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

Meeting Date: March 18, 2013
Dept: Planning & Building Departments

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

Due to the economic downturn and resulting loss of land use and building permits, the city has made the difficult decision to eliminate the Building Official and Associate Planner positions filled by Carl Dependahl and Michelle Pezley. Both Carl & Michelle's last day was February 28th.

Carl Dependahl came to the City of Florence in May 2007 after spending three and half years as the City of Grants Pass's building official, and worked with the City through almost six years of development and through the economic slowdown. The City will contract out the services of the Building Official position to the Building Department, with our new Building Official being Charlcie Kaylor. Much of the City's inspection and plan review services will be provided by Dave Gates who lives in the Florence area and has been providing these sorts of services to Florence on a smaller scale for a number of years.

Michelle Pezley had been with the City since July 2007, after completion of her master's degree in Regional Planning from the University of Oregon and work with the City of Nantucket, Massachusetts as a historic preservation analyst. Michelle worked with the City primarily through current planning and customer service in the Planning Department. In her tenure, Michelle processed over 150 land use applications. In the transition, the City will contract out much of the land use application review process to Lane Council of Governments (LCOG) planner Jake Callister who is currently working on the Stillwater and Upas Street Home applications.

In the next few weeks staff will seek to fill some of the void in the Planning/Building Departments by the help of a new temporary employee through Cardinal Employment Services. This employee will be take Building Technician Eric Rines's location at the front desk area of the Planning / Building Departments to help with Customer Service inquiries, land use filing & records retention, public hearing notices, packet preparation, and backup building permit and inspection scheduling. All higher level planning customer service inquiries will be handled by Interim Planning Director Kelli Weese. However, we will be working diligently in the next few months to cross train all employees on the north side of the building in planning/building/city manager/city recorder functions, so that all employees know enough to help a customer with their needs or at least direct them to the appropriate code and/or person. To do so the north

side of the building will be holding weekly staff meetings on Wednesdays from 4-5 pm to help share this institutional knowledge.

In turn, once a contract employee is established, Building Technician Eric Rines will move offices to the Associate Planner's old office in order to free up some of his time away from general customer service for the additional coordination that will be involved with scheduling inspections and plan reviews through "The Building Department". However, Eric will still be the primary contact for all building/electrical/plumbing permits within the City as well as a significant resource for any historical knowledge of development in the City.

UPDATE ON CITY COMMITTEES STAFFED BY THE PLANNING DEPARTMENT

Environmental Management Advisory Committee (EMAC), RARE Katya Reyna
EMAC met on February 21st to discuss EMAC events funding, creation of a budget proposal, and objectives for 2013. RARE Reyna, CM Betz, and Mayor Xavier attended this meeting. EMAC has also been working with Public Works to get a booth for the Florence Green Fair since the focus will be on public outreach for the biosolids project and has been working on the Greener Florence Awards for public outreach including discussion of the possibility of giving certificates of appreciation as well as a winner.

Planning Commission/Design Review Board, IPD Kelli Weese

The Planning Commission held one meeting on February 12th to appoint a new Chairperson and Vice-Chairperson, and to participate in a training work session hosted by City Attorney Ross Williamson. The Planning Commission discussed their roles in either a quasi-judicial or a legislative hearing, public meeting law requirements, how to move through meetings quickly and efficiently in order to value applicant & staff time, the role of staff and the role of the commissioners, and ethics laws. The Commission was also given training binders to help introduce them to their positions as Commissioners.

The training was a great success and offered the commission an opportunity to discuss meeting protocol and how to best get to a consensus on land use matters by deciphering what is really important. The Commission has asked for more training opportunities to help them know more about the land use laws and principles in Oregon in order to better understand and thus move through applications without a lot of oversight. The February 26th and March 12th Planning Commission meetings were cancelled due to lack of development applications. The next Planning Commission meeting is scheduled for March 26th.

STAFF ACCOMPLISHMENTS IN FEBRUARY

Customer Service Inquiries

- The Planning & Building Departments continue to offer the best possible customer service having held conversations with citizens concerning planning & zoning, building permit assistance, and general customer service. 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.
- Alley maintenance responsibility
- Business license processing backup for City Recorder's Department
- City Limits, Zoning, and Annexation
- Redevelopment of home on non-conforming lot due to loss by fire
- Questions about when a park model home becomes permanent
- News from the Comments Box!
 - We received 4 returned comment forms for the building/planning department in February with all 4 noting that Staff had been "Very Helpful". Some specific comments included; "Very accommodating", "I am pleased with the help I have received from the department".

Building Department Activity

- Building activity broadly stated includes standard building permits as well as mechanical, plumbing, electrical, sign and demolition permits.
- Most of the building permit activity in February was through permits for residential additions, carports, and heating installation. The building department did continue to work with Kidney Dialysis Clinic who was approved for a conditional occupancy permit on March 6th.
- IPD Weese and BT Rines met with Charlcie Kaylor of the Building Department to discuss protocols for the switch to a larger contract of services on February 21st

Current Planning

- Stillwater Addition – PC 13 01 DR 01
 - Worked with Lane Council of Governments Planner Jacob Callister to review the Stillwater addition application and associated completeness letter.
- 1509 9th Street Community Radio Station Change of Use/Design Review
 - Staff worked on completion of the noticing and staff report for this application. No public comment was received and this application was approved on February 27th.
- Munsel Lake Village
 - AP Pezley and IPD Weese met with applicants on February 28th to discuss their options for moving forward with the application.
- Upas Street CUP
 - Accepted new application on February 8th, which was reviewed for completeness by LCOG planner Jacob Callister and schedule for a public hearing on March 26th.
- Cannery Station
 - AP Pezley and IPD Weese met with new architect Tony Koach to discuss where the project left off and deadlines to meet the state's 245 day maximum extension rules on February 13th

- Sandpines
 - Multiple staff met with owners of the Sandpines Golf Course during two pre-development meetings on February 12th and 22nd to discuss future applications and the open ended conditions of prior land use applications for the golf course and associated subdivision phases.
- Reviewed the new business license applications for compliance with Title 10 zoning codes

Long Term Planning

- Transportation System Plan
 - Worked with Kittleson and Associates to prepare final plan formatting, and get final GIS layers
- Miscellaneous (Solar Bill) Code Amendments
 - Staff continued working on staff report and notices for these code amendments including correspondence with DLCDC concerning notification procedures
- Siuslaw Estuary Partnership
 - Staff worked with Contract Planner Carol Heinkel on the mailings for various community meetings regarding the Siuslaw Estuary Partnership as well as attendance at these meetings including Chamber of Commerce Board on February 21st, Aquifer Protection Plan property owners meeting on February 25th, Wetland and Riparian Property owners meeting on February 27th, and Community Stakeholders meeting on February 28th.
 - Staff also worked to update the maps within the Wetland and Riparian Inventory and assessment for final distribution.
 - Staff fielded many customer service inquiries regarding the proposed comprehensive plan and code changes prior to the community meetings.

Other

- Staff worked on training Cardinal Employee Debbie Anderson on an introduction to land use files and the Planning Department, and worked to cleanout offices during the transition period.
- IPD Weese went to LCOG on February 22nd to meet with Milo Mecham and Jake Callister to discuss the process for transition from having an Associate Planner on staff to contracting with LCOG for the majority of land use applications.

Attachments:

- 1 – Current Land Use Applications (current and recently approved applications)
- 2 – Building Permit Activity (number of permits issued, income from permits, and monthly report)

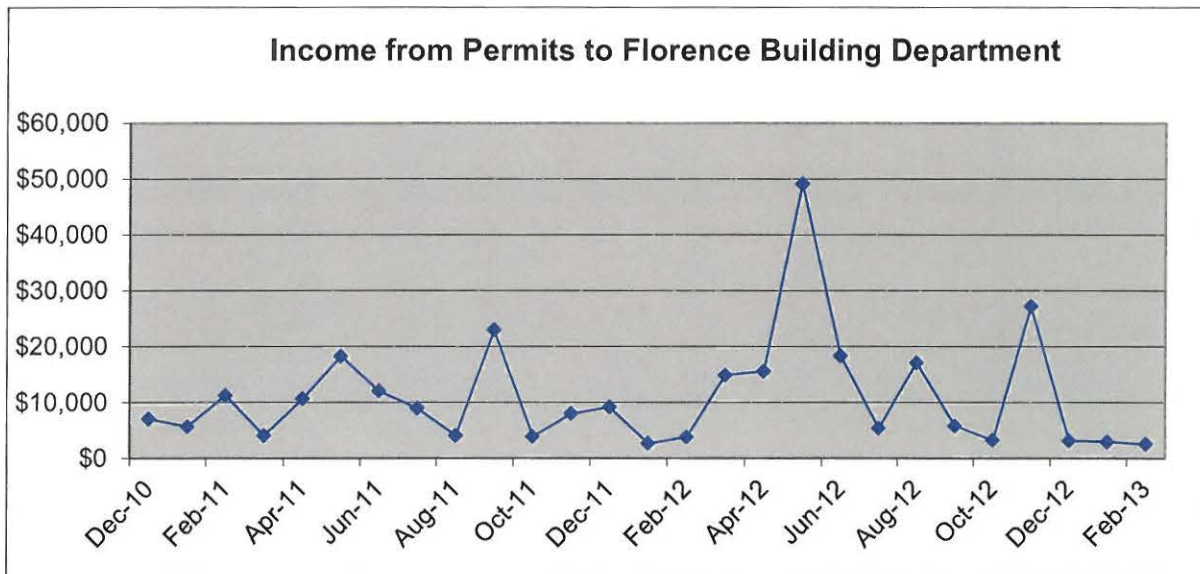
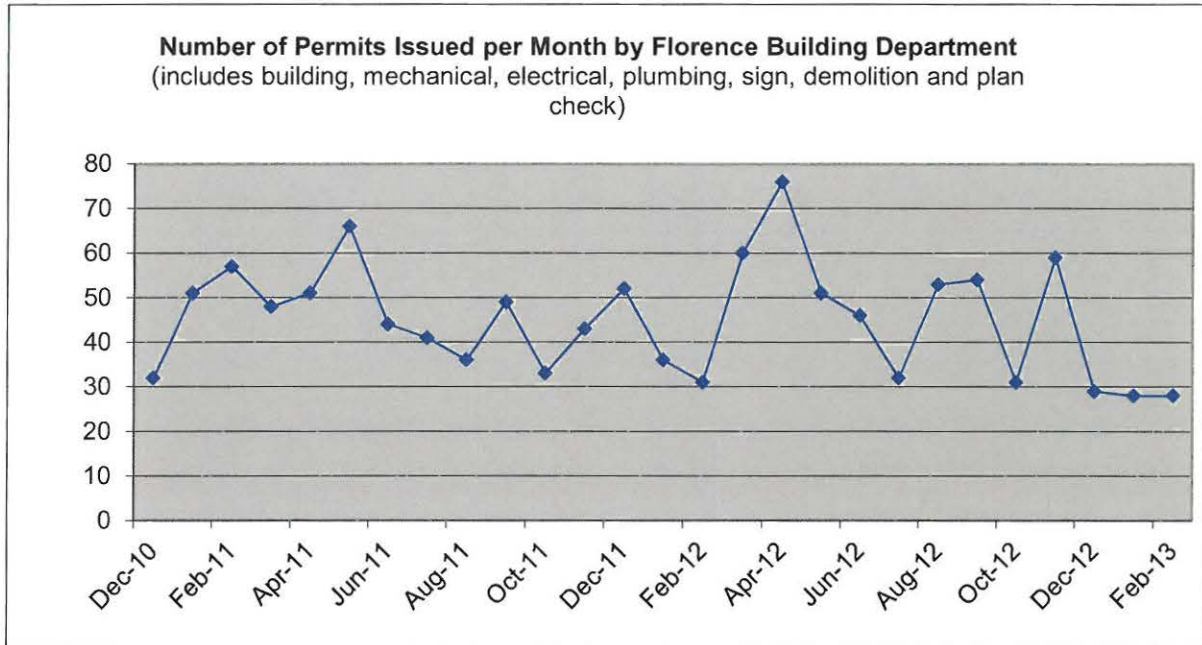
Current and Recently Approved Land Use Applications

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. The applicant has waived the 120 day rule, but is quickly approaching the maximum time extension allowed by state law of 245 days (ORS 227.178(5)). The last possible date to hold a public hearing will be April 23, 2013
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. Applicant withdrew application on ???
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, but is quickly approaching the maximum time extension allowed by state law of 245 days (ORS 227.178(5)). The last possible date to hold a 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 complete. Approved with conditions of approval.

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Stillwater Addition to repair existing east exit stairs by replacing the third level section that was removed at time of construction	PC 13 01 DR 01	1220 Bay Street	Application deemed complete. Hearing scheduled for March 26 th .
Expand non-conforming house	PC 13 02 CUP 01	1723 Upas Street	Application deemed complete. Hearing scheduled for March 26 th .

Attachment 2 – Building Permit Activity



MONTHLY REPORT FOR FEBUARY 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	1		\$16,500.00	
ALTERATIONS / REMODELS	0		\$0.00	
ACCESSORY STRUCTURES	1		\$4,132.00	
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	1		\$16,500.00	
AIRPORT HANGARS	0		\$0.00	
SIGN PERMITS	1			\$100.00
RESIDENTIAL BUILDING PERMIT FEES	3			\$547.10
COMMERCIAL BUILDING PERMIT FEES	1			\$272.55
MANUFACTURED HOME PLACEMENT FEES	0			\$0.00
BUILDING PLAN CHECK FEES	2			\$543.00
RESIDENTIAL PLUMBING PERMIT FEES	1		Com. Plumb. contract fee @ 75%	\$365.00
COMMERCIAL PLUMBING PERMIT FEES	0		\$0.00	\$0.00
MECHANICAL PERMIT FEES	6			\$462.85
MECHANICAL PLAN CHECK FEES	0			\$0.00
ALL DEMOLITIONS	0		Elect. contract fee @ 75%	\$0.00
CITY ELECTRICAL PERMIT FEES	14		\$861.75	\$287.25
TOTAL # OF PERMITS	28			
TOTAL CONSTRUCTION VALUE & CITY PERMIT INCOME			\$37,132.00	\$2,577.75
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS			124	
NO. OF CITY ELECTRICAL INSPECTIONS			33	
TOTAL FOR ALL INSPECTIONS			157	

RES PLUM

DEMOS

AGENDA ITEM SUMMARY**FLORENCE CITY COUNCIL****ITEM NO:****MEETING DATE:** March 18, 2013**DEPARTMENT:** Public Works

ITEM TITLE: Public Works Monthly Report

DISCUSSION/ISSUE:*February 2013*

🚧 **Hwy 101 Sewer Replacement Project (AKA Hwy 101 Sewer Bottleneck Project).** The contractor for the project, Ray Wells, Inc., has completed all of the sewer and water work with the exception of abandonment of two sewer manholes in Hwy 101 between 43rd and 46th Street. This work will be completed after March 15th when ODOT begins their paving season. This project is being funded through a loan from the Oregon DEQ Clean Water State Revolving Fund (CWSRF).

🚧 **Biosolids Demonstration Project.** During the first week of February, Public Works crews hauled in fresh tree grindings (chippings) to the wastewater treatment plant and wastewater crews began mixing the grindings with biosolids. Crews utilized the Allu mixer unit (to mix the wood grindings and biosolids) attached to the Case 440 track steer. Even though the mixing unit is small in size (approximately ½ cubic yard) the mixing went extremely well and quickly. On February 12th, wastewater treatment crews laid down a base of clean wood grindings; placed the two 6-inch aeration pipes; built the compost heap; covered the compost heap with the GORE® cover; and connected the oxygen and temperature probes to the Kompmaster unit. We're well on our way to making Class A biosolids via composting! Since this was our startup with the new equipment, we had Ben Fredregill with Sustainable Generation LLC (representing the GORE® cover system); Mateo Ocejo with Net Zero Waste (consultant from Vancouver, BC for



WL Gore) and Charles Wright with Kennedy Jenks present to oversee and provide tips on the start-up operations. Mateo has been involved with composting technologies for creating cleaner, greener communities in



North America utilizing the GORE® cover technologies. We're proud to report that the compost heap reached and held the desired temperature for pathogen and vector reduction for Class A biosolids materials. The first pile turn will occur March 13th.

🚧 **Florence Urban Renewal – Water, Sewer, Stormwater and Street Modernization Project.** The contractor for phase 2 has completed all the water, wastewater and stormwater improvements for the project. The contractor has reconstructed Oak and 2nd streets in order to pave. The contractor has scheduled final grading for March 12th and 13th with paving occurring on March 14th weather permitting.

Crews from K&E Excavating, Inc. (our contractor for Phase 3 - Bay, Kingwood and Nopal streets) have done an outstanding job with the project. With lightning speed, the K&E Excavating crews were able to install the 12-inch water line from Kingwood to Nopal on Bay Street; install the 12-inch main on Kingwood from Bay to 2nd street; and started installing individual water services and water main lines to the new fire hydrants. This contractor has brought in additional crews to expedite the work. They are looking at completing trench paving Wednesday, March 13th, weather permitting of course.



🚧 **Siuslaw River Bridge Interpretive Project.** The contractor's crews installed completed the installation of all of the retaining walls for the project and started backfilling the areas. All of the 'in-water' work was completed by the February 15, 2013 deadline.

✚ ***Emergency Power Generator at the Water Treatment Plant.***

PW crews framed all of exterior walls and installed the oriented strand board (OSB) sheathing; installed the trusses for the roof; and installed the OSB sheathing for the roof. Next steps: crews to install the roofing material, siding, doors and louvers. Once the building is complete, the electrician will complete the wiring and the generator will be ready for use.



- ✚ ***Urban Waters Grant Project.*** It has taken awhile, but we received the final edit requests from the EPA on our Quality Assurance Project Plan (QAPP) for our surface and groundwater monitoring program for this project. The revised QAPP with the final revisions was submitted to the EPA for final approval February 7, 2013.

No sampling was completed during February. The next round of sampling is scheduled for March 4th and 6th.

- ✚ ***Telemetry/SCADA Upgrades.*** The contractor completed the engineering portion of the water division side of the project. One interesting note is that the contractor depleted the manufacturer's inventory of available radios. All of the parts will be delivered to the contractor in March so that the control units can be built. Beginning March 25th, the contractor will be setting up the temporary radio equipment to facilitate the water system move to the new system and the project will be completed by April 15th.

The wastewater portion of the project (which also was the largest portion) is complete. During the deployment of the new radio system, we updated the screens for each station and increased our use of alarm points in the system. Our wastewater operators are very happy with the new updates!

- Met CM Jacque Betz to discuss various projects prior to her vacation.
- Met with RARE Participate Katya Reyna and David Armstrong and Joanne Henderson with Florence First Harvest to talk about opportunities for a community garden at the former Senior Center site on 15th/Airport Road.
- Met with CM Jacque Betz, IPD Kelli Weese and AP Michelle Pezley to discuss the various land use approvals with all of the Sandpines

properties (Westshore, East Bank PUD, and Sandpines). There is renewed interest in completing the Westshore development (subdivision off of Rhody Drive, north of 35th Street) and building homes in East Bank PUD (Oak and 43rd streets).

- Met with Andy Johnson and Mark Harrison to discuss wastewater opportunities in the Heceta Beach area.
- Stood in for CM Jacque Betz on the Florence Focus radio show on February 11th.
- Met with Marissa Himmel, Field Engineer with OBEC Consulting Engineers, and our contractor Tom Ayres to discuss a couple of stormwater items related to Siuslaw River Bridge Interpretive project.
- Participated in a predevelopment meeting with IPD Kelli Weese, AP Michelle Pezley, Phil Brubaker, John Pearson, and Michael Pearson to discuss development opportunities/ideas for Sandpines.
- Met with Public Works Inspector August Murphy, our project engineer Jim Pex with RH2 Engineering, and Tom Wright with Laskey-Clifton to discuss paving options for 2nd Street between Maple and Hwy 101.
- Met with HR Coordinator Ann Steward and took her on a tour of PW facilities and projects under construction.
- Completed an interview with Tom Adams with KVAL News and Mayor Xavier on the Interpretive project.
- Started a 'road tour' and gave a presentation to the Florence Rotary Club on our FURA Phase 3 project and Interpretive Center project. Thank you Jacque for a great introduction!
- On the road once again with another presentation on our FURA Phase 3 project and Interpretive Center project. This time the presentation was to the Florence Kiwanis Club. As always, great questions from the audience. Thank you Bob Sneddon for the opportunity!
- Attended the DOGAMI (Oregon Department of Geology and Mineral Industries) meeting on the new/revised Tsunami inundation and evacuation maps.
- Met with CM Jacque Betz, RARE Participant Katya Renya and David Armstrong to discuss a community garden proposal.

- Attended the Chamber Board meeting with RARE Participant Katya Renya, IPD Kelli Weese and planning consultant Carol Heinkel for a presentation of the Aquifer Protection Plan along with Wetland and Riparian Plan and proposed comprehensive plan amendments as a result of these plans.
- Attended the Volunteer Appreciation Night event at the Florence Events Center.
- Met with Gary Rose of Leisure Excavating to discuss sanitary sewer availability in the UGB.
- Met with planning consultant Carol Heinkel, RARE Participant Katya Renya and golf course representatives from Sandpines and Ocean Dunes Golf Links to talk about the aquifer protection plan and best management practices of golf courses.
- Attended a meeting with the homeowners and business owners from the drinking water protection areas.
- Attended the FURA Board of Directors meeting and provided a verbal report/update on the FURA projects, including the Siuslaw River Bridge Interpretive Center project.
- Conducted the final Siuslaw Estuary Partnership Community Stakeholder Team meeting. A big thank you to all of the members of the Community Stakeholders. Without their input and support the products of the Estuary Partnership would not be what it is today. Thank you for all of your work!
- Conducted monthly crew and safety meetings.

Crew Accomplishments for February

- ✚ PW crews delivered, graded and compacted some additional crushed rock for 41st Place.
- ✚ Utility division crews took advantage of some of the dry weather during February and filled potholes on Rhododendron Drive between the Wastewater Treatment Plant (WWTP) and the Rhody Drive entrance to the hospital.
- ✚ While the crews were out filling in the potholes, they noticed three danger trees in the same area (Rhododendron Drive between the hospital and the WWTP). Crews removed the trees to avoid damage to overhead lines, motorists or private property.

- ✚ Utility division crews fabricated some new catch basin grates and replaced grates that were considered a hazard to bicyclists.
- ✚ PW crews rebuilt the hydraulic ram on the rear stabilizer of the Cat backhoe. The hydraulic ram had been allowing hydraulic fluid to leak, potentially allowing the backhoe to become unstable during excavation.
- ✚ PW crews separated the scrap metal (steel, copper, brass, aluminum, etc) and took a dump truck load of recyclable metals to Schnitzer Steel in Eugene. The City received over \$7,600 for the scrap metal.
- ✚ Utility division crews cleaned and video inspected the stormwater line in the alley between Spruce Street and the water treatment plant south of Coast Village.
- ✚ Utility division crews mowed the undeveloped right-of-way of Redwood Street to remove scotch broom and clean up trash that was dumped.
- ✚ PW crews completed a sewer pump station rehabilitation at the Willow Dunes sewer pump station. Crews installed new pumps, new 90° bends, new rail system (to remove and install the pumps), 3-inch piping (the old pipe was 2-inch), and upgrade the electrical panel. Great job guys!
- ✚ Speaking of wastewater, crews replaced a sewer pump at the Jonathan Lane sewer pump station; inspected pumps and alarms of the individual STEP (Septic Tank Effluent Pump) systems in Rhodoview Dunes; performed additional maintenance on the gravity belt press at the WWTP; cleaned the influent screen; serviced the boiler (provides heat to the digester) and repaired the heat sensor for one of the blowers.
- ✚ Utility division crews repaired three water service lines. The water service lines were located on Koosah Court; 290 Juniper Street; and Royal St. George (Sandpines West).
- ✚ You know that spring is fast approaching when staff start “spring cleaning” in the parks. Crews have removed last year’s grass clipping and yard debris piles from Miller Park; installed new irrigation system box(s) in Miller Park; performed touchup painting at various park buildings; replaced a dry rotted support post at the picnic shelter in Miller Park (unfortunately we found several others that will need to be replaced this year); cleaned and organized the park maintenance building at Miller Park; and installed new benches in the dog park so that the ‘donated’ resin chairs can go back to their owner(s).

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 February included:

- 🐾 Prepared meeting materials, agendas, presentations, and made presentations and facilitated discussion at several meetings. Planning Consultant Carol Heinkel, along with IPD Kelli Weese and RARE Participant Katya Reyna discussed the aquifer protection plan and wetland and riparian plan with the Florence Chamber of Commerce (2/21); golf course owners/managers (2/25); property owners within the Drinking Water Protection Areas (2/25); property owners adjacent to or that have wetland and/or riparian areas (2/27); and Community Stakeholders (2/28).

And to finish the report, a few more photos of the composting operation:

