection and Ranging – optical remote sensing technology) data available for the Florence area. In addition to the contours, the data provides shading that accentuates Florence's relief. That data was shared with City Recorder/GIS Technician Kelli Weese. This product provides the same information as the \$160,000 mapping project that had been in the City's capital improvement – but at a tiny fraction of the cost – about \$760.

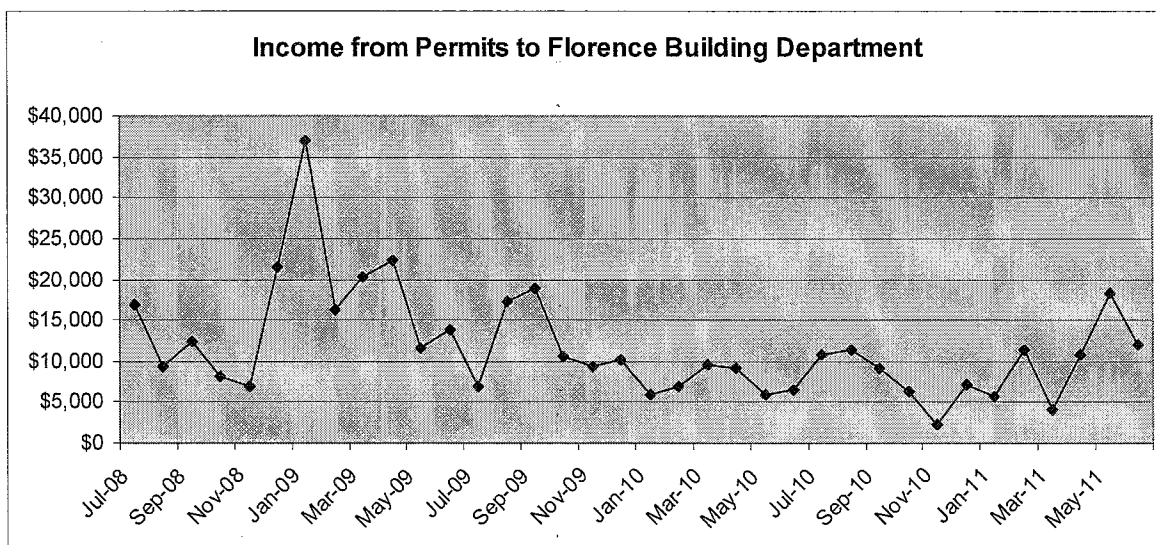
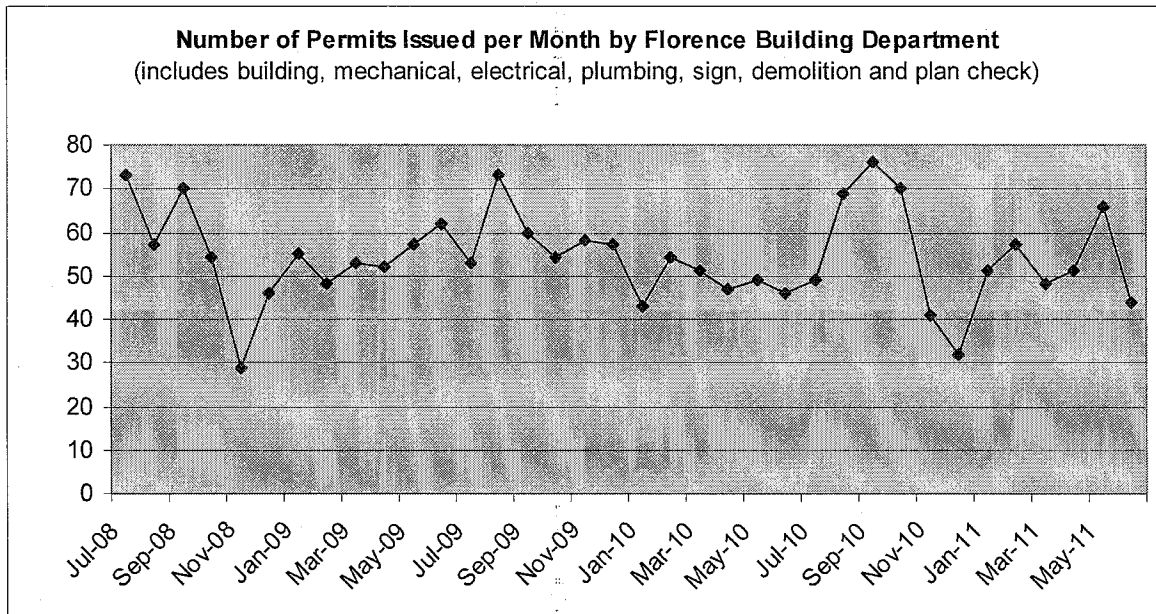
Farewell to Melissa Anderson

The Planning Commission hosted a farewell reception for Associate Planner Melissa Anderson prior to its meeting on July 28 in appreciation for the work she has done for our community over the past four years. Her position was eliminated as of June 30, 2011 to help balance the City's budget. Chairperson Nieberlein and Community Development Director presented her with a certificate of appreciation. Melissa was hired to staff the Parks and Recreation Commission and Solid Waste and Recycling Committee for one year during Wendy Farley's deployment. She also handled complex development applications and guided the Planning Commission and City Council through numerous code updates (Old Town zoning

landscaping, access and circulation, public facilities, industrial zoning districts around the airport and Kingwood Street, and signs and murals.) Melissa will continue to live in Florence and work for Reedsport and other communities as part of her consulting business. She also hopes to continue to “act out” as part of our local theater groups.

2 – June Building Permits

The following charts are an addition to the monthly report to show trends in building permit activity and permit income.



PERMIT TYPE	# of PERMITS	CONSTRUCTION VALUE	CITY PERMIT INCOME
SINGLE-FAMILY DETACHED		\$0.00	
SINGLE-FAMILY ATTACHED (TOWNHOMES)		\$0.00	
MANUFACTURED DWELLING		\$0.00	
ADDITIONS		\$0.00	
ALTERATIONS / REMODELS	2	\$25,000.00	
ACCESSORY STRUCTURES	1	\$1,800.00	
DUPLEXES		\$0.00	
TRIPLEXES OR FOURPLEXES		\$0.00	
APARTMENTS (5 OR MORE UNITS)		\$0.00	
CONDOMINIUMS		\$0.00	
COMMERCIAL NEW CONSTRUCTION	1	\$131,179.00	
COMMERCIAL ADDITIONS		\$0.00	
COMMERCIAL ALTERATIONS / REMODELS	3	\$616,534.00	
AIRPORT HANGARS		\$0.00	
SIGN PERMITS	0		\$0.00
RESIDENTIAL BUILDING PERMIT FEES	3		\$516.41
COMMERCIAL BUILDING PERMIT FEES	4		\$4,643.35
MANUFACTURED HOME PLACEMENT FEES	0		\$0.00
BUILDING PLAN CHECK FEES	7		\$4,673.87
RESIDENTIAL PLUMBING PERMIT FEES	2	Com. Plumb. contract fee @ 75%	\$155.90
COMMERCIAL PLUMBING PERMIT FEES	2	\$638.25	\$212.75
MECHANICAL PERMIT FEES	4		\$725.20
MECHANICAL PLAN CHECK FEES	0		\$0.00
ALL DEMOLITIONS	4	Elect. contract fee @ 75%	\$408.75
CITY ELECTRICAL PERMIT FEES	18	\$2,202.19	\$734.06
TOTAL # OF PERMITS	44		
TOTAL CONSTRUCTION VALUE & CITY PERMIT INCOME		\$774,513.00	\$12,070.29
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS		141	
NO. OF CITY ELECTRICAL INSPECTIONS		26	
TOTAL FOR ALL INSPECTIONS		167	

3 - Current and Recently Approved Land Use Applications

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Administrative Design Review to enclose the carport located east of the EPO Building.	AR 11 07 DR 06	4060 Highway 101	Approved with conditions on June 28.
New House in Old Town District for 273 Harbor Street	PC 11 03 DR 01	273 Harbor Street	Planning Commission made a motion to allow the property owners to start building a round house. The Commission also continued the public hearing until July 26, 2011 to give the property owners more time to design a porch for the building.
Administrative Design Review for a new storage building at the Wastewater Treatment Plant	AR 11 06 DR 05	650 Rhododendron Drive	Application is incomplete.
Administrative Design Review for a new Dialysis Clinic	AR 11 08 DR 07	North of Dr. Holmes Dentist Clinic; lot 39 in the Pacific View Business Park	Application is incomplete.
Administrative Design Review for Overflow Parking for the Florence Event Center	AR 11 09 DR 08	Lot north of the Florence Events Center located at 715 Quince Street	Application submitted June 21 and is currently under staff review.
Conditional Use Permit for a Veterinary Clinic	PC 11 10 CUP 02	3120 Highway 101	Application submitted July 12 and is currently under staff review.

In June, we were short on staff with Building and Planning Technician Eric Rines out on sick leave for 13 days and Senior Planner Wendy Farley out on vacation and military leave for 8 days. Assistant Planner Michelle Pezley is on vacation for 8 days at the beginning of July. With few land use applications in process, we have been able to keep up with the current planning work load even with these absences. The remaining staff stepped up to help fill in the gaps and special thanks goes to Executive Assistant Shawn Penrod who handled many of the customer service duties in Eric's absence.

4 – Committees and Grants

This section of the Community Development monthly report describes activities of committees and progress on grant-funded projects.

CITY COMMITTEES STAFFED BY COMMUNITY DEVELOPMENT

Environmental Management Advisory Committee (EMAC), *Wendy Farley*

Greener Florence - EMAC members and staff attended the June 6th Council meeting where Mayor Brubaker awarded Greener Florence certificates to Oregon Pacific Bank and the Three Rivers Casino and Resort and the Greener Florence Award to Real Food Cooperative.

June 22 Meeting – EMAC: Gave detailed responses to Lane County's inquiry on waste recovery and programming in Florence. Lane County is conducting a technical review of solid waste systems within the wasteshed in compliance with OAR 340-090-0040(7). The review is required because Lane County's recovery rate was 1.9% below the recovery goal of 54%. Lane County is also required by state law to provide the Oregon Department of Environmental Quality with a Wasteshed Plan Update which maps out what cities and county and private collectors and service providers within the wasteshed will do to reach and achieve the recovery rate of 54%. Lane County is reviewing input from Florence and will be working later in the year with the committee and staff to discuss policy opportunities that would help meet the required 54% waste recovery.

Next Meeting – The EMAC toured the hauler sites on July 11th. The Ad-Hoc Inspection & Audit Sub-Committee will meet on July 14th with the haulers to discuss their billing records. The next EMAC meeting is scheduled for July 21 and will include topics on organizing the upcoming Black and White Recycling Event (tires and appliances), a report from the Ad-Hoc Inspection & Audit Sub-Committee, updating the "Recycling" web-page and a discussion on confidential documents.

Parks and Recreation Committee, *Wendy Farley and Mike Miller*

Council decided to suspend soliciting committee members due to the limited response and the delay in developing a parks capital improvement plan.

Planning Commission, *Sandra Belson*

As part of the Siuslaw Estuary Partnership, on June 7, the Planning Commission initiated a set of stormwater-related amendments. It will hold a public hearing on these proposed amendments on August 9. See the report under Siuslaw Estuary Partnership (below).

At its meeting on June 28, the Planning Commission initiated a set of code amendments that would create a new zoning district for Coast Village. This zoning district would recognize and legitimize the unique history of a community that started as a campground and has transitioned toward a mix of temporary and permanent housing with a wide range of housing types (recreational vehicles, park models, manufactured

homes, and site-built homes). The Planning Commission will conduct a site visit of Coast Village prior to its regular meeting on July 26. It will then hold a public hearing on the proposed code amendments in September.

Without the staff support provided by the Associate Planner (position eliminated as of July 1 to balance the city's budget), the Planning Commission will no longer work on any other code revisions to remove impediments to residential infill and expand opportunities for affordable housing - a Council Goal for 2011.

GRANT FUNDED PROJECTS

Update Transportation System Plan (TSP), Community Transit Plan, and Capital Improvement Plan (CIP) for transportation improvements

Transportation & Growth Management (TGM) Grant managed by Sandra Belson
\$155,000 - *joint program of DLCD and Oregon Department of Transportation (ODOT), financed in part by federal Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and State funds*

This project has regained momentum with amended contracts in place. The Transportation Project Advisory Committee met on June 2. At that meeting, the Committee reviewed the results of the transit surveys, the growth assumptions for the planning year 2035, and the results of the traffic model given that projected growth. The Committee will hold its next meeting on July 14 at which it will review traffic deficiencies expected over the next 20 years, identify key locations for extensions of streets, and begin discussion of how to classify Florence's streets based on function (arterial, collector, local). For more information, check out the city's website at <http://www.ci.florence.or.us/boardsandcommissions/transportation-pac> and the project website at <http://sites.kittelson.com./FlorenceTSP>.

Siuslaw Estuary Partnership

West Coast Estuaries Initiative for Coastal Watersheds managed by Sandra Belson
\$566,797 - *United States Environmental Protection Agency (EPA)*

The Siuslaw Estuary Partnership is a collaborative effort to protect and improve water quality and fish and wildlife habitat in the lower Siuslaw River Watershed. The public web site contains the most recent products from the project: www.siuslawwaters.org

Interview for article on Climate Change: After reviewing the Climate Change Report, Lee Sherman, the Associate Editor of Terra Magazine, interviewed Sandra Belson and Mike Miller for her upcoming article/issue on Climate Change. Terra Magazine is produced by the Division of University Relations and Marketing at Oregon State University. In collaboration with communities, businesses, agencies and research institutions throughout Oregon and around the world, Oregon State University researchers address the most pressing issues of our time and present the latest findings in energy, Earth systems, natural resources, health, the economy, the arts and the social sciences.

Participation in IMST Technical Workshop: Sandra Belson participated in a two-day technical workshop designed to follow-up on key findings presented in a report, *Urban and Rural-residential Land Uses: Their role in Watershed Health and the Rehabilitation of Oregon's Wild Salmonids*. This report was prepared by the Independent Multidisciplinary Science Team (IMST), a seven-member scientific review panel charged with advising the State of Oregon on matters of science related to the *Oregon Plan for Salmon and Watersheds* (ORS 541.409). For this workshop, the IMST convened a diverse group of local, regional, and state resource managers and practitioners to discuss the report's findings and better understand the technical issues and impediments to implementing management and restoration plans related to the impacts urban and rural-residential development can have on water quality, watershed hydrology, and aquatic ecosystems. In preparation for this workshop, Carol Heinkel and Sandra Belson completed a questionnaire to describe our City and Partnership's background and experience with watershed and eco-system management and rehabilitation.

Recent and Upcoming Events:

■ On Tuesday, July 5, Sandra Belson and Mike Miller presented the following project components to the City Council and requested guidance from the Council on their development:

- Surface and Groundwater Monitoring Program
- Aquifer Protection Plan
- Wetlands and Riparian Area Inventory and Assessment
- Climate Change Report: Potential Adaptation Strategies

Please check the City's website at <http://www.ci.florence.or.us/council/city-council-meeting-11> for an agenda and packet materials. Staff will be seeking additional guidance from Council on the time of travel zones for the development of the Aquifer Protection Plan.

■ On Tuesday, August 9, 7:00 PM, the Florence Planning Commission will hold a public hearing on Stormwater-related Comprehensive Plan and Code amendments. The Planning Commission initiated these amendments on June 7, 2011 in order to make the City Council-approved Stormwater Design Manual consistent with the Florence Realization 2020 Comprehensive Plan, Stormwater Management Plan, and Florence City Code; and to make housekeeping edits and other edits for consistency with the Statewide Planning Goals. For more information check out the city's website at <http://www.ci.florence.or.us/planning/stormwater-management>.

■ On Friday afternoon, October 28, the Siuslaw Estuary Partnership will once again be putting together a Discovery Tour as part of the Heceta Head Coastal Conference. Unlike last year, this year's Tour will be out in the field, even if it rains. This year's conference theme is *Oregon's Ocean: Catching the Next Wave of Discoveries*. The Discovery Tour will include topics from multiple disciplines such as estuarine biology, historic uses of the Siuslaw waterfront, wetlands exploration, stormwater treatment,

and stewardship efforts. For more information visit <http://www.hecetaheadconference.org>.

Project Elements Update:

- I. **SCIENTIFIC INVESTIGATION:** As part of the preparation for the Planning Commission's public hearing, staff sent the Interdisciplinary Team a referral asking for agency comments on the package of Comprehensive Plan and Code amendments related to the Florence Stormwater Design Manual.

One new Interdisciplinary Team member, yet to be confirmed, will represent the National Oceanic and Atmospheric Administration (NOAA).

The installation of signs around Clear Lake will be removed from the work program, at the request of Heceta Water District.

- II. **PUBLIC EDUCATION AND STEWARDSHIP:** The Art/Logo contest entries were reviewed by staff and three were selected as the top candidates for publication on the project web site and as the basis for a project logo. Wendy Farley has modified one of the submissions for logo purposes and will be requesting guidance and approval from the Public Education and Stewardship staff team before publically announcing the winner.

The Siuslaw Estuary Trail project is moving forward with the development of alternative design options. The next step is to analyze site and design options' environmental and cost impacts and to identify and analyze strategies to retain the trail as permanent open space and to prepare a draft report on site and design options. The Estuary Trail Technical Team will be convened in August to help provide guidance on this effort.

- III. **WATER QUALITY AND QUANTITY:** Data continues to be gathered on a monthly basis for the surface and groundwater monitoring program. A Team meeting will be held when the quarterly surface and groundwater monitoring reports are ready to review. Staff has conducted a draft policy analysis for the Aquifer Protection Plan and revised draft scope of work (for staff review). At an upcoming meeting, the City Council will provide specific direction to staff on the time of travel zones to use in the Aquifer Protection Plan for protecting the aquifer that will be presented to the public and the Aquifer Protection Plan Stakeholder Group. At Council's direction, a member of the Siuslaw School Board will be invited to participate as a stakeholder.

- IV. **WETLANDS AND RIPARIAN AREAS PLAN:** A Team meeting will be held in late July or August to continue the discussion of the draft Wetland and Riparian Area Inventory and Assessment and to respond to Council's guidance on the project. Specifically, Council requested that the 10, 20, and 30 year time of travel zones for existing and future wells be overlaid onto a map of the wetlands, as a tool to help guide the development of significance criteria. Council also requested a

map showing wetlands in the context of public and private ownership. The Council will participate in a public workshop this fall focusing on identifying significant wetland and riparian areas and discussing options for local protections.

- V. **KEY ESTUARY WETLANDS:** The Siuslaw Watershed Council and sub-contractors (McKenzie River Trust, Green Point Consulting, and Habitat Contracting) continue to make progress on the Key Estuary Wetlands component.

For the North Fork Marsh, Green Point Consulting produced a nearly final draft North Fork Marsh Management Plan, which was reviewed by the Watershed Council Technical Team. Green Point Consulting will incorporate Technical Team edits and then McKenzie River Trust, which is both a sub-contractor and the North Fork Marsh landowner, will add the final components.

On Waite Ranch, Green Point Consulting continued with analysis of monitoring data, including groundwater levels, channel morphology, plant communities, and soils. All partners and sub-contractors continue to work on data collection and project development. Green Point Consulting, McKenzie River Trust, Habitat Contracting and Watershed Council staff continue to communicate with tidal hydrologists and other technical partners about future potential data needs and analysis of design options. The Watershed Council continues to manage sub-contractors and facilitate Key Estuary Wetland Team communication at the Technical Team meetings. Work associated with the North Fork Marsh and the Waite Ranch Restoration Site is funded by the Siuslaw Estuary Partnership, WWRI, ODFW R&E, OWEB, and other sources.

- VI. **ECOLOGICAL GROWTH:** A package of Comprehensive Plan and Code amendments have been prepared for consistency with the Guiding Principles, as they relate to Stormwater Best Management Practices. For details, see city's website at <http://www.ci.florence.or.us/planning/stormwater-management>.

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Code Enforcement Activity Report

Report Criteria:

Period: June 1-30, 2011

Case Activity:

	June 1-17 CEO Ott	June 18-30 CEO Huff	YTD
New Calls	29	12	235
Open Cases at start of period	10	10	
Open Cases at end of period	10	12	
Citations Issued	9	1	62

COE Ott (8 were parking citations)

COE Huff (1 was parking citation)

Violation Classification

New Violations

Animal Related	9	4
Parking/Storage on Street	8	3
Vegetation Complaints	5	1
All other calls	7	4
Total	29	12

Code Enforcement Activity Report

Generated By: Brandon Ott 06/17/2011 16:35 Hours/Sarah Huff 07/12/2011 13:19 hrs

Parking Cites: (OTT) 8 cites, 6 city residents, 2 non-city residents, 3 were repeat offenders.

Parking Cites: (HUFF) 1 cite, 1 city resident, 0 non-city residents, 0 were repeat offenders.

Attended Transportation Plan Update meeting

Attended Safety Committee Meeting

Began training and orientation for Sarah Huff who will be taking on part-time Code Enforcement duties.

Updated and maintained Police webpages