



## City of Florence Council Regular Session

In Person & Videoconference  
250 Hwy 101  
Florence, OR 97439  
541-997-3437  
[www.ci.florence.or.us](http://www.ci.florence.or.us)

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found of the City of Florence website at [www.ci.florence.or.us/council](http://www.ci.florence.or.us/council).
- Items distributed during the meeting, meeting minutes, and a link to the meeting video are posted to the City's website at [www.ci.florence.or.us/council](http://www.ci.florence.or.us/council) after the meeting.
- To be notified of City Council meetings via email, please visit the City's website at <http://www.ci.florence.or.us/newsletter/subscriptions>.

May 20, 2024

## AGENDA

5:30 p.m.

Councilors:

Rob Ward, Mayor

Sally Wantz, Council President  
Jo Beaudreau, Councilor

Bill Meyer, Council Vice-President  
Robert Carp, Councilor

With 48-hour prior notice, an interpreter and/or TTY: 541-997-3437, can be provided for the hearing impaired.  
Meeting is wheelchair accessible.

Proceedings will be shown live and for rebroadcast on Cable Channel 191 and online at [www.ci.florence.or.us/citymanager/public-meetings-live](http://www.ci.florence.or.us/citymanager/public-meetings-live) and will be available after the meeting on the City's Vimeo Site.

In addition to attending in person, members of the public can listen and view the meeting through the 'GoToWebinar' platform at the following link:

Meetings are also shown live on Cable Channel 191 and online at <https://www.ci.florence.or.us/citymanager/public-meetings-live>.

Citizens wishing to express their views may submit comments in writing or verbally. For more information, please see the end of this agenda or visit the [City of Florence website](http://www.ci.florence.or.us).

### CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

### PRESENTATIONS & ANNOUNCEMENTS

- Proclamations for Boating Safety Week, Public Works Week, and Building Safety Month Mayor Ward
- Employee Recognitions by Human Resource Director Alex Ferguson
- Committee, Board, and Commission Appointments Announcement
- Recruitment Continues for Transportation Committee and Environmental Management Advisory Committee Members
- City of Florence 2024 Community Survey

### 1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda. *Please see the end of this agenda for methods to provide comments on items that are not on the agenda.*

### PUBLIC HEARING ITEMS

*Please see the end of this agenda for methods to provide testimony on public hearing items.*

### 2. ANNUAL UPDATE TO CITY FEES

#### A. PUBLIC HEARING

Hear and consider written and oral testimony regarding the proposed City of Florence Fee Schedule.

Anne Baker  
Admin. Services  
Director

#### B. FEE SCHEDULE APPROVAL

Consider approval of **Resolution No. 9, Series 2024**, a resolution repealing Resolution No. 11, Series 2023, and adjusting the City of Florence Fee Schedule.

## **ACTION ITEMS**

Please see the end of this agenda for methods to provide comments on action items.

### **3. SOLID WASTE RATE ADJUSTMENT**

Consider approval of **Resolution No. 10, Series 2024**, a resolution governing rates for solid waste services and repealing Resolution No. 21, Series 2023.

Wendy  
Farley-  
Campbell  
*Planning Director*

### **4. SYSTEM DEVELOPMENT CHARGES (SDC) DISCOUNT & DEFERRAL EXTENSION**

Consider approval of **Ordinance No. 2, Series 2024**, an Ordinance amending City of Florence City Code Title 9, Chapter 1 related to System Development Charges to continue to make available a process for waiving and deferring the collection of certain system development charges to encourage development of affordable housing.

Mike Miller  
*Public Works  
Director*

### **5. MUPTE EXTENSION REQUESTS**

As allowed by Florence City Code 1-17-9, the City Council will consider two requests from property owners for deadline extensions related to their Multi-Unit Property Tax Exemption (MUPTE) approvals.

Erin Reynolds  
*City Manager*

- A) Consider approval of **Resolution No. 11, Series 2024**, a resolution amending Resolution No. 6, Series 2022 to grant an extension to the MUPTE for the Shore Pines at Munsel Creek Development by Northwest Housing Alternatives at Map and Tax Lot 18-12-14-33-00500.
- B) Consider approval of **Resolution No. 12, Series 2024**, a resolution amending Resolution No. 7, Series 2022 to grant an extension to the MUPTE for the Oak Manor Apartments by Our Coastal Village Development at Map and Tax Lot 18-12-14-33-01302.

## **CONSENT AGENDA**

### **6. CITY COUNCIL MEETING MINUTES**

Consider approval of the meeting minutes for the March 21, 2024 Work Session, April 4, 2024 Work Session, April 11, 2024 Work Session, April 15, 2024 Regular Session, April 29, 2024 Special Meeting for Public Input and May 6, 2024 Regular Session.

Lindsey White  
*City Recorder*

## **REPORT & DISCUSSION ITEMS**

### **7. 2024 CITY ELECTION PROCESS**

Overview of the 2024 City Council election process and timeline for the City of Florence Mayor and Council candidates.

Lindsey White  
*City Recorder*

### **8. GENERAL REPORTS– Council Question & Answer Only – No Presentations**

- April Committee, Commission & Volunteer Reports

### **9. DEPARTMENT DIRECTOR UPDATES**

Management  
Team

### **10. CITY MANAGER REPORT & DISCUSSION ITEM**

Erin Reynolds  
*City Manager*

### **11. CITY COUNCIL REPORTS & DISCUSSION ITEMS**

City Council

## COUNCIL CALENDAR

*All meetings are held in person with a virtual option unless otherwise indicated*

Date	Time	Description
May 23, 2024	8:45 a.m.	City Council Work Session
June 3, 2024	5:30 p.m.	City Council Special Meeting for Public Input
June 10, 2024	5:30 p.m.	City Council Meeting

### PUBLIC MEETINGS PROCEDURES

The May 20, 2024 City Council meeting will be held in person, with the option to view / listen to the meeting virtually through the GotoWebinar platform.

**Expressing Views to the City Council:** Citizens wishing to express their views to the City Council may do so in both written and verbal formats.

1. **Written Testimony:** Citizens wishing to express their views to the City Council are encouraged to submit written testimony in one of the following ways:
  - a. Submit written comments via email to City Recorder at [cityrecorder@ci.florence.or.us](mailto:cityrecorder@ci.florence.or.us);
  - b. Mail written comments to Florence City Hall, Attn: City Council, 250 Hwy 101, Florence, OR 97439
  - c. Drop off written comments at Florence City Hall (250 Hwy 101) during regular office hours (Monday through Friday 8 a.m. – Noon and 1:00 p.m. – 4 p.m.) or at the City of Florence drop box located at Florence City Hall to the right of the main entrance.
- \*\* Note: Written comments received at least 2 hours prior to the meeting (May 20, 2024 at 3:30 p.m.) will be distributed to the City Council, posted to the City of Florence website, and made part of the record.
2. **Verbal Testimony:** Citizens wishing to express their views to the City Council may participate in the meeting at Florence City Hall or via GoToWebinar. To do so, please complete a speaker's card online at [www.ci.florence.or.us/council/request-address-city-council-speakers-card](http://www.ci.florence.or.us/council/request-address-city-council-speakers-card) at least 1 hour prior to the meeting (May 20, 2024 at 4:30 p.m.). City staff will then contact the speaker to let them know the process to participate in the meeting.
  - a. **Public Comments on items not on the agenda:** General public comments (on items not on the City Council agenda) will be allowed at each City Council meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five individuals will be allowed to comment verbally. There is no limit on written public comments.
  - b. **Public Hearing Testimony:** Testimony on public hearing items will be allowed when a public hearing is held. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Council questions. In general (with some exceptions for Land Use hearings), comments are limited to five minutes per person with no limit on the number of speakers.
  - c. **Public Comments on Action Items:** Public Comments will be allowed on each action item on the City Council agenda. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial Council questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

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**AGENDA ITEM SUMMARY****FLORENCE CITY COUNCIL**

Meeting Date: May 20, 2024

Department: Mayor & Council

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**ITEM TITLE:** Presentations and Announcements

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**DISCUSSION:**

- Proclamations for Boating Safety Week, Public Works Week, and Building Safety Month.
  - Employee Recognitions by Human Resource Director Alex Ferguson
  - Committee, Board, and Commission Appointments Announcement
  - Recruitment Continues for Transportation Committee and Environmental Management Advisory Committee Members
  - City of Florence 2024 Community Survey
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# PROCLAMATION

Office of the Mayor, City of Florence



## SAFE BOATING WEEK MAY 18-24, 2024

**WHEREAS**, The City of Florence is located in the heart of the Oregon Dunes National Recreation Area with over 12 freshwater lakes, 1 major river and the Pacific Ocean only miles from town bringing citizens and visitors to enjoy recreational boating; and

**WHEREAS**, On average, 650 people die each year in boating related accidents in the U.S., with the vast majority of those accidents caused by human error and poor judgment and not by the boat, equipment, or environmental factors. Over 84% of drowning victims were not wearing a life jacket; and

**WHEREAS**, A significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and

**WHEREAS**, The mission of United States Coast Guard Auxiliary is to promote and improve recreational boating safety by teaching boating safety courses and conducting vessel safety checks;

**WHEREAS**, While recreational water activities are a fun way to spend quality time with friends and family, it is also one where hundreds of lives are lost each year in water accidents. Don't leave your life or the lives of others to chance; commit to wearing a life jacket whenever engaged in a water or boating activity.

**NOW, THEREFORE**, I, Rob Ward, Mayor of the City of Florence, do hereby support the goals of the United States Coast Guard and the North American Safe Boating Campaign, and proclaim the week of **May 18-24, 2024** as "**National Safe Boating Week**" and the start of the year-round effort to promote safe boating and encourage all of Florence's residents to dedicate themselves to learning about and practicing safe boating, including wearing life jackets.

Rob Ward, Mayor



# PROCLAMATION

Office of the Mayor, City of Florence



## NATIONAL PUBLIC WORKS WEEK PROCLAMATION MAY 19-25, 2024

“Advancing Quality of Life For All”

**WHEREAS**, public works professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of Florence; and,

**WHEREAS**, these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are federally mandated first responders, and the engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, parks and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders, and children in the City of Florence to gain knowledge and maintain ongoing interest and understanding of the importance of public works first responders and public works programs in their respective communities; and,

**WHEREAS**, the year 2024 marks the 64<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association,

**NOW, THEREFORE, BE IT RESOLVED**, that I Mayor Rob Ward, do hereby designate the week May 19-25, 2024, as National Public Works Week; I urge all citizens to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our health, safety, and quality of life.



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Rob Ward, Mayor

# PROCLAMATION

Office of the Mayor, City of Florence



## BUILDING SAFETY MONTH MAY 2024

**WHEREAS**, The Community members of the City of Florence spend considerable time at home, school, work, worship, and play in buildings and;

**WHEREAS**, our city places a high value on ensuring buildings are safe for the protection of its community members from disasters such as fire, wind storms, earthquakes, landslides, floods and other natural hazards; and

**WHEREAS**, “It Starts with YOU;” the national theme for Building Safety Month, encourages community members to raise awareness of the importance of building and maintaining safe structures, fire prevention, disaster mitigation, water conservation, ADA accessibility, energy efficiency, alternative energy, and new technologies in the construction industry; and

**WHEREAS**, the effective administration of building safety codes affects our community and gives us confidence that our structures are safe and sound; and

**WHEREAS**, our confidence is achieved through the devotion of professional permit technicians building inspectors, fire prevention officers design professionals, and licensed contractors, who work year-round to ensure the construction of safe, durable, and sustainable buildings; and

**WHEREAS**, in observance of Building Safety Month, the City of Florence community members are reminded about the benefits of safe and sustainable spaces whether at home, at work, or places where we gather in the community.

**NOW, THEREFORE, BE IT RESOLVED** that I, Rob Ward, Mayor of the City of Florence, do hereby proclaim the month of May 2024 as **BUILDING SAFETY MONTH!**

\_\_\_\_\_  
Rob Ward, Mayor



# 2024 Board, Committee, and Commission Appointments

Office of the Mayor, City of Florence

I, Rob Ward, Mayor of the City of Florence, on this day, May 20, 2024, do hereby appoint the following people to the Florence Planning Commission, Florence Urban Renewal Agency, and the City of Florence's Public Arts Committee, and Environmental Management Advisory Committee per Florence City Code Title 2, Chapter 1 with varying term lengths and expiration dates on May 31<sup>st</sup> of the year shown below, all with terms beginning effective June 1, 2024.

## **Planning Commission**

- Laurie Green- May 2028
- Kevin Harris- May 2028

## **Florence Urban Renewal Agency**

*At Large Community Member Positions*

- Dave Braley- May 2027
- Ken Henderson- May 2027

*Councilor Position*

- Sally Wantz-May 2027

## **Environmental Management Advisory Committee**

- Brian Carmer- May 2028

## **Public Arts Committee**

- Christine Santiago- May 2028
- Carole Cohen- May 2028
- Deb Ripley- 2027
- Steve Ball- May 2026





CITY OF  
FLORENCE



# 2024 COMMUNITY SURVEY

©2024 - The National Community Survey was developed by Polco

## ABOUT THIS SURVEY

We value your input! We're conducting a survey to better understand the broader needs of our residents. Your feedback will impact decisions that affect our community.

Randomly selected community members will receive postcards with a unique survey link. The random survey will open May 20th. Please do not share your link if you are randomly selected. Beginning June 10th, the City will share the open survey link for anyone to take.

Polco, our civic engagement platform, will host this survey. Your anonymity is guaranteed. No individual information will be reported nor accessible to any of our staff. To receive notifications about future engagement opportunities and learn more about Polco's privacy policy, visit: [polco.us/n/res/signup](https://polco.us/n/res/signup).

**Let your voice be heard.**

**Survey Info: [www.ci.florence.or.us](https://www.ci.florence.or.us)**

**Questions? We're here to help.**

541-997-3437 | [cityrecorder@ci.florence.or.us](mailto:cityrecorder@ci.florence.or.us)



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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO:** 1  
Meeting Date: May 20, 2024  
Department: Mayor & Council

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**ITEM TITLE:** Public Comments – *Items Not on the Agenda*

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**DISCUSSION/ISSUE:**

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. *Please see end of the agenda for methods to provide comments on items not on the City Council agenda.*

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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO: 2**

Meeting Date: May 20, 2024

Department: Admin Svs Dept.

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**ITEM TITLE:** Consider Update to City Fees and charges for the 2024-2025 Fiscal Year.

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**DISCUSSION/ISSUE:**

On April 3, 2023 City Council approved a resolution that increased the general fees and charges of the City for the 2022-23 and 2023-24 fiscal years. All fees were increased by the CPI-W, or 5.8 percent (5.8%) except for building fees and FEC fees. Building fees were increased on December 12, 2022 by an average of 20 percent (20%). The FEC fees were not increased.

The City's fiscal policies include an annual review of fees and charges, with proposed changes submitted for consideration by Council. The attached fee schedule is staff's recommendation on increases for fiscal year 2024-25. Staff will conduct another review of the City's fees in the spring of the 2025-26 fiscal year and bring its recommendations to Council for any suggested fee increases to begin on July 1, 2026.

The attached fee schedule increases most fees by 3.1 percent (3.1%), which is the CPI at February 2023, and, if approved by Council, will take effect on July 1, 2024 and remain in effect until June 30, 2025. The 2023-25 Adopted Budget included an increase to rates of the CPI at February for the 2024-25 fiscal year. Utility rates have been increased five percent (5.0%) as per the adopted 2023-2025 Biennial Budget. The 2.7% SDC fee increase proposed is based on the Engineering News Record (ENR). There are several new fees within Planning and Building to recover costs of services currently being provided, but are not being recovered currently. Building fees have been reviewed and increases have been proposed to continue to move the building program to be self-supporting. The Adopted budget includes a \$50,000 transfer from the General Fund to the Building fund to backfill revenue deficiencies of the program. At April 30, 2024, the Building Fund is in a deficit of (\$23,012.44), which includes the \$50,000 transfer from the General Fund.

Business licenses have increased an additional \$4.00 over the CPI to recoup the cost of implementing Business License Registrar prior to renewals last fiscal year. The implementation costs are being spread out over three years of which this is the second increase.

Staff recommends approving the attached fee schedule.

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**FISCAL IMPACT:** The proposed fee increases keep the fee schedule in line with the cost of doing business and in compliance with the City's financial policies.

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**RELEVANCE TO ADOPTED CITY WORK PLAN:**

Fee adjustments provide incremental and necessary funding, consistent with the adopted budget, to sustain and improve the City's operations and protect its investment in its infrastructure and are consistent with the City's adopted fiscal policies.

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**ALTERNATIVES:**

1. Adopt Resolution No. 9, Series 2024 directing staff to increase rates as presented for the 2024-25.
2. Adopt Resolution No. 9, Series 2024, as amended by Council.
3. Not adopt Resolution No. 9, Series 2024 and provide direction to staff.

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**RECOMMENDATION:**

Staff recommends adopting Resolution No. 9, Series 2024, approving the fee schedule as presented.

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**AIS PREPARED BY:** Anne Baker, Administrative Services Department Director

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**CITY MANAGER'S RECOMMENDATION:**  Approve  Disapprove  Other  
Comments:

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**ITEM'S ATTACHED:** Attachment 1 – Resolution No. 9, Series 2024  
Exhibit A – 2024/25 Proposed Fee Schedule

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**CITY OF FLORENCE  
RESOLUTION NO. 9, SERIES 2024**

**A RESOLUTION REPEALING RESOLUTION NO. 11, SERIES 2023, AND ADJUSTING  
THE CITY OF FLORENCE'S FEES AND CHARGES FOR SERVICES.**

RECITALS:

1. Resolution No. 11, Series 2023 updated fees and charges for fiscal year 2022-23 and fiscal year 2023-24.
2. The fee schedule in exhibit A provides methodologies for rates and fees. Where methodologies are unclear, the most recent resolution and/or ordinance establishing the fees and charges may be used to clarify the methodology.
3. Consistent with the City's adopted fiscal policies, the City Manager caused a review of certain fees and charges.
4. Based upon the review, fees and charges for City services were determined to require adjustment to recover costs associated with those services.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. The fees and charges for services for the City of Florence are hereby established as set forth in Exhibit A, attached to and made a part of Resolution 9, Series 2024.
2. This Resolution takes effect immediately upon adoption, with changes to certain fees and charges as described in Exhibit A effective as of July 1, 2024.

ADOPTION:

This Resolution is passed and adopted on the 20<sup>th</sup> day of May 2024.

\_\_\_\_\_  
Rob Ward, Mayor

Attest:

\_\_\_\_\_  
Lindsey White, City Recorder

# Exhibit A

## City of Florence, Oregon

### Fee Schedule

Fiscal Year 2025 rates effective July 1, 2024, unless otherwise noted

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## Airport

Fee Description	Unit	2023	2024	2025	Change
<i>Hangar Ground Leases</i>					
Commercially owned hangars (per square foot)	Square foot	0.2449	0.2449	0.2449	-
Privately owned hangars (per square foot)	Square foot	0.2449	0.2449	0.2449	-
<i>Tie-Down Fees</i>					
Overnight Tie-down fee	per night	7.00	8.00	8.00	-
Monthly Tie-down fee	per month	75.00	80.00	80.00	-
<i>Courtesy Car Rental</i>					
Flat fee		Donation		5.00	N/A
<i>Fuel</i>	Public Works Director establishes price per gallon per market fuel prices				

## City - Wide

Fee Description	Unit	2023	2024	2025	Change
<i>Administrative Fees</i>					
Administrative fee for insufficient funds - returned items of any type	Per item	36.25	38.25	39.50	1.25
Late fee on past due charges - of any type except those covered by agreements or contracts	Past due balance	1.0%/month, \$3.00 minimum	1.0%/month, \$3.00 minimum	1.0%/month, \$3.00 minimum	N/A
Collections fee	Per account turned over to collection agency	25.75	27.25	28.00	0.75
Payment arrangements fee	Per payment arrangement agreement	25.25	27.25	28.00	0.75
<i>City Records - Copies (applies to all City functions)</i>					
Copies of City documents - black and white (1st 5 pages free)	8.5"x11" and 8.5"x14" - per page	0.25	0.30	0.35	0.05
Copies of City documents - black and white (1st 5 pages free)	11"x17" - per page	0.40	0.45	0.50	0.05
Copies of City documents - color	8.5"x11" and 8.5"x14" - per page	0.75	0.80	0.85	0.05
Copies of City documents - color	11"x17" - per page	1.00	1.05	1.10	0.05



## City - wide, continued

Fee Description	Unit	2023	2024	2025	Change
<i>City Records - Copies (applies to all City functions), continued</i>					
Certified copies	Per page	2.10	2.20	2.25	0.05
Documents taken to outside printer for reproduction				actual cost plus staff time	N/A
Business license list		20.65	21.85	22.55	0.70
Scanning documents	8.5"x11" and 8.5"x14" - per page	0.25	0.25	0.25	-
Scanning documents	11"x17" - per page	0.40	0.40	0.40	-
Geographical Information System (GIS) maps - outline only	8.5"x11" and 8.5"x14" - per page	5.43	5.74	5.92	0.18
Geographical Information System (GIS) maps - outline only	11"x17" - per page	7.61	8.05	8.30	0.25
Geographical Information System (GIS) maps - additional data layers	8.5"x11" and 8.5"x14" - per page	13.02	13.77	14.20	0.43
Geographical Information System (GIS) maps - additional data layers	11"x17" - per page	18.48	19.52	20.13	0.61
Geographical Information System (GIS) maps - individual parcels	8.5"x11" and 8.5"x14" - per page	16.28	17.22	17.76	0.54
Geographical Information System (GIS) maps - individual parcels	11"x17" - per page	21.70	22.96	23.68	0.72
Geographical Information System (GIS) maps -large format	Outline - 42"x72" - per page	27.14	28.71	29.61	0.90
Geographical Information System (GIS) maps -large format	Additional data layers - per page	43.43	45.95	47.39	1.44
Geographical Information System (GIS) maps - aerial photo	8.5"x11" and 8.5"x14" - per page	27.14	28.71	29.61	0.90
Geographical Information System (GIS) maps - aerial photo	11"x17" - per page	32.57	34.46	35.54	1.08
Geographical Information System (GIS) maps - aerial photo	Large format - up to 42"x72" - per page	65.13	68.91	71.06	2.15
Copy of audio and video recording of a meeting	Per meeting	27.14	28.71	29.61	0.90
<i>City Attorney Fees</i>				Actual cost	N/A
<i>Lien Searches</i>		35.00	37.00	38.00	1.00

## City - wide, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Staff Billing Rates - Full Cost Recovery</i>					
Clerical	Hourly	60.00	62.00	65.00	3.00
Technician	Hourly	70.00	72.00	75.00	3.00
Senior Technician	Hourly	85.00	88.00	91.00	3.00
Supervisor/Manager	Hourly	115.00	118.00	121.00	3.00
Department Head	Hourly	150.00	155.00	158.00	3.00
City Manager	Hourly	175.00	180.00	185.00	5.00

### Penalties and Interest

Late payment penalty (after 90 days)	On Amount Owed	10%	10%	10%	N/A
Late payment penalty (after 120 days)	Additional Amt	25%	25%	25%	N/A
Interest on past due amounts	On Amount Owed	20%	20%	20%	N/A

## Florence Events Center

Fee Description		2023-2025 Biennium	2025-2027 Biennium	2027-2029 Biennium	2029-2031 Biennium
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### Facility Fees

*Maximum of 8 hours per day of consecutive usage between 7am and 12am. Additional hours and hours outside the stated times are billed per hour per the Additional Hourly Rate. Facility fees include set-up, equipment, and custodial. Deposits for facility rentals are outlined in the FEC Booking Policy.*

#### Flat Floor Room Rentals

One room	Per day	218.00	231.00	245.00	260.00
Two rooms	Per day	348.00	370.00	392.00	416.00
Three rooms	Per day	543.00	554.00	588.00	624.00
Four rooms	Per day	687.00	739.00	784.00	832.00
Five rooms	Per day	827.00	924.00	980.00	1,040.00
Five rooms w/exclusive use of lobby	Per day	1,111.00	1,109.00	1,176.00	1,248.00

#### Small Rooms

Conference room	Per day	129.00	137.00	145.00	154.00
Board room	Per day	107.00	113.00	120.00	127.00

### Theater Rates

#### Theater Standard Rates

Performances		827.00	877.00	930.00	986.00
Rehearsals - Friday or Saturday		827.00	877.00	930.00	986.00
Rehearsal with stage lights (Mon-Thurs)		414.00	439.00	465.00	493.00
Rehearsal without stage lights (Mon-Thurs)		207.00	219.00	233.00	247.00

#### Full Facility - Exclusive Use

Includes five rooms, lobby, theater, and small rooms	Per day	1,759.00	1,885.00	1,999.00	2,120.00
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## Florence Events Center, continued

Fee Description		2023-2025 Biennium	2025-2027 Biennium	2027-2029 Biennium	2029-2031 Biennium
<i>Parking Lot</i>	Per day	218.00	231.00	245.00	260.00
<i>Additional Fees</i>					
Holiday Rate - additional charge		263.00	279.00	296.00	314.00
Additional hourly rate		79.00	84.00	89.00	94.00

### Facility Fee Discounts

Discounts are applicable for facility fees and do not apply to ticketing fees, food and beverage costs, equipment rentals, linens, or other pass-through costs.

Setup & tear down day discount	Percent (%)	50%	50%	50%	50%
Non-profit discount	Percent (%)	25%	25%	25%	25%
School & government discount	Percent (%)	50%	50%	50%	50%
Compassion/funeral discount	Percent (%)	25%	25%	25%	25%

Discount may only be applied to full room rental rates and cannot be combined with other discounts.

Multi-day conference rates may be negotiated and may be eligible for the Florence Events Center's Business Opportunity Fund discounts.

### Ticketing Fees

#### Ticketed Event Setup & Management

Individual or first show		210.00	223.00	236.00
Each additional show for duplicate performances		105.00	111.00	118.00

#### Facility Fees (per ticket)

Tickets sold (Purchaser)		1.00	1.00	1.00
Complimentary ticket (Host)		1.00	1.00	1.00

## Licenses/Miscellaneous Permits

Fee Description	Unit	2023	2024	2025	Change
<i>City Business Licenses</i>					
Business license application fee - charged to all license classification types	Initial application	10.00	15.00	20.00	5.00
Classification 1 - Businesses, non-profit organizations, trades, occupations, and professions dealing in retail sale or trade of merchandise and or services at a permanent location.	Per year, paid by December 31 of year prior	84.00	82.00	100.00	7.00
Classification 2 - Occupations, tradesman or contractors dealing contractual services or installation of merchandise or materials at, in or on properties not the principal location, or base of operation, of the contractor or installer.	Up to six months	43.00	50.00	56.00	6.00

## Licenses/Miscellaneous Permits, continued

Fee Description	Unit	2023	2024	2025	Change
<i>City Business Licenses, continued</i>					
Classification 2 - Occupations, tradesman or contractors dealing contractual services or installation of merchandise or materials at, in or on properties not the principal location, or base of operation, of the contractor or installer.	Per year, paid by December 31 of year prior	86.00	95.00	102.00	7.00
Classification 2 - Temporary license fee	Up to six months	43.00	50.00	56.00	6.00
Classification 3 - Home occupations as defined in Title 10, Chapter 1	Per year	48.00	55.00	61.00	6.00
Classification 3 - Temporary license fee	Up to six months	28.00	34.00	40.00	6.00
Classification 4 - Merchant police, security services, and solicitors	Per year, paid by December 31 of year prior	86.00	95.00	102.00	7.00
Classification 4 - Temporary license fee	Up to six months	46.00	53.00	59.00	6.00
Classification 5 - Temporary license fee - peddlers and transient merchants	Up to six months	43.00	50.00	56.00	6.00
Classification 6 - Temporary license fee for the Rhododendron Festival period as defined in FCC 3-1-8-6		23.00	29.00	34.00	5.00
Classification 7 - Master vendors and vendors	Master Vendor fee is \$0.00	23.00	29.00	34.00	5.00
Classification 8 - Used merchandise dealer	Per year, paid by December 31 of year prior	86.00	95.00	102.00	7.00
Classification 8 - Temporary license fee	Up to six months	43.00	50.00	56.00	6.00
Classification 9 - Medical marijuana facility (no temporary status available)	Per year	155.00	168.00	178.00	10.00
<i>Marijuana handler background check (performed each year)</i>	<i>Per Handler/year</i>	50.00	50.00	50.00	-
Business license renewal penalty (payments made after January 20th)	Fees due			50%	N/A
<i>Liquor Licenses</i>					
Temporary/special event liquor license	Flat fee	27.00	33.00	39.00	6.00
Change of name, which does not affect a change in ownership, location or serving privileges.	Flat fee	27.00	33.00	39.00	6.00
Liquor license annual renewals	Flat fee	27.00	33.00	39.00	6.00
New liquor license application	Flat fee	110.00	121.00	129.00	8.00
Change of: ownership; service address or serving privilege	Flat fee	84.00	93.00	100.00	7.00
<i>Cafés</i>					
Sidewalk Cafés	Flat fee	27.00	29.00	30.00	1.00
Parking Cafés - must have a sidewalk café license	Flat fee	110.00	117.00	121.00	4.00

## Licenses/Miscellaneous Permits, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Taxi Licenses</i>					
Operator application		30.00	36.00	42.00	6.00
Driver application		30.00	36.00	39.00	3.00
Operator annual renewal		30.00	36.00	39.00	3.00
Driver annual renewal		30.00	36.00	39.00	3.00
	<i>\$100 due at time of application.</i>				
Street closures for special events	<i>Upon approval by City Council, balance shall be due.</i>	259.00	275.00	284.00	9.00
Appeal fee - in event of application being denied administratively by City Manager	Non-refundable. If applicant wins appeal, fee may be applied to Street Closure Fee	155.00	164.00	167.00	3.00

## Municipal Court

Fee Description	Unit	FY 2018	FY 2019	FY 2020	Change
<i>Citations/Penalties</i>					
<b>Parking</b>					
Violation of prohibited parking	Per occurrence	35.50	35.50	35.50	-
<i>Municipal Court</i>					
Suspension fee	Per transaction	15.00	15.00	15.00	-
Warrant fee	Per transaction	50.00	50.00	50.00	-
Expungement fee	Per transaction	252.00	252.00	252.00	-
Re-open fee	Flat fee	20.00	20.00	20.00	-
Jury fee	If trial canceled after arrival of jurors	150.00	150.00	150.00	-
Extended diversion fee	Per transaction	50.00	50.00	50.00	-
Extended probation fee	Per transaction	50.00	50.00	50.00	-
Probation violation fee	For each show cause judgment	25.00	25.00	25.00	-
Jail inmate booking		55.00	55.00	55.00	-
Traffic safety course		40.00	40.00	40.00	-

## Public Safety

Fee Description	Unit	2023	2024	2025	Change
<i>Police Records - Copies*</i>					
Reports	Per report	21.00	21.00	21.00	-
Log entries (no charge to those seeking a court protective order)	Per record	11.00	11.00	11.00	-
Citation copies	Per copy	11.00	11.00	11.00	-
Audio recordings	Applicant supplies tapes	21.00	21.00	21.00	-
Video recordings (includes first 15 minutes redactions, public records hourly rate thereafter)	Per Recording, Minimum	25.00	25.00	25.00	-
Photos	Minimum, additional charge to cover processing costs	11.00	10.00	10.00	-

\* *These fees are for records requests taking less than one hour of staff time to complete. For requests taking more than one hour, please refer to page 5 for staff billing rates.*

### Alarm Response Reinstatement

First reinstatement on record	85.00	85.00	85.00	-
Second reinstatement on record	170.00	170.00	170.00	-
Third reinstatement on record	275.00	270.00	270.00	-

## Public Works

Fee Description	Unit	2023	2024	2025	Change
<i>Plan Review</i>					
Project cost	\$0 - \$100,000	0.52%	0.55%	0.57%	0.02%
Project cost	\$100,001 - \$250,000	0.52%	0.55%	0.57%	0.02%
Project cost	> \$250,000	0.42%	0.44%	0.45%	0.01%
Subsequent review of any revisions to the original construction drawings	Flat fee	108.39	114.67	118.26	3.59
Review of original and/or any revisions by City Engineer	City Engineer Cost			100.00%	N/A
<i>Permit Fees</i>					
Basic permit fee	Per Application	43.36	45.87	47.30	1.43
Right of way work	Lineal foot	1.63	1.72	1.77	0.05
Water/sewer line inspection (per service)	Per service	79.00	84.00	87.00	3.00
Street/curb/sidewalk inspection (per hour, one hour minimum)	Per hour, one hour minimum	89.00	95.00	98.00	3.00

## Public Works, continued

Fee Description	Unit	2023	2024	2025	Change
<b>Inspection Fees</b>					
Street lights	Per fixture	28.73	30.40	31.35	0.95
Water main	Per lineal foot	0.71	0.75	0.77	0.02
Water services	Per fixture	78.14	82.67	85.26	2.59
Fire hydrants	Per fixture	87.97	93.07	95.98	2.91
Sewer mains (pressure or gravity)	Per lineal foot	0.71	0.75	0.77	0.02
Sewer laterals	Per fixture	78.14	82.67	85.26	2.59
Sewer manholes	Per fixture	73.81	78.09	80.53	2.44
Storm main lines	Per lineal foot	0.71	0.75	0.77	0.02
Storm manhole	Per fixture	73.82	78.10	80.54	2.44
Storm catch basins	Per fixture	28.20	29.83	30.76	0.93
Storm lateral lines	Per lineal foot	0.71	0.75	0.77	0.02
Storm retention or detention facility	Per facility	271.39	287.12	296.10	8.98
Street with or without curb	Per lineal foot	1.63	1.72	1.77	0.05
<b>Other Inspection Fees</b>					
Inspections outside of normal business hours	Hourly - min two hours			Billing Rate	N/A
Inspections for which no fees is specifically indicated	Hourly - min one hour			Billing Rate	N/A
<b>Yard Debris Disposal</b>					
Standard pickup load or less	Per load	11.00	12.00	15.00	3.00
Small utility trailer (single axel) or ess	Per load	11.00	12.00	15.00	3.00
Medium utility trailer (10-12 feet in length)	Per load	16.00	17.00	20.00	3.00
Large utility trailer (greater than 12-18 feet in length)	Per load	21.00	22.00	25.00	3.00
For loads larger than a large utility trailer (20 plus cubic yards)	20 cubic yards	21.00	22.00	25.00	3.00
	each additional cubic yard	5.00	6.00	9.00	3.00
<b>FloGro</b>					
Per cubic yard		25.00	25.00	30.00	5.00
Bulk rate per yard		15.00	15.00	20.00	5.00
<b>Concession Stand Fees</b>					
<b>Facility Rental</b>					
Single day use		50.00	50.00	50.00	-
Two or more consectutive days		25.00	25.00	25.00	-
<b>Facility Deposits</b>					
Security/cleaning deposit (refundable, single day use includes popcorn maching and grill)		500.00	500.00	500.00	-
Key deposit (refundable)		100.00	100.00	100.00	-
Popcorn machine security/cleaning deposit (refundable, multi-day use)		250.00	250.00	250.00	-
Grill security/cleaning deposit (refundable, multi-day use)		250.00	250.00	250.00	-

## Utilities

Fee Description	Unit	2023	2024	2025	Change
<i>Service Charges - Rates Per Monthly Billing Cycle</i>					
<i>Stormwater</i>					
<i>Single family residential</i>					
Less than 6,500 square foot of property area	Flat rate	5.96	6.31	6.63	0.32
6,500-9,000 sq ft	Flat rate	7.17	7.59	7.97	0.38
Greater than 9,000 sq ft	Flat rate	8.36	8.84	9.28	0.44
<i>Multi-family and commercial</i>					
Minimum charge (up to 6,500 sq ft)	Flat base rate	9.17	9.70	10.19	0.49
Cost of impervious surface greater than 6,500 sq ft	Per square foot	0.001329	0.001406	0.001476	0.000070
<i>Street Maintenance</i>					
Residential - each unit with a kitchen and toilet.	Base charge	6.90	7.30	7.70	0.40
Multi-family residential - each unit with a kitchen and toilet.	Per dwelling unit	6.90	7.30	7.70	0.40
Commercial	Base charge per business location	6.90	7.30	7.70	0.40
Commercial	Rate per trip over 10 trips/day	0.05	0.05	0.05	-
<i>Wastewater</i>					
Residential - single family residential	Flat rate	57.39	60.72	63.76	3.04
Residential - multi-family	Consumption	0.08	0.0868	0.0911	0.00
Viking concrete	Flat rate	207.45	219.48	230.45	10.97
<i>Commercial rates</i>					
I & I and demand combined	Per cubic foot	0.08202	0.08678	0.09112	0.00434
Greentrees & Coast Village	Per cubic foot	Transition to applicable single and multi-family			
<i>Other individual rates</i>					
Mobile waste disposal	Per gallon	0.11732	0.12412	0.13033	0.00621
<i>Water</i>					
<i>Single family residential</i>	<b>Base charge</b>	<b>20.38</b>	<b>21.56</b>	<b>22.64</b>	<b>1.08</b>
<i>Commodity (volume) tiered rates for residential</i>					
0 - 1,500 cubic feet	Per cubic foot	0.02264	0.02395	0.02515	0.00120
1,501 - and greater cubic feet	Per cubic foot	0.02489	0.02633	0.02765	0.00132
Well rehab fee - all customers - per account	Flat fee	Included in base charge			
<i>Commercial</i>					
3/4 - inch	Base charge	20.38	21.56	24.56	3.00
1 - inch	Base charge	27.23	28.81	31.81	3.00
1 1/2 inch	Base charge	86.70	91.73	94.73	3.00
2 - inch	Base charge	133.96	141.73	144.73	3.00
3 - inch	Base charge	405.89	429.43	450.90	21.47
4 - inch	Base charge	511.34	541.00	568.05	27.05
6 - inch	Base charge	2,093.25	2,214.66	2,325.39	110.73
Greentrees West	Base charge	2,273.03	2,404.87	2,525.11	120.24
8 - inch commercial	Base charge	6,203.97	6,563.80	6,891.99	328.19
Fire standby	Base charge	8.53	9.02	9.47	0.45



## Utilities, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Water, continued</i>					
Irrigation Only Meter 3/4	Base charge	20.38	21.56	22.64	1.08
Irrigation Only Meter 1 - inch			28.81	30.25	1.44
Irrigation Only Meter 1 1/2 inch	Base charge	86.70	91.73	96.32	4.59
Irrigation Only Meter 2 - inch	Base charge	133.96	141.73	148.82	7.09
Commodity (volume) rates for commercial	Per cubic foot	0.021630	0.022885	0.024029	0.001144
<i>Bulk water sales</i>					
Residential	Per CCF	2.27	2.40	2.52	0.12
Commercial	Per CCF	2.27	2.40	2.52	0.12
<i>Connection Fees</i>					
<b>Wastewater Connection Fees</b>					
Residential & Commercial-stubbed to property line	Per connection	236.02	249.71	262.20	12.49
Wastewater connection fee if sewer main needs to be tapped	Amount per connection plus			Meter connection fee plus time and materials	N/A
Multi-family, for second unit only	Per connection	183.45	194.09	203.79	9.70
Multi-family, per unit after second	Per connection	121.93	129.00	135.45	6.45
<i>Connection to Pressure Sewer Line</i>					
New construction	Per connection	12,000.00	12,000.00	12,000.00	-
From septic system (includes conversion of existing septic to STEP)	Per connection	12,000.00	12,000.00	12,000.00	-
<b>Water Connection Fees</b>					
3/4" Residential (w/ premise isolation)	Per connection	794.20	1,050.00	1,050.00	-
3/4" Commercial	Per connection	665.55	930.00	930.00	-
1" Residential (w/ premise isolation)	Per connection	894.87	1,500.00	1,500.00	-
1" Commercial	Per connection	732.67	1,100.00	1,100.00	-
1 1/2-inch meter	Per connection	1,006.72	1,415.00	1,415.00	-
2-inch compound meter	Per connection	2,281.90	1,610.00	1,610.00	-
2-inch turbo meter with strainer	Per connection	1,700.24	2,320.00	2,320.00	-
Water Connection Fee if water main needs to be tapped	Amount per connection plus			Meter connection fee plus time and materials	N/A
Industrial	Per connection	217.11	229.70	236.88	7.18
Water Connection Relocation Fee	Flat fee plus time and materials	1,182.17	1,250.70	1,289.81	39.11

## Utilities, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Administrative Fees</i>					
Shut-off notice for failure to pay account after notice	Per transaction	5.50	6.00	6.50	0.50
Duplicate billing to property owner or property manager - if account becomes past due	Per instance	2.00	2.25	2.50	0.25
Turn-off service for non-payment, or upon request of customer	Per occurrence	21.00	22.00	23.00	1.00
Turn-on service	Per occurrence	21.00	22.00	23.00	1.00
Establish service, includes turn-on service	Per occurrence	21.00	22.00	23.00	1.00

## System Development Charges

Fee Description	Unit	2023	2024	2025	Change
<i>Stormwater System Development Charge</i>					
Single family residential	Per dwelling unit or equivalent	2,532.62	2,630.86	2,701.95	71.09
<i>All other uses (except single family dwellings)</i>	Per net acre	13,951.89	14,493.06	14,884.69	391.63
	Per gross acre	10,464.47	10,870.37	11,164.11	293.74

### *Street System Development Charge*

All development categories shall be assigned a generated trip index based upon the Institute of Transportation Engineers Trip Generation Manual, current edition, as determined by the Public Works Director or designee.

Per generated vehicle trip	111.69	116.02	119.16	3.14
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### *Wastewater System Development Charge*

**Water and Wastewater SDC's DUE's are determined as follows:**

#### *Single Family Dwelling*

1.0 DUE; single family residence up to 3 attached Units - 1.0 DUE per unit; multiple family dwelling - four or more units - 0.4 DUE per apartment unit; Prepared food & beverage establishments - 1.0 DUE per 1,000 square feet GROSS building area; offices, clinics, salons, fraternal organizations, service organizations - 0.2 DUE per 1,000 GROSS building area.

#### *Commercial, Retail, Industrial*

0.2 DUE per 1,000 GROSS building area up to 5,000 square feet and 0.05 per 1,000 square feet above 5,000 square feet; care facility, nursing home - 0.2 DUE per bed; laundromat - 0.5 DUE per washing machine; campground, RV park, mobile home park - 0.4 DUE per space; service station without store - 1.0 DUE; service station with store - 2.0 DUE; church - 0.2 DUE per 1,000 square feet GROSS building area.

Per dwelling unit or equivalent	5,506.52	5,720.11	5,874.68	154.57
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## System Development Charges, continued

Fee Description	Unit	2023	2024	2025	Change
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### Water System Development Charge

Buildings - see below for water and sewer, plus landscape irrigation applies to all maintained landscaping or vegetated area with irrigation, either permanent or mobile, other than single family dwelling (up to 3 attached units) - all lawn grass areas - 1.0 DUE per 2,500 square feet, all shrubbery or native vegetation - 1.0 DUE per 4,000 square feet.

Per dwelling unit or equivalent	4,109.78	4,396.23	4,515.02	118.79
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### System Development Charge Exemptions - Affordable Housing (The current exemption sunsets on June 30, 2023)

Single-family dwelling unit - interior living space (excluding garages, but including unfinished basements) Exemption percentage, i.e., % of SDC not charged

< 1,000 sq. ft.	60% exemption
1,000-1,199 sq. ft.	50% exemption
1,200-1,399 sq. ft.	40% exemption
1,400-1,599 sq. ft.	30% exemption
1,600-1,799 sq. ft.	20% exemption
New accessory dwelling units as defined in FCC 10-2	100% exemption

### System Development Charge Collection Deferral

Deferral option. For the assessment of charges pursuant to Section 9-1-4-A related to new construction, the charges may be deferred at the request of the property owner until final building occupancy is requested.

Payment upon conveyance. In the event that the real property on which the fees have been deferred is sold or otherwise conveyed, the charges deferred shall become immediately due and payable to the City. Sale includes selling, conveying or assigning any or all of the property or the owner's interest in the property.

Enforcement. The deferred charges shall be a lien upon the property until paid in full. In addition, the owner shall be required to execute a request for and a consent to an enforcement agreement in the amount of the charges deferred on each property for which a deferral is requested. The request and consent shall be made on a form prepared by the City. Upon receipt, the City shall record the enforcement agreement in the City's lien docket. The enforcement agreement shall authorize the City to withhold setting a water meter on the property for which a deferral has been requested, or, if the property is already receiving water service, to remove the water meter pursuant to Section 4-1-5-7, and withhold service to their property until the deferred charges have been paid in full.

## Community Development

Fee Description	Unit	2023	2024	2025	Change
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### Planning Fees

#### Staff Review With No Public Notice - Type I

Design review or change of use	Each	324.12	342.91	353.63	10.72
DMV review form	Each	41.28	43.67	45.04	1.37

#### Expansion, change of use, remodel

Within limited industrial & Pacific View Business Park zone districts	Each	324.12	342.91	353.63	10.72
Final partition plat	Each	246.23	260.50	268.65	8.15
Flood plain permit	Each	143.39	151.70	156.44	4.74
Landscape plan minor modification	Each	41.29	43.68	45.05	1.37
Land-use compatibility statement	Each	84.17	89.05	91.83	2.78

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Planning Fees, continued</i>					
<i>Staff Review With No Public Notice - Type I, continued</i>					
Lot-line adjustment	Each	166.75	176.42	181.94	5.52
Major partition (platted infrastructure) final plat	Each	563.41	596.07	614.71	18.64
Other review	Each	31.00	32.80	33.83	1.03
Parking lot construction or resurfacing (calculated as a commercial building permit based on valuation determined by multiplying square footage by "per square foot cost factor). Application fee in addition to any other land-use approvals.					
Planned unit development required application conference	Each	163.75	173.24	178.66	5.42
Preliminary investigation for prime wildlife overlay	Each	250.91	265.45	273.75	8.30
Revised or supplemental plan (required as a condition of approval)	Per plan	250.91	265.45	273.75	8.30
Site investigation report - Phase I	Each	230.77	244.15	251.79	7.64
Stormwater or parking	Each	491.35	519.83	536.09	16.26
Subdivision final plat	Each	989.88	1,047.26	1,080.01	32.75
Written code analysis or letter of zoning compliance	Each	194.06	205.31	211.73	6.42
Written code analysis or letter of zoning compliance (research of past approvals required) or land use compliance	> 15 min			staff time	N/A
<i>Staff Review With Public Notice</i>					
Administrative design review		850.92	900.25	928.40	28.15
Landscape plan - major modification		327.28	346.25	357.08	10.83
Simple replat (e.g. to remove easement)		1,597.50	1,690.10	1,742.95	52.85
Special-use permit		938.38	992.78	1,023.83	31.05
Subdivision tentative plan + p/lot		2,562.44	2,710.98	2,795.76	84.78
Tentative minor partition plan (no platted infrastructure) - to include expedited land divisions and middle housing land divisions, as defined in ORS 92.031		1,742.69	1,843.71	1,901.37	57.66
Tentative major partition plan (platted infrastructure) - to include expedited land divisions and middle housing land divisions, as defined in ORS 92.031		2,562.44	2,710.98	2,795.76	84.78
Vegetation clearing permit		737.15	779.88	804.27	24.39
<i>Planning Commission - No Public Notice</i>					
Partition final plat for PUD		2,562.44	2,710.98	2,795.76	84.78
Subdivision final plat for PUD		1,742.69	1,843.71	1,901.37	57.66
<i>Planning Commission - Public Hearing</i>					
Conditional-use permit (CUP) without design review		1,705.88	1,804.77	1,861.21	56.44
Conditional-use permit and design review - base fee		2,457.69	2,600.16	2,681.47	81.31
<i>Plus \$50/1,000 square foot of floor area &gt; 10,000 square feet</i>					
Design review		2,294.06	2,427.04	2,502.94	75.90
<i>Plus \$50/1,000 square foot of floor area &gt; 10,000 square feet</i>					
Extension of approval period		819.75	867.27	894.39	27.12
Final development plan for PUD		4,097.20	4,334.71	4,470.26	135.55
<i>(Application fee in addition to Public Works fees for public improvement plans)</i>					

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Planning Fees, continued</i>					
<i>Planning Commission - Public Hearing, continued</i>					
Modification to subdivision regulations	Per each modification	490.92	519.38	535.62	16.24
Preliminary planned unit development - base fee		6,146.56	6,502.86	6,706.22	203.36
Plus per acre > 10 acres		246.23	260.50	268.65	8.15
Restoration of nonconforming building/use	Base fee	1,705.88	1,804.77	1,861.21	56.44
Site investigation report - Phase II (In addition to CUP fee)		819.75	867.27	894.39	27.12
(required for reductions in setback to Munsel Creek, other drainages, and active dunes)					
Tentative minor partition plan (no platted infrastructure) - to include expedited land divisions and middle housing land divisions, as defined in ORS 92.031		2,457.69	2,600.15	2,681.46	81.31
Tentative major partition plan (platted infrastructure) - to include expedited land divisions and middle housing land divisions, as defined in ORS 92.031		3,277.44	3,467.43	3,575.86	108.43
Tentative subdivision plan - to include expedited land divisions and middle housing land divisions, as defined in ORS 92.031		3,277.44	3,467.43	3,575.86	108.43
Additional per lot fee	Per lot	82.60	87.39	90.12	2.73
Variance	Per variance requested	2,130.42	2,253.92	2,324.40	70.48
Waiver of side yard setback	Per occurrence	1,705.88	1,804.77	1,861.21	56.44
<i>Planning Commission and Council Public Hearings</i>					
Annexation & zoning of annexed areas		25% or 60% of actual cost incurred for staff time, materials, publication notices, and other expenses billed monthly. To initiate the process and review of application, the applicant is required to pay a filing fee of \$1,750.			
<i>Plan designation map amendment</i>					
<i>Applicant also responsible for any County fees for co-adoption</i>					
Mural permits		542.96	574.43	592.39	17.96
Zone change		4,097.20	4,334.71	4,470.26	135.55
Zone change and plan designation map amendment < 5 acres		4,916.95	5,201.98	5,364.66	162.68
Zone change and plan designation map amendment => 5 acres		4,097.20	4,334.71	4,470.26	135.55
<i>Citizen-Initiated Legislative Amendment</i>					
Applicant also responsible for any County fees for co-adoption					
Appeal of staff decision to Planning Commission (capped under ORS 227.175(10)(b) to \$250)		250.00	250.00	250.00	-
<i>Appeal to Referee - in accordance with ORS 197.375 shall include deposit and actual hourly costs for the assigned appeal referee plus actual hourly city staff administrative costs</i>					
Appeal of Planning Commission decision to City Council		542.96	574.43	592.39	17.96
If appeal involves a site investigation report - Phase II, applicant is required to pay City's cost to obtain professional review of report.					
Vacation of right-of-way (plus cost of land)		4,916.95	5,201.98	5,364.66	162.68

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Planning Fees, continued</i>					
<i>Additional Review Fees</i>					
Consultant review (pass through charge)				Actual cost	N/A
Applications or documents necessitating review from consultants (i.e., city engineer, city attorney, etc.) shall be charged the consultant cost to the City. The City will bill the applicant for charges incurred.					
<i>Continuance requested by applicant or applicant submission of new information</i>					
Requiring a revised staff report				1/3 original application fee	N/A
Requiring a revised staff report and renote				1/2 original application fee	N/A
Expedited processing				Actual consultant cost and/or staff billing rate times 1.25	N/A
Review of performance agreement and financial security, non-remonstrance agreements, CCR's, maintenance agreements, and similar		163.95	173.45	178.87	5.42
Pre-application and pre-construction conference				Staff time	N/A
<i>If a related land use application is subitted within 3 months of conference, up to one hour of conference time will be deducted from land use application fee.</i>					
Review of covenants and easements (not shown on a plat)		82.60	87.39	90.12	2.73
Staff time for research or other assistance				Actual consultant cost and/or staff billing rate times 1.25	N/A
Recording fees		163.95	173.45	178.87	5.42
Traffic impact study, staff review				Staff time	N/A
<i>Building Permits and Related Fees</i>					
All Building Permit Fees are based upon valuation as determined by multiplying the square footage of the dwelling, garage, carport, and covered walks and patios by the "per square foot cost factor" identified in the Building Valuation Data Table					
<i>One And Two-Family Dwelling - Permit Fee Schedule</i>					
<b>Fee Based on valuation</b>					
\$0 to \$2,000 valuation: \$115.52 minimum fee	Base fee	76.40	91.68	115.52	23.84
\$2,001 up to and including \$25,000: \$115.52 for the first \$2,000, \$10.51 for each additional \$1,000 or fraction thereof	per \$1,000 value	6.95	8.34	10.51	2.17
\$25,001 to \$50,000 valuation	Base fee	236.25	283.50	357.25	73.75
\$25,001 up to and including \$50,000: \$357.250 for the first \$2,000, \$9.3 for each additional \$1,000 or fraction thereof	per \$1,000 value	6.15	7.38	9.30	1.92
\$50,001 to \$100,000 valuation	Base fee	390.00	468.00	589.75	121.75

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>One And Two-Family Dwelling - Permit Fee Schedule, continued</i>					
<i>\$50,001 up to and including \$100,000: \$589.75.00 for the first \$50,000, \$7.41 for each additional \$1,000 or fraction thereof</i>	<i>per \$1,000 value</i>	4.90	5.88	7.41	1.53
<i>\$100,001 to \$500,000 valuation</i>	Base fee	635.00	762.00	960.25	198.25
<i>\$100,001 up to and including \$500,000: \$960.25.00 for the first \$100,000, \$4.38 for each additional \$1,000 or fraction thereof</i>	<i>per \$1,000 value</i>	2.90	3.48	4.38	0.90
<i>\$500,001 to \$1,000,000 valuation ( for the first \$500,000)</i>	Base fee	1,795.00	2,154.00	2,712.25	558.25
<i>\$500,001 up to and including \$1,000,000: \$2712.25.00 for the first \$500,000, \$3.1 for each additional \$1,000 or fraction thereof</i>	<i>per \$1,000 value</i>	2.05	2.46	3.10	0.64
<i>\$1,000,001 and over valuation</i>	Base fee	2,820.00	3,384.00	4,262.25	878.25
<i>\$1,000,001 and over in valuation: \$4262.25.00 for the first \$1,000,000, \$2.12 for each additional \$1,000 or fraction thereof</i>	<i>per \$1,000 value</i>	1.40	1.68	2.12	0.44
Structural plans review fee	Percentage (%)			65% of building permit fee	N/A
State surcharge	Percentage (%)			12% of building permit fee	N/A

One and two-family dwelling permit fees are based upon valuation as determined by multiplying the square footage of the dwelling, garage, carport, and covered walks and patios by the "per square foot cost factor" identified in the building Valuation Data Table". When applicable, structural permits use valuation as determined by ICC Building Valuation Table current as of April 1 of each year, as per OAR 918-050-0100.

### Other Inspections and Miscellaneous Fees

*Applies to :*

- \* Residential dwelling structural & mechanical*
- \* Commercial, multi-family & industrial structural & mechanical*
- \* Manufactured home placement*

1. Inspection outside of normal business hours (minimum charge-two hours) - hourly	Per hour*	76.40	91.68	150.00	58.32
2. Re-inspection fees assessed under provisions of Building Division Administrative Rules Section 309.10	Per each	76.40	91.68	115.52	23.84
3. Inspections for which no fee is specifically indicated (minimum charge - one half hour)	Per hour*	76.40	91.68	115.52	23.84
4. Each additional inspection, above allowable	Per each	N/A	N/A	115.52	N/A
5. Additional plans review required by changes, additions, or revisions to proposed or approved plans (minimum charge - one hour)	Per hour*	76.40	91.68	115.52	23.84
6. Seismic surcharge - plan review on essential structures				1% of structural permit fee	

*\* Or total hourly cost to the City, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.*

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Phased projects - Plan Review</i>					
Applies to :					
* Residential dwelling structural & mechanical					
* Commercial, multi-family & industrial structural & mechanical					
* Manufactured home placement					
There shall be a minimum plans review phasing fee of \$226.800 for each separate phased portion of the project. In addition, a plans review phasing fee shall be charged in an amount equal to ten percent of the total project building permit fee calculated in accordance with OAR 918-050-160.	Percentage (%)			10% of total project building permit fee, not to exceed \$1,500 for each phase	N/A
Minimum phasing fee	Minimum fee	150.00	180.00	226.80	46.80
<i>Deferred submittal - Plan Review</i>					
Applies to:					
* Residential structural					
* Commercial, multi-family & industrial structural					
The plans review fee for processing deferred plan submittals shall be an amount equal to sixty-five percent (65%) of the building permit fee calculated in accordance with OAR 918-050-170 using the value of the particular deferred portion of the project with a minimum fee of \$173.88. This fee is in addition to the project plans review fee based on total project value.	Percentage (%)			65% of building permit fee	N/A
Minimum deferral fee	Minimum fee	115.00	138.00	173.88	35.88
<i>Investigation fees</i>					
Applies to ALL disciplines:					
*Residential structural & mechanical					
* Commercial, multi-family & industrial structural & mechanical					
* Manufactured home placement					
(For commencement of work before obtaining a permit or working over scope of an issued permit.) Actual or average cost of investigation to ensure the unpermitted work complies with the state building code. Permits for emergency repairs obtained within five business days after commencement of the repair are not subject to the "investigation fee."				Actual or average cost of investigation	N/A
<i>Residential Standalone Fire Systems - Structural Permit Fee Schedule</i>					
Square footage of dwelling (including garage) permit/plan review fee					
0 - 2,000 Square feet	Flat fee	-	163.38	205.86	42.48
2,001 - 3,600 Square feet	Flat fee	-	207.90	261.95	54.05
3,601 - 7,200 Square feet	Flat fee	-	282.12	355.47	73.35
Greater than 7,200 square feet	Flat fee	-	356.40	449.06	92.66



## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Miscellaneous</i>					
Address assignment fee (each address)	Each address	45.59	46.46	47.91	1.45
Review of sand management plan		151.95	151.95	156.70	4.75
<i>Site inspection fee* (simple site)</i>					
New construction		151.95	154.84	159.68	4.84
New garages, carports, and accessory structures		75.98	77.42	79.84	2.42
<i>Site inspection fee* (complex site**)</i>					
New construction		227.93	232.26	239.52	7.26
New garages, carports, and accessory structures		151.95	154.84	159.68	4.84
* Services are for planning review of initial building permit plan submittal and one site inspection to ensure compliance with zoning code and conditions of approval resulting from a staff approved land use application					
**: Services are for planning review of initial building permit plan submittal and					
<i>All Other Residential (Excluding NEW One and Two-Family Dwellings) - Structural Fee Permit Schedule</i>					
\$1 - \$500 (\$91.68 minimum fee)	Base fee	76.40	91.68	115.52	23.84
\$501 - \$2,000 (\$91.68 for the first \$500 plus \$0.68 for each additional \$100 to and including \$2,000)	per \$100 value	0.57	0.68	0.86	0.18
\$2,001 to \$25,000 valuation	Base fee	84.95	101.94	128.42	26.48
\$2,001 - \$25,000 (\$101.94 for the first \$2,000 plus \$15 for each additional \$1,000 to and including \$25,000)	per \$1,000 value	12.50	15.00	18.90	3.90
\$25,001 to \$50,000 valuation	Base fee	372.45	446.94	563.12	116.18
\$25,001 - \$50,000 (\$446.88 for the first \$25,000 plus \$10.80 for each additional \$1,000 to and including \$50,000)	per \$1,000 value	9.00	10.80	13.61	2.81
\$50,001 to \$100,000 valuation	Base fee	597.45	716.88	903.37	186.49
\$50,001 - \$100,000 (\$716.88 for the first \$50,000 plus \$7.38 for each additional \$1,000 to and including \$100,000)	per \$1,000 value	6.15	7.38	9.30	1.92
\$100,001 to \$500,000 valuation	Base fee	904.95	1,085.88	1,368.37	282.49
\$100,001 - \$500,000 (\$1,085.88 for the first \$100,000 plus \$5.94 for each additional \$1,000 to and including \$500,000)	per \$1,000 value	4.95	5.94	7.48	1.54
\$500,001 to \$1,000,000 valuation	Base fee	2,884.95	3,461.88	4,360.37	898.49
\$500,001 - \$1,000,000 (\$3,461.88 for the first \$500,000 plus \$4.98 for each additional \$1,000 to and including \$1,000,000)	per \$1,000 value	4.15	4.98	6.27	1.29

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>All Other Residential (Excluding NEW One and Two-Family Dwellings) - Structural Fee Permit Schedule, continued</i>					
\$1,000,001 to \$10,000,000 valuation	Base fee	4,959.95	5,951.88	7,495.37	1,543.49
<i>\$1,000,001 - \$10,000,000 (\$5,951.88 for the first \$1,000,000 plus \$3.30 for each additional \$1,000 to and including \$10,000,000)</i>	<i>per \$1,000 value</i>	2.75	3.30	4.16	0.86
\$10,000,001 and Above valuation	Base fee	-	35,651.88	44,935.37	9,283.49
<i>\$10,000,001 and Above (\$35,651.88 for the first \$10,000,000 plus \$3.00 for each additional \$1,000)</i>	<i>per \$1,000 value</i>	-	3.00	3.78	0.78
Structural plans review fee	Percentage (%)			65% of building permit fee	N/A
Additional plan review (when applicable) - \$115.52 minimum	Hourly	-	-	115.52	115.52
State surcharge	Percentage (%)			12% of building permit fee	N/A
Fire and life safety plans review fee	Percentage (%)			40% of building permit fee	N/A
Review of sand management plan		151.95	160.76	165.79	5.03
<i>Site inspection fee* (simple site)</i>					
Commercial		151.95	163.81	168.93	5.12
Residential		75.98	81.91	84.47	2.56
<i>Site inspection fee* (complex site**)</i>					
Commercial		227.93	245.72	253.40	7.68
Residential		151.95	163.81	168.93	5.12
<i>* Services are for planning review of initial building permit plan submittal and one site inspection to ensure compliance with zoning code and conditions of approval resulting from a staff approved land use application (except Type 2 Pacific View and Limited Industrial projects, which shall be assessed the complex fee) Additional</i>					
<i>** Services are for planning review of initial building permit plan submittal and one site inspection to ensure compliance with</i>					
<i>Commercial, Multi-Family, and Industrial; New Buildings, Additions, and Alterations - Structural Fee Schedule</i>					
\$1 to \$500 (115.52 minimum fee)	Base fee	76.40	91.68	115.52	23.84
<i>\$501 to \$2,000 (\$115.52 for the first \$500 plus \$4.160 for each additional \$100 or fraction thereof, to and including \$2,000)</i>	<i>per \$100 value</i>	2.75	3.30	4.16	0.86
\$2,001 to \$25,000 valuation	Base fee	117.65	141.18	177.92	36.74
<i>\$2,001 to \$25,000 (\$177.92 for the first \$2,000 plus \$16.78 for each additional \$1,000 or fraction thereof, to and including \$25,000)</i>	<i>per \$1,000 value</i>	11.10	13.32	16.78	3.46
\$25,001 to \$50,000 valuation	Base fee	372.95	447.54	563.86	116.32
<i>\$25,001 to \$50,000 (\$563.86 for the first \$25,000 plus \$12.63 for each additional \$1,000 or fraction thereof, to and including \$50,000)</i>	<i>per \$1,000 value</i>	8.35	10.02	12.63	2.61
\$50,001 to \$100,000 valuation	Base fee	581.70	698.04	879.61	181.57
<i>\$50,001 to \$100,000 (\$879.61 for the first \$50,000 plus \$8.92 for each additional \$1,000 or fraction thereof, to and including \$100,000)</i>	<i>per \$1,000 value</i>	5.90	7.08	8.92	1.84

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Commercial, Multi-Family, and Industrial; New Buildings, Additions, and Alterations - Structural Fee Schedule, continued</i>					
\$100,001 to \$500,000 valuation	Base fee	876.70	1,052.04	1,325.61	273.57
<i>\$100,001 to \$500,000 (\$1325.61 for the first \$100,000 plus \$6.65 for each additional \$1,000 or fraction thereof, to and including \$500,000)</i>	<i>per \$1,000 value</i>	4.40	5.28	6.65	1.37
\$500,001 to \$1,000,000 valuation	Base fee	2,636.70	3,164.04	3,985.61	821.57
<i>\$500,001 to \$1,000,000 (\$3985.61 for the first \$500,000 plus \$5.82 for each additional \$1,000 or fraction thereof, to and including \$1,000,000)</i>	<i>per \$1,000 value</i>	3.85	4.62	5.82	1.20
\$1,000,001 to \$10,000,000 valuation	Base fee	4,561.70	5,474.04	6,895.61	1,421.57
<i>\$1,000,001 to \$10,000,000 (\$6895.61 for the first \$1,000,000 plus \$3.78 for each additional \$1,000 or fraction thereof, to and including \$10,000,000)</i>	<i>per \$1,000 value</i>	2.50	3.00	3.78	0.78
\$10,000,000 and above valuation	Base fee	27,061.70	32,474.04	40,915.61	8,441.57
<i>\$10,000,001 and Above (\$40915.61 for the first \$10,000,000 plus \$3.63 for each additional \$1,000 or fraction thereof, over \$10,000,001)</i>	<i>per \$1,000 value</i>	2.40	2.88	3.63	0.75
Structural plans review fee	Percentage (%)			65% of building permit fee	N/A
State surcharge	Percentage (%)			12% of building permit fee	N/A
Fire and life safety plans review fee	Percentage (%)			40% of building permit fee	N/A
Seismic surcharge - plan review on essential structures	Percentage (%)			1% of structural permit	N/A
Address assignment fee (each address)	Each address	45.59	49.15	50.69	1.54
Review of sand management plan		160.76	160.76	165.79	5.03
Site inspection fee* (simple site)		163.81	163.81	168.93	5.12
Site inspection fee* (complex site**)		245.72	245.72	253.40	7.68
* Services are for planning review of initial building permit plan submittal and one site inspection to ensure compliance with zoning code and conditions of approval resulting from a staff approved land use application (except Type 2 Pacific View and Limited Industrial projects, which shall be assessed the complex fee) Additional inspections at hourly staff rate, minimum of one hour.					
**: Services are for planning review of initial building permit plan submittal and one site inspection to ensure compliance with zoning code and conditions of approval resulting from Planning Commission approved land use applications. Additional inspections at hourly staff rate, minimum of one hour.					
<i>Residential: Mechanical Fee Schedule - New construction, Additions, and Alterations</i>					
Air handling unit up to 10,000 cfm	Per appliance	28.60	34.32	43.24	8.92
Air handling unit 10,001 cfm and over	Per appliance	N/A	N/A	60.48	60.48
Air conditioner	Per appliance	28.60	34.32	43.24	8.92
Appliance or piece of equipment regulated by code, but not classified in other appliance categories	Per appliance	52.25	62.70	79.00	16.30
Attic or crawl space fans	Per appliance	40.00	48.00	60.48	12.48
Chimney, liner, flue, or vent	Per appliance	N/A	N/A	43.24	43.24

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Residential: Mechanical Fee Schedule - New construction, Additions, and Alterations, continued</i>					
Decorative gas fireplace	Per appliance	N/A	N/A	60.48	60.48
Ductwork only	Per appliance	N/A	N/A	43.24	43.24
Evaporative cooler other than portable	Per appliance	28.60	34.32	43.24	8.92
Heat pump	Per appliance	52.25	62.70	79.00	16.30
Floor furnace, including vent	Per appliance	N/A	N/A	43.24	43.24
Flue vent for water heater or gas fireplace	Per appliance	N/A	N/A	43.24	43.24
Furnace					
Up to 100,000 btu	Per appliance	40.00	48.00	60.48	12.48
Over 100,000 btu	Per appliance	47.00	56.40	71.06	14.66
Furnace or burner including duct work, Vent, or	Per appliance	N/A	N/A	43.24	43.24
Gas or wood fireplace, or Insert	Per appliance	N/A	N/A	120.96	120.96
Hydronic hot water system	Per appliance	N/A	N/A	43.24	43.24
Installation or relocation domestic/type incinerator	Per appliance	40.00	48.00	60.48	12.48
Suspended heater, recessed wall heater, or floor-mounted heater	Per appliance	N/A	N/A	60.48	60.48
Ventilation system not a portion of heating or air-conditioning system authorized by permit	Per appliance	28.60	34.32	43.24	8.92
Mini-split system	Per appliance	N/A	N/A	43.24	43.24
Clothes dryer exhaust	Per appliance	28.60	34.32	43.24	8.92
Hood serviced by mechanical exhaust, including ducts for hood	Per appliance	28.60	34.32	43.24	8.92
Oil tank & gas or diesel generators	Per appliance	N/A	N/A	36.04	36.04
Pool or spa heater or kiln	Per appliance	N/A	N/A	36.04	36.04
Range hood & other kitchen equipment	Per appliance	N/A	N/A	36.04	36.04
Repair, alteration, or addition to mechanical appliance including installation of controls	Per appliance	N/A	N/A	43.24	43.24
Ventilation fan connected to a single duct	Per appliance	20.00	24.00	30.24	6.24
Water heater	Per appliance	N/A	N/A	43.24	43.24
Gas Piping: 1 to 4 outlets	Base fee	12.25	14.70	18.52	3.82
Additional outlets (each)	Per outlet	3.50	4.20	5.29	1.09
Wood & pellet stoves, including flue	Per appliance	28.60	34.32	43.24	8.92
Other heating & cooling	Per appliance	20.00	24.00	43.24	19.24
Other environment exhaust & ventilation	Per appliance	N/A	N/A	30.24	30.24
Other fuel appliance	Per appliance	N/A	N/A	60.48	60.48
Minimum fee	Minimum fee	76.40	91.68	115.52	23.84
Additional plan review (when applicable) - per hour	Min - One Hour	N/A	N/A	115.52	115.52
Reinspection	Per each	N/A	N/A	115.52	115.52
Each additional inspection, above allowable	Per each	N/A	N/A	115.52	115.52
Inspections for which no fee is specifically stated	Per each	N/A	N/A	115.52	115.52
Mechanical plan review	Percentage (%)			25% of mechanical permit fee	N/A
State surcharge	Percentage (%)			12% of mechanical permit fee	N/A
Inspections for which no fee is specifically stated	Per each	N/A	N/A	115.52	115.52

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Residential: Mechanical Fee Schedule - New construction, Additions, and Alterations, continued</i>					
Inspection outside of normal business hours	Per hour	N/A	N/A	150.00	150.00
Investigation fee - mechanical		See Structural Investigation Fees			
<i>Mechanical Fee Schedule: New Construction, Additions, or Alterations to Commercial, Multi-family, and Industrial Projects</i>					
\$1 to \$500 valuation (\$115 minimum fee)	Minimum Fee	76.40	91.68	115.00	23.32
\$501 to \$5,000 valuation	Base fee	76.40	91.68	115.00	23.32
<i>\$501 to \$5,000 (\$115 for the first \$50,000 plus \$3.93 for each additional \$1,000 or fraction thereof, to and including \$5,000)</i>	per \$100 value	2.60	3.12	3.93	0.81
\$5,001 to \$10,000 valuation	Base fee	193.40	232.08	292.37	60.29
<i>\$5,001 to \$10,000 (\$292.37 for the first \$50,000 plus \$3.63 for each additional \$1,000 or fraction thereof, to and including \$10,000)</i>	per \$1,000 value	2.40	2.88	3.63	0.75
\$10,001 to \$50,000 valuation	Base fee	205.40	246.48	310.52	64.04
<i>\$10,001 to \$50,000 (\$310.52 for the first \$10,000 plus \$3.33 for each additional \$1,000 or fraction thereof, to and including \$50,000)</i>	per \$1,000 value	2.20	2.64	3.33	0.69
\$50,001 to \$100,000 valuation	Base fee	293.40	352.08	443.72	91.64
<i>\$50,001 to \$100,000 (\$443.72 for the first \$50,000 plus \$3.25 for each additional \$1,000 or fraction thereof, to and including \$100,000)</i>	per \$1,000 value	2.15	2.58	3.25	0.67
\$100,001 and Over valuation	Base fee	400.90	481.08	606.22	125.14
<i>\$100,001 and Over (\$606.22 for the first \$100,000 plus \$3.020 for each additional \$1,000 or fraction thereof)</i>	per \$1,000 value	2.00	2.40	3.02	0.62
Mechanical plans review fee	Percentage (%)			25% of mechanical permit fee	N/A
Additional plan review (when applicable) - per hour	Min - One Hour			115.52	115.52
Reinspection	Per each			115.52	115.52
Each additional inspection, above allowable	Per each			115.52	115.52
Inspections for which no fee is specifically stated	Per each			115.52	115.52
State surcharge	Percentage (%)			12% of mechanical permit fee	N/A
Inspection outside of normal business hours	Per hour			150.00	150.00
Investigation fee - mechanical		See Structural Investigation Fees			

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
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### *Building Permits and Related Fees, continued*

*New one and two-family dwellings plumbing: includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages which include piping, downspouts, and perimeter system. Half-Bath counted as whole.*

1 bathroom, 1 kitchen		365.00	438.00	532.90	94.90
2 bathrooms, 1 kitchen		548.00	657.60	800.08	142.48
3 bathrooms, 1 kitchen		639.00	766.80	932.94	166.14
Each additional bathroom > 3 - or - kitchen > 1		152.00	182.40	221.92	39.52
Each additional 100 ft or fraction thereof of site utilities - water, sewer, storm (which includes rain, footing, trench, and leach) - first 100 ft Included in bathroom/kitchen fee		-	-	92.23	92.23

*All other residential additions, alterations; all multi-family, commercial, and industrial projects - plumbing permit fee schedule*

#### **Fixture or Item**

Absorption valve	Per fixture	26.50	31.80	40.07	8.27
Back flow preventer	Per fixture	26.50	31.80	40.07	8.27
Backwater valve	Per fixture	26.50	31.80	40.07	8.27
Clothes washer	Per fixture	26.50	31.80	40.07	8.27
Dishwasher	Per fixture	26.50	31.80	40.07	8.27
Drinking fountain(s)	Per fixture	26.50	31.80	40.07	8.27
Ejectors & sump pump	Per fixture	26.50	31.80	40.07	8.27
Expansion tank	Per fixture	26.50	31.80	40.07	8.27
Fixture/sewer cap	Per fixture	26.50	31.80	40.07	8.27
Floor drains, floor sinks, and hub drains	Per fixture	26.50	31.80	40.07	8.27
Garbage disposal	Per fixture	26.50	31.80	40.07	8.27
Hose bib	Per fixture	26.50	31.80	40.07	8.27
Ice maker	Per fixture	26.50	31.80	40.07	8.27
Interceptor or grease trap	Per fixture	26.50	31.80	40.07	8.27
Primer(s)	Per fixture	26.50	31.80	40.07	8.27
Repiping & retrofit water supply	Per fixture	-	-	40.07	40.07
Roof drain (commercial)	Per fixture	26.50	31.80	40.07	8.27
Sinks, basins, and lavatories	Per fixture	26.50	31.80	40.07	8.27
Solar units (potable water)	Per item/unit	62.00	74.40	93.74	19.34
Sump	Per fixture	26.50	31.80	40.07	8.27
Swimming pool piping	Per fixture	-	-	40.07	40.07
Tub, shower, and shower pan	Per fixture	26.50	31.80	40.07	8.27
Urinal	Per fixture	26.50	31.80	40.07	8.27
Water closet	Per fixture	26.50	31.80	40.07	8.27
Water heater	Per fixture	26.50	31.80	40.07	8.27
Other potable water heating system	Per fixture	-	-	93.74	93.74
Other - plumbing	Per fixture	-	-	40.07	40.07
Interior mainline piping - same fee schedule as exterior piping					

#### *Premise Site Utilities*

The fees for exterior lines are in addition to the other fees

Catch basin and area drain	Per fixture	27.35	32.82	40.58	7.76
Trench drain	Per fixture	40.00	48.00	60.48	12.48
Manufactured home utilities	Per space	65.00	78.00	98.28	20.28
Manholes	Per fixture	68.00	81.60	102.82	21.22

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Commercial and Non-New Residential Site Utilities</i>					
Storm water retention, detention or infiltration facility	Per item/unit	73.00	87.60	110.38	22.78
Sanitary sewer - first 100 feet	Per foot	81.00	97.20	122.47	25.27
Each additional 100 feet	Per foot	61.00	73.20	92.23	19.03
Storm sewer - first 100 feet	Per foot	81.00	97.20	122.47	25.27
Each additional 100 feet	Per foot	61.00	73.20	92.23	19.03
Water Service - first 100 feet	Per foot	81.00	97.20	122.47	25.27
Each additional 100 feet	Per foot	61.00	73.20	92.23	19.03
Manufactured home utilities	Per space	65.00	78.00	98.28	20.28
<i>Other Miscellaneous Plumbing Inspections and Fees</i>					
Reinspections	Per each	76.40	91.68	115.52	2.87
Each additional inspection, above allowable	Per each	-	-	115.52	115.52
Inspections for which no fee is specifically indicated (as required)	Per hour	76.40	91.68	115.52	23.84
Inspections outside normal business hours	Per hour	-	150.00	150.00	-
Investigation fee - plumbing	See Structural - Investigation Fee				
Minimum fee	Flat fee	76.40	91.68	115.52	2.87
Plumbing plan review (when applicable) - residential	Percentage of Plumbing Permit Fee	0.25	0.25	0.25	N/A
Plumbing plan review (when applicable) - commercial	Percentage of Plumbing Permit Fee	0.40	0.40	0.40	N/A
Additional plan review - (when applicable) - per hour	One hour minimum	-	91.68	115.52	2.87
State surcharge	Percentage of Plumbing Permit Fee	0.12	0.12	0.12	N/A
<i>Residential Fire Sprinklers</i>					
Square footage of area to be covered					
0 - 2,000 square feet	Flat fee	136.15	163.38	205.86	42.48
2,001 - 3,600 square feet	Flat fee	173.25	207.90	261.95	54.05
3,601 - 7,200 square feet	Flat fee	235.10	282.12	355.47	73.35
Greater than 7,200 square feet	Flat fee	297.00	356.40	449.06	92.66
<i>Commercial: Medical Gas Piping Systems - Plumbing Permit Fee Schedule (fee based on installation costs and system equipment including, but not limited to, inlets, outlets, fixtures, and appliances)</i>					
\$1 - \$500 valuation (\$115.52 Minimum Fee)	Flat fee	76.40	91.68	115.52	23.84
\$501 to \$2,000 valuation	Base fee	76.40	91.68	115.52	23.84
\$501 to \$2,000 (\$115.52 for the first \$500 plus \$7.56 for each additional \$100 or fraction thereof, to and including \$2,000)	per \$100 value	5.00	6.00	7.56	1.56
\$2,001 - \$25,000 valuation	Base fee	151.40	181.68	228.92	47.24

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Commercial: Medical Gas Piping Systems - Plumbing Permit Fee Schedule (fee based on installation costs and system equipment including, but not limited to, inlets, outlets, fixtures, and appliances), continued</i>					
\$2,001 to \$25,000 (\$228.92 for the first \$2,000 plus \$27.22 for each additional \$1,000 or fraction thereof, to and including \$25,000)	per \$1,000 value	18.00	21.60	27.22	5.62
\$25,001 - \$50,000 valuation	Base fee	565.40	678.48	854.98	176.50
\$25,001 to \$50,000 (\$854.98 for the first \$25,000 plus \$21.17 for each additional \$1,000 or fraction thereof, to and including \$50,000)	per \$1,000 value	14.00	16.80	21.17	4.37
\$50,001 - \$100,000 valuation	Base fee	915.40	1,098.48	1,384.08	285.60
\$50,001 to \$100,000 (\$1384.08 for the first \$50,000 plus \$13.61 for each additional \$1,000 or fraction thereof, to and including \$100,000)	per \$1,000 value	9.00	10.80	13.61	2.81
\$100,001 and Over valuation	Base fee	1,365.40	1,638.48	2,064.58	426.10
\$100,001 and Over (\$2064.58 for the first \$100,000 plus \$12.10 for each additional \$1,000	per \$1,000 value	8.00	9.60	12.10	2.50
<i>Electrical Permit Fee Schedule</i>					
<b>New Residential</b>					
New 1 & 2 family-per-dwelling unit. Includes attached garage. Service included.					
1,000 square feet or less	Base fee	180.00	216.00	272.16	56.16
Each additional 500 square feet or portion thereof	per 500 sq. ft.	38.00	45.60	57.46	11.86
Limited energy install 1 & 2 family, when in conjunction with home wiring permit	Flat fee	38.00	45.60	57.46	11.86
Each manufactured home or modular dwelling service and/or feeder	Per Unit	103.00	123.60	155.74	32.14
<b>New Multi-Family</b>					
New multi-family construction: fee for largest unit calculated using square feet rate plus 50% of permit fee for each additional unit					
1,000 square feet or less	Base fee	-	216.00	272.16	56.16
Each additional 500 square feet or portion thereof	per 500 sq. ft.	-	45.60	57.46	11.86
Multi-family, new construction - limited energy system	Per floor	-	78.00	98.28	20.28
Multi-family, new construction - protective signaling	Per floor	-	78.00	98.28	20.28
<b>Services or Feeders</b>					
<i>Installation, Alteration, or Relocation</i>					
200 amps	Flat fee	103.00	123.60	155.74	32.14
201 to 400 amps	Flat fee	131.00	157.20	198.07	40.87
401 to 600 amps	Flat fee	175.00	210.00	264.60	54.60
601 to 1,000 amps	Flat fee	263.00	315.60	397.66	82.06
Over 1,000 or volts	Flat fee	480.00	576.00	725.76	149.76
Reconnect only	Flat fee	78.00	93.60	117.94	24.34



## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Electrical Permit Fee Schedule, continued</i>					
<b>Temporary Services or Feeders</b>					
<i>Installation, Alteration, or Relocation</i>					
200 amps or less	Flat fee	76.00	91.20	114.91	23.71
201 amps to 400 amps	Flat fee	122.00	146.40	184.46	38.06
401 amps to 600 amps	Flat fee	152.00	182.40	229.82	47.42
Over 600 amps or 1,000 volts (see above)					
<b>Branch Circuits</b>					
<i>New, Alteration, or Relocation</i>					
a. Branch circuits with the purchase of service or feeder fee	Each	8.00	9.60	12.10	2.50
b. Branch circuits without the purchase of service or feeder fee					
First branch circuit	Each	77.00	92.40	116.42	24.02
Each additional branch circuit	Each	8.00	9.60	12.10	2.50
<b>Miscellaneous</b>					
<i>Service or feeder not included</i>					
Each pump or irrigation circle	Each	65.00	78.00	98.28	20.28
Each sign or outline lighting	Each	65.00	78.00	98.28	20.28
Signal circuit(s) or a limited energy panel alteration or extension	Per system	65.00	78.00	98.28	20.28
Swimming pool (including panel, circuits, and bonding)	Each	-	-	98.28	98.28
<b>Renewable Energy</b>					
Renewable energy for electrical systems: 5 kva or Less		-	91.20	114.91	23.71
Renewable energy for electrical systems: 5.01 kva - 15 kva		-	136.40	171.86	35.46
Renewable energy for electrical systems: 15.01 kva - 25 kva		-	182.40	229.82	47.42
Renewable energy: solar generation over 25 kva				\$229.82 for first 25 kva. \$6.75 per kva over 25 kva (Maximum Fee at 100 kvs or \$736.07)	
Renewable energy for wind systems: 25.01 kva - 50 kva		-	315.60	397.66	82.06
Renewable energy for wind systems: 50.01 kva - 100 kva		-	576.00	725.76	149.76
<b>Master Permit Program Fees</b>					
Application fee - one-time at initial application, renews annually as applicable	Each	100.00	105.80	126.00	20.20
Inspection fee - includes travel time, inspection, and report writing	Hourly	110.00	132.00	166.32	34.32
<b>Electrical Plan Review Fees</b>					
Plan review	% of Permit fee	25% of the permit fee	25% of the permit fee	25% of the permit fee	N/A

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Electrical Permit Fee Schedule, continued</i>					
<b>Appeal Fees</b>					
One and two-family dwellings	Per appeal	100.00	105.80	109.11	3.31
All other occupancies	Per appeal	200.00	211.59	218.21	6.62
Each appeal item over four (4)	Per appeal	50.00	52.90	54.55	1.65
<i>Other Miscellaneous Electrical Inspections and Fees</i>					
Inspections outside normal business hours	Per hour	150.00	180.00	180.00	-
Reinspections	Each	75.00	90.00	113.40	23.40
Additional inspections above allowable	Each	75.00	90.00	113.40	23.40
Inspections for which no fee is specifically indicated (as required)	Per hour	110.00	132.00	166.32	34.32
Additional plan review (when applicable)	Per hour	55.00	66.00	110.88	44.88
Minimum fee - electrical	Per hour	-	-	110.88	110.88

### Electrical Permit Reinstatement Processing Fee

Fee for renewal of a permit that has been expired for six months or less provided no changes have been made in the original plans and specifications for such work. A permit may be renewed only once. The renewal fee shall be equal to the amount required for a new permit.

Amount for new permit

Amount per Electrical Permit Schedule

N/A

### Sign Fee Schedule

#### Illuminated (Electric) Signs

*Fascia, freestanding, wall, marquee, projecting signs or reader boards with direct (neon), internal or changing image lighting, words or other electrical components.*

Up to 20 square feet	Flat fee	135.22	143.06	147.53	4.47
Over 20 square feet and up to 40 square feet	Flat fee	168.26	178.01	183.58	5.57
Over 40 square feet and up to 60 square feet	Flat fee	194.06	205.31	211.73	6.42
Over 60 square feet and up to 80 square feet	Flat fee	212.64	224.97	232.01	7.04
Over 80 square feet and up to 100 square feet	Flat fee	232.26	245.72	253.40	7.68
Over 100 square feet and up to 120 square feet	Flat fee	258.06	273.02	281.56	8.54
Over 120 square feet and up to 140 square feet	Flat fee	271.48	287.22	296.20	8.98

#### Non-Illuminated Signs

*Fascia, freestanding, wall, marquee or projecting signs without direct or internal lighting or other electrical components.*

Up to 20 square feet	Flat fee	104.57	110.63	114.09	3.46
Over 20 square feet and up to 40 square feet	Flat fee	144.30	152.66	157.43	4.77
Over 40 square feet and up to 60 square feet	Flat fee	170.45	180.33	185.97	5.64
Over 60 square feet and up to 80 square feet	Flat fee	176.76	187.01	192.86	5.85
Over 80 square feet and up to 100 square feet	Flat fee	182.99	193.60	199.65	6.05
Over 100 square feet and up to 120 square feet	Flat fee	196.59	207.99	214.49	6.50
Over 120 square feet and up to 140 square feet	Flat fee	202.85	214.61	221.32	6.71

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Sign Fee Schedule, continued</i>					
<b>Wall Painted Signs, Adhered Signs</b>					
<i>These are based on the square footage, and shall be computed the same way as fee is charged for sign permits (i.e., vinyl, paper or similar material)</i>					
<b>Additional Plan Review Fee</b>					
Plan review time - 1/2 hour (or less)	Flat fee	55.00	58.19	60.01	1.82
Plan review time - > than 1/2 hour	Hourly	105.00	111.09	114.56	3.47
<b>Appeals and Adjustments</b>					
Appeal fees	Per appeal	202.60	214.34	221.04	6.70
Adjustment fees	Per adjustment	759.75	803.79	828.93	25.14
<b>Re-Inspections or Inspections Outside of Normal Business Hours</b>					
Other inspections not specifically identified elsewhere	Hourly	76.40	91.68	94.55	2.87
<b>Investigation Fee For Commencement of Work Before Obtaining a Sign Permit</b>					
Equal to permit fee or the actual investigation costs per hour, whichever is greater, plus \$250.00	Hourly	105.00	111.09	114.56	3.47
<b>Permit Reinstatement Processing Fee</b>					
Fee for renewal of a permit that has expired shall be equal to the cost of a new permit	Amount for new permit			Amount per Sign Permit Schedule	N/A
<b>Structural Alteration</b>					
Structural alterations will be subject to a New Build Permit and a Plan Review Fee equal to 65% of the Building Permit Fee	Percentage (%)			Per Building Permit Fee Schedule	N/A
<i>Signs that Require a Building Permit are, but not limited to:</i>					
Fascia signs over 400 pounds					
All projecting signs					
All freestanding signs over 6 feet in height					
All pitched roof signs					
<b>Temporary Banners</b>					
Registration of all banners must be made at the Building Department					
<b>Consultant Review</b>					
Applications or documents necessitating review from consultants (i.e., city attorney, Lighting consultant, etc.) shall be charged the consultant cost to the City. The City will bill the applicant for charges incurred as a pass-through charge.					

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Manufactured Dwelling/RV Parks - Area Development Permit (ADP)</i>					
The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.					
<i>Manufactured Home Placement Permits</i>					
Manufactured home placement fee	Flat fee	475.50	570.60	718.96	148.36
Required \$30.00 flat State administrative fee, rate determined by the State	Flat fee	-	30.00	30.00	-
State surcharge	Percentage (%)			12% of Manufactured Home Placement Fee	N/A
<b>Additional Fees That May Apply</b>					
Address assignment fee (each address)	Each address	45.00	47.61	49.10	1.49
Review of sand management plan	Per plan	151.95	163.82	168.94	5.12
Inspection outside normal business hours	Hourly	76.40	91.68	180.00	88.32
Inspections for which no fee is specifically indicated	Hourly	76.40	91.68	115.52	23.84
Site inspection fee* (simple site) - new construction on simple site	Per inspection	151.95	160.76	165.79	5.03
Site inspection fee* (complex site**) - new construction on complex site	Per inspection	227.93	241.14	248.68	7.54
* Services are for planning review of initial building permit plan submittal and one site inspection to ensure compliance with zoning code and conditions of approval resulting from a staff approved land use application (except Type 2 Pacific View and Limited Industrial projects, which shall be assessed the complex fee) Additional inspections at hourly staff rate, minimum of one hour.					
** Services are for planning review of initial building permit plan submittal and one site inspection to ensure compliance with zoning code and conditions of approval resulting from Planning Commission approved land use applications. Additional inspections at hourly staff rate, minimum of one hour.					
<b>All accessory buildings or structures must be permitted separately -- See Structured Schedule by Valuation for Non-Dwelling Modular Placements</b>					
Appeal Fee - Under Section 4-1-5-17 of FCC		512.00	541.68	558.62	16.94

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Solar Structural Permit</i>					
Separate electrical permit application could be required					
Solar permit: prescriptive path system - fee includes plan review	Flat fee	-	250.00	315.00	65.00
Solar permit: non-prescriptive path system	Flat fee				
State surcharge	Percentage (%)			12% of Permit Fee	N/A
<i>Miscellaneous Fees</i>					
Permit Reinstatement fee – to renew already expired permit, as eligible; subject to State surcharge- based on percentage of work remaining nearest to 25%, 50%, or 75% to complete the scope of work. If percentage remaining is > 75%, then a new permit application is required at full fee. (One permit reinstatement shall be allowed within 90 days of the expiration date. Anything past 90 days would not be eligible for renewal). See above for electrical reinstatement.				25%, 50%, 75%, New Permit + Surcharge	N/A
Permit extension fee: to extend expiration on active permit; not subject to State surcharge (first extension is free, maximum of three (3) extensions).	Flat fee	-	91.68	115.52	23.84
Copy fees - first five copies are free					
Black & White - 8.5"x11"	Each	-	-	0.30	0.30
Black & White - 11"x17"	Each	-	-	0.45	0.45
Color - 8.5"x11"	Each	-	-	0.80	0.80
Color - 11"x17"	Each	-	-	1.05	1.05
Returned check fee (NSF)	Each	-	-	38.25	38.25
Master plans – structural – setup fee (initial review at standard plan review rate)		-	-	150.00	150.00
Master plans – structural – second and subsequent reviews		-	-	50% of initial plan review fee	N/A
Seismic surcharge (commercial)– structural/mechanical – review required on all essential structures		-	-	1% of building permit fee	N/A
Refund processing fee – not subject to State surcharge	Flat fee	-	-	65.00	65.00
Expedited plan review fee – structural, in addition to standard plan review fees – plan review services outside of normal timeframes established, must be pre-approved, subject to availability and resources (one hour minimum)	Hourly	-	-	180.00	180.00

## Community Development, continued

Fee Description	Unit	2023	2024	2025	Change
<i>Building Permits and Related Fees, continued</i>					
<i>Miscellaneous Fees, continued</i>					
Residential and non-residential structural temporary Certificate of Occupancy- 60 days	Flat fee	-	-	185.00	185.00
Residential and non-residential structural temporary Certificate of Occupancy - 60 day extension	Flat fee	-	-	115.52	115.52
Change of occupancy - without additional work done requiring a permit (no surcharge collected)	Flat fee	-	-	115.52	115.52
Technology fee for all applications, permits, and fees to support the maintenance, upgrade, and implementation of hardware and software to support permitting operations. Excludes all pass-through fees like construction excise and surcharges and is non-refundable.	Percentage (%)	-	-	3% of all Building Division Fees	N/A
File research	Hourly	Hourly (Staff billing rates) - 1/2 hour minimum			
Administrative fee for processing utility permits, system development charges, and deferrals associated with specialty permits	Percentage (%)	-	-	3% of the permit fee or charge	N/A
Administrative fee for processing non-remorseance agreements and private use of public right of way permits associated with specialty permits	Flat fee plus county recording costs	-	-	115.52	115.52
Community Development fee to cover the costs of operating the permit center, that provides customer information, planning and zoning, and utility review that are necessary prior to building plan review and are not covered under building plan review fees. Applies to all new residential and commercial structural permits and tenant infill.	Percentage (%)	-	-	2% of the permit fee or charge	N/A

## Other City-Regulated Fees

Fee Description	Unit	2023	2024	2025	Change
<i>Taxi Rates</i>					
<i>River Cities Taxi</i>					
Minimum charge (meter drop)	Meter drop minimum fee	4.00	4.00	4.00	-
Mileage rate	Per mile	3.00	3.00	3.00	-
Increments (per 1/10)	Per .1 mile	0.30	0.30	0.30	-
Wait time (per hour)	Wait time/per hour	30.00	30.00	30.00	-
Extra charges (bikes/pets)	Per bike/pet	1.00	1.00	1.00	-
<i>Rhody Express Bus Fare Fee</i>					
Cash fare per one-way trip	Per one-way trip	1.00	1.00	1.00	-
Per day with transfers (utilizing a day pass)	Per day with transfers	2.00	2.00	2.00	-

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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO: 3**

Meeting Date: May 20, 2024

Department: Community Dev.

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**ITEM TITLE:** Solid Waste Rate Amendments, Resolution No.10, Series 2024

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**DISCUSSION/ISSUE:**

Process: Solid waste and recycling services rates are established, reviewed and modified as outlined in [Title 9, Chapter 4](#) of the Florence City Code (FCC). Rate reviews are performed as follows: a base year review followed by two interim year reviews. A “Base Year” review considers the financial records of the haulers and a solid waste rate study performed by an independent consultant. An ‘Interim Year” review considers just the profit and loss statements provided by the haulers. Both review types result in a rate adjustment to account for increases in the consumer price index and county disposal fees. The base year review is the opportunity to perform a detailed review and increase (or decrease) of rates to account for changes specific to the solid waste market, hauler operations, routes, equipment needs, and personnel. Note that reviews are for the calendar year that proceeds the rate change year. This is a 2024 resolution for a 2023 review year

Background: The last base year review considered 2020 financial records and was approved by the City Council on May 17, 2021 as [Resolution 15, Series 2021](#), Rates were adjusted in July 2021 and the Council approved resolution stated that rates would increase annually on July 1<sup>st</sup>.

Interim year reviews were performed in 2021 and 2022. 2023 was to be a base year review. However, due to the purchase of one hauling company by the other in 2022, the remaining hauler County Transfer and Recycling has been making adjustments to routes, personnel, and equipment. To ensure an accurate assessment of the finances, Council postponed the 2023 base year review to fall of 2024, with adjustments to be considered in 2025. They also approved no interim year review.

In October 2023 County Transfer and Recycling’s request to remove the 32-gallon customer provided can service and the 20-gallon hauler provided cart service from the rate schedule was approved by Council. The consideration under this report would update the newer of the two 2023 resolutions, Resolution No. 21, Series 2023.

There are two considerations discussed within this AIS: increasing rates by consumer price index and passing through Lane County’s tipping fee increase.

1. **Consumer Price Index:** Rates are adjusted by 80.6% of the Consumer Price Index (CPI) published by the Bureau of Labor, using the category of CPI-W U.S. City Average. The 80.6% figure is used because it is the average percentage of hauler expenses affected by CPI (fuel, wages, utilities...) On [May 16, 2023](#), the second of two interim year reviews, in accordance
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with the 2022 resolution, Council updated the solid waste rate schedule by 5.8% CPI. CPI solid waste rate adjustments are made by council resolution.

2. **Lane County Disposal/Tipping Fee:** Garbage haulers serving Florence area residents and businesses use the Florence Transfer Site to dispose of on-route collected waste. The County offers this opportunity to tip at a Transfer Site only to Florence area haulers. All other garbage service loads must be driven to Glenwood's Short Mountain Landfill south of Eugene and east of I-5. In accordance with FCC 9-4-5-2-C-7, the City Council, by resolution, adjusts the solid waste rates affected by the county's tipping fee. "Rate adjustment requests solely to pass through costs associated with increases to the county's solid waste disposal / tipping fees shall be by resolution and amendment to the fee schedule and is not subject to a full rate review and hearings processes." Council updated the disposal portion of the solid waste rates by 7% in May 2023. The disposal fee increase is passed through and presented here in accordance with the code to do so by resolution.

Analysis:

1. **Consumer Price Index (CPI):** The same CPI increase used by the City for changing its rates, is being proposed—3.1%. The amount of change after calculating the 80.6% applicable amount is 2.5% (2.49%).
2. **Lane County Disposal/Tipping Fee:** In 2023 Lane County Public Works issued a notice to the haulers that they were increasing their disposal fees at the Florence Transfer Site 11% effective July 1, 2024. This rate is 57% higher than last year so that in addition to collecting 3% for CPI they can assess an 8% charge to recover costs to construct an Integrated Material and Energy Recovery Facility (IMERF). This new facility will sort solid waste for material that can be recovered and/or processed, diverting these materials from the landfill. Florence garbage service customers would see the 11% increase applying only to the portion of the garbage rate affected by the tipping fee and then proportional to the weight of trash the container holds and frequency of pick-up (monthly, weekly, every-other-week). So, the amount of increase due to Lane County's increase will vary by customer depending on service type.

Methodology & Proposal: Attachment 2 includes the calculations of proposed solid waste garbage collection fees increased as stated above (2.5% CPI & 11% Disposal) on the fees enacted on July 1, 2023 (Yellow Column "2023"). The percent increases are calculated on the current rates after first subtracting the recycle surcharges from the current rates. The disposal fee increase and CPI increase are calculated independently of one another and then added to the current rate after which the recycle surcharge is added back in, resulting in the 2024 rate to be effective July 1, 2024 (blue column).



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**FISCAL IMPACT:**

The fiscal impact to the City in increasing the solid waste rate fees is the same as Florence businesses.

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**RELEVANCE TO ADOPTED COUNCIL GOALS:**

Goal 2, Livability & Quality of Life, Greater Community.

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**ALTERNATIVES:**

1. Approve Resolution No. 10, Series 2024.
2. Amend the proposed resolution.
3. Continue the discussion to a date certain in order to obtain additional information.
4. Do not make any amendments to the rate schedule.

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**STAFF****RECOMMENDATION:**

Approve Resolution No. 10, 2024:

- Increasing can, cart, bin and roll-off rates 2.5%, 80.6% of 3.1% CPI Index February 2024.
- Increase rates proportionally by Lane County's Disposal Fee of 11%

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**AIS PREPARED BY:** Wendy FarleyCampbell, Community Development Director

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**CITY MANAGER'S  
RECOMMENDATION:**

Approve                       Disapprove                       Other

Comments:

*ER Reynolds*

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**ITEM'S ATTACHED:**

- Attachment 1** – Resolution No. 10, Series 2024  
Exhibit A: Schedule 1, 2024 (to be revised once rates are set)  
**Attachment 2** – Solid Waste Rate Calculation Table

**For Reference:**

May 15, 2023 City Council Meeting-  
<https://www.ci.florence.or.us/council/city-council-meeting-244>  
October 16, 2023 City Council Meeting-  
<https://www.ci.florence.or.us/council/city-council-meeting-252>

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## RESOLUTION NO. 10, SERIES 2024

### A RESOLUTION GOVERNING RATES FOR SOLID WASTE SERVICES AND REPEALING RESOLUTION NO. 21, SERIES 2023

The City Council of the City of Florence hereby resolves to amend the solid waste collection service fee table for residential customers:

#### Section 1.

A. The following are fees for applicants and licenses for solid waste services:

Nonrefundable application fee	\$350.00
Nonrefundable reapplication fee	\$80.00

Provided reapplication was made within one month of expiration date of the original application and the cause requiring reapplication was no fault of the applicant.

The license fee shall be calculated as follows:

Five percent of the gross receipts (excluding Lane County disposal fees collected for drop box service) collected each year by the licensee from its operations in the provision of solid waste collection and management services.

B. The license fee shall be paid quarterly, within thirty days of the end of each quarter; (quarters are July 1 - September 30, October 1 - December 31, January 1 - March 31, and April 1 - June 30). Licensee shall provide support for the calculation of the license fee amount due from a qualified consultant within thirty days of request by the City. If the quarterly payment is not paid within 30 days of the due date, license revocation proceedings (re: FCC 9-4-7-1) will be initiated by the City Manager. Such proceedings may be discontinued only when the licensee pays the unpaid amount.

C. The City may inspect the financial records of a licensee or the licensee's agents or assigns at all reasonable times for any purpose relevant to the performance or enforcement of the licensee. The City may require an audit of a licensee's financial records to determine compliance with the payment of the licensee fee pursuant to this section, or if there is a public need therefor.

#### Section 2.

A. Rates are listed in attached *Schedule 1, 2024 to FCC 9-4 Solid Waste Management*. Changes include:

- Cart, Bin and Roll-off rates increase by 2.5% after subtracting the recycling surcharges.
- Lane County Tipping Fee of 11% is calculated proportionately by type of service and added to the rates after subtracting the recycle surcharges.
- These new rates will take effect July 1, 2024 in accordance with Florence City Code Title 9 Chapter 4 Section 5-1-A.

**B.** The rates adopted under this resolution are designed to permit the licensee to ultimately collect the cost of service + 10%. After review of the financials during a base year review the rates will not increase if the returns fall within the range of 2% above or below 10% and may decrease if they exceed 12%. During interim years after reviewing financials if profit margin exceeds 12% the rates may decrease.

**Section 3.**

Rates shall be increased annually on July 1<sup>st</sup> of each year by 80.6% of the Consumer Price Index published by the Bureau of Labor. The following Consumer Price Index categories shall be used: CPI-W U.S. City Average. The changes shall be made by resolution and are not subject to public hearing.

**Section 4.**

All contractual arrangements for solid waste services within city limits must be submitted by the hauler to the city for its review of compliance with city code and resolutions. The contracts shall include the number of dwellings and/or businesses served, types and frequency of service, and cost of service. The city's review must be completed within 30 days of receipt.

**Section 5.**

The recycling surcharge is temporary and to be reviewed with a base year review or with a hauler submitted request for rate review in accordance with Title 9 Chapter 4 with any changes effective 30 days from the date of review and approval.

Passed by the Florence City Council this 20<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Rob Ward, Mayor

ATTEST:

\_\_\_\_\_  
Lindsey White, City Recorder

# Exhibit A

## Schedule 1 to FCC Solid Waste Management

City of Florence--Solid Waste Collection Rates

adopted May 20, 2024 effective July 1, 2024

**The amounts in these tables are to be adjusted as follows once adopted by Council**  
**After excluding recycling surcharge the 2023 rates are adjusted by 2.5% CPI and 11% proportionate County Disposal Fee**

### I. CONTAINER/CAN BASE RATE—RESIDENTIAL

#### A. Basic Residential Curbside Service-Voluntary Yard Debris:

The rates in this section include collection charges for garbage and recycling. **Voluntary yard debris collection, when available, is negotiated by the hauler.** These rates are for curbside service only. The customer places the container(s) at the curbside for collection and the customer retrieves the container after collection.

<b>Basic Residential Curbside</b>			
<b>RATE PER MONTH</b>			
<b>Container Size</b>	<b>Every Other Week</b>	<b>Weekly</b>	<b>Each Additional Container<sup>1</sup></b>
32-35 Gallon	23.95	31.95	31.95
48 Gallon	26.55	35.95	35.95
60-65 Gallon	28.30	39.20	39.20
90-95 Gallon	35.30	50.50	50.50

<sup>1</sup> Rate applies to every container over basic subscription, except where indicated below. The largest container shall be the primary rate, smaller containers are assessed the additional container rate.

#### **ADDITIONAL SERVICES**

Occasional extra bag..... \$3.70/bag

Occasional extra container..... \$6.45/container

Pack Out Service (up to 30 feet from curbside- haulers may provide a disability discount for service) .....\$3.10/month/container

**Recyclable yard debris service, when available, is negotiated by the hauler.**

**B. Inside a Mobile Home Park, Condominium or Apartment Complex (Multi-Residential-Single Bill-Single Stop—Monthly):**

The rates in this section include collection charges for solid waste and recycling. These rates apply when the mobile home park, condominium or apartment complex management is billed for solid waste removal within the mobile home park, condominium or apartment complex on a single bill and there is one stop for all cans or carts or for larger complexes for each trash enclosure storage area (up to three). Basic residential collection rates shall apply when residents of such complexes are billed individually. Service of any type more frequently than once a week shall be chargeable at the monthly rate multiplied by the number of times that service is provided during the week. **Any level of service within Schedule 1 not outlined on Table 1B table is available to Multi-Resident-Single Stop customers at 65% of the listed cost, excepting Table 1C. First container picked up shall be at full rate on source Table.** All users of Tables 1B of Schedule 1 shall use an occupancy calculated on the average tabulated occupancy for the previous year (July 1-June 30th), being no less than 80% and no more than 100%.

<b>R e s i d e n t i a l</b>	
<b>Multi-Resident—Single Bill—Single Stop</b>	
RATE PER MONTH	
Container Size	Weekly
32-35 Gallon	22.55
48 Gallon	27.35
60-65 Gallon	30.35
90-95 Gallon	34.60

**ADDITIONAL SERVICES:**

Occasional extra bag..... \$3.70/bag

Occasional extra container..... \$6.45/container

**Recyclable yard debris service, when available, is negotiated by the hauler.**

**C. Inside a Gated or non-gated Community with Single-Family Dwellings (Multi-Residential—Single Bill—Multiple Stops)—Monthly;**

The rates in this section include collection charges for solid waste and recycling. These rates apply when the gated or non-gated single-family dwelling community is billed for solid waste removal within the gated or non-gated single-family dwelling community on a single bill and there are multiple curbside stops for cans and/or carts. The customer places the container at the curbside for collection and the customer retrieves the container after collection. Basic residential collection rates shall apply when residents of such complexes are billed individually. Service of any type more frequently than once a week shall be chargeable at the monthly rate multiplied by the number of times that service is provided during the week. There is no monthly collection rate available. Any level of service within Schedule 1 not outlined on Table 1C table is available to Multi-Resident-Multiple Stop customers at 86% of the listed cost, excepting Table 1B. First container picked up shall be at full rate on source Table. All users of Tables 1C of Schedule 1 shall use an occupancy calculated on the average tabulated occupancy for the previous year (July 1-June 30th), being no less than 80% and no more than 100%. First container picked up shall be at full rate on source Table.

<b>Residential Multi-Resident—Single Bill—Multiple Stops</b>	
<b>RATE PER MONTH</b>	
<b>Container Size</b>	<b>Weekly</b>
32-35 Gallon	28.00
48 Gallon	30.00
60-65 Gallon	33.10
90-95 Gallon	43.90

**ADDITIONAL SERVICES:**

Occasional extra bag..... \$3.70/bag

Occasional extra container..... \$6.45/container

**Recyclable yard debris service, when available, is negotiated by the hauler.**

## II. COMMERCIAL RATES

### A. Roll Cart Rates—Commercial:

The rates in this section include collection charges for garbage and recycling. These rates are for curbside service only. The customer places the cart at the curbside for collection and the customer retrieves the cart after collection. Recyclable yard debris service, when available, is negotiated by the hauler.

<b>Roll Cart Rates—Commercial</b>			
<b>RATE PER MONTH</b>			
<b>Container Size</b>	<b>Every Other Week</b>	<b>Weekly<sup>1</sup></b>	<b>Each Additional Cart<sup>2</sup></b>
32-35 Gallon	23.95	31.95	31.95
48 Gallon	26.55	35.95	35.95
60-65 Gallon	28.30	39.20	39.20
90-95 Gallon	35.30	50.5	50.50
<sup>1</sup> Rates are for weekly pick-up. More than weekly pick-ups of an additional container uses "2 X Weekly" rate as indicated.			
<sup>2</sup> Rates apply to every cart over basic weekly subscription. The largest cart shall be the primary rate, smaller carts are assessed the additional cart rate.			

**B. Container Rates—Commercial Bins & Rear and Front Load Compactor:**

The rates in this section include collection charges for garbage and recycling. Compactor rates are 2.5 times the rates below. **Recyclable yard debris service, when available, is negotiated by the hauler.**

<b>Container Rates—Commercial</b>									
<b>RATE PER MONTH</b>									
<b>Bin Size<sup>1</sup> (cu yds.)</b>	<b>Weekly</b>	<b>2 x Week</b>	<b>3 x Week</b>	<b>4 x Week</b>	<b>5x Week</b>	<b>6x Week</b>	<b>EOW</b>	<b>Monthly</b>	<b>Will Call</b>
1	135.95	268.10	402.20	536.15	670.20	804.25	88.80	52.85	51.95
1.5	182.10	362.20	543.35	724.45	905.60	1,086.70	123.30	72.50	69.30
2	229.00	463.60	695.60	927.35	1,159.20	1,391.00	150.45	91.60	89.45
3	330.10	657.40	986.05	1,314.70	1,643.40	1,972.10	213.10	130.60	126.60
4	433.50	733.50	1,281.85	1,709.15	2,136.35	2,563.65	276.70	169.25	164.40
6	596.00	1,144.30	1,771.00	2,361.35	2,951.65	3,541.95	381.35	232.85	226.45
8	649.00	1,297.95	1,946.85	2,595.90	3,244.85	3,893.80	416.55	253.60	246.55

<sup>1</sup> If equipment is not available at the time service is requested then the combined yardage is used to determine bin size rate: (ex: no 6 yd. available then two 3 yds. = 6 yd. rate)



**C. Roll-Off and Drop Box Rates:**

The rates in this section include collection charges for garbage and recycling for both commercial and residential customers. These rates do not include yard debris service. **Recyclable yard debris service, when available, is negotiated by the hauler.**

<b>Roll Off and Drop Box Base Rates</b>	
<b>RATE PER WEEK</b>	
<b>1 Week of Service</b>	
<b>Service Level<sup>1</sup></b>	
9-10 yard	165.70
11-30 yard	165.70
31-40 yard	171.25
<b>Relocation/Delivery</b>	80.45
<b>Disposal Fee<sup>2</sup></b>	County's Rate
<b>Box Rental<sup>3</sup></b>	
9-20 yards	11.45
21-40 yards	16.00
Mileage to Disposal Site	If mileage is greater than 15 miles from box location to disposal site add \$4.60 per mile on disposal leg of haul
<sup>1</sup> Covers the delivery day plus 4 days. Does not include the County's disposal fee, delivery or relocation fee or additional rental days.	
<sup>2</sup> Actual fee charged by the disposal facility (transfer station, county/private dump)	
<sup>3</sup> Per day after 5 <sup>th</sup> day, excluding Sunday and Holidays	

# Attachment 2

## City of Florence SW Collection Rates--2.5% CPI & 11% Tip Fee

Residential	2023- Recycling Surcharge	CPI Increase	Cart Weight	Monthly Collection Frequency	Tip Fee Increase	Subtotal (CPI & Tip Fee)	License Fee Increase	Recycling Rate	Recycling Rate (Bin)	Subtotal Increase & Lic. Fee	2024 Rate	Increase \$	Increase %
35 Gal. Cart EOW	\$ 23.20	\$ 0.58	25.97	2.00	\$ 0.30	\$ 24.08	\$ -	\$ 0.75		\$ 24.83	\$ 24.85	\$ 0.90	3.9%
35 Gal. Cart weekly	\$ 31.20	\$ 0.78	25.97	4.33	\$ 0.65	\$ 32.63	\$ -	\$ 0.75		\$ 33.38	\$ 33.40	\$ 1.45	4.6%
35 Gal Additional	\$ 31.20	\$ 0.78	25.97	4.33	\$ 0.65	\$ 32.63	\$ -	\$ 0.75		\$ 33.38	\$ 33.40	\$ 1.45	4.6%
48 Gal. Cart EOW	\$ 25.80	\$ 0.65	34.03	2.00	\$ 0.39	\$ 26.84	\$ -	\$ 0.75		\$ 27.59	\$ 27.60	\$ 1.05	4.1%
48 Gal. Cart weekly	\$ 35.20	\$ 0.88	34.03	4.33	\$ 0.85	\$ 36.93	\$ -	\$ 0.75		\$ 37.68	\$ 37.70	\$ 1.75	5.0%
48 Gal Additional	\$ 35.20	\$ 0.88	34.03	4.33	\$ 0.85	\$ 36.93	\$ -	\$ 0.75		\$ 37.68	\$ 37.70	\$ 1.75	5.0%
60 Gal. Cart EOW	\$ 27.55	\$ 0.69	42.08	2.00	\$ 0.48	\$ 28.72	\$ -	\$ 0.75		\$ 29.47	\$ 29.45	\$ 1.15	4.2%
60 Gal. Cart weekly	\$ 38.45	\$ 0.96	42.08	4.33	\$ 1.05	\$ 40.46	\$ -	\$ 0.75		\$ 41.21	\$ 41.20	\$ 2.00	5.2%
60 Gal Additional	\$ 38.45	\$ 0.96	42.08	4.33	\$ 1.05	\$ 40.46	\$ -	\$ 0.75		\$ 41.21	\$ 41.20	\$ 2.00	5.2%
90 Gal. Cart EOW	\$ 34.55	\$ 0.86	48.76	2.00	\$ 0.56	\$ 35.97	\$ -	\$ 0.75		\$ 36.72	\$ 36.70	\$ 1.40	4.1%
90 Gal. Cart weekly	\$ 49.75	\$ 1.24	48.76	4.33	\$ 1.21	\$ 52.21	\$ -	\$ 0.75		\$ 52.96	\$ 52.95	\$ 2.45	4.9%
90 Gal Additional	\$ 49.75	\$ 1.24	48.76	4.33	\$ 1.21	\$ 52.21	\$ -	\$ 0.75		\$ 52.96	\$ 52.95	\$ 2.45	4.9%
Extra Bag	\$ 3.50	\$ 0.09	6.50	1.00	\$ 0.04	\$ 3.62	\$ -	-		\$ 3.62	\$ 3.60	\$ 0.10	2.9%
Extra Container	\$ 6.10	\$ 0.15	18.87	1.00	\$ 0.11	\$ 6.36	\$ -	-		\$ 6.36	\$ 6.35	\$ 0.25	4.1%
<b>MF SB / SS</b>													
35 Gal. Cart weekly	\$ 21.80	\$ 0.55	25.97	4.33	\$ 0.65	\$ 22.99	\$ -	\$ 0.75		\$ 23.74	\$ 23.75	\$ 1.20	5.5%
48 Gal. Cart weekly	\$ 26.60	\$ 0.67	34.03	4.33	\$ 0.85	\$ 28.11	\$ -	\$ 0.75		\$ 28.86	\$ 28.85	\$ 1.50	5.6%
60 Gal. Cart weekly	\$ 29.60	\$ 0.74	42.08	4.33	\$ 1.05	\$ 31.39	\$ -	\$ 0.75		\$ 32.14	\$ 32.15	\$ 1.80	6.1%
90 Gal. Cart weekly	\$ 33.85	\$ 0.85	48.76	4.33	\$ 1.21	\$ 35.91	\$ -	\$ 0.75		\$ 36.66	\$ 36.65	\$ 2.05	6.1%
<b>MF SB / MS</b>													
35 Gal. Cart weekly	\$ 27.25	\$ 0.68	25.97	4.33	\$ 0.65	\$ 28.58	\$ -	\$ 0.75		\$ 29.33	\$ 29.35	\$ 1.35	5.0%
48 Gal. Cart weekly	\$ 29.25	\$ 0.73	34.03	4.33	\$ 0.85	\$ 30.83	\$ -	\$ 0.75		\$ 31.58	\$ 31.60	\$ 1.60	5.5%
60 Gal. Cart weekly	\$ 32.35	\$ 0.81	42.08	4.33	\$ 1.05	\$ 34.21	\$ -	\$ 0.75		\$ 34.96	\$ 34.95	\$ 1.85	5.7%
90 Gal. Cart weekly	\$ 43.15	\$ 1.08	48.76	4.33	\$ 1.21	\$ 45.44	\$ -	\$ 0.75		\$ 46.19	\$ 46.20	\$ 2.30	5.3%
<b>Commercial Cart</b>													
35 Gal. Cart EOW	\$ 23.20	\$ 0.58	25.97	2.00	\$ 0.30	\$ 24.08	\$ -	\$ 0.75		\$ 24.83	\$ 24.85	\$ 0.90	3.9%
35 Gal. Cart weekly	\$ 31.20	0.780	25.970	4.33	\$ 0.65	\$ 32.63	\$ -	\$ 0.75		\$ 33.38	\$ 33.40	\$ 1.45	4.6%
35 Gal Additional	\$ 31.20	\$ 0.78	25.97	4.33	\$ 0.65	\$ 32.63	\$ -	\$ 0.75		\$ 33.38	\$ 33.40	\$ 1.45	4.6%
48 Gal. Cart EOW	\$ 25.80	\$ 0.65	34.03	2.00	\$ 0.39	\$ 26.84	\$ -	\$ 0.75		\$ 27.59	\$ 27.60	\$ 1.05	4.1%
48 Gal. Cart weekly	\$ 35.20	\$ 0.88	34.03	4.33	\$ 0.85	\$ 36.93	\$ -	\$ 0.75		\$ 37.68	\$ 37.70	\$ 1.75	5.0%
48 Gal Additional	\$ 35.20	\$ 0.88	34.03	4.33	\$ 0.85	\$ 36.93	\$ -	\$ 0.75		\$ 37.68	\$ 37.70	\$ 1.75	5.0%
60 Gal. Cart EOW	\$ 27.55	\$ 0.69	42.08	2.00	\$ 0.48	\$ 28.72	\$ -	\$ 0.75		\$ 29.47	\$ 29.45	\$ 1.15	4.2%
60 Gal. Cart weekly	\$ 38.45	\$ 0.96	42.08	4.33	\$ 1.05	\$ 40.46	\$ -	\$ 0.75		\$ 41.21	\$ 41.20	\$ 2.00	5.2%
60 Gal Additional	\$ 38.45	\$ 0.96	42.08	4.33	\$ 1.05	\$ 40.46	\$ -	\$ 0.75		\$ 41.21	\$ 41.20	\$ 2.00	5.2%
90 Gal. Cart EOW	\$ 34.55	\$ 0.86	48.76	2.00	\$ 0.56	\$ 35.97	\$ -	\$ 0.75		\$ 36.72	\$ 36.70	\$ 1.40	4.1%
90 Gal. Cart weekly	\$ 49.75	\$ 1.24	48.76	4.33	\$ 1.21	\$ 52.21	\$ -	\$ 0.75		\$ 52.96	\$ 52.95	\$ 2.45	4.9%
90 Gal Additional	\$ 49.75	\$ 1.24	48.76	4.33	\$ 1.21	\$ 52.21	\$ -	\$ 0.75		\$ 52.96	\$ 52.95	\$ 2.45	4.9%
<b>Commercial Bin</b>													
1 yard On-call	\$ 51.30	\$ 1.28	120	1.00	\$ 0.69	\$ 53.27	\$ -	\$ 0.65		\$ 53.92	\$ 53.90	\$ 1.95	3.80%
1 yard Monthly	\$ 52.20	\$ 1.31	120	1.00	\$ 0.69	\$ 54.19	\$ -	\$ 0.65		\$ 54.84	\$ 54.85	\$ 2.00	3.83%
1 yard EOW	\$ 87.50	\$ 2.19	120	2.00	\$ 1.38	\$ 91.072	\$ -	\$ 1.30		\$ 92.37	\$ 92.35	\$ 3.55	4.06%
1 yard 1 x per Week	\$ 133.15	\$ 3.33	120	4.33	\$ 2.99	\$ 139.47	\$ -	\$ 2.80		\$ 142.27	\$ 142.25	\$ 6.30	4.73%
1 yard 2 X per Week	\$ 262.45	\$ 6.56	120	8.66	\$ 5.97	\$ 274.98	\$ -	\$ 5.65		\$ 280.63	\$ 280.65	\$ 12.55	4.78%
1 yard 3 X per Week	\$ 393.75	\$ 9.84	120	12.99	\$ 8.96	\$ 412.55	\$ -	\$ 8.45		\$ 421.00	\$ 421.00	\$ 18.80	4.77%
1 yard 4 X per Week	\$ 524.90	\$ 13.12	120	17.32	\$ 11.95	\$ 549.97	\$ -	\$ 11.25		\$ 561.22	\$ 561.20	\$ 25.05	4.77%

1 yard 5 X per Week	\$ 656.15	\$	16.40	120	21.65 \$	14.93 \$	687.49 \$	-	\$	14.05 \$	701.54 \$	701.55 \$	\$ 31.35	4.78%
1 yard 6 X per Week	\$ 787.35	\$	19.68	120	25.98 \$	17.92 \$	824.95 \$	-	\$	16.90 \$	841.85 \$	841.85 \$	\$ 37.60	4.78%
0														
1.5 yard On-call	\$ 68.30	\$	1.71	120	1.50 \$	1.03 \$	71.04 \$	-	\$	1.00 \$	72.04 \$	72.05 \$	\$ 2.75	4.03%
1.5 yard Monthly	\$ 71.50	\$	1.79	120	1.50 \$	1.03 \$	74.32 \$	-	\$	1.00 \$	75.32 \$	75.30 \$	\$ 2.80	3.92%
1.5 yard EOW	\$ 121.35	\$	3.03	120	3.00 \$	2.07 \$	126.45 \$	-	\$	1.95 \$	128.40 \$	128.40 \$	\$ 5.10	4.20%
1.5 yard 1 x per Week	\$ 177.90	\$	4.45	120	6.50 \$	4.48 \$	186.83 \$	-	\$	4.20 \$	191.03 \$	191.05 \$	\$ 8.95	5.03%
1.5 yard 2 X per Week	\$ 353.75	\$	8.84	120	12.99 \$	8.96 \$	371.55 \$	-	\$	8.45 \$	380.00 \$	380.00 \$	\$ 17.80	5.03%
1.5 yard 3 X per Week	\$ 530.70	\$	13.27	120	19.49 \$	13.44 \$	557.41 \$	-	\$	12.65 \$	570.06 \$	570.05 \$	\$ 26.70	5.03%
1.5 yard 4 X per Week	\$ 707.55	\$	17.69	120	25.98 \$	17.92 \$	743.16 \$	-	\$	16.90 \$	760.06 \$	760.05 \$	\$ 35.60	5.03%
1.5 yard 5 X per Week	\$ 884.50	\$	22.11	120	32.48 \$	22.40 \$	929.01 \$	-	\$	21.10 \$	950.11 \$	950.10 \$	\$ 44.50	5.03%
1.5 yard 6 X per Week	\$ 1,061.35	\$	26.53	120	38.97 \$	26.88 \$	1,114.765 \$	-	\$	25.35 \$	1,140.12 \$	1,140.10 \$	\$ 53.40	5.03%
0														
2 yard On-call	\$ 88.15	\$	2.20	120	2.00 \$	1.38 \$	91.73 \$	-	\$	1.30 \$	93.03 \$	93.05 \$	\$ 3.60	4.08%
2 yard Monthly	\$ 90.30	\$	2.26	120	2.00 \$	1.38 \$	93.94 \$	-	\$	1.30 \$	95.24 \$	95.25 \$	\$ 3.65	4.04%
2 yard EOW	\$ 147.85	\$	3.70	120	4.00 \$	2.76 \$	154.30 \$	-	\$	2.60 \$	156.90 \$	156.90 \$	\$ 6.45	4.36%
2 yard 1 x per Week	\$ 223.35	\$	5.58	120	8.66 \$	5.97 \$	234.91 \$	-	\$	5.65 \$	240.56 \$	240.55 \$	\$ 11.55	5.17%
2 yard 2 X per Week	\$ 452.35	\$	11.31	120	17.32 \$	11.95 \$	475.60 \$	-	\$	11.25 \$	486.85 \$	486.85 \$	\$ 23.25	5.14%
2 yard 3 X per Week	\$ 678.70	\$	16.97	120	25.98 \$	17.92 \$	713.59 \$	-	\$	16.90 \$	730.49 \$	730.50 \$	\$ 34.90	5.14%
2 yard 4 X per Week	\$ 904.85	\$	22.62	120	34.64 \$	23.89 \$	951.36 \$	-	\$	22.50 \$	973.86 \$	973.85 \$	\$ 46.50	5.14%
2 yard 5 X per Week	\$ 1,131.05	\$	28.28	120	43.30 \$	29.86 \$	1,189.19 \$	-	\$	28.15 \$	1,217.34 \$	1,217.35 \$	\$ 58.15	5.14%
2 yard 6 X per Week	\$ 1,357.25	\$	33.93	120	51.96 \$	35.84 \$	1,427.017 \$	-	\$	33.75 \$	1,460.77 \$	1,460.75 \$	\$ 69.75	5.14%
0														
3 yard On-call	\$ 124.65	\$	3.12	120	3.00 \$	2.07 \$	129.84 \$	-	\$	1.95 \$	131.79 \$	131.80 \$	\$ 5.20	4.17%
3 yard Monthly	\$ 128.65	\$	3.22	120	3.00 \$	2.07 \$	133.94 \$	-	\$	1.95 \$	135.89 \$	135.90 \$	\$ 5.30	4.12%
3 yard EOW	\$ 209.20	\$	5.23	120	6.00 \$	4.14 \$	218.57 \$	-	\$	3.90 \$	222.47 \$	222.45 \$	\$ 9.35	4.47%
3 yard 1 x per Week	\$ 321.65	\$	8.04	120	12.99 \$	8.96 \$	338.65 \$	-	\$	8.45 \$	347.10 \$	347.10 \$	\$ 17.00	5.29%
3 yard 2 X per Week	\$ 640.50	\$	16.01	120	25.98 \$	17.92 \$	674.43 \$	-	\$	16.90 \$	691.33 \$	691.35 \$	\$ 33.95	5.30%
3 yard 3 X per Week	\$ 960.70	\$	24.02	120	38.97 \$	26.88 \$	1,011.59 \$	-	\$	25.35 \$	1,036.94 \$	1,036.95 \$	\$ 50.90	5.30%
3 yard 4 X per Week	\$ 1,280.95	\$	32.02	120	51.96 \$	35.84 \$	1,348.809 \$	-	\$	33.75 \$	1,382.56 \$	1,382.55 \$	\$ 67.85	5.30%
3 yard 5 X per Week	\$ 1,601.20	\$	40.03	120	64.95 \$	44.79 \$	1,686.02 \$	-	\$	42.20 \$	1,728.22 \$	1,728.20 \$	\$ 84.80	5.30%
3 yard 6 X per Week	\$ 1,921.45	\$	48.04	120	77.94 \$	53.75 \$	2,023.24 \$	-	\$	50.65 \$	2,073.89 \$	2,073.90 \$	\$ 101.80	5.30%
0														
4 yard On-call	\$ 161.80	\$	4.05	120	4.00 \$	2.76 \$	168.60 \$	-	\$	2.60 \$	171.20 \$	171.20 \$	\$ 6.80	4.20%
4 yard Monthly	\$ 166.65	\$	4.17	120	4.00 \$	2.76 \$	173.57 \$	-	\$	2.60 \$	176.17 \$	176.15 \$	\$ 6.90	4.14%
4 yard EOW	\$ 271.50	\$	6.79	120	8.00 \$	5.52 \$	283.80 \$	-	\$	5.20 \$	289.00 \$	289.00 \$	\$ 12.30	4.53%
4 yard 1 x per Week	\$ 422.25	\$	10.56	120	17.32 \$	11.95 \$	444.75 \$	-	\$	11.25 \$	456.00 \$	456.00 \$	\$ 22.50	5.33%
4 yard 2 X per Week	\$ 711.00	\$	17.78	120	34.64 \$	23.89 \$	752.67 \$	-	\$	22.50 \$	775.17 \$	775.15 \$	\$ 41.65	5.86%
4 yard 3 X per Week	\$ 1,248.10	\$	31.20	120	51.96 \$	35.84 \$	1,315.14 \$	-	\$	33.75 \$	1,348.89 \$	1,348.90 \$	\$ 67.05	5.37%
4 yard 4 X per Week	\$ 1,664.10	\$	41.60	120	69.28 \$	47.78 \$	1,753.48 \$	-	\$	45.05 \$	1,798.53 \$	1,798.55 \$	\$ 89.40	5.37%
4 yard 5 X per Week	\$ 2,080.05	\$	52.00	120	86.60 \$	59.73 \$	2,191.78 \$	-	\$	56.30 \$	2,248.08 \$	2,248.10 \$	\$ 111.75	5.37%
4 yard 6 X per Week	\$ 2,496.10	\$	62.40	120	103.92 \$	71.67 \$	2,630.17 \$	-	\$	67.55 \$	2,697.72 \$	2,697.70 \$	\$ 134.05	5.37%
0														
6 yard On-call	\$ 222.55	\$	5.56	120	6.00 \$	4.14 \$	232.25 \$	-	\$	3.90 \$	236.15 \$	236.15 \$	\$ 9.70	4.36%
6 yard Monthly	\$ 228.95	\$	5.72	120	6.00 \$	4.14 \$	238.81 \$	-	\$	3.90 \$	242.71 \$	242.70 \$	\$ 9.85	4.30%
6 yard EOW	\$ 373.55	\$	9.34	120	12.00 \$	8.28 \$	391.16 \$	-	\$	7.80 \$	398.96 \$	398.95 \$	\$ 17.60	4.71%
6 yard 1 x per Week	\$ 579.10	\$	14.48	120	25.98 \$	17.92 \$	611.50 \$	-	\$	16.90 \$	628.40 \$	628.40 \$	\$ 32.40	5.59%
6 yard 2 X per Week	\$ 1,110.55	\$	27.76	120	51.96 \$	35.84 \$	1,174.15 \$	-	\$	33.75 \$	1,207.90 \$	1,207.90 \$	\$ 63.60	5.73%
6 yard 3 X per Week	\$ 1,720.35	\$	43.01	120	77.94 \$	53.75 \$	1,817.12 \$	-	\$	50.65 \$	1,867.77 \$	1,867.75 \$	\$ 96.75	5.62%
6 yard 4 X per Week	\$ 2,293.80	\$	57.35	120	103.92 \$	71.67 \$	2,422.82 \$	-	\$	67.55 \$	2,490.37 \$	2,490.35 \$	\$ 129.00	5.62%
6 yard 5 X per Week	\$ 2,867.20	\$	71.68	120	129.90 \$	89.59 \$	3,028.47 \$	-	\$	84.45 \$	3,112.92 \$	3,112.90 \$	\$ 161.25	5.62%
6 yard 6 X per Week	\$ 3,440.65	\$	86.02	120	155.88 \$	107.51 \$	3,634.17 \$	-	\$	101.30 \$	3,735.47 \$	3,735.45 \$	\$ 193.50	5.62%
0														
8 yard On-call	\$ 241.35	\$	6.03	120	8.00 \$	5.52 \$	252.90 \$	-	\$	5.20 \$	258.10 \$	258.10 \$	\$ 11.55	4.79%
8 yard Monthly	\$ 248.40	\$	6.21	120	8.00 \$	5.52 \$	260.13 \$	-	\$	5.20 \$	265.33 \$	265.35 \$	\$ 11.75	4.73%

8 yard EOW	\$ 406.15	\$	10.15	120	16.00	\$	11.03	\$	427.34	\$	-	\$	10.40	\$	437.74	\$	437.75	\$	21.20	5.22%
8 yard 1 x per Week	\$ 626.50	\$	15.66	120	34.64	\$	23.89	\$	666.05	\$	-	\$	22.50	\$	688.55	\$	688.55	\$	39.55	6.31%
8 yard 2 X per Week	\$ 1,252.90	\$	31.32	120	69.28	\$	47.78	\$	1,332.00	\$	-	\$	45.05	\$	1,377.05	\$	1,377.05	\$	79.10	6.31%
8 yard 3 X per Week	\$ 1,879.30	\$	46.98	120	103.92	\$	71.67	\$	1,997.95	\$	-	\$	67.55	\$	2,065.50	\$	2,065.50	\$	118.65	6.31%
8 yard 4 X per Week	\$ 2,505.85	\$	62.65	120	138.56	\$	95.56	\$	2,664.06	\$	-	\$	90.05	\$	2,754.11	\$	2,754.10	\$	158.20	6.31%
8 yard 5 X per Week	\$ 3,132.25	\$	78.31	120	173.20	\$	119.45	\$	3,330.01	\$	-	\$	112.60	\$	3,442.61	\$	3,442.60	\$	197.75	6.31%
8 yard 6 X per Week	\$ 3,758.70	\$	93.97	120	207.84	\$	143.34	\$	3,996.01	\$	-	\$	135.10	\$	4,131.11	\$	4,131.10	\$	237.30	6.31%

Roll-Off	2023- Recycling Surcharge	CPI Increase	Subtotal	License Fee Increase	Subtotal Increase & Lic. Fee	2024 Rate	Increase \$	Increase %
9-10 Yard	\$ 165.70	\$ 4.14	\$ 169.84	\$ -	\$ 169.84	\$ 169.80	\$ 4.10	2.5%
11-30 Yard	\$ 165.70	\$ 4.14	\$ 169.84	\$ -	\$ 169.84	\$ 169.80	\$ 4.10	2.5%
31-40 Yard	\$ 171.25	\$ 4.28	\$ 175.53	\$ -	\$ 175.53	\$ 175.50	\$ 4.25	2.5%
Relocation/Delivery	\$ 80.45	\$ 2.01	\$ 82.46	\$ -	\$ 82.41	\$ 82.40	\$ 1.95	2.4%
9-20 Yd. Box Rental (Daily)	\$ 11.45	\$ 0.29	\$ 11.74	\$ -	\$ 11.74	\$ 11.70	\$ 0.25	2.2%
21-40Yd. Box Rental (Daily)	\$ 16.00	\$ 0.40	\$ 16.40	\$ -	\$ 16.40	\$ 16.40	\$ 0.40	2.5%
Mileage, p/mile on disposal leg of haul if greater than 15 miles from pick-up site to disposal site	\$ 4.60	\$ 0.12	\$ 4.72	\$ 0.02	\$ 4.74	\$ 4.70	\$ 0.10	2.2%

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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO: 4**

Meeting Date: May 20, 2024

Department: Public Works

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**ITEM TITLE:** Extension of System Development Charge Exemption and Deferral Process

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**DISCUSSION/ISSUE:**

Since July 2018 the City has provided temporary partial exemptions of System Development Charges for homes based on the square footage of the dwelling. Ordinance No. 9, Series 2018 was the first enabling ordinance which contained a sunset date of June 30, 2019. City Council subsequently approved Ordinance No. 6, Series 2019 which extended the exemption until June 30, 2020; Ordinance No. 6, Series 2020 which extended the exemption to June 30, 2021; Ordinance No. 10, Series 2021 which extended the exemption to June 30, 2022; Ordinance No. 5, Series 2022 which extended the exemption until June 30, 2023; and Ordinance No. 5, Series 2023 which extends the exemption until June 30, 2024. City Council has expressed a desire to continue the partial exemptions for another year.

The proposed ordinance extends and provides a process to allow for partial exemptions for SDC's for homes based on square footage. These include:

<b>Square Footage Classification</b>	<b>Amount of Partial Exemption</b>
Less than 1,000 sq. ft.	60% exemption
1,000-1,199 sq. ft.	50% exemption
1,200-1,399 sq. ft.	40% exemption
1,400-1,599 sq. ft.	30% exemption
1,600-1,799 sq. ft.	20% exemption
Accessory Dwelling Units	100% exemption

In addition, the enabling Ordinance (Ordinance No 9, Series 2018) and subsequent Ordinance's (Ordinance No. 6, Series 2019, Ordinance No. 6, Series 2020, Ordinance No. 10, Series 2021, Ordinance No. 5, Series 2022; and Ordinance No. 5, Series 2023) contained a provision to defer the collection of System Development Charges. The deferment provision also has a sunset date of June 30, 2024. Both the Exemption and Deferral options are adopted by ordinance and a part of the [Florence City Code \(FCC\) Title 9, Chapter 1, Sections 4 and 5.](#)

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With high demand and limited supply for housing within the City has led to an increase in the cost of housing for both owner-occupied and rental units. Both of the SDC exemption and SDC deferral programs are an effort to help promote affordable housing by providing incentives to developers and builders in order to provide additional affordable housing. In light of the current situation most new housing being developed is affordable only to those with above-median income and these temporary stop-gap measures should continue for another year.

Over the next year, staff working with a consultant, will bring forward a SDC study that includes potential long-term initiatives that are fair, equitable and provides a means to support capacity increasing capital investment in our water, wastewater, stormwater and transportation system while at the same time help alleviate the long-term housing needs of the community. This work will also examine the potential of a parks SDC. A park SDC would only provide funding for new parks and expansion of park facilities. It would not, by State regulation, be used for operations and maintenance of parks or for replacement of existing structures.

The SDC study will allow us to better anticipate the long-term financial impacts of the existing temporary exemption program to our capital improvement projects for water, wastewater, stormwater and transportation.

**FISCAL IMPACT:**

Below is a table showing the number of housing permits that have been applied for from 2017-18 to 2023-24. Building permit activity in 2017-18 (July 2017 – June 2018) is the base year, prior to the first time that Council approved the SDC exemption and deferral program.

Single-Family Residential Square Foot Classification								
Min square feet	Max square feet	House Permits Base Year 2017-18	House Permits 2018-19	House Permits 2019-20	House Permits 2020-21	House Permits 2021-22	House Permits 2022-23	House Permits 2023-24
ADU's		0	6	1	1	2	0	3
0	999	1	3	3	4	1	0	4
1000	1,199	1	1	2	5	2	1	0
1200	1,399	1	1	17	16	1	5	3
1400	1,599	6	11	4	2	4	6	7
1600	1,799	12	13	5	11	2	1	0
Homes greater than 1,800 SF		12	8	15	16	27	3	5
<b>Total Dwellings Constructed</b>		33	43	47	55	39	16	22

As of April 30, 2024, the City provided a total of 71,928.76 in exemptions during FY2023-24. This compares to \$56,785.86 in exemptions during FY2022-23; \$45,428.69 in exemptions during FY2021-22; \$177,929.03 in exemptions during FY2020-21; \$148,905.14 provided in 2019-20; and \$179,989.38 in 2018-19. Since the beginning of the program, we have provided a total of \$680,966.86 in exemptions.

To illustrate what \$100,000 represents for each of the utilities or transportation system here is an example of what \$100,000 will pay for in capacity increasing projects:

- Water – 416 lineal feet of 12-inch water main or 10% of a new groundwater well
- Wastewater – 330 lineal feet of 12-inch sewer main or 20% of a new sewer pump station
- Stormwater – 225 lineal feet of 30-inch stormwater pipe
- Streets – 1,250 lineal feet of multi-use path or 12.5% of the signal at Munsel Lake Rd and Hwy 101.

As Council is aware, SDC's are one way of paying for necessary capacity increasing projects related to growth. If SDC's are not available and a capacity increasing project cannot be postponed or delayed, funding may need to come from existing customers.

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**RELEVANCE TO ADOPTED CITY WORK PLAN:**

System Development Charge exemptions and deferment is related to the City work plan objectives of:

- Review and update system development charge (SDC) fee structure
- Evaluate the City's role and participation in workforce housing development projects, including land and grant funding assistance
- Identify and explore implementation of affordable housing incentives

System Development Charge exemptions and deferment is also related to the following overarching City Goals:

- Livability and Quality of Life – being responsive to our community's needs in providing incentives to construct affordable and quality homes. Livability is important when businesses and new residents decide to locate or relocate to the area.
- Economic Development – promoting housing stock that is affordable for a segment of our community.
- Communication & Trust – strengthening citizen trust by providing opportunities for developers to incentivize the construction of smaller and more affordable homes.

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**ALTERNATIVES:**

1. Approve Ordinance No. 2, Series 2024 as proposed
  2. Amend Ordinance No. 2, Series 2024 and approve as amended
-

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3. Request additional information and bring back a new or revised ordinance to the June 10, 2024 Council Meeting for action
  4. Do not approve Ordinance No. 2, Series 2024
- 

**RECOMMENDATION:**

Staff recommends that the City Council approve Ordinance No. 2, Series 2024 as proposed.

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**AIS PREPARED BY:** Mike Miller, Public Works Director

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**CITY MANAGER'S RECOMMENDATION:**  Approve       Disapprove       Other  
Comments: *ER Reynolds*

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**ITEM'S ATTACHED:** **Attachment 1**- Ordinance No. 2, Series 2024

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**For Reference:**

Florence City Code (FCC) Title 9, Chapter 1, Sections 4 and 5

[https://www.ci.florence.or.us/sites/default/files/fileattachments/mayor\\_and\\_council/page/924/title\\_9\\_chapter\\_1\\_utilities\\_system\\_enlargement\\_temp\\_amended\\_july\\_2023.pdf](https://www.ci.florence.or.us/sites/default/files/fileattachments/mayor_and_council/page/924/title_9_chapter_1_utilities_system_enlargement_temp_amended_july_2023.pdf)

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# Attachment 1

## CITY OF FLORENCE ORDINANCE NO. 2, SERIES 2024

### **AN ORDINANCE AMENDING CITY OF FLORENCE CITY CODE TITLE 9, CHAPTER 1 RELATED TO SYSTEM DEVELOPMENT CHARGES TO CREATE A PROCESS FOR WAIVING AND DEFERRING THE COLLECTION OF CERTAIN SYSTEM DEVELOPMENT CHARGES TO ENCOURAGE DEVELOPMENT OF AFFORDABLE HOUSING.**

#### RECITALS:

1. The high demand and limited supply for housing in Florence has led to an increase in housing costs. The combination of high housing costs and limited supply is impacting residents' and prospective residents' ability to find suitable housing.
2. The cost to develop housing includes not only the cost of land and construction, but also the cost of associated permits and fees, including System Development Charges (SDCs). Development of affordable housing is also impacted by multiple other factors beyond the City's authority.
3. The lack of affordable housing is also impacting our community's businesses by limiting the supply of available workers that are able to call our community home.
4. This lack of affordable housing is holding back our community's economic growth and limiting the potential of our local businesses.
5. The City wishes to continue to provide temporary incentives for homebuilders to construct affordable housing within our community.
6. The City wishes to continue to institute partial waivers for system development charges on a temporary basis.
7. The City's system development charges are established by City Council Resolution. The City will continue to apply the exemptions to the existing fees to each Single-Family Dwelling Unit eligible for the exemption as outlined in FCC Section 9-1-5.
8. The City wishes to continue the SDC deferral program, allowing owners to defer the payment of SDCs under certain circumstances.

Based on these findings,

#### THE CITY OF FLORENCE ORDAINS AS FOLLOWS:

1. The Florence City Code Sections 9-1-4 subsection C, and 9-1-5 subsection D and E are hereby extended another year as follows:

- a. FCC Sections 9-1-4-C and 9-1-5-D and E shall lapse, and be of no further effect after June 30, 2025 without need of any action by the City Council.
  - b. Effective July 1, 2025 FCC 9-1-4-C and 9-1-5-D and E shall be removed from the City Code by administrative action of the City Recorder.
2. This ordinance shall become effective on July 1, 2024.
  3. The City Recorder is authorized to administratively correct any reference errors contained herein or in other provisions of the Florence City Code to the provisions added, amended, or repealed herein.

ADOPTION:

First Reading on the 20<sup>th</sup> day of May, 2024.

Second Reading on the 20<sup>th</sup> day of May, 2024.

This Ordinance is passed and adopted on the 20<sup>th</sup> day of May, 2024.

AYES                      Councilors  
NAYS  
ABSTAIN  
ABSENT

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Rob Ward, Mayor

Attest:

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Lindsey White, City Recorder

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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO: 5**  
Meeting Date: May 20, 2024  
Department: City Manager

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**ITEM TITLE:** Multi-Unit Property Tax Exemption (MUPTE) Extension Requests

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As allowed by Florence City Code 1-17-9, the City Council will consider two requests from property owners for deadline extensions related to their Multi-Unit Property Tax Exemption (MUPTE) approvals.

- A) Consider approval of **Resolution No. 11, Series 2024**, a resolution amending Resolution No. 6, Series 2022 to grant an extension to the MUPTE for the Shore Pines at Munsel Creek Development by Northwest Housing Alternatives at Map and Tax Lot 18-12-14-33-00500.
- B) Consider approval of **Resolution No. 12, Series 2024**, a resolution amending Resolution No. 7, Series 2022 to grant an extension to the MUPTE for the Oak Manor Apartments by Our Coastal Village Development at Map and Tax Lot 18-12-14-33-01302.

This packet will undergo updates to include a revised agenda item summary and report prior to the meeting. As we continue to gather the necessary information for this item, this document serves as a temporary placeholder in the packet.

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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO: 6**  
Meeting Date: May 20, 2024  
Department: City Council

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**ITEM TITLE:** City Council Meeting Minutes

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**DISCUSSION/ISSUE:**

Consider approval of the draft minutes listed below.  
Materials distributed during City Council meetings can be found on the City of Florence's website at [www.ci.florence.or.us](http://www.ci.florence.or.us) under the calendar date for each particular meeting. In addition, all items pertaining to the meeting including the meeting agenda, materials and items distributed, as well as electronic audio/video recordings of the meeting, are referenced at the top of each set of approved minutes, and can be referenced either on the City's website or upon request of the City Recorder.

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**FISCAL IMPACT:**

Minutes incur staff time for compilation / retention and have no other fiscal impacts.

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**RELEVANCE TO ADOPTED COUNCIL GOALS:**

Goal 1: Deliver efficient and cost-effective city services.

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**ALTERNATIVES:** 1. Approve the minutes as presented  
2. Review and approve the minutes with modifications

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**RECOMMENDATION:** Approve the minutes as presented

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**AIS PREPARED BY:** Lindsey White, City Recorder

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**CITY MANAGER'S RECOMMENDATION:**  Approve  Disapprove  Other

Comments: *ERReynolds*

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**ITEM'S ATTACHED:** **Attachment 1** – Draft March 21, 2024 City Council Work Session  
**Attachment 2** – Draft April 4, 2024 City Council Work Session  
**Attachment 3** – Draft April 11, 2024 City Council Work Session  
**Attachment 4** – Draft April 15, 2024 City Council Regular Session  
**Attachment 5** – Draft April 29, 2024 City Council Special Session  
**Attachment 6** – Draft May 6, 2024 City Council Regular Session

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This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.

City of Florence  
City Council Work Session  
Florence City Hall  
250 Highway 101, Florence, Oregon  
Final Action Minutes  
March 21, 2024

Councilors Present: Mayor Ward, Councilors Bill Meyer, Jo Beaudreau, and Robert Carp.

Councilors Absent: Councilor Sally Wantz arrived at 9:03 a.m.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Community Development Director Wendy FarleyCampbell, Police Chief John Pitcher, Public Works Director Mike Miller, and Associate Planner Clare Kurth.

Guests Present: None.

Handout: 3.21.24 City Council Meeting Base Presentation

**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

Meeting called to order at 8:49 a.m.

**1. WORK SESSION TOPICS**

The City Council will be discussing proposed code updates related to temporarily sheltering on public and private property and event based emergency shelters as a continuation from the January 11<sup>th</sup> City Council Work Session.

Start Time: 8:50 a.m.

Topic: The City Council participated in the introductions and agenda overview and held no additional discussions.

Start Time: 8:52 a.m.

Topic: Presentation on temporary sheltering and emergency shelter code and policy updates.

Discussion: CDD FarleyCampbell presented the staff presentation.  
Handouts: Staff Presentation  
Discussion:

- Councilor Wantz – Will there be an application fee for temporary sheltering? **CDD FarleyCampbell – Reaching out to the state for registration and licensing programs. The expectation is there will be a fee.**
- Councilor Wantz – Is there an outline for eviction? **CDD FarleyCampbell – Property owner has the ability to request tenant to leave without cost or time limits. Person is being viewed as a guest.**
- Councilor Carp – There will be a registry to know how many people are being sheltered. **CDD FarleyCampbell – that is my proposal.**
- Councilor Carp – for Council information, if the City or an owner mandates a closing or an eviction, the person has four hours to leave. **CDD FarleyCampbell – For clarification, if they are sheltering on public property, such as a row-of-way, and the Chief of Police issues an eviction, they have four hours to leave.**
- Councilor Meyer – Is there a requirement to notify neighbors of an application and will neighbors have an opportunity to comment on the application? **CDD FarleyCampbell – There is no current requirement. That could be added and the registration costs would increase due to postage and staff time. The reason that this is being proposed for Title 1 and not Title 10, it is not a land use issue. This would be addressed through code enforcement. There is the potential for adding additional screening/buffering since an RV sits higher and possibility be looking into a neighboring property’s backyard.**

Start Time: 9:18 a.m.  
Discussion: CDD FarleyCampbell continued presenting the staff presentation.

- Discussion:
- Mayor Ward – Flagging the public right of way next to churches or religious institutions in the 300-foot buffer. **CDD FarleyCampbell - Page 5 of Title 1.9 numerical change.**
  - Councilor Carp – Will there be a requirement to post 300-foot buffer zone from churches, schools and child care facilities? **CDD FarleyCampbell – City will have a map that will be available.**
  - Mayor Ward – Possibility of posting no RV parking signage or posting three-hour limit on parking on the public right of way next to churches preventing overnight parking.
  - Councilor Beaudreau – Clarification on buffers for religious institutions.

- Mayor Ward – Currently the public right of way next to Assembly of God church is being used for 72-hour parking; trying to prevent overnight parking in the public right of way in the 300- foot buffer next to churches, or schools, or daycare.
- Mayor Ward – How will this affect the Port of Siuslaw RV parking? **CDD FarleyCampbell – Referencing FCC 1.9.2.2A details property appropriately zoned and approved for camping use.**
- Councilor Beaudreau – Understanding terminology of the word “homeless.” **CDD FarleyCampbell – In process of updating terms in our current process.**
- Mayor Ward – Understanding FCC 1.9.2.3C. **CDD FarleyCampbell – It is referring to tent camping.**
- Councilor Wantz – Recommendation to remove second comma from 1.9.9.3D. **CDD FarleyCampbell – Agreed.**
- Mayor Ward – Allowing use of an existing RV with sanitary hookups as a temporary extra bedroom. **CDD Farley Campbell – Currently, that is not allowed. There are some provisions in code Title 10 specific to residential properties allowing storage of boats and RVs on your property. There are some provisions in code that do not allow storage on your property; however, that is not regularly enforced.**
- Mayor Ward – Clarifying allowing parking of RVs on residential property. Some HOAs do not allow storing of RVs. **CM Reynolds – City does not regulate CC&Rs of homeowner’s associations.**

Start Time: 9:49 a.m.

Discussion: CDD FarleyCampbell continued presenting the staff presentation.

Discussion:

- Mayor Ward – Concerns about managing camping in the Commercial Zones, especially in forested areas.
- Mayor Ward – Possibility of identifying a piece of property, that might end up on City property, that for now that fulfills the requirement for a place for people to camp.
- Councilor Carp – What is the number of people that we are required to provide for according to our population? **CM Reynolds – Referring to City Attorney Ross Williamson’s memo showing the different pools of people. Police Chief Pitcher – According to Code Enforcement, there are approximately 20-30 vehicles sheltering in right of ways. It is about the same range for tent camping which is more difficult to track.**
- Councilor Meyer – Concerns about designating a particular area for camping; would rather specify where it is not allowed. Let’s take what is proposed, treat it as the first pass, see how it works out, then refine it.

- Councilor Wantz – We are not allowed to say no camping anywhere. Advertising areas that are allowed within our guidelines, thus meeting the criteria. **Police Chief Pitcher – If we tell someone that they are not allowed to be in a specific spot, we have to tell them where camping is allowed.**
- Mayor Ward – concerns about managing camping and making sure that the rules are allowed.
- Councilor Beaudreau – Addressing problems by being complaint driven.
- Councilor Wantz – Difficulty of managing 20-30 tent campers? **Police Chief Pitcher – Most areas are difficult to access; we currently have community members who drive around, then make complaints.**
- Mayor Ward – One idea to designate a spot across the street from the police station which would be easier to manage. **Police Chief Pitcher – We would be required to give notice allowing time to leave.**
- Councilor Meyer – Opposed to designating a specific place.
- Councilor Carp – In agreement with Councilor Meyer. It will be difficult to evict people.
- Councilor Wantz – Agreeing with Councilor Meyer. Letting them know when they are in the incorrect place and directing them to where it is allowed.
- Mayor Ward – Making map available? **CM Reynolds – Using map as a tool for enforcement. There are also programs providing “safe camping.”**
- Councilor Beaudreau – Interested in learning more about other resources. In agreement with Mayor Ward’s idea to have a safe designated area. Next to police station would be an option. Let’s keep having open, broad conversations.
- Councilor Carp – Siuslaw Outreach Services provides 24/7 service for battered women.
- Mayor Ward – When we implement the 8:00 a.m. period when camp has to be removed, opposed to having a more permanent situation, will that have an impact on the number of people that are camping in Florence? **Police Chief Pitcher – We currently don’t see many tent camps. Will we at 8:00 a.m. be looking for these camps? No, that probably won’t happen. If someone is in a spot that can be seen and we receive a call, we will respond to that.**
- Councilor Wantz – I am okay with what has been presented.
- Councilor Beaudreau – I would prefer to have the time to digest the material, then have an opportunity to bring up questions.
- Mayor Ward – Will we the Council have another meeting to discuss this? **CM Reynolds – the Executive Session is April 4<sup>th</sup>; you could have a Work Session after the Executive Session**



**concludes to continue the discussion. Next regular City Council meeting is April 15<sup>th</sup>.**

- Mayor Ward – Next session would be to review the edits that have been done. I would like to fine tune the map.

Start Time: 10:45 a.m.

Discussion: CDD FarleyCampbell presented a recap of the changes and corrections that need to be made.

- An updated code with edited sections related to camping and changing temporary sheltering, changing language related to homelessness, reformatting Section 1.4.9.3.
- Researching registration programs to provide Council with information.
- Researching RV storage on property and requisite short stays for family staying on property; how it would impact the code as proposed and how it exists.
- Adjusting the times within the code to be consistent with transitional housing, emergency shelters, and missions.
- Adjusting buffer and exclusion map to buffer from the property lines and not the buildings.
- Presenting the right of ways in a better format after consulting with GIS technician.
- Strike wording “adjacent to residential dwellings,” allowing camping on any streets, then excluding Residential Districts. Residents living in Residential Districts would then have expectation of the neighborhood feel of no camping. If you lived in a house in the Commercial District, with commercial activity happening around it, it would be one way to address the buffering around the residences.
- Addressing tent size.

Start Time: 10:51 a.m.

Discussion: CM Reynolds discussed...

- Upcoming City Council meetings.

Meeting adjourned at 10:53 a.m.

**ATTEST:**

\_\_\_\_\_  
Rob Ward, Mayor

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Lindsey White, City Recorder

DRAFT

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**City of Florence  
City Council Work Session  
Florence City Hall  
250 Highway 101, Florence, Oregon  
Final Action Minutes  
April 4, 2024**

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Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.  
*(in person and via Videoconference)*

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Community Development Director Wendy Farley Campbell, Police Chief John Pitcher, and City Attorney Ross Williamson.  
*(in person and via Videoconference)*

Guests Present: None.

Handout: 4.4.24 City Council Meeting Base Presentation

## **CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE**

Meeting called to order at 10:02 a.m.

### **1. WORK SESSION TOPICS**

The City Council will be discussing proposed code updates related to temporarily sheltering on public and private property and event-based emergency shelters as a continuation from the January 11<sup>th</sup>, March 7<sup>th</sup>, and the March 21<sup>st</sup> City Council Work Sessions.

Start Time: 10:03 a.m.

Topic: The City Council participated in the introductions and agenda overview and held no additional discussions.

Start Time: 10:06 a.m.

Topic: Presentation on temporary sheltering and emergency shelter code and policy updates.

Discussion: CDD FarleyCampbell presented the staff presentation.  
Handouts: Staff Presentation  
Discussion:

- Mayor Ward – Understanding limitations on tent size. **CDD FarleyCampbell – Tent location can be in backyard and in the right of way along as not blocking sidewalk within time limitations. As proposed, if you are sheltering in the right of way, a time limitation applies. If sheltering on private property such as a business or a residence, as proposed, there is no time limit or length of stay limitation.**
- Councilor Wantz – Understanding if property owner wants to revoke for a personal reason and not for a violation of law allowing a sheltering person to stay on their property. **City Attorney Williamson – Code is not suggesting you can revoke for any reason; it says for any “lawful” reason that is non-discriminatory which can be a change of mind. Change of mind is a lawful reason as long as it is not discriminatory.**
- Councilor Carp – If a property owner or a business owner asks a person to vacate for a lawful reason, if the person refuses, do they now need to be evicted? **CM Reynolds – Section H of the code addresses that all people participating in a sheltering program are doing so at their own risk. Maybe we need to add that this does not create a legal tenancy. City Attorney Williamson – That is a good idea to add that wording.**
- Councilor Beaudreau – Requesting that City Attorney Williamson do some research on that subject, possibility seeing some tenant rights issues for that landowner. Also, squatters can get tenant rights.
- Councilor Carp – Process gives four hours to leave, what if person refuses to leave? **City Attorney Williamson – This is a program allowing temporary housing on private property. If you invite someone to stay and they wear out their welcome, you ask them to leave. If they refuse to leave, then you can involve the police and tell them the person is trespassing.**
- Mayor Ward – The people being allowed to camp are allowed through a city permitting process. Is there anything that will interfere that that landowner’s rights to remove that person? **City Attorney Williamson – Clarification, we are allowing a property owner to allow someone on their property. Permitting process is for the property owner. Police Chief Pitcher – I have had conversations with the Judge about these types of situations. Unless there is some type of monetary consideration, there is nothing that requires an eviction process.**
- Councilor Wantz – Understanding asking someone to leave for any reason versus for any lawful reason. **City Attorney Williamson – I think the wording is good; I don’t see the concerns that are**

**being brought up. Police Chief Pitcher – We cannot take action if the reason is discriminatory.**

Start Time: 10:38 a.m.

Discussion: CDD FarleyCampbell continued presenting the staff presentation.

Discussion:

- Councilor Wantz – Recommending striking the words “a” in 2 to read (Within a Goal 5...” and “person” in 5 a iii to read “those experiencing homelessness persons.” **CDD FarleyCampbell – Words will be struck.**
- Mayor Ward – If this code is adopted which means no more permanent tent camps on public property, there are approximately 30 places being occupied by permanent tent campers. What will be the process for handling these campers? **Police Chief Pitcher – We will work with Code Enforcement. We will do the best we can to notify these people; however, many are hidden.**
- Mayor Ward – When would this Ordinance take effect once adopted? **CM Reynolds – As long as it isn’t an emergency, it will take effect 30 days after or some other date that you set.**
- Councilor Meyer – Since enforcement is complaint driven, that’s when we should deliver the notice so that the individual is aware. **CM Reynolds – That is our current process. As we come into contact with people, we will educate and advise them of changes.**
- Councilor Beaudreau – I am in agreement with educating the public and not singling out individuals.

Start Time: 11:01 a.m.

Discussion: City Attorney Williamson discussed...

- Police Chief Pitcher and CM Reynolds have adequately relayed all the information and I have nothing else to add.

Discussion:

- Councilor Beaudreau – Does gray water need to be added to Solid Waste definition? **CDD FarleyCampbell – It is covered on page 3 number 5 (Provide or make access to sanitary facilities, including toilet, hand washing, and solid waste disposal). Gray water is covered under number 5.**
- Councilor Beaudreau – Understanding 1-9-2-2 letter C: “with written authorization.” **CDD FarleyCampbell – That has been stricken.**
- All Councilors agree on 1-9-2-2 Letter C “allowing up to a total of three vehicles or tents in any combination.”

- Councilor Beaudreau – Clarification on 1-9-2-2 Letter F number 3: “if permission is revoked,” is there a procedure to get privileges reinstated? Mayor Ward – There is an appeal process. **City Attorney William – Recommending amending this section to how long revocation would last. As written, it is up to City Manager’s discretion.**
- All Councilors agree to remove 1-9-2-2 Letter F number 3.
- Councilor Beaudreau – Definition of 1-9-2-7 Nonexclusive Remedy. **CDD FarleyCampbell – It means we can alter the abatement process. There are other chapters that deal with the abatement of a nuisance. City Attorney Williamson – It is broader than that. We are not trying to create an exclusive remedy with this chapter for any code violations. If it is a nuisance, it will go under nuisance; if it is a crime, it will go under crime.**

Start Time: 11:19 a.m.

Discussion:

- **CDD FarleyCampbell – In 1-9-2-2 Letter B amending the word family.**
- Councilor Meyer – Early on it was emphasized that whatever we do must meet the test of reasonableness. Does this document meet the test of reasonableness in terms of what the law requires? **City Attorney Williamson – My answer is I don’t know because I haven’t seen the map. It is really a matter of putting this into action and seeing how it shakes up. You may quickly come back and say “we don’t have enough property. We need to open up more spaces.” The reasonable test comes about when we layer all these regulations on top of a person experiencing homelessness and we find out they don’t have any place to go. If that is the result, then our regulation is not reasonable.**
- Councilor Carp – Recommendation for 1-9-2-2 Letter B is to change “one family” to “up to six individuals.” If family is larger than six, they will have to find other accommodations.
- Mayor Ward – Understanding restricting vehicle to driveway only. **CDD FarleyCampbell – We have codes for places to park your vehicles. What we are permitting in code is a motor vehicle or a tent. Motor vehicle includes an RV. I am suggesting striking “huts” in Temporary Shelters definition.**

Start Time: 10:51 a.m.

Discussion:

CM Reynolds discussed...

- Upcoming City Council meetings.

Meeting adjourned at 11:36 a.m.

**ATTEST:**

\_\_\_\_\_  
Rob Ward, Mayor

\_\_\_\_\_  
Lindsey White, City Recorder

DRAFT

# Attachment 3

*This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.*

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**City of Florence  
City Council Work Session  
Florence City Hall  
250 Highway 101, Florence, Oregon  
Final Action Minutes  
April 11, 2024**

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- Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.
- Councilors Absent: Councilor Beaudreau left at 11:45 a.m.
- Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Community Development Director Wendy FarleyCampbell, Police Chief John Pitcher, Power Works Director Mike Miller, Economic Development and Communications Analyst Chantelle Meyer, and City Attorney Ross Williamson.
- Guests Present: None.
- Handout: 4.11.24 City Council Meeting Base Presentation

**CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE**

Meeting called to order at 8:47 a.m.

**1. WORK SESSION TOPICS**

- City Attorney Ross Williamson will provide a training regarding the City Council’s duties and responsibilities including Council and Staff Authority, Ethic, Public Meetings Law, and social media.
- The City Council will be discussing proposed code updates related to temporarily sheltering on public and private property and event-based emergency shelters as a continuation from the January 11<sup>th</sup>, March 7<sup>th</sup>, and the April 4<sup>th</sup> City Council Work Sessions.

Start Time: 8:48 a.m.  
Topic: The City Council participated in the introductions and agenda overview and held no additional discussions.



Start Time: 8:48 a.m.  
Topic: Training regarding the City Council's duties and responsibilities including Council and Staff Authority, Ethic, Public Meetings Law, and social media.

Discussion: City Attorney Williamson presented the staff presentation.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...

- Understanding the definition of "convening."
- Understanding the difference between "deliberation" and "deliberate."

Comments: All Councilors present.

Discussion:

- Mayor Ward – Mayor meeting individually with each Councilor. **City Attorney Williamson – It's a fine line. Best to keep conversations to "how are we working as a team?" or asking about having more or fewer meetings such as administrative types of discussions. Stay away from agenda topics.**

Discussion: City Attorney Williamson continued presenting the staff presentation.  
Handout: Staff Presentation  
Discussion: The City Council discussed...

- Understanding training for members of governing bodies required by HB 2805.
- Understanding ethics and conflict of interests.

Comments: All Councilors present.

Discussion:

- Mayor Ward – My occupation is a land surveyor. As a land surveyor, I can potentially be involved with someone developing a piece of property. How does that affect my ability to vote in land use decisions? **City Attorney Williamson – Each case is different and we can talk about it as each one comes up. The question I would ask is what is your ongoing involvement with each case?**

Discussion: City Attorney Williamson continued presenting the staff presentation.  
Handout: Staff Presentation  
Discussion: The City Council discussed...

- Understanding and rehabilitating bias in quasi-judicial land use.
- Disclosing potential bias.

Comments: All Councilors present.

Council took a break from 10:41 a.m. to 10:49 a.m.

Discussion: City Attorney Williamson continued presenting the staff presentation.

Handout: Staff Presentation

Discussion: The City Council discussed...

- Having separate emails for City business and personal use.
- Separating personal social media from City social media.
- Understanding potential issues while using a personal owned device such as a computer while conducting City business.
- Recommending using only city owned devices for creating city work product, example wording for a Resolution.

Comments: All Councilors present.

Start Time: 11:18 a.m.

Topic: Proposed code updates related to temporarily sheltering on public and private property and event based emergency shelters as a continuation from the January 11<sup>th</sup>, March 7<sup>th</sup>, and the April 4<sup>th</sup> City Council Work Sessions.

Discussion: CDD FarleyCampbell presented an updated draft of the Sheltering Exclusion map.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Identifying where sheltering is allowed on public property.
- Understanding sheltering in Florence Business Park.
- Understanding the Three Mile Prairie area plan owned by Lane County.

Comments: All Councilor present.

Discussion:

- Mayor Ward – How are we going to manage the unsheltered campers who will be required to move at 8:00 a.m.? **Police Chief Pitcher – We will not be regularly patrolling areas that we cannot access as we do not have the available personnel to go to all places. It will be complaint driven. We will work the areas that can be seen.**
- Mayor Ward – Having concerns about adopting something we will not be able to manage. **CDD FarleyCampbell – We also have**

planning issues that we cannot manage due to shortage of staff.

- **CM Reynolds – Having the code means we have a legal way to address concerns. Currently when receiving complaints, we have very few legal options to address what is perceived as illegal camping. We have limitations based on state law to address that complaint. If adopted, this will be a way to address it.**
- Mayor Ward – Would it be appropriate to make sure when adopted that we would be relying on a complaint driven process?
- Councilors Wantz and Carp – We would be relying on our normal operating procedures. **CM Reynolds – We have the concept of building out an auxiliary volunteer force for code enforcement in the Work Plan. Police Chief Pitcher – This gives us the tools to address the situation which we currently do not have.**
- Mayor Ward – How would we respond to people protesting what we adopted by pitching tents on City Hall property if this is passed? **Police Chief Pitcher – First, we would try to obtain their cooperation. If that doesn't work, then we would issue citations. If they don't leave, then we would start arresting. Hopefully, we wouldn't get to that point.**
- **CDD FarleyCampbell – We would have to make sure we have enough area for people to shelter. Related to parking, we have many people camping in the right of ways in vehicles. Most of the available camping on streets in the right of way for vehicles is going to be within the Highway 101 corridor. There will be a few other places such as Professional Office District. According to Code Enforcement and the Police force we have approximately twenty vehicles camping in the street. We need to have a place for twenty vehicles to move every three days in a fourteen-day period – so five places are needed and they have to be 600 feet apart on each move.**
- Councilor Carp – This could be modified in the future if needed.
- Mayor Ward – Can a religious institution request a three-hour parking limit be posted? **CM Reynolds – The only place we have a time limit parking is in Old Town area. That was a result of a community wide process where the City Council held stakeholder meetings. The Council decided it was important, gave direction to the City Manager, and the City Manager directed time restrictions. It has a process.**
- **City Attorney Williamson – My concerns that regulations be reasonable and making sure when we tell someone to move, there is a lawful place for them to shelter in their RV. First draft of map showed there were not many places, new draft is much better. We may need to revisit this in the future.**

- **CM Reynolds – We will have a Special Meeting to present the information to the community on April 29, 2024 at the Florence Events Center.**
- Mayor Ward – Possibly needing to block area south of airport on the map due to airport safety and excluding airport property north for sheltering due to flight path.
- **CM Reynolds – Map will have disclaimers that this is an illustration and Florence City Code will have the binding language.**
- Councilors Carp, Wantz, and Meyer are all in agreement to what is proposed.

Meeting adjourned at 12:03 p.m.

**ATTEST:**

\_\_\_\_\_  
Rob Ward, Mayor

\_\_\_\_\_  
Lindsey White, City Recorder

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**City of Florence  
City Council Regular Session  
Florence City Hall  
250 Hwy 101, Florence, Oregon  
Final Action Minutes  
April 15, 2024**

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Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Community Development Director Wendy FarleyCampbell, Police Chief John Pitcher, Human Resources Director Alex Ferguson, and Economic Development and Communications Analyst Chantelle Meyer.

Guests Present: Veterans of Foreign Wars Representative David Younce, FACC Board President Ken Gaylord and Environmental Management Advisory Committee (EMAC) members Vicki Philbin, Susan Fenton, and Ivy Medow.

Handout: 4.15.24 City Council Meeting Base Presentation

## **CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

Meeting called to order at 5:31 p.m.

## **PRESENTATIONS & ANNOUNCEMENTS**

- Veterans of Foreign Wars (VFW) Florence First Responder Awards.
  - Florence Police Department Communications Officer of the Year – Josh Thomas
  - Western Lane Fire Department Firefighter of the Year – Justin Mack
  - Western Lane EMS Authority Paramedic of the Year – Mackenzie Jeffcott

Start Time: 5:32 p.m.

Discussion: VFW Representative Younce presented the VFW Florence First Responder Awards.

- Proclamations for National Public Safety Telecommunications Week, Volunteer Appreciation Week, and Arbor Day.

Start Time: 5:39 p.m.

Discussion: Mayor Ward presented the National Public Safety Telecommunications Week proclamation.

Start Time: 5:43 p.m.

Discussion: Mayor Ward presented the Volunteer Appreciation Week proclamation.

Start Time: 5:46 p.m.

Discussion: Councilor Wantz introduced EMAC members Philbin, Fenton, and Medow. Mayor Ward presented the Arbor Day proclamation.

- Employee Recognitions by Human Resources Director Alex Ferguson.

Start Time: 5:51 p.m.

Discussion: HRD Ferguson introduced Police Chief Pitcher who recognized Police Officers who recently graduated from the Police Academy.

- Aaron Couture – Police Officer
- Isaiah Wilson – Police Officer

## 1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda.

Start Time: 5:55 p.m.

Commenter 1: Ms. Jaime Taylor – Mapleton, OR

Handout: Speaker's Card and Written Comments

Discussion: Ms. Taylor discussed...

- Introducing herself as a Rhododendron Festival princess and the purpose of the Rhododendron Festival pin sales.

Start Time: 5:57 p.m.

Commenter 2: Ms. Brenda Gilmer – Florence, OR

Handout: Speaker's Card and Written Comments

Discussion: Ms. Gilmer discussed...

- Withdrew her speaker's card.

## **PUBLIC HEARING ITEMS**

### **2. NORTHWEST 9<sup>TH</sup> STREET REAL ESTATE TRANSACTION PUBLIC HEARING A. PUBLIC HEARING ON NW 9<sup>TH</sup> STREET REAL ESTATE TRANSACTION**

Hear and consider written and oral testimony regarding the proposed sale of City owned property located between Greenwood Street and the undeveloped platted right-of-way (ROW) of Fir, 10<sup>th</sup>, and 11<sup>th</sup> Streets, north of 9<sup>th</sup> Street for Tax Lots 01100 and 01200, Map 18-12-27-31 in the City of Florence, Lane County, Oregon.

Start Time: 5:59 p.m.

Discussion: CM Reynolds introduced Agenda Item No. 2 giving a description of the property and the status of the negotiations of the proposed sale.

Discussion: Mayor Ward discussed preference of moving public hearing to May 6, 2024 City Council meeting. All Councilors were in agreement.

Discussion: CM Reynolds discussed transaction will be deferred to May 6, 2024 meeting to allow additional time for negotiation and meeting will be re-noticed for the Public Hearing.

Action: Moved to the May 6, 2024 meeting.

## **ACTION ITEMS**

### **3. NO MOW MAY INITIATIVE 2024**

Consider approval of **Resolution No. 6, Series 2024**, a resolution supporting the No Mow May initiative for 2024.

Start Time: 6:02 p.m.

Discussion: CDD Farley Campbell presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Clarification if approved, does this prohibit a property owner from mowing their lawn?
- Very supportive of this initiative.
- Many supportive community members of No Mow May.

Comments: Councilors Wantz and Beaudreau and Mayor Ward.

Discussion: Staff discussed...

- This does not prevent you from mowing your lawn.

Comments: CDD FarleyCampbell

Action: Approve Resolution No. 6, Series 2024 as presented.  
Motion: Councilor Wantz  
Second: Councilor Meyer  
Roll Call: Councilor Carp, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Beaudreau, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

#### 4. SIUSLAW RIVER SLOPE SLIPPAGE MITIGATION DESIGN CONTRACT AMENDMENT

Consider accepting the contract amendment from RH2 Engineering, Inc. of \$97,212 for professional engineering services for Siuslaw River Slope Slippage Mitigation Design.

Start Time: 6:12 p.m.  
Discussion: PWD Miller presented the staff presentation.  
Handouts: Staff Presentation  
Discussion:

- Mayor Ward – Is this a sheet-pile wall? **PWD Miller - This is a secant-pile wall which is a different type of wall. It involves drilling down and pouring concrete.**
- Councilor Carp – Will groundwater be able to pass through a sheet-pile wall? **PWD Miller – This is step one of a larger project. A secant-pile wall is a temporary solution. It will take years of permitting with Army Corp. of Engineers and DSL approval to put in additional rip rap. Coast Guard has a project that they have been working on for many years to do the same thing. For us, starting at square one, it will take five years or longer for permits. The secant-wall is to preserve what we have so that we do not lose additional bank and to stabilize so there isn't additional impact to the properties to the south.**
- Councilor Carp – Does the secant-wall cover the area shown in your diagram? **PWD Miller – It covers from the Coast Guard property line to about 50 feet south.**
- Councilor Beaudreau – Are we receiving any funds from the Cold Weather Impact funds from the January storm? – **PWD Miller –**



**We did apply with the County and it is going through the process for FEMA monies. We are also looking for other resources to pay for this project.**

- **ACM Messmer – We inquired with the Lane County Emergency Management and it is in the FEMA review process. Once it goes through the preliminary damage assessment for FEMA approval, it is returned to the State or County level for final damage assessment.**
- **CM Reynolds – The best part of receiving that designation is a reimbursement grant so that the costs that the incurred costs could be considered for reimbursement.**
- **Councilor Wantz – Understanding that this isn't a stormwater problem, however the funds are coming from the stormwater budget? PWD Miller – It is not a stormwater issue; it is a groundwater issue. The stormwater fund is the appropriate funding source for this issue.**

Action: Accept contract amendment from RH2 Engineering, Inc. of \$97,212 for professional engineering services for Siuslaw River Slope Slippage Mitigation Design.

Motion: Councilor Carp

Second: Councilor Meyer

Roll Call: Councilor Carp, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Beaudreau, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

## **5. 2024 COMMITTEE, COMMISSION, AND BOARD RECRUITMENT PROCESS**

Review and consider the recruitment process for the 2024 City Committee vacancies.

Start Time: 6:34 p.m.

Discussion: CR White presented the staff presentation.

Handouts: Staff presentation

Discussion: The City Council discussed...

- Understanding the reason for the Community and Economic Development Committee not being active.
- Appreciate having Council involvement for selection of Committee members.

Comments: Councilor Beaudreau.

Discussion: Staff discussed...

- The city economic efforts were tied up with the housing and transportation system plan. Those were two significant long term planning efforts. At this time, we do not have staff capacity to staff another committee while we were doing two large long range planning efforts that also had their extra committees.

Comments: CM Reynolds

Action: Begin recruitments for City Committee vacancies.  
 Motion: Councilor Wantz  
 Second: Councilor Beaudreau  
 Roll Call: Councilor Carp, ‘Aye’  
 Councilor Wantz, ‘Aye’  
 Councilor Meyer, ‘Aye’  
 Councilor Beaudreau, ‘Aye’  
 Mayor Ward, ‘Aye’  
 Motion passes ‘unanimously’

**CONSENT AGENDA**

**6. THREE RIVERS FOUNDATION GRANT APPLICATION**

Consider ratifying staff’s decision to apply to the 2024 Three Rivers Foundation Grant for the Florence Events Center Lighting Board Capital Purchase of \$18,000.

**7. OREGON RESILIENCE HUBS AND NETWORKS GRANT**

Consider authorizing staff to submit an application to the Oregon Resilience Hubs and Networks Grant for the purchase of three portable emergency generators, for an estimated project cost of \$180,000 to support resiliency and provide emergency power for City wastewater pump stations in the event of power outages. *(removed from consent agenda)*

**8. AUDIT ACTION PLAN**

Consider approving plan of action for the 2022-2023 audit.

**9. APPROVAL OF MEETING MINUTES**

Consider approval of the March 4, 2024 and March 18, 2024 City Council Regular Session.

Start Time: 6:43 p.m.  
 Discussion: City Council discussed...
 

- No discussion.

 Action: Approve the consent agenda as amended.  
 Motion: Councilor Beaudreau  
 Second: Councilor Wantz

Roll Call: Councilor Beaudreau, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Carp, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

## **ACTION ITEM**

### **7. OREGON RESILIENCE HUBS AND NETWORKS GRANT**

Consider authorizing staff to submit an application to the Oregon Resilience Hubs and Networks Grant for the purchase of three portable emergency generators, for an estimated project cost of \$211,000 to support resiliency and provide emergency power for City wastewater pump stations in the event of power outages.

Start Time: 6:44 p.m.  
Discussion: ACM Messmer presented the staff presentation.  
Handouts: Staff presentation

Discussion: The City Council discussed...

- Is this for the state resiliency funding?

Comments: Councilor Carp.

Discussion: Staff discussed...

- Yes, this is the state program.

Comments: ACM Messmer.

Action: Authorize staff to submit an application to the Oregon Resilience Hubs and Networks Grant for the purchase of three portable emergency generators, for an estimated project cost of \$211,000 to support resiliency and provide emergency power for City wastewater pump stations in the event of power outages.

Motion: Councilor Beaudreau  
Second: Councilor Meyer  
Roll Call: Councilor Carp, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Beaudreau, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

## **REPORT & DISCUSSION ITEMS**

### **10. GENERAL REPORTS – Council Question and Answer Only – No Presentations**

- March Committee, Commission, and Volunteer Reports

Start Time: 6:50 p.m.  
Discussion: The City Council discussed...

- No discussion.

Comments: All Councilors present.

### **11. DEPARTMENT DIRECTOR UPDATES**

Start Time: 6:51 p.m.  
Discussion: The Department Directors discussed...

- Update on Heceta Beach Road project which is not a City project. It is in the final stages of paving.
- We have received 1.61 inches of rainfall for April. March rainfall was 11.73 inches.
- Update on Rhododendron Drive project – completion of water line installation today. Access to Humane Society and Lane County Transfer Station is still from the south via 9<sup>th</sup> Street.
- Reporting two new F150 Super Crew cab 4x4 full hybrid pickup trucks for the police Department have arrived and are waiting to be outfitted with lights, siren, radio, radar, etc. Trucks are Police Chief and Police Officer approved.
- Two new F150 Super Crew cab 4x4 full hybrid pickups for the Public Works Department arrived at the dealership today. These vehicles are not plug-in hybrids.
- Two officers graduated from the Police Academy.
- Recent traumatic events handled by officers.
- Upcoming EMAC events consisting of planting pollinator garden at 18<sup>th</sup> Street Pocket Park and Arbor Day celebration at the Senior Center.
- Upcoming Transportation Committee meeting.
- Ordinance No. 1, Series 2024 supporting missions, emergency shelters, and transitional housing has successfully gone through the state noticing period without any appeals and that code is now in effect.
- Recruiting for Senior Planner or Planner Manager.
- Attending economic development luncheon with Mayor and Mrs. Ward.

- Planning for Coastal Career Fair at the Florence Events Center on April 25<sup>th</sup> with thirty participating employers from the Central Coast region.
  - Update on committee recruitments through the website, newspaper, and social media.
  - Applying for Resilience Hubs and WELOG (West Lane Emergency Operations Group) is offering letters of support for other agencies.
  - Providing weekly updates on social media, email blasts, and City website for Rhododendron Drive Improvement Project.
  - Upcoming events at the Florence Events Center.
- Comments: PWD Miller, Police Chief Pitcher, CDD FarleyCampbell, EDCA Meyer, CR White, and ACM Messmer.

## 12. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 7:19 p.m.

Discussion: Staff discussed...

- Signage available for “No Mow May” and a webpage dedicated to this initiative.
- Advising businesses that Annual Parking Café Permits available starting May 1<sup>st</sup>.
- Upcoming Yard Debris collection on Saturday.
- Upcoming City Council meetings and agenda items.
- Upcoming Special Meeting for public input on April 29<sup>th</sup> at the Florence Events Center on temporary sheltering.

Comments: CM Reynolds

## 13. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 7:23 p.m.

Discussion: The City Council discussed...

- Gratitude to all volunteers that help in the City.
- Upcoming Siuslaw Watershed Council estuary cleanup on April 20<sup>th</sup>.
- Coordinating art show with Siuslaw Play Shop event on April 27<sup>th</sup>.
- Kudos to ACM Messmer and FEC staff Tim for assisting with the very successful Rotary Auction raising over \$92,000 at the Florence Events Center.
- Appreciating the recognition of the Police and First Responders tonight. We have a wonderful group of First Responders that we can be very proud of.

- Upcoming Volunteer Luncheon at the Florence Events Center and how important volunteers are to our community.

Comments: All Councilors present.

Meeting adjourned at 7:27 p.m.

**ATTEST:**

\_\_\_\_\_  
Rob Ward, Mayor

\_\_\_\_\_  
Lindsey White, City Recorder

DRAFT

*This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.*

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**City of Florence  
City Council Special Meeting  
Florence Events Center  
715 Quince Street, Florence, Oregon  
Final Action Minutes  
April 29, 2024**

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Councilors Present: Mayor Rob Ward, Councilors Sally Wantz, Jo Beaudreau, and Robert Carp.

Councilors Absent: Councilor Bill Meyer.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Community Development Director Wendy FarleyCampbell, Public Works Director Mike Miller, Administrative Services Director Anne Baker, Police Chief John Pitcher, Associate Planner Clare Kurth, City Attorney Ross Williamson, and Management Analyst Peighton Allen.

Guests Present: None.

Handout: 4.29.23 City Council Special Meeting Presentation

**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

Meeting called to order at 5:30 p.m.

**1. STAFF PRESENTATION**

The City Council will hear a presentation from staff providing a brief summary of the proposed City Code related to temporarily sheltering on public and private property and event-based emergency shelters.

Start Time: 5:31 p.m.

Discussion: CM Reynolds provided an agenda overview, the process for public comments, and held no additional discussions.

Start Time: 5:33 p.m.  
Discussion: Mayor Ward discussed that this is another step in the process, the City Council is not making any final decisions tonight, and is seeking public input on the proposed City Code.

Start Time: 5:34 p.m.  
Discussion: CDD Wendy FarleyCampbell presented the staff presentation and answered questions from the City Council during the presentation.

Handout: Staff Presentation

Discussion:

- Mayor Ward - Asking about the Emergency Shelter – Event Based section, if an example is the fire-based shelters that took place in Summer 2023. **CDD FarleyCampbell - That is correct.**
- Mayor Ward - Requesting that CDD FarleyCampbell explain what the regulations will be for public trails. **CDD FarleyCampbell - It is addressed on proposed code page 2, item 5.**
- Mayor Ward - When do tents need to be set up and taken down the next day from public property? **CDD FarleyCampbell - It is addressed on page 6, item D, and times are set at 8:00 p.m. and be removed at 9:00 a.m.**
- Mayor Ward – Is it a correct statement that this eliminates the opportunity for somebody setting up a permanent tent camp for 24/7? **CDD FarleyCampbell – On City property, not private property.**
- Mayor Ward – The reasoning behind the 9:00 a.m. removal time is to allow someone who may be camping with a child sufficient time to get a child to school and return to remove camp.
- Councilor Wantz – Are there any restrictions on time for camping on private property? **CDD FarleyCampbell – That is as proposed.**
- Councilor Carp – That is still open, as we may have a time period on private property? **CM Reynolds – Does the Council have any feedback as that is an open item on time limits? We can write that into code for a specific time limit. We will also be creating a registration program and process.**
- Councilor Beaudreau talked about having concerns for people that work night shift.

## 2. TIME FOR PUBLIC INPUT

The City Council will provide an opportunity to hear public input on the City Code related to temporarily sheltering on public and private property and



event-based emergency shelters. Public speakers will be limited to three minutes per speaker.

Start Time: 6:19 p.m.  
Discussion: CR White read the Public Input Script and officiated the procedures.  
Handout: Public Input Script

Start Time: 6:20 p.m.  
Speaker 1: Mr. John Raleigh – Florence, OR  
Handout: Speaker’s Card and Written Comments  
Discussion: Mr. Raleigh discussed...

- Appreciating all the work the Council and Staff have done for this code. The code has been very well thought out.
- Hoping City Council continues to move forward and not wait on the Supreme Court decision.
- RV and tent campers will only increase as the weather improves.
- Hopefully this code is enacted prior to the summer tourist season.

Start Time: 6:22 p.m.  
Discussion: City Attorney Williamson discussed...

- Depending on the Supreme Court decision, it could create additional requirements.
- Draft code has been tailored to meet state statutory requirements which were based on the Ninth Circuit ruling.

Start Time: 6:24 p.m.  
Speaker 2: Ms. Brenda Gilmer – Florence, OR  
Handout: Speaker’s Card and Written Comments  
Discussion: Ms. Gilmer discussed...

- Speaking about the definitions.
- Not understanding why incorporating the International Residential Building Code definition of dwelling.
- Personal property definition.
- Rights-of-way definition uses foggy words.
- Objecting to use of word “paraphernalia.”

Start Time: 6:30 p.m.  
Discussion: CM Reynolds demonstrated how to locate the draft Buffer and Exclusion Map Draft 3 on the City website and the

ability to zoom in on the map. The maps are also available at City Hall for viewing.

### 3. COUNCIL DISCUSSION

At the conclusion of the public input time, the City Council may discuss the proposed City Code, consider the comments made, ask additional questions of the staff, provide staff direction, and determine next steps for the process.

Start Time: 6:32 p.m.

Discussion: The City Council discussed...

- Councilor Wantz – Locating the Munsel Creek Bike Path on the map?  
**CM Reynolds – The Munsel Greenway is a park surrounding the water treatment plant. There are also trails that are part of the Munsel Creek Bike Path which goes into neighborhoods along Munsel Creek.**
- Mayor Ward – We will be relying on citizens to call in if they see somebody where they should not be.
- Councilor Beaudreau – The path between Coast Village and Florentine Estates is not highlighted.
- Mayor Ward – Encouraging citizens to submit comments and questions. Echoing Councilor Wantz’s comments that whatever we do, we want to show compassion for the unhoused and also to the people in our city that are not unhoused. Trying to find middle ground that makes sense for all of us. **CM Reynolds – Recommending that email comments and questions be directed to the City Recorder email address as shown on the Agenda.**
- Councilor Carp – Open to questions and answers with the citizens.
- Councilor Wantz – Preferring questions be submitted in writing.
- Councilor Beaudreau – Written public comments are valuable. Agenda was set and didn’t include questions and answers; happy we are not making a decision tonight. Wanting to continue hearing feedback.
- Mayor Ward – By having questions in advance, we can do any research if needed. We could schedule a block of time for questions and answers.
- Councilor Wantz – Arranging a time for questions and answers and encouraging questions be provided in advance.
- Mayor Ward – Confirming next public hearing will be noticed in the newspaper.
- Mayor Ward - Gratitude to everyone who attended meeting.

Meeting adjourned at 6:57 p.m.

**ATTEST:**

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Rob Ward, Mayor

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Lindsey White, City Recorder

DRAFT

# Attachment 6

*This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.*

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**City of Florence  
City Council Regular Session  
Florence City Hall  
250 Hwy 101, Florence, Oregon  
Final Action Minutes  
May 6, 2024**

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Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Assistant City Manager Megan Messmer, Police Chief John Pitcher, Finance Manager Lezlea Purcell, Economic Development and Communications Analyst Chantelle Meyer, and Management Analyst Peighton Allen.

Guests Present: None.

Handout: 5.6.24 City Council Meeting Base Presentation

## **CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

Meeting called to order at 5:30 p.m.

## **PRESENTATIONS & ANNOUNCEMENTS**

- 2024 Rhododendron Festival Month Proclamation and Introduction of the Court.

Start Time: 5:31 p.m.

Discussion: The Rhododendron Festival Court introduced themselves and Mayor Ward presented the 2024 Rhododendron Festival Proclamation. City Manager Reynolds presented one carnival pass from the City of Florence as a gift to each member of the Rhododendron Festival Court.

- Proclamations for Bike Month, Economic Development Month, Police Week, and Drinking Water Week.

Start Time: 5:45 p.m.

Discussion: Mayor Ward presented the Bike Month proclamation to Planner Clare Kurth. Planner Kurth discussed National Bike Month.

Start Time: 5:49 p.m.

Discussion: Mayor Ward presented the Economic Development Month proclamation to Economic Development and Communications Analyst Chantelle Meyer.

Start Time: 5:52 p.m.

Discussion: Mayor Ward presented the National Police Week proclamation to Police Chief John Pitcher, Lieutenant Len Larson, Officer Rob Merryman, and Officer Aaron Couture.

Start Time: 5:56 p.m.

Discussion: Mayor Ward presented the National Drinking Water Week proclamation to Public Works Director Mike Miller. PWD Miller introduced the Water Division staff.

## 1. **PUBLIC COMMENTS**

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda.

Start Time: 6:04 p.m.

Commenter 1: Ms. Sue Jones – Florence, OR

Handout: Speaker's Card and Written Comments

Discussion: Ms. Jones discussed...

- Thanking the City Council for all the time, energy, and thought spent working on the details of the Zoning Code for homeless camping in Florence.
- Encouraging City Council to address the other side of the issue of where homeless can safely shelter in Florence.
- Keeping in mind that Florence is fortunate to have many well-organized volunteers willing to help.

Start Time: 6:06 p.m.

Commenter 2: Ms. Ivy Medow – Florence, OR

Handout: Speaker's Card and Written Comments

Discussion: Ms. Medow discussed...

- Egan Warming Center will be having a zoom meeting on May 7 with their volunteers speaking about their experiences dealing with the ice storm that happened in January 2024. Encouraging City Council to join this meeting.

Start Time: 6:09 p.m.  
 Commenter 3: Mr. Michael Allen – Florence, OR (via videoconference)  
 Handout: Speaker’s Card and Written Comments  
 Discussion: Mr. Allen discussed...
 

- An overview of the Tacoma Washington 2030 Climate Action Plan.

**PUBLIC HEARING ITEMS**

**2. NORTHWEST 9<sup>TH</sup> STREET REAL ESTATE TRANSACTION PUBLIC HEARING  
 A. PUBLIC HEARING ON NW 9<sup>TH</sup> STREET REAL ESTATE TRANSACTION**

Hear and consider written and oral testimony regarding the proposed sale of City property located between Greenwood Street and the undeveloped platted right-of-way (ROW) of Fir, 10<sup>th</sup>, and 11<sup>th</sup> Streets, north of 9<sup>th</sup> Street for Tax Lots 01100 and 01200, Map 18-12-27-31 in the City of Florence, Lane County, Oregon.

Start Time: 6:13 p.m.  
 Process Reading: CR White read the Public Hearing Script and officiated the procedures.  
 Handouts: Public Hearing Script

Public Hearing: Opened at 6:14 p.m.

Start Time: 6:15 p.m.  
 Discussion: CM Reynolds presented the staff presentation.  
 Handouts: Staff Presentation  
 Discussion: The City Council discussed...
 

- No discussion.

Start Time: 6:40 p.m.  
 Discussion: Applicant Layne Morrill representing Our Coastal Village, Inc. discussed...
 

- Background on how he became involved in affordable housing.
- Description of the Oak Manor Apartments project in Florence and the amenities of the complex.
- Proposed vision for apartments and Early Learning Facility (ELF).

- Funding through grants.
- Handouts: Staff Presentation
- Discussion: The City Council discussed...
- Well thought out project and highlighting the alley for dropping off children safely.
  - Oak Manor Apartments is a class act.
  - Respecting your presentation. Project in Yachats is a very attractive building. Overall look is very architecturally appealing.
  - This serves as an incredible partnership.
  - Incredible idea to include an Early Learning Facility with your project.
- Comments: Councilors Carp, Wantz, Meyer, and Beaudreau, and Mayor Ward.
- Start Time: 7:00 p.m.
- Proponent 1: Ms. Holly Mar-Conte, Onward Eugene representative (via videoconference)
- Handout: Speaker's Card
- Discussion: Ms. Mar-Conte discussed...
- Partnerships for child care in Florence.
  - Urgency for child care in the Siuslaw region. Access available for about 10% of the children needing child care in the region.
  - Local partners have struggled to find facility space to increase the supply of child care.
- Start Time: 7:06 p.m.
- Proponent 2: Ms. Charleen Strauch, Executive Director of Head Start of Lane County (via videoconference)
- Handout: Speaker's Card
- Discussion: Ms. Stauch discussed...
- This project meets two needs – housing and child care.
  - In complete support of this project.
- Discussion: The City Council discussed...
- No discussion.
- Public Hearing: Closed 7:09 p.m.
- Discussion: Staff discussed...
- The Council, as the City, is a landowner selling a piece of property. If being in agreement with moving forward with this transaction, there are still other steps in the

process that will involve the City in other regulatory ways, such as Land Use, building permits, public works, and other administrative items and programs such as System Development Charges, other fees, and the Multi-Unit Property Tax Exemption (MUPTE) process. There is no assumption of Land Use or administrative approval just by selling the property. This is the first step of the process.

Comments: CM Reynolds

**B. NW 9<sup>TH</sup> STREET REAL ESTATE TRANSACTION**

Consider authorizing the sale of the Northwest 9<sup>th</sup> Street city owned properties for Tax Lots 01100 and 01200, Map 18-12-27-31 as discussed during the April 15, 2024 City Council meeting and authorizing the execution of the Real Estate Purchase and Sales Agreement (REPSA) based upon the agreed upon terms and all other necessary documents to complete the transaction on behalf of the City.

Action: Authorize the execution of the Real Estate Purchase and Sales Agreement (REPSA) for the property located as discussed during the May 6, 2024 City Council meeting. And authorize the City Manager to sign and execute all necessary documents to complete the transaction on behalf of the City.

Motion: Councilor Carp  
Second: Councilor Beaudreau  
Roll Call: Councilor Carp, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Beaudreau, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

Council took a break from 7:14 p.m. to 7:21 p.m.

**3. 35<sup>TH</sup> STREET AND RHODODENDRON DRIVE INTERSECTION IMPROVEMENTS AND MULTI-USE PATH REIMBURSEMENT DISTRICT PUBLIC HEARING**

**A. PUBLIC HEARING ON REIMBURSEMENT DISTRICT**

Hear and consider written and oral testimony regarding the completion of a reimbursement district for the 35<sup>th</sup> Street and Rhododendron Drive Intersection Improvements and Multi-Use Path Construction Project.

Start Time: 7:21 p.m.  
Process Reading: CR White read the Public Hearing Script and officiated the procedures.  
Handouts: Public Hearing Script



Public Hearing: Opened at 7:22 p.m.

Start Time: 7:22 p.m.

Discussion: PWD Miller presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- City is being paid back through building permit process? What triggers reimbursement?
- Understanding EDU's (Equivalent Dwelling Units).

Comments: Mayor Ward and Councilor Wantz.

Discussion: Staff discussed...

- That is one way through building permits to activate reimbursement.
- Developer agreed on principal to do some things, that Land Use approval has expired.
- Wanting to memorialize this to recapture costs.
- It is tied to the property.
- Lot 1 is not participating in the intersection improvements.

Comments: PWD Miller.

Public Hearing: Closed 7:35 p.m.

#### **B. 35<sup>TH</sup> STREET AND RHODODENDRON DRIVE INTERSECTION REIMBURSEMENT DISTRICT**

Consider approval of **Resolution No. 7, Series 2024**, a resolution approving the completion of the 35<sup>th</sup> Street and Rhododendron Drive Reimbursement District.

Start Time: 7:35 p.m.

Action: Approve Resolution No. 7, Series 2024 as presented.

Motion: Councilor Wantz

Second: Councilor Meyer

Roll Call: Councilor Beaudreau, 'Aye'

Councilor Meyer, 'Aye'

Councilor Wantz, 'Aye'

Councilor Carp, 'Aye'

Mayor Ward, 'Aye'

Motion passes 'unanimously'

#### **4. RHODODENDRON FESTIVAL VENDOR FAIR STREET CLOSURE REQUEST A. PUBLIC HEARING ON STREET CLOSURE**

Hear and consider written and oral testimony regarding the proposed closure of Maple Street from 1<sup>st</sup> Street to Bay Street in Old Town from Friday May 17<sup>th</sup> to Sunday May 19<sup>th</sup>, 2024 for the Rhododendron Festival Vendor Fair.

Start Time: 7:35 p.m.  
Process Reading: CR White read the Public Hearing Script and officiated the procedures.  
Handouts: Public Hearing Script

Public Hearing: Opened at 7:36 p.m.

Start Time: 7:36 p.m.  
Discussion: FM Purcell presented the staff presentation.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...

- Clarification of start date of street closure and of hours of closure.

Comments: Councilor Beaudreau.

Discussion: Staff discussed...

- Start date of street closure is Friday May 17<sup>th</sup> starting at 7:00 a.m. through Sunday May 19<sup>th</sup> through 7:00 p.m.

Comments: CM Reynolds

Public Hearing: Closed 7:44 p.m.

### **B. STREET CLOSURE APPROVAL**

Consider approval of the street closure application as applied for by the Florence Area Chamber of Commerce.

Start Time: 7:44 p.m.  
Action: Approve street closure application as applied for by the Florence Area Chamber of Commerce.  
Motion: Councilor Beaudreau  
Second: Councilor Meyer  
Roll Call: Councilor Carp, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Beaudreau, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

### **ACTION ITEMS**

**5. COMMUNITY ORIENTED POLICE SERVICE (COPS) GRANT APPLICATION**

Consider approval of **Resolution No. 8, Series 2024**, a resolution authorizing the City of Florence, Oregon to apply for a grant from the United States Department of Justice, Community Oriented Policing Service (COPS) to assist with funding of the School Resource Officer (SRO).

Start Time: 7:45 p.m.  
Discussion: Police Chief Pitcher presented the staff presentation.  
Handouts: Staff Presentation

Discussion: The City Council discussed...

- No discussion.

Action: Approve Resolution No. 8, Series 2024 as presented.  
Motion: Councilor Meyer  
Second: Councilors Beaudreau/Carp  
Roll Call: Councilor Beaudreau, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Carp, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

**6. STATE OF OREGON LEGISLATIVE APPROPRIATION FOR A CITY OF FLORENCE WATER, SEWER, AND WASTEWATER INFRASTRUCTURE**

As identified in Senate Bill (SB) 1530 of the 2024 Oregon Legislative Session, the City of Florence was awarded a direct allocation of \$1.9 Million of General Fund appropriation as managed by Business Oregon. The purpose of this appropriation is to fund infrastructure improvements for the NW 9<sup>th</sup> Street neighborhood to stimulate develop of housing units. Prior to moving forward with applying for the grant award and filling out the required grant contract intake form, the City Council will hear a report from staff regarding the terms of the grant agreement and consider providing the City Manager with authorization to proceed with preparing a response to the State demonstrating the City's eligibility to receive the funding as an infrastructure project to support the development of housing under the bill guidelines.

Start Time: 7:50 p.m.  
Discussion: CM Reynolds presented the staff presentation.  
Handouts: Staff Presentation

Discussion: The City Council discussed...

- No discussion.

Action: Authorize the City Manager to fill out the Housing Infrastructure Project Contract Information – SB 1530 intake

form demonstrating the City’s eligibility to receive the funding as an infrastructure project to support the development of housing under the bill guidelines and for the purposes of moving forward with preparing a grant contract with Business Oregon for the \$1.9 Million to fund the NW 9<sup>th</sup> Street Neighborhood Infrastructure Project.

Motion: Councilor Beaudreau  
Second: Councilor Wantz  
Roll Call: Councilor Carp, ‘Aye’  
Councilor Wantz, ‘Aye’  
Councilor Meyer, ‘Aye’  
Councilor Beaudreau, ‘Aye’  
Mayor Ward, ‘Aye’  
Motion passes ‘unanimously’

Discussion: The City Council discussed...

- Suggesting “Elm Park Neighborhood” for name of neighborhood.

Comments: Councilor Beaudreau

## **REPORT & DISCUSSION ITEMS**

### **7. DEPARTMENT DIRECTOR UPDATES**

- 2024 Economic Development Annual Report
- City of Florence Community Survey
- Tyler Implementation: Utilities

Start Time: 8:05 p.m.  
Discussion: EDCA Meyer presented the 2024 Economic Development Annual Report.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...

- No discussion.

Start Time: 8:16 p.m.  
Discussion: ACM Messmer presented the purpose and process of the upcoming City of Florence Community Survey.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...

- Additional survey questions.

Comments: Councilor Wantz

Discussion: Staff discussed...

- POLCO has a software platform that we can use to perform the analysis.

Comments: ACM Messmer.

Start Time: 8:34 p.m.  
Discussion: ASD Baker and FM Purcell presented the staff presentation on the Tyler Implementation: Utilities.

Handouts: Staff Presentation  
Discussion: The City Council discussed...

- Currently in May, you can make your payment through Xpress Bill Pay and then in June, make your payment through the new system.

Comments: Councilor Carp

Discussion: Staff discussed...

- Yes, that is correct.

Comments: ASD Baker.

Start Time: 8:43 p.m.  
Discussion: The Department Directors discussed...

- Update on Heceta Beach Road; possible water main break on Kiwanda Street on Sunday around 12:30 a.m.
- We received 4.78 inches of rainfall for April. The average for April is 5.20 inches.
- Update on Rhododendron Drive project. Access to the Humane Society and the Lane County Transfer Station is still from the south via 9<sup>th</sup> Street to Rhododendron Drive to New Hope Lane.
- Currently sold out of FloGro. So far in 2024, we have sold 95.25 cubic yards of compost with 70.25 cubic yards being sold in April.
- Remembering Florence Police Sargeant Harry Johnson who was with the Department for over 30 years.
- Responding to attempted boat theft; and using a drone to locate a fleeing suspect hiding in the brush.
- Update on Committee, Commission, and Board recruitments.
- Upcoming events at the Florence Events Center including events for the upcoming Rhododendron Festival.

Comments: PWD Miller, Police Chief Pitcher, CR White, and ACM Messmer.

**8. CITY MANAGER REPORT & DISCUSSION ITEMS**

Start Time: 8:59 p.m.

Discussion: Staff discussed...

- Upcoming spring beautification on Highway 101 with the application of bark to the planted areas. Traffic lanes may be blocked with cones to keep workers safe.
- Upcoming City Council meetings and agenda items.

Comments: CM Reynolds

**9. CITY COUNCIL REPORT & DISCUSSION ITEMS**

Start Time: 9:01 p.m.

Discussion: The City Council discussed...

- Update on Fresh Impressions Youth Art exhibition at the Florence Events Center.
- Celebrating “No Mow May.”
- Attending League of Oregon Cities conference in Klamath Falls. Will present additional information at a future meeting.
- Attending Business after Hours at the Peacehealth Infusion Center.
- Encouraging sponsorship of flower baskets that grace Old Town and Highway 101 through the Florence Area Chamber of Commerce.

Comments: All Councilors present.

Meeting adjourned at 9:05 p.m.

**ATTEST:**

\_\_\_\_\_  
Rob Ward, Mayor

\_\_\_\_\_  
Lindsey White, City Recorder

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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO: 7**  
Meeting Date: May 20, 2024  
Department: City Recorder

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**ITEM TITLE:** 2024 City Council Elections Process

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**DISCUSSION/ISSUE:**

At the May 20, 2024 City Council meeting, City Recorder Lindsey White will provide information about the 2024 City Council Election Process and timeline for the City of Florence Mayor and Council candidates. The Elections Office will officially open for the 2024 Election Process after the report is given.

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**FISCAL IMPACT:**

The presentation will incur staff time for compilation and completion and will have no other fiscal impacts.

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**RELEVANCE TO ADOPTED CITY WORK PLAN:**

Goal 1: City Service Delivery

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**AIS PREPARED BY:** Lindsey White, City Recorder

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**CITY MANAGER'S RECOMMENDATION:**  Approve  Disapprove  Other

Comments: *ER Reynolds*

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**ITEM'S ATTACHED:** For Reference: <https://www.ci.florence.or.us/citymanager/elections>

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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO: 8**  
Meeting Date: May 20, 2024  
Department: All

**ITEM TITLE:** Commission, Committee & Volunteers Report – April 2024

**DISCUSSION/ISSUE:**

<b>Airport Volunteers</b>	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<ul style="list-style-type: none"><li>9 volunteers provided a total of 147 hours of labor greeting visiting pilots and their passengers at the airport; answering phone calls; and providing general information and directions to local attractions; checking all entrance/exit gates; visually check taxiways to ensure they are free and clear of debris; cleaned and disinfected the loaner car and collected fees from loaner car users; clean and disinfect the restrooms and office space at the airport office.</li></ul>	
<b>Audit Ad-Hoc Committee</b>	
<u>Department:</u> Finance	<u>Staff:</u> TBD
No report.	
<b>Budget Committee</b>	
<u>Department:</u> Finance	<u>Chairperson:</u> TBD
No report.	
<b>Community &amp; Economic Development Committee</b>	
<u>Department:</u> Administration	<u>Chairperson:</u> Jeff Ashmead
On temporary hiatus. No report.	
<b>Environmental Management Advisory Committee (EMAC)</b>	
<u>Department:</u> Planning	<u>Chairperson:</u> Lisa Walter Sedlacek
On Wednesday, April 10 <sup>th</sup> at 4pm the Environmental Management Advisory Committee (EMAC) met in-person at City Hall to discuss their upcoming Arbor Day event and to hold its regularly scheduled meeting. In addition to finalizing plans for their Arbor Day Celebration at the Florence Senior and Activity Center, EMAC also discussed its upcoming 18 <sup>th</sup> Street Pocket Park Pollinator Garden planting on April 20 <sup>th</sup> . Both events were a success and were well attended by members of the committee.	



<b>Florence Urban Renewal Agency</b>	
<u>Department:</u> Administrative	<u>Staff:</u> NA
The Florence Urban Renewal Agency did not meet in the Month of April. The next Florence Urban Renewal Agency regular session is scheduled for Wednesday, May 22.	

<b>Florence Urban Renewal Agency Budget Committee</b>	
<u>Department:</u> Finance	<u>Staff:</u> TBD
No report.	

<b>Parks Volunteers</b>	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<p><b>Adopt-a-Park</b></p> <ul style="list-style-type: none"> <li>• Miller Park: 4 adults and 23 children from the Boys and Girls Club provided a total of 20.25 hours planting bulbs and seeds in raised bed planter boxes at Miller Park. This is our newest group to adopt Miller Park and provide a beautification project to the park. The raised beds are located on the east side of the park, south of the old restroom facility.</li> <li>• Old Town Park (Gazebo Park): 2 volunteers provided a total of 10.5 hours working on the path and removing dead wood from the trees.</li> </ul> <p><b>Adopt-a-Street</b></p> <ul style="list-style-type: none"> <li>• 35<sup>th</sup> Street (Rhododendron-Hwy 101): 1 volunteer provided a total of 6.5 hours picking up litter along 35<sup>th</sup> Street.</li> <li>• Kingwood Street (9<sup>th</sup>-35<sup>th</sup>): 3 volunteers provided a total of 8.25 hours picking up litter along Kingwood Street.</li> <li>• Oak Street (20<sup>th</sup>-35<sup>th</sup>): 3 volunteers provided a total of 3 hours picking up litter along Oak St.</li> <li>• Rhododendron Drive (35<sup>th</sup>-Sebastian): 2 volunteers provided 12 hours of labor removing various trash items including recyclable cans and bottles; fast food wrappers; plastic cups; straws; plastic bags; misc. plastic and glass; Styrofoam; and small car parts.</li> </ul> <p><b>Adopt-a-ROW</b></p> <ul style="list-style-type: none"> <li>• Scotch Broom removal: Our volunteer extraordinaire that is on a mission of removing scotch broom from City right-of-way's has returned this spring and is actively removing scotch broom from the right-of-way. This individual provided a total of 16.5 hours removing this very invasive plant species during April.</li> </ul>	

<b>Planning Commission</b>	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
<p>On April 9th, the Florence Planning Commission held a workshop, where they discussed the creation of a Land Use Application checklist, for applicants in the beginning stages of their development, also discussed is the creation of Color Guidelines Handout for the description of the Pacific Northwest Muted paint colors per FCC 10-6-6-4G. The public were invited to present input, none was offered.</p> <p>On April 23, 2024 the Planning Commission heard and approved PC 24 04 CUP 04 with a vote of 5-0 in favor for a Conditional Use Permit to restore residential use to a property located at 3581 Hwy 101. The second hearing of the night, the Planning Commission heard and approved a covered play structure at 97J Siuslaw Elementary School with a vote of 5-0 in favor.</p>	

<b>Police Auxiliary</b>	
<u>Department:</u> Police	<u>Director:</u> Mike Nielson
<p>The Florence Police Auxiliary volunteered for 103 hours the month of April. Duties consisted of Mail transfer from/to City Hall, vacation checks, school traffic watch, purchasing of supplies for the Police Department, jail checks and meals, patrol, and filing.</p>	

<b>Police Reserve Officers</b>	
<u>Department:</u> Police	<u>Staff:</u> John Pitcher – Police Chief
<p>Program not active</p>	

<b>Public Arts Committee</b>	
<u>Department:</u> Administration	<u>Chairperson:</u> Maggie Bagon and <u>Vice-Chairperson</u> Serena Appel
<p>The April Public Arts Committee meeting was held on April 22, 2024, at 4 p.m. Meeting materials and information can be found at <a href="https://www.ci.florence.or.us/bc-pac/public-arts-committee-meeting-19">https://www.ci.florence.or.us/bc-pac/public-arts-committee-meeting-19</a>.</p> <p>All but one member was present for the meeting, which began with Continuing Education by Public Arts Committee Chair Maggie Bagon. She presented on the public art program of the City of Missoula, Montana, as well as the various projects in the city. Learn more at <a href="https://publicartmissoula.org/public-art-guide">https://publicartmissoula.org/public-art-guide</a>.</p>	



The meeting continued with an update on Art Exposed ReVision Florence. This expansion of City of Florence’s Art Exposed Rotating Outdoor Art Gallery, <https://bit.ly/FlorenceArtExposed>, is bringing six new pieces of vibrant, large-scale public art to Highway 101. Installation will begin in May, with the first piece delivered to Florence by the end of April.

Additionally, staff shared that two pieces were expected to go in the week of May 10, and the artists would be invited to an artist reception during the Friday, May 10, meeting. Due to schedule conflicts this will also be the time of our next meeting.

The Committee also discussed dates and planning for an Art Exposed ReVision Florence Walking Tour, which will be held on Saturday, June 15, with an option to take the Tour earlier in the week.

The Public Arts Committee met next on Friday, May 10, at 4 p.m. at Florence City Hall. Next meetings for the Public Art Committee will be Mondays at 4 p.m. – June 24, July 22, and August 26. All meetings of the Florence Public Arts Committee are open to the public. People can learn more at [www.ci.florence.or.us/bc-pac](http://www.ci.florence.or.us/bc-pac).

**Transportation Committee (TC)**

Department: Planning

Chairperson:

In April there were 2 Transportation Committee meetings. The regularly scheduled March 19<sup>th</sup> meeting was rescheduled to April 2<sup>nd</sup> and the regularly scheduled April meeting was held April 19<sup>th</sup>.

April 2<sup>nd</sup> Meeting: Discussed and voted to approve the use of community service transportation hours to offer free ride days on Saturday April 27<sup>th</sup> and Monday April 29<sup>th</sup> to launch the 2024 Rody Express Ridership Survey. The committee also voted on an action item to approve booth at the 2024 Rhody Days Show N’ Shine car show to promote the Transportation Committee and associate work plan items. The two discussion items on the agenda were the Oregon Friendly Driver Course which was offered Wednesday May 15<sup>th</sup> at the Siuslaw Library and a continued discussion on promoting of National Bike month.

April 26<sup>th</sup> Meeting: There were 3 discussion items on the agenda.

- 1) the Transportation Committee has agreed they would like to see the Rhody Express in the Grand Floral parade this year to bring awareness to this transit service and the upcoming changes to the route. This was a discussion to identify possible volunteers to help with decorating and to walk in the parade.
- 2) Bicycle Safety Month was a continued discussion from April 2<sup>nd</sup>. This included an update on the May 3<sup>rd</sup> May is Bike Month Kick-Off Event that was held at Miller Park. There was also a discussion of having materials and information available at the Kiwanis kids’ event on May 18<sup>th</sup>.

3) The Transportation Committee has a work plan item to research wayfinding signage designs and possible locations. At this meeting the Committee had a brief overview of municipal wayfinding signage and discussed option for continued Committee trainings and work session on this topic.

The 2024 Rhody Express survey launch started out strong. Cheri Payne and Clare Kurth rode the bus on Saturday and had surveys available for riders to complete. After the first week the survey was available there were 23 surveys completed and received. The survey was open until May 10<sup>th</sup>.

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**FISCAL IMPACT:**

The fiscal impact of the committees and volunteer groups varies depending on their scope of work. Staff time is allocated to support the committees, and ensure committees comply with Oregon public meetings laws by preparing and posting agendas and minutes and/or digital recordings for meetings.

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**RELEVANCE TO ADOPTED CITY WORK PLAN:**

Goal 1: Deliver efficient and cost-effective city services.

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**AIS PREPARED BY:** Report written by Committee members and/or City of Florence staff and compiled by Lindsey White, City Recorder

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**CITY MANAGER'S RECOMMENDATION:**  Approve       Disapprove       Other

Comments: *ER Reynolds*

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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO: 9**  
Meeting Date: May 20, 2024  
Department: City Manager

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**ITEM TITLE:** Department Director Updates

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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO: 10**

Meeting Date: May 20, 2024

Department: City Manager

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**ITEM TITLE:** City Manager Report & Discussion Items

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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO: 11**  
Meeting Date: May 20, 2024  
Department: City Council

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**ITEM TITLE:** City Council Reports & Discussion Items

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