
AGENDA ITEM SUMMARY**ITEM NO: 11-2****FLORENCE CITY COUNCIL**Meeting Date: January 22, 2013
Dept: Planning Department

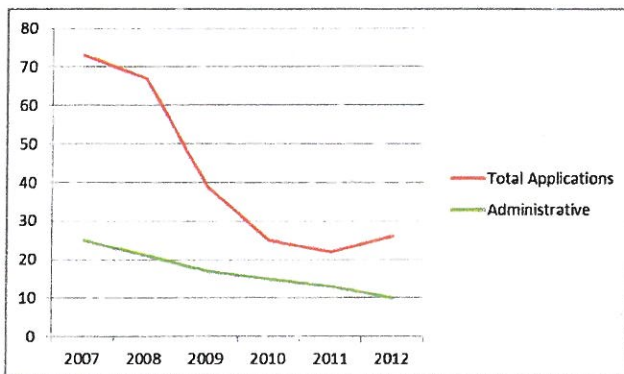
ITEM TITLE: Monthly Report for Work Accomplished in December**MONTHLY OVERVIEW:**

The major focus of the department has been on long-range planning primarily concerning wrapping up the Transportation System Plan which was approved by Council on December 17th. Overall work in the department has been fairly slow due to the winter season and holidays causing most developers to slow down for the season, particularly the last two weeks of the month. Customer Service inquiries in the department have been markedly less in December than in previous months. This down time has allowed staff to make strides in the miscellaneous land use code changes that were initiated in February 2012.

2012 Current Planning Year in Review

Development activity remained relatively slow in 2012, however, the number of applications have slightly increased in comparison to 2011 as shown in the table below. This increase is primarily due to the internal code amendments related to the Transportation System Plan and other code amendments. Notwithstanding these applications, development driven land use applications have remained relatively flat for the last three years after falling from a high in 2007.

The City received 26 land use applications in 2012. 8 of the applications were handled administratively while two administrative applications expired. The rest of the applications went to the Planning Commission or are waiting to go to the Planning Commission.

Application Summary (2007-2012)

Year	Total Applications	Administrative
2012	26	10
2011	22	13
2010	25	15
2009	39	17
2008	67	21
2007	73	25

Applications with Planning Commission Decisions

Application Type	# Received	Application Names & Numbers
Design Review	1	Cannery Station (PC 12 14 DR 01)
Conditional Use Permit	8	Siuslaw Interpretive Wayside (PC 12 02 CUP 01)
		Central Lincoln PUD Break Building (PC 12 03 CUP 02)
		Seawatch Lot 16 (PC 12 04 CUP 03)
		Port of Siuslaw New Office (PC 12 05 CUP 04)
		Coast Guard RipRap (PC 12 09 CUP 05)
		Dog Park at Singing Pines (PC 12 10 CUP 06)
		Port of Siuslaw – Mo's Dock (PC 12 15 CUP 07)
		Buss Mixed Use Building (PC 12 16 CUP 08)
Variance	0	
Modification	1	Florence Dialysis Clinic Modification (PC 12 11 MOD 01)
Text Amendment	2	Solar Bill and Misc. Code Amendments (PC 12 01 TA 01)
		City Code Amendments for TSP (PC 12 07 TA 02)
Comp Plan Amendment	1	City Comp Plan Amendments for TSP (PC 12 06 CPA 01)
Planned Unit Development (All Levels)	2	Munsell Lake Village Amendment (PC 12 08 PUD 01)
		Cannery Station Final PUD (PC 12 12 FPUD 01)
Subdivision	1	Cannery Station Tentative Subdivision (PC 12 13 SUB 01)
TOTAL	16	

Administrative Applications

Application Type	# Received	Application Names & Numbers
Design Review	8	1st Baptist Church (AR 12 01 DR 01)
		AM/PM Arco Market Drive-Thru (AR 12 02 DR 02)
		Lane Addition – 1361 1 st Street (AR 12 03 DR 03)
		BBQ Smoker Cover (AR 12 04 DR 04)
		Community Baptist Church Carport (AR 12 05 DR 05)
		China Bay Remodel and Patio (AR 12 07 DR 06)
		Water Plan Storage Building (AR 12 08 DR 07)
		10 th Street Fence (AR 12 09 DR 08)
Lot Line Adjustment	0	
Change of Use	2	Black Diamond Flooring Additional Storage (AR 12 06 COU 01)
		Radio Station (AR 12 10 CUP 02)
TOTAL	10	

UPDATE ON CITY COMMITTEES STAFFED BY THE PLANNING DEPARTMENT

Environmental Management Advisory Committee (EMAC), RARE Katya Reyna

EMAC held its meeting on December 13th and have decided to put off making goals until February when new members have applied and the new board has been set for 2013. The Florence Green Fair has been scheduled for April 27th and Planning has begun. RARE Reyna has joined the planning to help keep EMAC updated. Advertising for the Greener Florence Recognition award will begin in February with the city newsletter and a PSA for the newspaper / radio.

Planning Commission/Design Review Board, IPD Kelli Weese

The Planning Commission meetings in December were cancelled due to lack of development applications for review.

STAFF ACCOMPLISHMENTS IN DECEMBER

Customer Service Inquiries

- Planning Staff have had over 40 conversations with citizens concerning planning and zoning, general customer service and building department customer service backup. 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 concerning previous approvals and conditions of approval
 - Met with applicants considering expansion of their pre-existing building, and a possible change of use
 - Answered questions concerning mold abatement and renters rights
 - Answered questions concerning Rhododendron Express route and possibilities of adding new stops at both the Casino and Greentrees west
- News from the Comments Box!
 - We received 3 returned comment forms for the building/planning department in December with all 3 noting that Staff had been "Very Helpful". Some specific comments included; "Keep up the good work".

Current Planning

- Cannery Station Final PUD
 - Working with the applicant of the Cannery Station project who has since submitted written notification to make their application complete and have submitted a memo requesting a waiver of the 120 day rule. The applicant is looking to submit additional information and continue with the public hearing process sometime in the spring.
- 1509 9th Street Community Radio Station Change of Use/Design Review
 - Submitted a letter of incompleteness to the applicants of the 9th Street Community Radio Station.
- Reviewed the new business license applications for compliance with Title 10 zoning codes
- Prepared letter to potential buyers of property in the Windward PUD development letting them know their redevelopment rights

Long Term Planning

- Transportation System Plan
 - Prepared the staff report and talking points for the final City Council meeting concerning the TSP, including review by other staff to ensure accuracy. After adoption, prepared Notice of Decision mailing to the 130+ people who commented during the hearing process (including those who

signed petitions), and prepared notice to the Department of Land Conservation and Development

- Miscellaneous (Solar Bill) Code Amendments
 - Working on preparing the DLCD notice and staff report for these amendments with the down time in land use applications.
- Siuslaw Estuary Partnership
 - Work on the SEP has been suspended due to work load and vacation issues. It will be picked up again in January.

Other

- Working with other staff to prepare for the annual employee Christmas Party
- Training temporary cardinal employees Charrisse Rocchio and Debbie Anderson on Land Use File records retention and scanning. Between the two the land use files have been finalized for the years 2008-2011, and they are currently working on scanning Planning Commission resolutions and minutes for easy access.
- Prepared semi-annual report for Department of Land Conservation and Development Grant
- Prepared PowerPoint of Planning/Building Departments for the Council Goal Setting session on January 12, 2013.
- Staff Training – IPD Weese participated in a webinar on Land Use Law January 13th and 14th

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	Prior to the application expiring, the applicant stated that the additional information will not be submitted, which declares the application complete. The applicant has waived the 120 days for a decision. Public Hearing will be May 14, 2013.
KXCR Radio Station	AR 12 10 COU 02	1509 9 th Street, northwest corner of Nopal and 9 th Street (across from the Library)	Application deemed incomplete.

AGENDA ITEM SUMMARY**ITEM NO: 11-3****FLORENCE CITY COUNCIL**Meeting Date: Jan. 22, 2013
Dept: Building

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

Florence is still experiencing a period of slow construction activity and growth, particularly as involves new residential construction. However, we have been very busy with review and inspection of the commercial projects underway, as well as the day-to-day activity associated with smaller scale construction such as alterations, additions, and maintenance projects that require permits under our codes.

Permit Technician Eric Rines has been enrolled in an online plan review and intake class sponsored by the State Building Code Division. The class is designed to promote professionalism through better knowledge of code requirements and industry standards. I have been reviewing the proposed "new" building codes scheduled for adoption this year as required by the state. The codes do evolve and are generally updated every three years. I might add that in the past months I have updated and renewed my certifications through the International Code Council and the State of Oregon. These certifications allow me to perform my duties in Florence as a Certified Building Official, as required by law.

We also expedited, reviewed, and issued alteration plans/permits for the City Hall which has enabled the City Manager, Senior Accountant, and Finance Director to relocate their offices in a timely manner. (Kudos to the Public Works staff and Hal's Electric for the all their hard work in facilitating the move.)

Work on the Florence Dialysis Center continues after a slight lag in the pace; finishing touches are being performed on the "shell building"; the interior containing the offices and medical equipment is being constructed rapidly. It will be a safe, beautiful, and much appreciated facility. The Port's dock repair project is also well underway.

Also, new work is anticipated at the Peace Health Hospital Campus; we are awaiting applications and plans.

A new year has begun, we welcome the "new" Mayor and Council; I offer a tour of our offices to see the works in progress, or just to visit and become acquainted. Come say hi! We would welcome it.

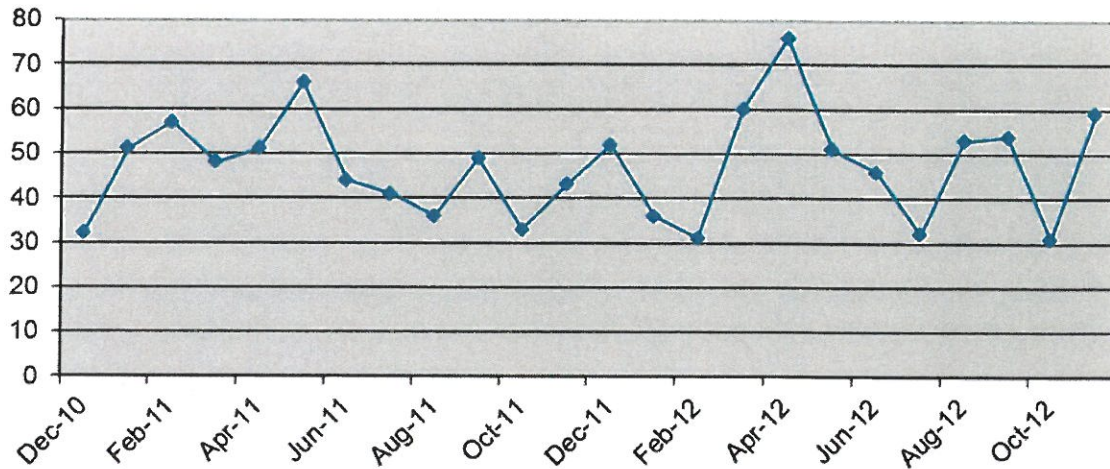
2 – Building Permits

As shown in the tables, building permit activity and income has somewhat decreased in the past month.

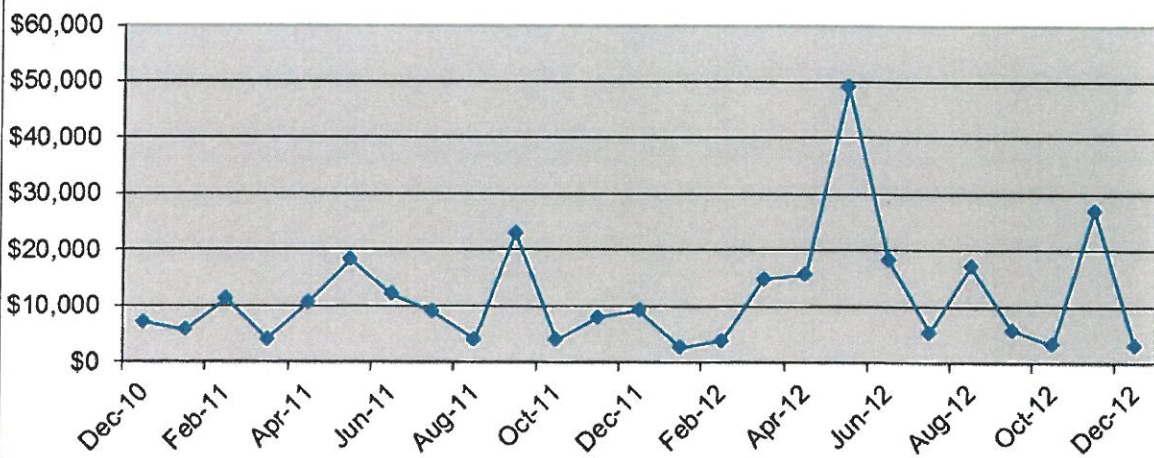
Carl Dependahl, Florence Building Official



Number of Permits Issued per Month by Florence Building Department
(includes building, mechanical, electrical, plumbing, sign, demolition and plan check)



Income from Permits to Florence Building Department



MONTHLY REPORT FOR DECEMBER 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	1		\$8,000.00	
ACCESSORY STRUCTURES	0		\$0.00	
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	1		\$14,500.00	
COMMERCIAL ALTERATIONS / REMODELS	4		\$50,450.00	
AIRPORT HANGARS	0		\$0.00	
SIGN PERMITS	0			\$0.00
RESIDENTIAL BUILDING PERMIT FEES	1			\$160.05
COMMERCIAL BUILDING PERMIT FEES	5			\$1,072.65
MANUFACTURED HOME PLACEMENT FEES	0			\$0.00
BUILDING PLAN CHECK FEES	5			\$1,101.64
RESIDENTIAL PLUMBING PERMIT FEES	0		Com. Plumb. contract fee @ 75%	\$0.00
COMMERCIAL PLUMBING PERMIT FEES	1		\$57.30	\$19.10
MECHANICAL PERMIT FEES	9			\$687.60
MECHANICAL PLAN CHECK FEES	0			\$0.00
ALL DEMOLITIONS				\$0.00
CITY ELECTRICAL PERMIT FEES	8		Elect. contract fee @ 75%	\$180.00
TOTAL # OF PERMITS	29			
TOTAL CONSTRUCTION VALUE & CITY PERMIT INCOME				\$3,221.04
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS			123	
NO. OF CITY ELECTRICAL INSPECTIONS			10	
TOTAL FOR ALL INSPECTIONS			133	

AGENDA ITEM SUMMARY**FLORENCE CITY COUNCIL****ITEM NO: 11-7****MEETING DATE:** January 22, 2012**DEPARTMENT:** Public Works

ITEM TITLE: Public Works Monthly Report

DISCUSSION/ISSUE:***December 2012***

- ✚ ***Hwy 101 Sewer Replacement Project (AKA Hwy 101 Sewer Bottleneck Project).*** With the Christmas holiday and extremely high groundwater table, the contractor did not accomplish much on the project. The contractor set-up to bore under Hwy 101 in order to intercept the



sewer line on the eastside of the highway, however their dewatering system just could not keep up with the amount of groundwater entering the bore pit. City staff, representatives from Branch engineering and DEQ met in the field to inspect the project. The project now has a completion date of February 2013. This project is being funded through a loan from the Oregon DEQ Clean Water State Revolving Fund (CWSRF).

- ✚ ***Biosolids Demonstration Project.*** The GORE® cover system arrived in Florence on December 20th. Staff has been busy securing a rental mixing unit so we can thoroughly mix the biosolids with the yard debris grindings. We have found one mixing unit from Allu that is small enough to fit on our Case track steer (like a "Bobcat" skid steer but on rubber tracks) that will mix the materials. The manufacturer had sold their last unit prior to the City finalizing the lease/rent agreement, so it may be as late as February before we can build the first compost heap.

- ✚ ***Florence Urban Renewal – Water, Sewer, Stormwater and Street Modernization Project.*** The contractor for phase 2 installed 1,350 lineal feet of 16-inch water line and completed the bore under Hwy 101 at 2nd Street. A new sanitary sewer line was installed in 2nd Street between Nopal and Oak to eliminate shared laterals and a



sewer line (actually a private lateral) from under the sidewalk for 200 feet. The contractor completed stormwater work at 2nd and Nopal to eliminate the local flooding that occurs at the intersection.


Plans and specifications for Phase 3 (Bay Street from Juniper to Nopal) were made available on December 8th. The City held a mandatory pre-bid meeting with interested contractors on December 27th. We had great interest in our project, with 14 different general contractors attending the 90 minute meeting. The bid opening for the project is scheduled for January 8, 2013.





Siuslaw River Bridge Interpretive Project.

The contractor, Tom Ayres General Contractor, Inc., mobilized equipment and material the week of December 10th and started driving pilings on December 17th. Just before Christmas they completed the installation of the six

pilings. After the pilings were driven, the contractor took the holidays off and is expected to begin working on clearing and grubbing activities starting January 7, 2013.

 **Emergency Power Generator at the Water Treatment Plant.** With wet weather and other competing projects the timeline has slipped on the project. However, the concrete foundation and slab is fully cured and the framing material, along with the roof trusses have been ordered and delivered prior to the end of December. Next steps: place the generator fuel tank on the concrete slab and install the generator on top; then build the building around the generator; connect the electrical systems; and finally startup of the generator.

 **Urban Waters Grant Project.** Monthly groundwater and surface water sampling resumed in December. Water sample results included detections for coliform bacteria of 22 MPN at monitoring well B-8 (15th and Kingwood); nitrate at 3.9 mg/l at monitoring well B-8; and nitrate at 2.6 mg/l at monitoring well B-2 (Harbor Vista and Rhody Drive).

 **Telemetry/SCADA Upgrades.** Our contractor completed the installation of the equipment for our wastewater system. The new SCADA radio system is fully functional and more importantly, our staff is very pleased to

have a fully operational SCADA system with the appropriate alarms and elimination of “ghost” alarms. The contractor is now moving forward with installing the same radio telemetry system at our water facilities.

- Met with Tom Towell with World Fuel Services Network to discuss our fueling operations at the airport. World Fuel Services Network is the company we use to purchase our Phillips 66 branded aviation and Jet A fuel.
- Attended a meeting with CM Jacque Betz, PW Inspector August Murphy, Jim Pex with RH2 Engineering and representatives from Laskey-Clifton Corporation to discuss the installation of sanitary sewer clean-outs on the sewer service connections for the FURA Phase 2 project.
- Met with CM Jacque Betz and Wade Carey with Central Lincoln PUD to discuss weatherization and heating optimization opportunities for the City Hall building. It was a good meeting and Wade believes that there is enough energy savings potential at this location that we may qualify for assistance from the BPA (Bonneville Power Administration) and Energy Trust of Oregon. Assistance may include such items as winterization of the crawl space under City Hall; replacement of single pane windows; and replacement of the electric furnaces with high efficiency heat pump units.
- Participated in a tabletop emergency management exercise at Siuslaw Valley Fire and Rescue. The exercise scenario was an intense winter weather event with high winds and freezing conditions.
- Participated in a conference call with WWTP Supervisor Rick Mumpower and Charles Wright of Kennedy Jenks to discuss details concerning the biosolids composting project, including mixing equipment selection.
- Met with grant volunteer Jan Nieberlein, PW Executive Assistant Shawn Penrod and FD Erin Reynolds to discuss procedures for requesting reimbursement from federal agencies for our grants.
- Met with Kathleen Aitken with Central Lincoln PUD concerning street light installations.
- A funny thing happened on the way to Newport to see the lights at the aquarium with the family. Just as we were getting into Waldport, I noticed my cell phone vibrating with two voice messages. I pulled over at the weigh station south of Waldport and retrieved the voice messages. Through the voice messages, you could tell staff was just a little excited about the sinkhole that developed on the west side of Spruce Street just north of 12th Street. After talking to staff and requesting that Spruce Street be closed and notifying 911 dispatch of the same, we made it an early

evening and headed back to Florence to assess the situation. Aaah the life of a public works director.

- Conducted monthly crew and safety meetings.

- It has been a very wet year! We had a total of 97.61-inches of precipitation during the 2012 calendar year. Not quite the record, but really close to beating the all-time wettest year of 98.11-inches in 1968. In 2012 we did set a new all-time wettest



March with 20.02-inches. In honor of former Mayor Brubaker, the ponding in the above photo is now known as **Lake Brubaker!** Just kidding Phil!

Crew Accomplishments for December

- ❑ It was that time of year once again and the PW elves were out adding some "Holiday Cheer" (Christmas lights) to City Hall and the PW building. Great job elves!
- ❑ The PW elves also assisted the Chamber of Commerce by placing the Holiday Bells and Snowflakes at different locations along Hwy 101, Hwy 126 and the Old Town area so that crews from Central Lincoln PUD could install the decorations.
- ❑ PW crews hauled 24 cubic yards of sand to the Miller Park children's playground area. The sand will be used to replenish the sand that had been blown away by the summer winds.
- ❑ PW crews constructed a partition wall in the Finance Department, creating a new office space for Assistant Finance Director Hilary Thompson. While in the remodeling mode, crews also installed new computer network cables for the computers in the Finance Department.
- ❑ During the December 19th rain event, the entire south end of the airport was inundated with stormwater. Upon inspection, several culverts were blocked by debris (both manmade and native material) and our crews were able to remove the debris



allowing the area to drain. In addition, crews removed debris from a storm line in Park Village that was also contributing to the flooding at the airport. Apparently, neighborhood children had been dropping sticks down a storm drain and plugged the line. We're fortunate that it was only sticks they were dropping and not stones.

- PW crews replaced the hand pump on the aviation fuel tank (100 Low Lead) that is used to remove impurities and perform QA/QC (quality assurance/quality control) testing on the fuel.
- Even with the wet weather, we're pleased to report that the off-leash dog park is getting a lot of use. During December we did receive a report of an aggressive dog jumping on another dog, and no, Lucy was not the dog being jumped.
- Utility division crews repaired water services at the following locations:
 - 16th Street
 - Laurel and Old Town Way
 - 21st Street
- Utility division crews video inspected and cleaned the sewer line on Bay Street at the end of Maple. They also performed routine cleaning and video inspection of the sanitary sewer line on Hwy 126 from the Yamaha shop to Vine Street pump station; and stormwater lines within the intersections of 7th and Maple Streets and 6th and Juniper Streets.
- Utility division crews raised and repaired a manhole at 31st Street and Munsel Lake Road.
- PW crews removed a utility trailer load of limbs over hanging the travel lane on 35th Street between Oak and Pine streets.
- PW crews cleaned vegetation and installed new barricades at 15th and Tamarack Street.
- PW crews removed 204 cubic yards of wind driven sand (17 dump truck loads) from the corner of 46th and Oak Street just south of Fred Meyer.
- Utility Worker Mark Asghari completed major routine maintenance on the street sweeper which consisted of changing the two side brooms, replaced several hydraulic hoses and installed new vacuum pick-up tubes. The street sweeper is now operating just like a new machine. After the repairs, all streets were swept, including Rhododendron Drive from the wastewater plant to Sebastian Street.
- Utility division crews raised a manhole on 25th Street by St. Vincent DePaul's for a new access road behind the building.
- PW crews cleaned up storm debris from the following locations:
 - Rhody & Wild Winds

Fawn Ridge
Rhody near the Sewer Plant
Kingwood North of Airport Entrance
Miller Park

- PW crews removed sand from a slope close to the Hospital entrance that was sloughing off towards 9th Street and blocking the sidewalk along 9th Street.
- PW crews removed brush and hauled sand from an area at the end of Oak and 4th streets in preparation for the installation of a new 8-inch water line.



- PW crews responded to a reported danger tree that was leaning severely towards at home on Rhody Drive from the Fir Street right-of-way. The large spruce tree was too large and too dangerous for the crew to handle so we had to hire a tree service to fall the tree.

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)*

Activities during December included:

- 🐾 Revising the Aquifer Protection Plan: the revised draft is now located on the web site (www.SiuslawWaters.org) and incorporates all changes requested by DEQ and OHA. The Plan is ready to be state-certified. Any additional changes requested as part of the public outreach and adoption process will be sent to DEQ and OHA for approval prior to requesting certification.
- 🐾 Aquifer Protection Plan Appendix A: This Appendix includes the Water Monitoring Report by GSI plus all secondary data. Secondary data is being added as it becomes available.
- 🐾 The Siuslaw Estuary Trail Vision Report has been updated and revised. Revised report was sent to the Interdisciplinary Team for review.

Amber