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

Meeting Date: June 2, 2014
Dept: Planning & Building

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

The major focus in April for planning staff was processing applications for one administrative review, one special use, and two conditional uses and meeting with several property and businesses owners for development proposals or code enforcement issues. EMAC staffed the Green Fair and Lane County's Household Hazardous Waste events. TAC finalized their ridership survey questionnaire to be administered starting May 1st. Overall building permit activity is down just slightly from last month for both residential and commercial permits.

Training continued for our new Code Enforcement Officer Patrick Paternostro from April 1st through the 23rd. However, Patrick decided to take another employment opportunity in Colorado and left his employment on April 25th. To help fill the void of the absence, staff will be working on filling the position on a temporary part-time basis for the month of May to handle emergency complaints and the Rhododendron Festival vendors.

STAFF ACCOMPLISHMENTS IN APRIL**Customer Service**

Planning and building staff assisted 854 customers (counter, phone calls, or emails), a 12% increase from March. Below are estimates and a broad summary of these interactions.

Building	561	Planning	228	General	65
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- Zoning such as...what zoning district is a property, setback, fence regulations, property lines, and ability to develop or subdivide a property.
- Building such as when inspections are performed, overview of fee schedule and when permits are necessary.
- Research of plot plans, historic building and land use approvals for new business inquiries or proposed new work.
- Annexation and sewer extension requests.
- Environmental such as setbacks for wetlands, riparian areas and cutbanks.
- Solid waste, recycling and household hazardous waste.
- Rhody Express timetable, operations, TAC Committee.
- Street & alley vacations.
- Lane County permits and information about properties in Lane County.

- General inquiries such as utility availability, water service paying & starting, Porter Stage Lines schedule and location of pick-up, and business licensing.

Customer Service Comments – Planning & Building received two comments as follows:

- “Not Helpful—Came in for an electrical inspection and no inspector was available”. *(Electrical inspections are conducted Wednesday and Friday mornings. Individual came in after 4pm on Friday. Inspections are typically scheduled the day before. Effort is made to accommodate same day inspections-when possible.)*
- “Very Helpful—Eric was very knowledgeable”

Building Department Activity

Overall permit activity in April was down 16% from March and permit income was up 57%. The number of electrical permits and mechanical permits issued went down 42% and 29% respectively; while the number of building permits issued increased 36%. There were 145 inspections scheduled and tracked, 13% less than last month. Below is an overview of additional staff accomplishments. Please see **Attachment 2** for an overview and status update.

- Prepared monthly census & McGraw Hill Reports.
- Coordinated with County staff for 8 new addresses.
- Performed records requests for building plans and permit information.

Code Enforcement

- Vegetation Clearing along Hwy 126 – The property owner applied for a vegetation clearing permit on April 22, 2014. Situation is addressed.
- Merchandise Display on Hwy 126 – The applicant has a conceptual landscape plan under consideration by Public Works.
- Illegal office to residential conversion – The property owner is drafting plans for a building addition to be constructed along the front of the structure. Draft plans were provided and a land use application is expected in May.
- Retaining wall construction on Eden Lane – The contractor was cited and has since applied for a building permit. Situation is addressed.

Current Planning

There were seven active land use applications in the month of April. Below is an overview of staff accomplishments. Please see **Attachment 1** for an overview and status update.

- Received an application for vegetation clearing permit: application complete.
- Received an application for zone and plan change: application under review.
- Received an application for administrative review: application under review.
- Wrote staff reports and mailed notice of decisions for Calosso Fence Administrative Review and Saarinen Special Use permit.
- Wrote staff reports, prepared property owner notices, conducted hearings and mailed notice of decisions for Evans Dog Boarding and ODOT Temporary Trailer.
- Met with six individuals about future land use projects and one for site inspection of an approved project.

- Submitted reminder letter to Cannery Station concerning the potential expiration of their design review permit in August.

Long Term Planning

- Comprehensive Plan Co-Adoption with Lane County - Staff is working with LCOG to prepare to answer Lane County Planning Commission questions for the hearing on Co-Adoption of the Transportation System Plan portion of the process on April 15th. IPD Weese attended the hearing.
- Old Town Parking – Staff continued preparations for Planning Commission public hearing May 16th including preparation of memo, staff report, and notices to surrounding properties.
- Orderly Growth – Staff updated the annexation information sheet with new tax rates, system development fees, and utility hook-up fees. Annexation Information sheet provided to Board of Realtors for use at their quarterly training at the FEC.
- Dark Sky – Staff started preparations for identifying areas of the city for testing.

Training & Staffing not mentioned in other areas of the report

- Attended monthly Safety Committee, weekly staff and administrative meetings.
- IPD Weese and SP FarleyCampbell attended the Local Realtors meeting on April 3rd.
- SP FarleyCampbell attended a meeting of the Ford Leadership Alumni on April 3rd.
- IPD Weese and SP Farley Campbell participated in the Police Chief candidate interviews and Meet and Greet on April 17th and 18th.
- IPD Weese and SP FarleyCampbell attended the South Coast Planners meeting on April 23rd.
- SP FarleyCampbell attended the monthly Siuslaw Watershed Council meeting on April 30th. The City of Florence holds a position on the SWC Leadership Board.
- Code Enforcement training continued with Planning & Building staff ride-alongs.

COMMITTEE STAFFING

Environmental Management Advisory Committee (EMAC)

EMAC did not meet in April due to their volunteer activity for the month. During April EMAC members and staff worked on the following projects:

- Household Hazardous Waste – Three committee members volunteered for a total of eight hours on April 18-19th.
- PaintCare Program - Habitat for Humanity Restore on Hwy 101 signed a contract with PaintCare. Two EMAC members attended a meeting with PaintCare to discuss the Habitat operations and the potential for additional sites.
- Greener Florence Business Recognition Program – EMAC individually reviewed and scored four applications on April 15th. City Council reviewed and approved EMAC's recommendations on April 21st. Presentations scheduled for May.
- Florence Green Fair – Five EMAC members volunteered for a total of 15 hours on April 25th and 26th. SP Farley Campbell attended the Florence Master Recycler

meeting on April 8th to coordinate volunteers for the HHW event and content for the Green Fair table.

- Lane County Solid Waste Fee Increases - Staff, together with EMAC Chair Bob Forsythe drafted a letter to the Lane County Board of Commissioners prior to their 2nd hearing scheduled for April 22nd. The hearing was continued to a date uncertain. Staff and the haulers attended a Lane County Solid Waste Stakeholder meeting on April 30th. A report on this meeting and the status of the increase is provided in the City Council June 2nd council packet.
- Spring 2014 Master Recycler Class – Staff presented a training on City of Florence Solid Waste and Recycling at their April 29th class at LCC in Florence.

Transit Advisory Committee (TAC)

TAC met on April 23rd. For the month of March TAC members and staff have been working on the following projects:

- Rhody Express Pilot Project - The pilot project will continue until November 2014. The team have been compiling and reviewing monthly statistics and conducting specific marketing and assessment efforts. In April they reviewed the final ridership questionnaire and compiled and reviewed March ridership metrics and graphs.
- Buddy Program - The Buddy Program serves to offer assistance to potential bus riders by providing a 'buddy' who will help potential riders by providing training on timetables, bus routes, and boarding and debarking. This month the team selected members to receive Buddy Program Train the Trainer training.
- Ride Free Business Sponsorship Program - The program helps with promotion of the bus route allowing businesses to provide residents a 'free ride day' and in return receive valuable advertising on the back of the bus. This month the Ride-in-the Rain paper was ordered and a solution for covering fare box was decided upon.
- ADA Transit Facility Inventory - Over the next few months the team will be conducting an ADA inventory on transit facilities and access routes. The committee is expected to start inventories in June.

Planning Commission / Design Review Board

Planning Commission met on April 22nd to conduct two hearings:

- Conditional Use permit application by Toni & Charles Evans to conduct a dog day care and boarding business at the location of a former single family residence at 4370 Highway 101.
- Conditional Use permit application by ODOT to place a temporary construction trailer at their 1850 15th Street site until December 31, 2016.

Both applications were approved with conditions. See Attachment 1 for additional Land Use updates.

Attachments:

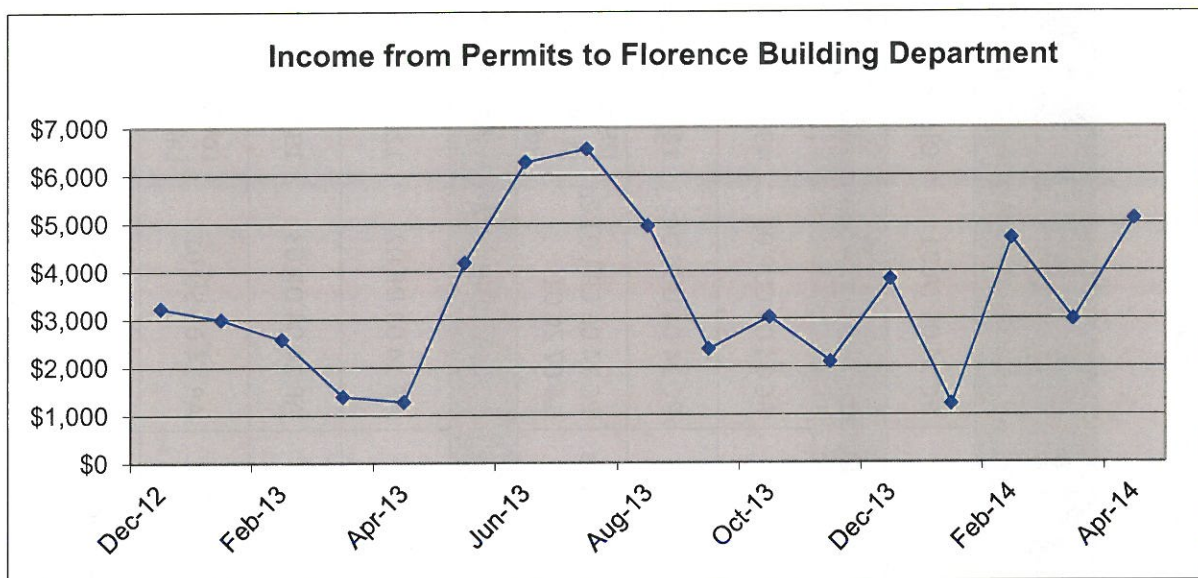
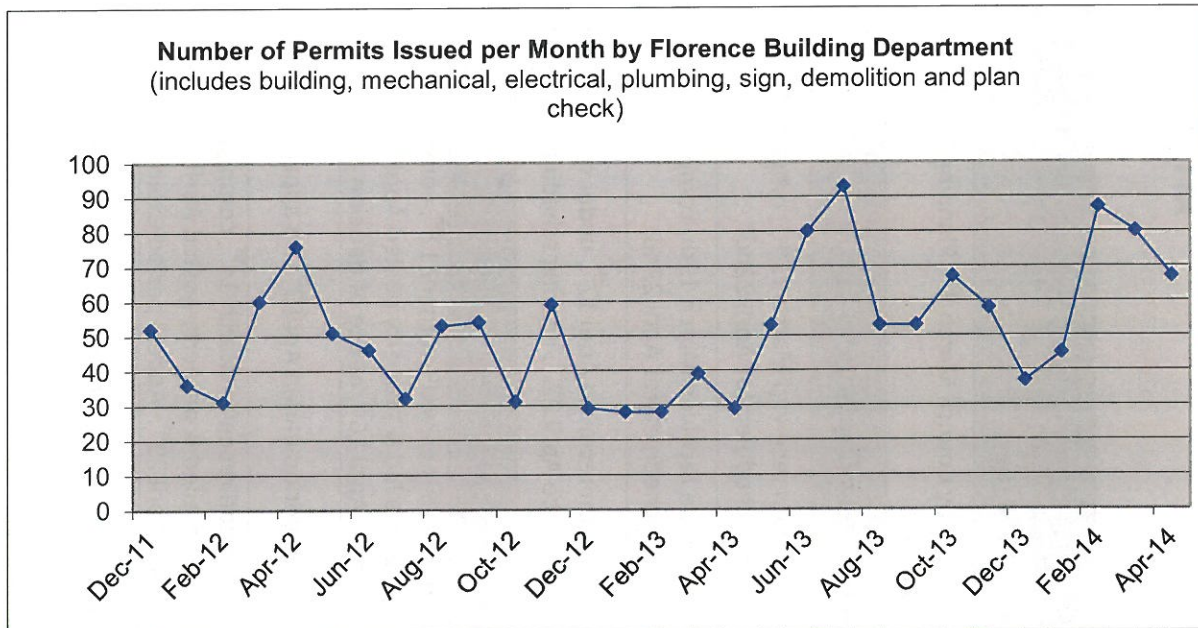
- 1 – Current Land Use Applications (current and recently approved applications)
- 2 – Building Permit Activity (number of permits issued, income from permits, and monthly report)

**Current and Recently Approved Land Use Applications
April 2014**

ATTACHMENT 1

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Legislative Applications (City Council Decision)			
Old Town Parking Amendments	PC 14 05 TA 01	Old Town District	Initiated by Council March 3 rd , Planning Commission hearing May 13 th .
Quasi-Judicial Applications (Planning Commission Decision)			
Evans Dog Boarding & Caretaker	PC 14 03 CUP 03	4390 Highway 101	Application received March 11th, complete March 11th, hearing scheduled for April 22nd.
ODOT Temporary Trailer	PC 14 04 CUP 04	1850 15th Street	Application received March 19th, complete March 19th, hearing scheduled for April 22nd.
Munsel Lake Estates & McGill Holdings Comp Plan and Zone Change	PC 14 06 CPA 01 & 14 07 ZC 01	NE corner Spruce St. & Munsel Lk. Rd.	Application received April 17 th , under completeness review, DLCD notice April 22 nd , hearing scheduled for May 27, 2014.
Administrative Applications (Staff Decision)			
Sheet Metal Fencing, Calosso, Design Review	AR 14 03 DR 02	1231 18th Place	Application received February 12 th , complete April 2 nd , notices mailed & property posted April 3 rd , staff report prepared April 16 th , notice of decision mailed April 25 th .
Storage Building, Pizza Hut, Design Review	AR 14 04 DR 03	1940 Highway 101	Appeal period ended April 9 th , no appeal filed.
Saarinan Prime Wildlife, Special Use Permit	AR 14 05 SU 01	Lot 9 Fawn Ridge Lane	Application received March 14 th , complete March 27 th , notices mailed & property posted April 16 th , staff report written April 29 th . Appeal period expires May 19 th .
Waterfront Depot, Design Review	AR 14 07 DR 04	1252 Bay St.	Application received April 16 th , under completeness review.
Duman Vegetation Clearing Permit	AR 14 08 VEG 01	SE corner Hwy 126 & Redwood St.	Application received April 22 nd , under completeness review.

Attachment 2 – Building Permit Activity



“Income from Permits...” graph above represents the City’s monthly income (25%) from permit revenue since December 2012. Prior to that date, city staff conducted most of the inspections, vice contracting, and thus retained a larger amount of the permit revenue. Graphs from past staff reports included months prior to December 2012 and are removed from this graph to eliminate the distortion created by the change in service provision.

MONTHLY REPORT FOR April 2014

PERMIT TYPE	# of PERMITS	# of HOUSING UNITS	CONSTRUCTION BID VALUATION
SINGLE-FAMILY DETACHED		2	\$353,278.33
SINGLE-FAMILY ATTACHED (TOWNHOMES)		0	\$0.00
MANUFACTURED DWELLING		0	\$0.00
ADDITIONS	0		\$0.00
ALTERATIONS / REMODELS	3		\$45,820.57
ACCESSORY STRUCTURES	2		\$19,801.35
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		\$663,145.80
COMMERCIAL ALTERATIONS / REMODELS	5		\$130,500.00
AIRPORT HANGARS	0		\$0.00
CONSTRUCTION BID VALUATION TOTAL			\$1,212,546.05
TYPE OF PERMIT ISSUED	PERMIT FEES	SHOWING SPLIT WITH THE BUILD. DEPT. LLC	CITY'S 25%
SIGN PERMITS	3	\$338.00	\$691.28
RESIDENTIAL BUILDING PERMIT FEES	7	\$2,765.10	\$1,094.91
COMMERCIAL BUILDING PERMIT FEES	6	\$4,379.65	\$0.00
MANUFACTURED HOME PLACEMENT FEES	0	\$0.00	\$1,364.79
BUILDING PLAN CHECK FEES	12	\$5,459.14	\$307.13
RESIDENTIAL PLUMBING PERMIT FEES	3	\$1,228.50	\$238.50
COMMERCIAL PLUMBING PERMIT FEES	2	\$954.00	\$0.00
COMMERCIAL PLUMBING PLAN REVIEW FEE	0	\$0.00	\$398.71
MECHANICAL PERMIT FEES	14	\$1,594.85	\$21.98
MECHANICAL PLAN CHECK FEES	3	\$87.91	\$40.01
ALL DEMOLITIONS	1	\$160.05	\$928.81
CITY ELECTRICAL PERMIT FEES	16	\$3,715.25	
TOTAL # OF PERMITS	67		
TOTAL ALL FEES		\$20,682.45	\$15,258.34
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS		95	\$5,086.11
NO. OF CITY ELECTRICAL INSPECTIONS		50	
TOTAL FOR ALL INSPECTIONS		145	

