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

Meeting Date: November 19, 2012

Dept: Planning Department

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**ITEM TITLE: Monthly Report for Work Accomplished in October****MONTHLY OVERVIEW:**

If we had to put a theme to the month of October I would say it would be customer service on possible future land use applications. Planning Staff have been working with numerous applicants over the counter on these issues. Also in current planning, the applicant for the 19<sup>th</sup> Street Mixed Use Building have submitted the rest of the information to make their application complete. Staff will be working on the public hearing notices and staff report in November in preparation for a November 27<sup>th</sup> Public Hearing with the Planning Commission so stay tuned.

Other news of the month is work on the Solar Bill Code Amendments. With the limited number of development applications, staff has been able to begin work on the Solar Bill Code Amendments that were initiated by the City Council on February 21, 2012 and are a Council goal for 2012. If workload allows, the Planning Commission public hearing for these code amendments will occur in Late January / Early February.

Other news of the month is continued front desk coverage. BO Dependahl and BT Rines were able to attend the ICC Conference in Portland the week of Monday October 22<sup>nd</sup>, and BT Rines was out on vacation the last week in October. AP Pezley has done a tremendous job covering for both parties while they were away including building customer service, permit issuing, and calling for backup building inspections. Thanks Michelle!

**UPDATE ON CITY COMMITTEES STAFFED BY THE PLANNING DEPARTMENT**

**Environmental Management Advisory Committee (EMAC), RARE Katya Reyna**  
EMAC held its last meeting on October 17<sup>th</sup> and discussed the success of the Black and White Event in August. The event brought in 465 tires, 52 propane tanks, 29 refrigerators, 12 microwaves, 6 dishwashers, 6 driers, 5 stoves, 4 washing machines, and 4.5 cubic yards of miscellaneous small items. EMAC plans to make this an annual event and have begun to evaluate how to make it even more successful next year.

In the coming months and year, EMAC is excited to help promote and advocate for the biosolids composting project. PWD Miller will be presenting at the next EMAC meeting on November 13<sup>th</sup>, and hopefully leading a site visit soon after. EMAC is also preparing for the Greener Florence Business Recognition Award and have created a flyer to be

put in the Business License Renewal packets. We will have 2-3 open slots on the EMAC committee in 2013 and Staff has been talking with interested residents.

### **Planning Commission/Design Review Board, IPD Kelli Weese**

The Planning Commission held its last meeting on October 9, 2012 where it elected Commissioner Curt Muilenburg as Vice-Chairperson and discussed Ordinance No. 3, Series 2012 to update the Planning Commission code. The Commission will hold its next meeting on November 27, 2012 for the Public Hearing on the 19<sup>th</sup> Street Mixed-Use Building Conditional Use Permit. The November 13, 2012 meeting was cancelled due to lack of development applications.

## **STAFF ACCOMPLISHMENTS IN OCTOBER**

### Customer Service Inquiries

- Planning Staff have had over 60 conversations with citizens concerning planning and zoning, general customer service and building department customer service backup while BT Rines and BO Dependahl were out of the office. Here is an overview of the customer service questions we have helped resolve this month...
  - General zoning such as ... what zoning district is a property, setbacks, fence regulations, property lines, and ability to subdivide property.
  - Questions/Conversations concerning possible businesses moving into town as well as the land use regulation portion of business license approvals
  - Conversation with a local church looking for information on regulations in order to add a storage pod to the rear of the church
  - Conversations with a local property owner concerning a preliminary land use approval for an easement over wetlands from 1988
  - Research on Coast Village Platt and their ability to make some specific lots buildable
  - Questions concerning the City's water service area vs. Heceta Water District's
  - Directions and inquiries on the Hazardous Waste Roundup
  - Clarification questions concerning the Rhododendron Drive Multi-Use Path and other possible Rhododendron Drive improvements
  - Clarifications on past land use approvals & history of building activity at the property
- News from the Comments Box!
  - We received 12 returned comment forms for the building/planning department in October with all 12 noting that Staff had been "Very Helpful". Some specific comments included; "Solved my problem, excellent!", "Staff is a great source of development process in Florence", "We were treated with friendliness and were very helpful", "Its nice to work with Staff. They spend extra time to clear up my problem. I appreciate them!"

### Current Planning

- 19<sup>th</sup> Street Mixed Use Development Conditional Use Permit
  - AP Pezley completed land use application review with additional information submitted by the applicant. The application is now complete and scheduled for a public hearing with the Planning Commission on November 27<sup>th</sup>.
- Cannery Station Final Planned Unit Development
  - AP Pezley has been working with the applicant of the Cannery Station project to complete their outstanding application needs within the 180 timeline as dictated by state statute. This deadline is November 13, 2012.
- Two meetings with businesses interested in relocating to Florence including retail cable company and restaurant in Old Town,
- Phone conversations with Peace Harbor Hospital concerning possible upcoming land use applications

### Long Term Planning

- Transportation System Plan
  - IPD Weese and RARE Reyna have been working on making the updates to the plan in consultation with Kittleson & Associates for updates to the Plan maps and figures
- Solar Bill Code Amendments
  - AP Pezley began work on timeline planning and the staff report.
- Parking Requirements in Old Town
  - AP Pezley began researching parking requirement alternatives for the old town area
- Siuslaw Estuary Partnership
  - IPD Weese and RARE Reyna assisted Planning Consultant Heinkel with various portions of the Siuslaw Estuary Partnership including maps and assistance with mailings – More information available in Public Works Monthly Report

### Other

- Worked with Computer Consultants on employee workstation upgrades
- IPD Weese attended Code Enforcement meeting on October 3<sup>rd</sup>.
- IPD Weese met with “GeoSolve” about options for updating the City’s GIS System on October 4<sup>th</sup>
- IPD Weese met with GIS Intern Kyle Terry to discuss his future volunteer work plan at the City
- CM Betz, PWD Miller, and IPD Weese met with ODOT staff on October 31<sup>st</sup>

### Staff Training

- AP Pezley, and RARE Reyna attended Oregon Coastal Planners Network Meeting at FEC

### **Attachment:**

1 – Current Land Use Applications (current and recently approved applications)

**Current and Recently Approved Land Use Applications****ATTACHMENT 1**

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Revised Preliminary Development Plan for Munsel Lake Village	PC 12 08 PUD 01	Between Fred Meyer and Munsel Lake Plaza	The Planning Commission/Design Review Board held a public hearing on August 14. At the request of the applicant, the Commission did not make a decision but will hold another public hearing when the applicant has decided how to proceed.
Conditional Use Permit and Review of Phase II Site Investigation Report for riprap at Coast Guard Station	PC 12 09 CUP 05	4255 Coast Guard Road	The Coast Guard requested a delay in order to submit revised drawings.
Cannery Station Final Planned Unit Development, Tentative Subdivision, and Design Review	PC 12 12 FPUD 01 PC 12 13 SUB 01 PC 12 14 DR 01	17 acres at southeast corner of US 101 and Munsel Lake Road	Application is incomplete. The applicant has 180 days from the day the application is received to submit the additional information or to determine the application is complete.
Business/Apartment mixed use development	PC 12 16 CUP 08	1739 19 <sup>th</sup> Street (mid-block on the North Side of 19 <sup>th</sup> Street between Hwy 101 & Pine Street)	Application is deemed complete as of October 30. Public Hearing scheduled for November 27, 2012



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

Meeting Date: November 19, 2012

Dept: Building

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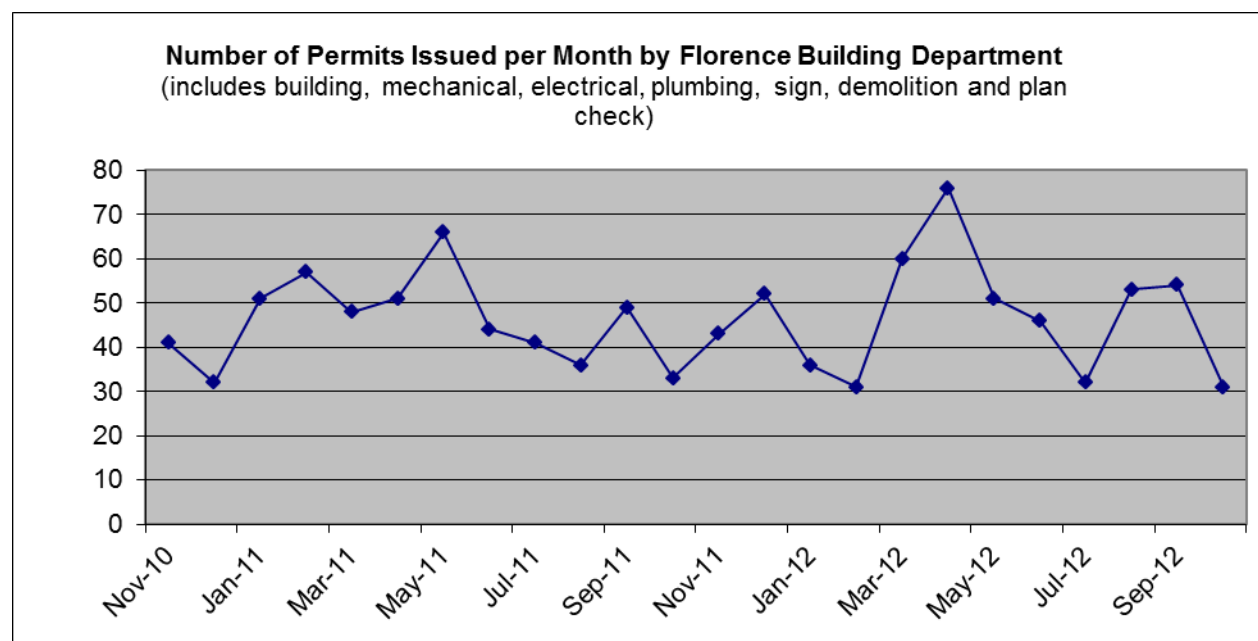
**ITEM TITLE: Monthly Report for Work Accomplished in October****1 – General Comments:**

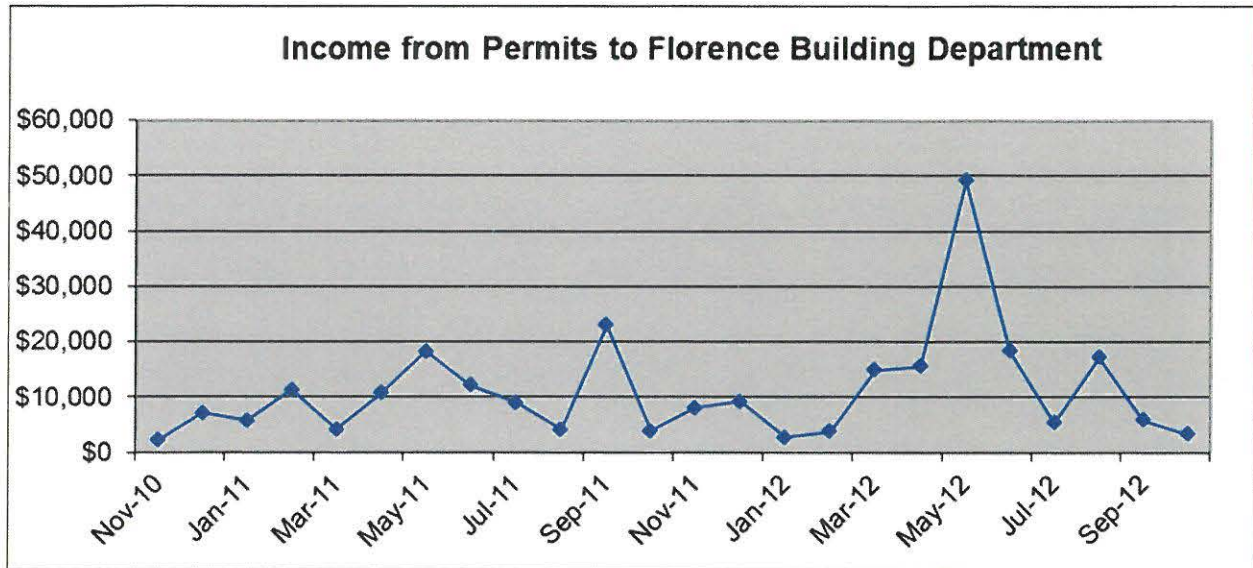
Actions of the Department for the past month: The plan reviews for the Florence Dialysis Center (tenant improvement portions-interior) are nearing completion. (The plans/permit have been issued and paid as of this date; 11/7/12) I have met the owner and architect on the site to finalize any issues outstanding. Other projects permitted include renovation and remodeling for the Florence Regency Residential Care Facility. We are also busy completing the final inspections for the Driftwood Shores Resort.

Building staff members Carl Dependahl and Eric Rines attended the ICC National Code Hearings in Portland in late October, with the goal of attending advanced education and training for Permit Technician Certification (Eric) and Commercial Fire Code Plan review (Carl). Other activities inspection and permit activity is shown in the charts below.

**2 – Building Permits**

As shown in the tables below, building permit activity and income has dropped back down after a springtime surge.





*Jim Butz*

MONTHLY REPORT FOR OCTOBER 2012				
PERMIT TYPE	# of PERMITS	# of HOUSING	CONSTRUCTION VALUE	CITY PERMIT INCOME
SINGLE-FAMILY DETACHED		0	\$0.00	
SINGLE-FAMILY ATTACHED (TOWNHOMES)		0	\$0.00	
MANUFACTURED DWELLING		0	\$0.00	
ADDITIONS	0		\$0.00	
ALTERATIONS / REMODELS	0		\$0.00	
ACCESSORY STRUCTURES	1		\$23,664.00	
DUPLEXES		0	\$0.00	
TRIPLEXES OR FOURPLEXES		0	\$0.00	
APARTMENTS (5 OR MORE UNITS)		0	\$0.00	
CONDOMINIUMS		0	\$0.00	
COMMERCIAL NEW CONSTRUCTION	0		\$0.00	
COMMERCIAL ADDITIONS	0		\$0.00	
COMMERCIAL ALTERATIONS / REMODELS	4		\$34,200.00	
AIRPORT HANGARS	0		\$0.00	
<b>SIGN PERMITS</b>	0			\$0.00
<b>RESIDENTIAL BUILDING PERMIT FEES</b>	1			\$360.05
<b>COMMERCIAL BUILDING PERMIT FEES</b>	4			\$684.40
<b>MANUFACTURED HOME PLACEMENT FEES</b>	0			\$0.00
<b>BUILDING PLAN CHECK FEES</b>	5			\$824.61
<b>RESIDENTIAL PLUMBING PERMIT FEES</b>	2		Com. Plumb. contract fee @ 75%	\$152.80
<b>COMMERCIAL PLUMBING PERMIT FEES</b>	1		\$59.63	\$19.88
<b>MECHANICAL PERMIT FEES</b>	8			\$930.70
<b>MECHANICAL PLAN CHECK FEES</b>	0			\$0.00
<b>ALL DEMOLITIONS</b>	0		Elect. contract fee @ 75%	\$0.00
<b>CITY ELECTRICAL PERMIT FEES</b>	10		\$983.25	\$327.75
<b>TOTAL # OF PERMITS</b>	<b>31</b>			
<b>TOTAL CONSTRUCTION VALUE &amp; CITY PERMIT INCOME</b>			<b>\$57,864.00</b>	<b>\$3,300.19</b>
<b>NO. OF BUILDING, PLUMBING &amp; MECHANICAL INSPECTIONS</b>			<b>0</b>	
<b>NO. OF CITY ELECTRICAL INSPECTIONS</b>			<b>0</b>	
<b>TOTAL FOR ALL INSPECTIONS</b>			<b>0</b>	



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**AGENDA ITEM SUMMARY****FLORENCE CITY COUNCIL****ITEM NO:****MEETING DATE:** November 19, 2012**DEPARTMENT:** Public Works

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**ITEM TITLE:** Public Works Monthly Report

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**DISCUSSION/ISSUE:***October 2012*

- 🚧 **Hwy 101 Sewer Replacement Project (AKA Hwy 101 Sewer Bottleneck Project).** During October, the contractor installed 240 lineal feet of 12-inch water main; 225 lineal feet of 15-inch sanitary sewer; and completed trench patching from 43<sup>rd</sup> to 46<sup>th</sup> Street along Hwy 101. The contractor also completed night work to install sewer manholes. The project has a completion date of December 2012. This project is being funded through a loan from the Oregon DEQ Clean Water State Revolving Fund (CWSRF).



- 🚧 **Biosolids Demonstration Project.** PWD Mike Miller, WTP Supervisor Rick Mumpower, RARE Participant Katya Reyna, CM Jacque Betz, and our consultant team from Kennedy Jenks met with Brain Fuchs of GORE® and Scott Woods of Sustainable Generation to discuss the size and scope of our biosolids composting project. After our meeting, the City received a favorable quote for the GORE® from Sustainable Generation, the only authorized retailer of the GORE® system in North America. A single source purchase authorization will be taken to City Council for approval on November 5<sup>th</sup>.
- 🚧 **Florence Urban Renewal – Water, Sewer, Stormwater and Street Modernization Project.** Staff worked with the contractor in securing a material and equipment staging area while at the same time working with our consultant team to ensure the contractor's material and equipment was delivered at the end of October for a November construction start. We anticipated a late start due to the Coho and Chinook fishing season and the congestion in the area of Harbor and 2<sup>nd</sup> Street, however not quite this late.



✚ **Siuslaw River Bridge Interpretive Project.** ODOT has the contractor under contract and a preconstruction meeting is scheduled for November. We have scheduled a groundbreaking ceremony for Thursday November 29<sup>th</sup> at 9:00 am.

✚ **Emergency Power Generator at the Water Treatment Plant.** During October, PW crews dug the trench for the electrical conduits (power) from the motor control panel at the water treatment plant to the electrical panel location inside the new building. With all of the rain in October, it has been difficult to prep and pour the concrete foundation for the building slab. We need at least three (3) days of dry weather to prep/dig the foundation footings; have the forms and rebar inspected; and pour the concrete.

✚ **Urban Waters Grant Project.** PWD Mike Miller attended the National Urban Waters conference in Washington D.C. (requirement of the grant – the conference was paid for by the grant, including travel and lodging).

✚ **2012 Street Rehabilitation Project.** With all of the great weather that we had in September, we thought the weather might hold a bit longer in October. Eugene Sand Construction started removing the pavement on the 8<sup>th</sup> of October and then the first rains hit on October 12<sup>th</sup>. In those first few days (October 12<sup>th</sup>-15<sup>th</sup>), we had over 5.3-inches of rain. For the month of October we set a new record (since we have been recording the precipitation) with



13.33-inches of precipitation. With the challenges of wet weather, the contractor did a great job taking advantage of the weather breaks **and was substantially completed** with street reconstruction work by October 31, 2012. We are very pleased with the final product and appreciate the public's patience during the reconstruction activities.

- Participated, along with Lucy, in the ribbon cutting ceremony for the new dog park at Singing Pines.
- Conducted the preconstruction meeting for the 2012 Street Rehabilitation Project.
- Participated in an interview/taping of a segment of “Our Town” radio talk show along with Planning Consultant Carol Heinkel.
- Participated in a webinar for the Urban Waters National Training workshop.
- Attended a meeting with CM Jacque Betz, FD Erin Reynolds and representatives from Coast Village to discuss vacancy policy (‘snow bird’) in relation to suspending water, sewer and street maintenance fees during long term vacancies.
- Participated in an EPA webinar on water quality standards.
- Met with GIS Manager Ron Miller; consulting engineer Scott Olson and Jim Clark with GeoSolve to discuss GIS mapping in relation to the sewer master plan update.
- Met with CM Jacque Betz and Executive Assistant Shawn Penrod to discuss projects, workloads and project deliverables.
- Attended Port of Siuslaw Wharf Project meetings.
- Met with FURA Director Nola Xavier and CM Jacque Betz to discuss the third phase of the FURA infrastructure project (Bay Street water improvements). Discussed the progress that our consulting engineers are making on the construction plans (we had the first draft plan set at the beginning of October for City comment) and preliminary project cost estimates.
- Met with CM Jacque Betz to discuss the North Fork Siuslaw Bridge pylon project.
- Attended a demonstration of an emergency water filtration system from Global Pure Water. The filtration system is built to be easy to use, relatively inexpensive to purchase and operate. It is a portable water purification system that can provide emergency drinking water quickly and



draw water from a creek, tanker truck or tank. It operates from almost any energy source and has the ability to filter over 200 gallons on its built in battery. The filter provides up to 135 gallons of filtered water per hour. The West Lane Emergency Operations Group is considering purchasing a couple to help provide emergency drinking water during a catastrophic event.

- Participated, along with the entire department head/city management team, in City/County Insurance Services webinar on risk management.
- CM Jacques Betz and PWD Mike Miller attended the Lane County Board of Commissioners meeting via telephone (Planning Consultant Carol Heinkel attended in person) regarding our request for joint public hearings process for comprehensive plan and code amendments for the aquifer protection plan and for Florence area wetlands/riparian plans.
- Conducted a preconstruction meeting for the FURA Phase 2 utilities project.
- Met with CM Jacques Betz and Planning Consultant Carol Heinkel to discuss various aspects of the Siuslaw Estuary Partnership work elements.
- Met with CM Jacques Betz, consulting engineers Joe Strahl and Jim Pex to discuss FURA phase 3 utilities project and ideas for public outreach.
- Met with CM Jacques Betz and Mayor Phil Brubaker to discuss possible new GPS approach to the airport and steps necessary to begin the process.
- Met with CM Jacques Betz, FD Erin Reynolds and AFD Hilary Thompson to discuss funds availability for the remaining project elements for the FURA infrastructure modernization project.
- Met with Clarence Lysdale to discuss the Siuslaw Estuary Partnership projects.
- Attended a meeting with ODOT Area 5 Manager Frannie Brindle, ODOT Maintenance Manager Eric Alexander, IPD Kelli Weese and CM Jacques Betz. We discussed construction and maintenance projects of mutual interest.
- Conducted monthly crew and safety meetings.

## ***Crew Accomplishments for October***

- ✚ Street sweeping operations typically occur on Thursday's with the goal of having all of the City streets swept once during the month and streets in Old Town, namely Bay Street, swept once a week. With the heavy rainfall, our typical schedule was interrupted, however we took advantage of the weather breaks and were able to sweep all the streets in town.

- ✚ In an effort to delineate and protect sensitive areas from vehicles, PW purchased split rail fencing. PW crews installed the fencing at the improved stormwater treatment swale at the northeast corner of 15<sup>th</sup> and



Oak streets; at the new Singing Pines dog park to provide an additional barrier to the stormwater treatment swale; and at the northeast parking lot at City Hall

(Planning/Building). The fencing will also work well in the parking lot behind City Hall to help keep cars from trying to drive off the edge instead of the driveway. Now the driveway approach is well defined.

- ✚ In an effort to minimize future street cuts, Utility division crews replaced two (2) water services on 15<sup>th</sup> Street. These two water services have been plagued with failures in the past, however, we previously never had an opportunity to perform a full replacement.

- ✚ Utility division crews repaired a water service at 1340 Bay Street.

- ✚ Utility division crews, in conjunction with the CenturyLink new fiber optic line installation of 35<sup>th</sup> Street, made repairs to the stormwater manhole at 35<sup>th</sup> and Laurelwood Street. The contractor for CenturyLink graciously left their trench open so that we could repair and re-grout the manhole at the stormwater pipe connection.

- ✚ Utility division crews installed a new stormwater curb inlet at 17<sup>th</sup> and Upas Street.

- ✚ The City held another yard debris day event in October. Only 19 customers utilized the service compared to 54 customers in October 2011. The low numbers might be a reflection of the rainy weather we experienced that weekend.

- ✚ PW crews replaced the water valve boxes and lids on 15<sup>th</sup> Street in conjunction with the street reconstruction project.
- ✚ Utility division crews replaced the water service at 1713 Upas Street. The replacement was necessary in order to repair a water service leak.
- ✚ October was a very wet month. With rains returning on October 12<sup>th</sup>, we had 13.33-inches of precipitation during the month. On October 15<sup>th</sup>, we had a lot of localized flooding where we haven't seen flooding before. Rainfall between 4 – 5pm was incredibly intense with 0.82 inches of rain. For the 24-hour period, we had a total of 2.75-inches for the day. The first four days of the wet weather season got off to a great start with a total of 5.6-inches of rain.
- ✚ PW crews poured a new concrete bottom in the sewer pump station on Coast Guard Road in preparation of a sewer pump rebuild.
- ✚ PW crews completed routine maintenance on the combination sewer cleaner (AKA vac truck).
- ✚ Does the Council Chambers seem a little brighter these days? Facility maintenance staff painted the walls with a fresh coat (actually three coats) on low VOC (volatile organic compound) paint. Thank you Sean!
- ✚ Utility division crews video inspected the sewer lines at the Justice center to help determine the best location to install a two-way sewer clean out. Unfortunately, our visitors at our local correctional facility find it is quite entertaining to figure out how much plastic and other items can be flushed into the system before lines become plugged.
- ✚ PW crews worked on the irrigation system at Miller Park; cleaned 50-percent of the concrete pavers in front of the skate park; and replaced the wood deck on one of the equipment trailers.
- ✚ GIS Manager Ron Miller has been busy updating our standard detail drawings and making sure the notebooks that the crews use are updated with the latest standard drawings.
- ✚ Wastewater crews performed general maintenance on sewer pumps; greasing bearings and pump rails; checking motors and oil levels; and cleaning of the sewer pump stations at the Bonnet Way and Wild Winds.
- ✚ Wastewater crews replaced the pump seal at the 42nd Street sewer pump station; replaced the float (level sensor) at the Lille Circle sewer pump station; cleaned check valves at the Siuslaw Village sewer pump station; and installed new odor control blocks in the Ivy Street and Maple Street sewer pump stations.



- ✚ Wastewater crews replaced a faulty motor coupler on the WAS (waste activated sludge) pump at the wastewater treatment plant.
- ✚ Wastewater crews responded to noise complaints from a neighboring property owner concerning the operations of the wastewater plant. Crews discovered rocks in the slurry cup at the headworks and installed noise dampening blankets to address noise coming from the air handling equipment (blowers).
- ✚ PW crews, at all locations, participated in the "Shake Out" drill on October 18<sup>th</sup>. It is a good thing that it was just an exercise because we did receive reports that "two employees were tragically lost." One at the wastewater treatment plant facility and the other at Public Works on Spruce Street. The employee at the wastewater plant fell victim to a non-reinforced cinder block building that he was occupying and the employee at the Public Works building was squished like a bug when a steel girder fell upon him.

### ***Siuslaw Estuary Partnership***

West Coast Estuaries Initiative for Coastal Watersheds managed by PWD Mike Miller and coordinated by Florence Planning Consultant, Carol Heinkel.  
\$566,797 - *United States Environmental Protection Agency (EPA)*

- Work primarily focused around preparing an updated work plan; revision of Council goals and update of the SEP monthly report; development of public outreach materials; development of a final Siuslaw Estuary Trail Vision report and application material for a Letter of Intent to Oregon State Parks for a grant opportunity including an application to place the project on the STIP (State Transportation Improvement Plan); preparation of an executive summary for the Aquifer Protection Plan for use in public outreach efforts; presentation to Coast Village residents on Wetlands and Riparian Area plan; and development of FAQ's.

