

---

**AGENDA ITEM SUMMARY****ITEM NO: 9-2****FLORENCE CITY COUNCIL**Meeting Date: July 15, 2013  
Dept: Planning & Building Departments

---

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

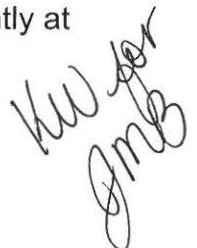
June was a big month in the Planning and Building Departments. Customer Service inquiries have continued to remain high which is normal for the summer months. Building saw a 30% increase in number of building permits issued in June, primarily comprised of two large commercial projects with the Peace Health and Dollar Tree projects, but also with two single family home permits.

Planning has kept busy with the reconvening of the Transit Advisory Committee which held its first meeting at the end of May, and another meeting mid-June to discuss a proposal from the Lane Transit District and the Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians to extend service of the Rhody Express to the Casino. Planning also made progress on the Miscellaneous Code Amendments (Ordinance No. 3, Series 2013), Old Town Parking Council Goal and the Cannery Station Planned Unit Development.

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

**Environmental Management Advisory Committee (EMAC), RARE Katya Reyna**  
EMAC met on June 20<sup>th</sup> to discuss the confusion with the Greener Florence Awards with the help of Chamber of Commerce Director Cal Applebee. EMAC and the Chamber will be working together next year to avoid confusion and hopefully receive more applicants with joint efforts. Sarah Grimm of Lane County Waste Management also attended the meeting on June 20<sup>th</sup> to discuss the upcoming Black and White event to be held on August 17<sup>th</sup> in the High School Parking Lot. Last year the black and white event went over the \$1,500 waiver from Lane County so this year EMAC is looking for businesses to help sponsor the event to help avoid a similar bill for the upcoming year.

**Transit Advisory Committee (TAC), RARE Katya Reyna & CM Jacque Betz**  
The newly appointed TAC had their first meeting on May 22<sup>nd</sup> where the Committee heard a proposal from Lane Transit District and the Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians to extend service of the Rhody Express to the Casino while cutting some current stops. LTD and the Tribes proposed to do this as a pilot program because, due to decreasing ridership the Rhody Express is currently at risk of losing funding.



At their meeting on June 26<sup>th</sup>, TAC reviewed all the materials by the Tribes and LTD and after much discussion TAC decided to make a recommendation to Council to move forward with the proposed pilot program. LTD will begin the proposal's public outreach process in July and there will be a public hearing regarding the proposal on September 3<sup>rd</sup>.

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

The Planning Commission held one meeting in June on June 25, 2013 to continue the public hearing on the Cannery Station project. At that meeting the Planning Commission closed the public hearing, but left the record open for written comments for seven additional days until July 2, 2013. The Planning Commission will deliberate on the Cannery Station project at their meeting on August 13, 2013. Both the Planning Commission meetings in July have been cancelled due to lack of items for the agenda.

### **STAFF ACCOMPLISHMENTS IN JUNE**

#### Customer Service Inquiries

- In June Planning/Building Staff have assisted 396 customers (counter, phone calls, or emails). Below is a table estimate of these interactions.

#### **Overview of Customer Service in Planning/Building Department June 2013**

Building Questions	322
Planning Questions	48
Public Works Questions	9
General Questions	17

- 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.
  - General building questions such as when inspections are performed, overview of fee schedule and when permits are necessary.
  - Land use code enforcement issues
  - Questions concerning when a vegetation clearing permit is necessary
  - Questions concerning what constitutes a legal lot line
  - Questions concerning where Doggie Day Care can be placed
  - Questions about parking agreements on deeds
  - Questions about putting a Single Family Residence behind an established commercial building
  - Questions about the long term plans for Oak Street
  - Questions concerning property vacations and property exchanges with the Port of Siuslaw during the 1990s
  - Questions concerning sign code for banners and signs

- News from the Comments Box!
  - We received 3 returned comment forms for the building/planning department in June with all three noting that Staff had been “Very Helpful”. Some specific comments included; “Thanks for all the help” and “They are the best!”.

#### Building Department Activity

- Building permit activity in June continued to be comprised of some significant commercial projects including the Peace Health mechanical room and Dollar Tree Store. This month we also saw two single family home permits. (See Attachment 2)
- BT Rines has continued training new administrative assistant in building department backup and procedures.
- Performed review of business licenses concerning building permit needs

#### Current Planning

- Cannery Station – PC 12 12 FPUD 01, PC 12 13 SUB 01, PC 12 14 DR 01
  - Continued working with LCOG planner Jacob Callister on review of the application in preparation for the public hearing continuation held on June 25<sup>th</sup> including determining timelines, preparing packets, meeting attendance, and preparing minutes. Staff also met with applicant on June 12<sup>th</sup> to go over some outstanding issues. At the June 25<sup>th</sup> meeting the Planning Commission closed the public hearing for public comments, and allowed for written comments for an additional 7 days. The Planning Commission will continue their discussions on the project at their meeting on August 13, 2013.
- Coast Guard Rip Rap – PC 13 09 CUP 03
  - The Coast Guard station at 4255 Coast Guard Road has applied for a conditional use permit to place rip-rap to stabilize their shoreline. On June 10<sup>th</sup> they were deemed incomplete, which means the applicants have 180 days from when they first applied (November 8<sup>th</sup>) to submit additional information.
- Hardison Vegetation Removal – AR 13 02 VEG 01
  - An applicant located at 810 N. Marsh Loop has applied for a vegetation clearing permit including clearing of property near a Riparian Area. The application was deemed incomplete on July 1, 2013, which means the applicant has 180 days from when they applied (December 2<sup>nd</sup>) to submit additional information.
- Chandler Lot Line Adjustment – AR 13 03 LL 01
  - Applicants located at 180 Rhododendron Drive have applied for a lot line adjustment. The application was approved on June 27, 2013.
- Reviewed the new business license applications for compliance with Title 10 zoning codes

### Long Term Planning

- Siuslaw Estuary Partnership – Ordinance No. 2, Series 2013
  - Staff continued working with Contract Planner Carol Heinkel on the Siuslaw Estuary Partnership comprehensive plan / zone changes including attendance via phone of the June 4<sup>th</sup> Lane County Board of Commissioners work session. Staff also completed GIS mapping edits related to the re-mapping of wetland area #1.
- Old Town Parking Requirements
  - Staff prepared staff report and reviewed options in preparation for the July 1, 2013 City Council meeting discussion.
- Miscellaneous Code Amendments – Ordinance No. 3, Series 2013
  - Staff continued working on the staff report/exhibits and notices for these code amendments including posting information online. The City Council is scheduled to hold their public hearing on these amendments at their meeting on July 1, 2013.

### Other

- Training – Continued training Contract Planning Administrative Assistant Diane Grover on all aspects of the Planning Assistant position including Planning Commission packet preparation including posting packets online, Planning Commission resolution archival, Building Permit processes, customer service and use of the Regional Land Information Database of Lane County (RLID), and setting up land use files.
- Attended Code Enforcement Meeting on June 12<sup>th</sup> and meeting concerning position on June 25<sup>th</sup>
- Attended Model Code Workshop in Reedsport on June 18<sup>th</sup>
- Attended Siuslaw River Interpretive Center Ribbon Cutting on June 28<sup>th</sup>

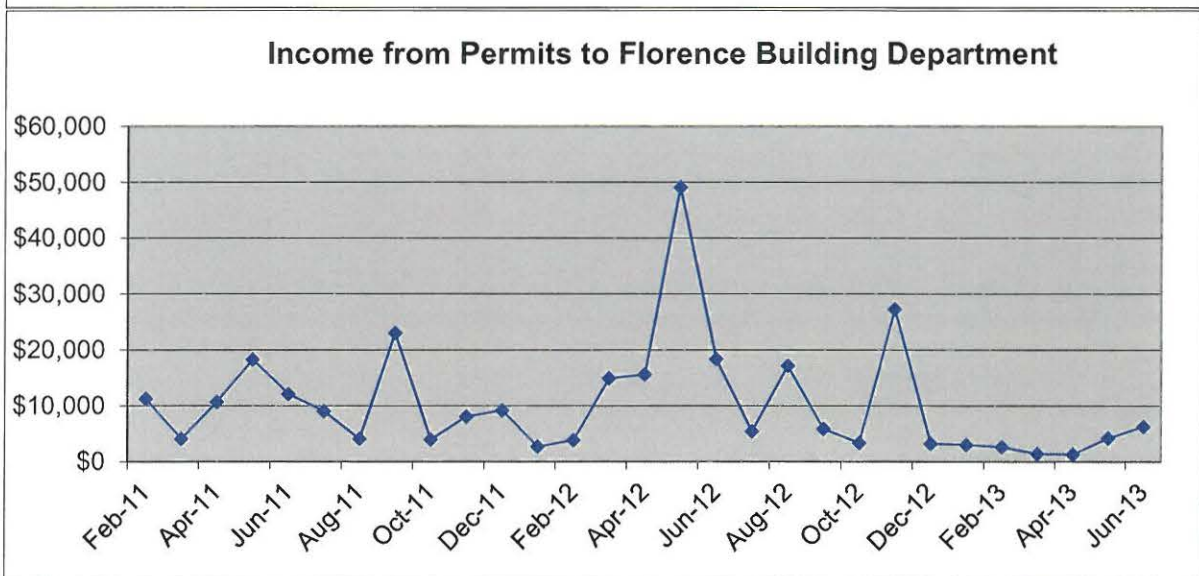
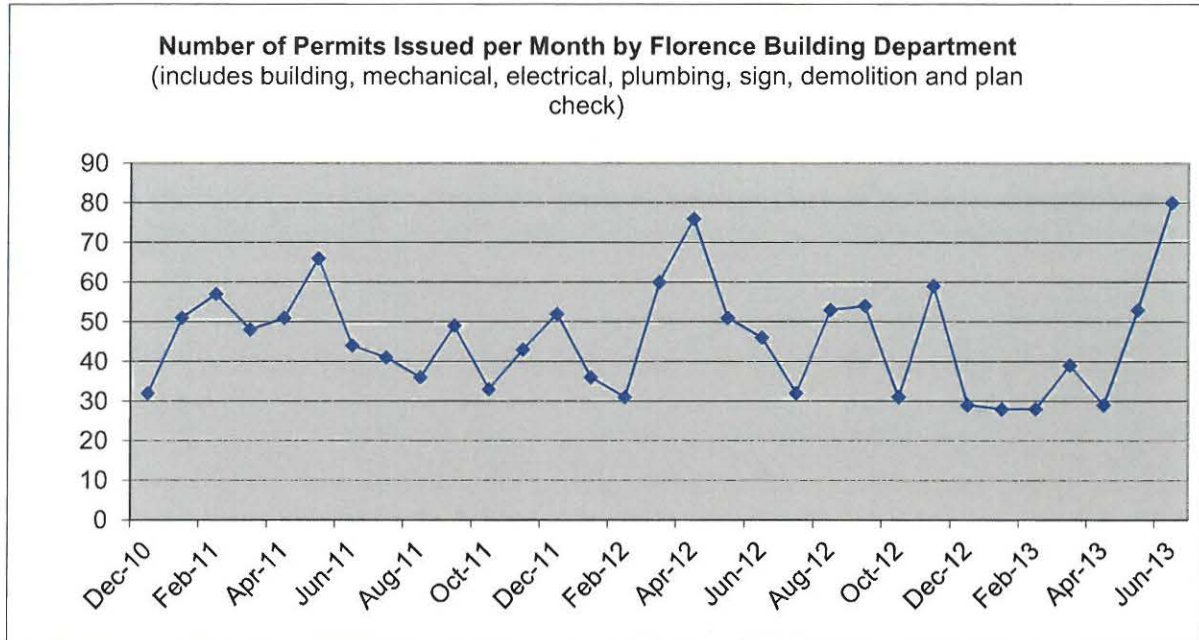
### **Attachments:**

- 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
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	The Planning Commission held a public hearing on the proposal at their May 28 <sup>th</sup> meeting, and voted to continue the public hearing until the June 25 <sup>th</sup> Planning Commission meeting.
Conditional Use Permit for Placement of Rip Rap at Coast Guard Station	PC 13 09 CUP 03	4255 Coast Guard Road	The application was deemed incomplete on June 10, 2013.
Hardison Vegetation Removal for vegetation removal within and near Riparian Area	AR 13 02 VEG 01	810 Marsh Lane	The application was deemed incomplete on July 1, 2013
Chandler Lot Line Adjustment	AR 13 03 LL 01	180 and 240 Rhododendron Drive	The application was approved on June 27, 2013

## Attachment 2 – Building Permit Activity





# MONTHLY REPORT FOR JUNE 2013

PERMIT TYPE	# of PERMITS	# of HOUSING UNITS	CONSTRUCTION VALUE
SINGLE-FAMILY DETACHED		2	\$352,500.00
SINGLE-FAMILY ATTACHED (TOWNHOMES)		0	\$0.00
MANUFACTURED DWELLING		0	\$0.00
ADDITIONS	0		\$0.00
ALTERATIONS / REMODELS	1		\$8,000.00
ACCESSORY STRUCTURES	3		\$39,058.64
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	1		\$3,000,000.00
COMMERCIAL ADDITIONS	0		\$0.00
COMMERCIAL ALTERATIONS / REMODELS	6		\$205,983.00
AIRPORT HANGARS	0		\$0.00
<b>SIGN PERMITS</b>	<b>1</b>	<b>\$138.00</b>	<b>PERMIT FEES SHOWING SPLIT WITH THE BUILD. DEPT. LLC</b>
RESIDENTIAL BUILDING PERMIT FEES	6		\$2,514.15
COMMERCIAL BUILDING PERMIT FEES	7		\$11,926.50
MANUFACTURED HOME PLACEMENT FEES	0		\$0.00
BUILDING PLAN CHECK FEES	11		\$3,372.33
RESIDENTIAL PLUMBING PERMIT FEES	3		\$1,177.00
COMMERCIAL PLUMBING PERMIT FEES	2		\$400.50
MECHANICAL PERMIT FEES	21		\$2,841.55
MECHANICAL PLAN CHECK FEES	4		\$375.94
ALL DEMOLITIONS	1		\$84.95
CITY ELECTRICAL PERMIT FEES	17		\$2,411.50
<b>TOTAL # OF PERMITS</b>	<b>73</b>		<b>TOTAL ALL FEES</b>
<b>CONSTRUCTION VALUE &amp; BUILD. DEPT. LLC &amp; CITY PERMIT INCOME</b>			<b>\$3,605,541.64</b>
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS			80
NO. OF CITY ELECTRICAL INSPECTIONS			54
<b>TOTAL FOR ALL INSPECTIONS</b>			<b>134</b>

BUILDING DEPARTMENT LLC 75%	CITY'S 25%
\$1,885.61	\$628.54
\$8,944.88	\$2,981.63
\$0.00	\$0.00
\$2,529.25	\$843.08
\$882.75	\$294.25
\$300.38	\$100.13
\$2,131.16	\$710.39
\$281.96	\$93.99
\$63.71	\$21.24
\$1,808.63	\$602.88
<b>\$18,828.32</b>	<b>\$6,276.11</b>