



City of Florence
A City in Motion

City of Florence Council Regular Session

Florence City Hall
250 Hwy 101
Florence, OR 97439
541-997-3437
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.
- 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 as soon as practicable after the meeting.
- To be notified of City Council meetings via email, please contact City Recorder Kelli Weese at kelli.weese@ci.florence.or.us.

April 17, 2017

AGENDA

4:45 p.m.

Councilors:

Joe Henry, Mayor

Joshua Greene, Council President
Susy Lacer, Councilor

Ron Preisler, Council Vice-President
George Lyddon, Councilor

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

4:45 p.m.

Executive Session per ORS 192.660(2)(e)

Review of potential land purchase
Review of potential land sale

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

5:30 p.m.

PROCLAMATION

- Earth Day – April 22nd

ANNOUNCEMENT

- Solon Foster – Utility Worker 1

PRESENTATIONS

- Greener Florence Award Recipient – Oregon Coast Humane Society Thrift Store
- Employee Appreciation
- Departmental Website Updates

1. APPROVAL OF AGENDA

Joe Henry
Mayor

2. PUBLIC COMMENTS

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

Joe Henry
Mayor

CONSENT AGENDA

3. APPROVAL OF MINUTES

Consider approval of the Council work session meeting minutes of March 22nd.

Kelli Weese
City Recorder

4. LA BU LA CHINESE RESTAURANT LIQUOR LICENSE

Consider approval of the new outlet liquor license for La Bu La Chinese Restaurant located at 1073 Hwy 101.

Kelli Weese
City Recorder

5. RECREATIONAL TRAILS PROGRAM GRANT

Consider approval of Resolution No. 6, Series 2017, a resolution authorizing the City of Florence to apply for a Recreational Trails Program Grant for the Siuslaw Estuary Trail.

Mike Miller
Public Works Dir.

ACTION ITEMS

6. FLOOD DAMAGE PREVENTION CODE CHANGES

Consider approval of Ordinance No. 6, Series 2017, an ordinance amending Florence City Code Title 4, Chapter 4, Flood Damage Prevention, in order to clarify staff responsibilities.

Wendy
FarleyCampbell
Planning Director

7. HOUSING AND ECONOMIC OPPORTUNITIES PROJECT AD-HOC COMMITTEE & MID-YEAR COMMITTEE APPOINTMENTS

Consider appointment of up to two City Councilors for participation as Ex-Officio members on the Housing and Economic Opportunities Project Ad-Hoc Committee and approve the recruitment process / timeline for all current committee vacancies.

Kelli Weese
*City Recorder /
Economic Dev.*

REPORT ITEMS

8. BOARD AND COMMITTEES REPORT

Report on the workings of the City's boards and committees for the month of March 2017.

Staff
Various

9. CITY MANAGER REPORT

Erin Reynolds
City Manager

10. CITY COUNCIL REPORTS

Joe Henry
Mayor

COUNCIL CALENDAR

All meetings are held at City Hall (250 Hwy 101, Florence Oregon) unless otherwise indicated

Date	Time	Description
April 19, 2017	10:00 a.m.	City Council Work Session
May 1, 2017	5:30 p.m.	City Council Meeting
May 3, 2017	10:00 a.m.	City Council Work Session <i>Tentative</i>
May 15, 2017	5:30 p.m.	City Council Meeting
May 17, 2017	10:00 a.m.	City Council Work Session <i>Tentative</i>
May 22, 2017	5:30 p.m.	City Budget Committee Meeting
May 23, 2017	5:30 p.m.	City Budget Committee Meeting

PROCLAMATION

Office of the Mayor, City of Florence



EARTH DAY
APRIL 22, 2017

WHEREAS, The global community now faces extraordinary challenges, such as global health issues, food and water shortages, and economic struggles; and

WHEREAS, All people, regardless of race, gender, income, or geography, have a moral right to a healthy, sustainable environment with economic growth; and

WHEREAS, It is understood that the citizens of the global community must step forward and take action to create a green economy to combat the aforementioned global challenges; and

WHEREAS, A green economy can be achieved on the individual level through educational efforts, public policy, and consumer activism campaigns; and

WHEREAS, It is necessary to broaden and diversify this global movement to achieve maximum success.

NOW, THEREFORE, I Mayor Joe Henry, proclaim April 22, 2017, as 'Earth Day' in order to support green economy initiatives in the City of Florence and to encourage others to undertake similar actions. The City of Florence encourages its residents, businesses and institutions to use Earth Day to honor and celebrate the earth and commit to building a sustainable and green economy.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of Florence, Lane County, Oregon, this 17th day of April, 2017.

Joe Henry, Mayor

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1
Meeting Date: April 17, 2017
Department: Mayor & Council

ITEM TITLE: APPROVAL OF AGENDA

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2

Meeting Date: April 17, 2017

Department: Mayor & Council

ITEM TITLE: PUBLIC COMMENTS

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. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3

Meeting Date: April 17, 2017

Department: City Recorder

ITEM TITLE: Approval of Minutes

DISCUSSION/ISSUE:

Consider approval of the Council work session meeting minutes of March 22, 2017.

Materials distributed during City Council meetings can be found on the City of Florence's website at 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.

FISCAL IMPACT:

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

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services.

ALTERNATIVES:

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

RECOMMENDATION:

Approve the minutes as presented

AIS PREPARED BY: Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION:

☒ Approve ☐ Disapprove ☐ Other

Comments: *ERReynolds*

ITEM'S ATTACHED:

- Draft March 22, 2017 Council Work Session minutes

**City of Florence
City Council Work Session
Florence City Hall
250 Hwy 101, Florence, Oregon
Final Action Minutes
March 22, 2017**

CALL TO ORDER - ROLL CALL

Meeting called to order at 10:00 a.m.

Councilors Present: Councilors Ron Preisler, Susy Lacer George Lyddon and Mayor Joe Henry.

Councilors Absent: Councilor Joshua Greene,

Staff Present: City Manager Erin Reynolds, Chief of Police Tom Turner, City Recorder Kelli Weese, Public Works Director Mike Miller and Planning Director Wendy FarleyCampbell.

Guests Present: Airport Memorial Park Volunteer Members: Sam Spayd, Cal Applebee, Terry Tomeny and Paul Gargis.

1. WORK SESSION DISCUSSION TOPICS

- Airport Memorial Park: Hear presentation from representatives from the Oregon Coast Military Heritage Museum concerning a potential Airport Memorial Park Project.
- Review of Upcoming Agenda Items

Start Time: 10:00 a.m.

Topic: Airport Memorial Park

Discussion: The City Council discussed...

- Appreciation for work toward project
- Specifics concerning type of airplane potentially placed at the park including...
 - How the plane would be mounted, either on ground or on a pole
 - How it could be moved and located to the city
 - Potential condition

- Facilitation of entrance to the airport
- Funding plan for the project including little involvement from City
- Potential phased approach, beginning with prepping the site, then placing a sign at the location so people could ask about it.
- Grant opportunities and their timelines
- Specifics concerning two lots to be considered, first within Pacific View Business Park and second within Airport
 - Original intention for lots to be considered
 - Riparian area within the lots and other land use considerations
- Status of the park as a City park and potential maintenance afterwards
- Requirements of use of airport property and the need to continue to support airport through aeronautical features
- Informational kiosk and other educational materials

Result: City Council agreed via consensus to preliminarily support the project.

Start Time: 10:40 a.m.

Topic: Upcoming Agenda Items – Potential Immigration Ordinance

Discussion: The City Council discussed...

- Financial concerns and possibilities regarding potential sanctuary city status
- How citizens of Florence could be involved in decision
- Potential for funding and housing requirements that may come with proposed ordinance
- Inherent staff time, legal fees and other monetary considerations with potential ordinance passage
- Considerations for current Federal laws and potential for withholding of funding
- Current state law regarding immigration status and how such immigration actions are completed and how each level of government is included or not
- Potential to complete proclamation restating current policies and state law as opposed to new ordinance

Result: City Council agreed via consensus to not move forward the potential agenda item

Meeting adjourned at 11:09 a.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese
City Recorder

DRAFT

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4

Meeting Date: April 17, 2017

Department: Administration

ITEM TITLE: La Bu La Chinese Restaurant Liquor License

DISCUSSION/ISSUE:

This is a request for a recommendation of a new outlet liquor license approval to the Oregon Liquor Control Commission (OLCC) for La Bu La Chinese Restaurant. OLCC allows the City Council the opportunity to review the liquor license before making a recommendation of approval.

The owners/management of the business have been checked and approved by the Florence Police Department for noise and/or altercations. The Planning Department has checked the place of business for zoning or code violations. Both departments have signed recommending approval.

FISCAL IMPACT:

The fee for a new outlet liquor license is \$100. This fee includes the cost of staff time to review the application and place a recommendation before the City Council.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services.

ALTERNATIVES:

1. Recommend ratification for the liquor license approval
 2. Recommend denial to OLCC for the liquor license
 3. Request staff research further and bring back additional information to a future Council meeting
-

RECOMMENDATION:

Recommend ratification for the liquor license approval

AIS PREPARED BY: Kelli Weese, City Recorder

**CITY MANAGER'S
RECOMMENDATION:**



Approve

☐ Disapprove

☐ Other

Comments:

ER Reynolds

ITEM'S ATTACHED: Attachment – Liquor License Application



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

PAID
MAR 24 2017

Application is being made for:

LICENSE TYPES

- ☒ Full On-Premises Sales (\$402.60/yr)
☐ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club
☐ Limited On-Premises Sales (\$202.60/yr)
☐ Off-Premises Sales (\$100/yr)
☐ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☒ Change Ownership
☐ New Outlet
☐ Greater Privilege
☐ Additional Privilege
☐ Other _____

90-DAY AUTHORITY

☒ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- ☐ Limited Partnership ☐ Corporation ☒ Limited Liability Company ☐ Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____

(signature)

(date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: _____

Date: _____

90-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Weiye Zhen ③ _____

② _____ ④ _____

2. Trade Name (dba): La Bu La Chinese Restaurant LLC

3. Business Location: 1073 Hwy 101 Florence OR 97439
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 1073 Hwy 101 Florence OR 97439
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541 997 5100
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: All you can eat szechuan Buffet

9. Will you have a manager? ☐ Yes ☒ No Name: _____

(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Florence OR
(name of city or county)

11. Contact person for this application: Weiye Zhen 503 200 7516
(name) (phone number(s))

38 wild wind weiye.zhen@gmail.com
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [Signature] Date 3/24/17 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY

1. Trade Name LA BU LA Chinese Restaurant 2. City Florence
3. Name _____
(Last) (First) (Middle)
4. Other names used (maiden, other) _____
5. *SSN _____ 6. Place of Birth _____ JOB _____ Sex ☒ M ☐ F
(State or Country) (mm) (dd) (yyyy)

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here:

Applicant Signature: [Signature]

9. Driver License or State ID # _____ 10. State _____
11. Residence Address _____
(number and street) (city) (state) (zip code)
12. Mailing Address (if different) _____
(number and street) (city) (state) (zip code)
13. Contact Phone _____ 14. E-Mail address (optional) _____
15. Do you have a spouse or domestic partner? ☐ Yes ☒ No
If yes, list his/her full name: _____
16. If yes to #15, will this person work at or be involved in the operation or management of the business?
☐ Yes ☐ No
17. List all states, other than Oregon, where you have lived during the past ten years:
Washington
18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a **suspended driver's license** or driving a car with no insurance?
☒ Yes ☐ No ☐ Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
If unsure, explain. You may include the information on a separate sheet.
4/29/13 - late to pay traffic ticket. 6/30/16 - late to pay ticket fee
19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? ☐ Yes ☒ No ☐ Unsure
If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name LA BU LA Chinese Restaurant 21. City Florence

22. Do you have any arrests or citations that have not been resolved? ☐ Yes ☒ No ☐ Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) ☐ Yes ☒ No ☐ Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) ☐ Yes ☒ No ☐ Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
☐ Yes ☒ No ☐ Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? ☐ N/A ☐ Yes ☒ No ☐ Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
☐ N/A ☐ Yes ☒ No ☐ Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? ☒ N/A ☐ Yes ☒ No ☐ Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature]

Date: 1/3/17



OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE

Please Print or Type

LLC Name: LA BU LA Chinese Restaurant LLC Year Filed: 2016
Trade Name (dba): LA BU LA Chinese Restaurant
Business Location Address: 1073 HWY 101 S
City: Florence ZIP Code: 97439

List Members of LLC:

Percentage of Membership Interest:

1. <u>Weiyen Zhen</u> (managing member)	<u>100%</u>
2. _____ (members)	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: Weiyen Zhen DOB: 09-13-1992

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: [Signature] Date: 1/3/17
(name) (title)



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: LA BO LA Chinese Restaurant LLC Phone: 503-200-7510

Trade Name (dba): LA BO LA Chinese Restaurant

Business Location Address: 1073 HWY 101S

City: Florence ZIP Code: 97439

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 12:00pm to 9:00pm
Monday 11:00am to 9:30pm
Tuesday 11:00am to 9:30pm
Wednesday 11:00am to 9:30pm
Thursday 11:00am to 9:30pm
Friday 11:00am to 10:00pm
Saturday 11:00am to 10:00pm

Outdoor Area Hours: N/A

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: _____ to _____
☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input checked="" type="checkbox"/> Recorded Music | <input checked="" type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input checked="" type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

N/A
Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: 46 Outdoor: _____
Lounge: 36 Other (explain): _____
Banquet: _____ Total Seating: 82

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 1/3/17

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: LA BO LA Chinese Restaurant LLC Phone: 503-200-7510

Trade Name (dba): LA BO LA Chinese Restaurant

Business Location Address: 1073 HWY 101S

City: Florence ZIP Code: 97439

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 12:00pm to 9:00pm
Monday 11:00am to 9:30pm
Tuesday 11:00am to 9:30pm
Wednesday 11:00am to 9:30pm
Thursday 11:00am to 9:30pm
Friday 11:00am to 10:00pm
Saturday 11:00am to 10:00pm

Outdoor Area Hours: N/A

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: _____ to _____
☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input checked="" type="checkbox"/> Recorded Music | <input checked="" type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input checked="" type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

N/A
Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: 46 Outdoor: _____
Lounge: 36 Other (explain): _____
Banquet: _____ Total Seating: 82

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 1/3/17

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5

Meeting Date: April 17, 2017

Department: Public Works

ITEM TITLE: Authorize Staff to Submit a Grant Application for the Oregon Parks and Recreation Department 2017 Recreational Trails Program (RTP).

DISCUSSION/ISSUE:

The Oregon Parks and Recreation Department (OPRD) recently announced the opening of the 2017 Recreational Trails Program (RTP) grant cycle. OPRD will be accepting applications for grant funding through May 1, 2017.

The RTP is a Federal-aid assistance program authorized in 1998. The program was reauthorized by Congress in 2016 under the Fixing America's Surface Transportation Act (FAST Act). RTP replaced the original National Recreational Trails Funding Program that was established in 1991.

The US Department of Transportation, Federal Highway Administration (USDOT/FHWA) administers RTP. In Oregon, FHWA RTP funds are apportioned to the Oregon Department of Transportation (ODOT) and administered by Oregon Parks and Recreation Department (OPRD) as designated by the Governor. RTP funds represent a portion of the federal gasoline tax attributed to recreation on non-gasoline tax supported roads. FHWA's annual apportionments to states are based on funds voted on by the US Congress.

RTP grant funds are intended to fund recreational trail-related projects for both motorized and non-motorized use. Project uses include pedestrian: hiking, running and wheelchair access, biking, mountain biking, water trail use, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

The intent for RTP grant funding is to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function. RTP grants typically fund on-the-ground projects, while limited funds are available for educational or planning components.

In general, RTP funds may be used for the following types of projects:

- New trail construction
- Trail restoration
- Trailhead facilities
- Land acquisition for trails
- Safety and educational programs
- Water trails

RTP grant requests are limited to a minimum of \$10,000 and there is no maximum grant amount limit. Grants that are in excess of \$150,000 will be reviewed with additional scrutiny to ensure the project is ready to proceed. RTP grant funds can pay up to 80% of a projects total cost and has a minimum match requirement of 20%.

The eligible match can include local budgeted funds, City labor or equipment, federal revenue sharing, other eligible grants, state and county inmate labor, donated funds, the value of private donated property, equipment, materials, labor, the value of the land acquired within the last eighteen (18) months prior to RTP grant document being fully executed, or any combination of these items.

The Siuslaw Estuary Trail was developed in collaboration and input through community members and the Siuslaw Estuary Partnership, a multi-year US Environmental Protection Agency grant funded project. From November 2010 through January 2013, the 'Siuslaw Estuary Trail Vision: Preferred Location and Design' report was prepared by project staff, with input and guidance from the Siuslaw Estuary Trail Technical Team and the Siuslaw Estuary Partnership Interdisciplinary Team. Participants of the technical team included the City of Florence; Port of Siuslaw; Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians; Oregon Department of Fish and Wildlife; Oregon Department of Land Conservation and Development; Oregon Department of State Lands; Oregon Department of Transportation; Siuslaw Watershed Council; US Army Corps of Engineers; and US Bureau of Land Management.

Our community stakeholders included representation from the Audubon Society; local birdwatcher group; Central Oregon Coast Board of Realtors; Florence Area Chamber of Commerce; steelheader group; Florence Area Hospitality Association; Oregon Shores Conservation Coalition; Salmon Trout Enhancement Program; Surfrider Foundation; Volkswalkers; Siuslaw Soil and Water Conservation District, Lane County; and Heceta Water PUD.

Staff would like to request funding to supplement the first phase of the Siuslaw Estuary Trail improvements from Hwy 126 at Spruce Street to a location near Quince and 2nd Street. The trail project will include the development of a trailhead and parking area on City property on the south side of Hwy 126 west of Spruce Street right-of-way; footbridge over Munsel Creek; multi-use path (pedestrian and bicycle); interpretive signage; and connection to Quince Street.

A portion of this project is already funded through the 2015-2018 STIP (Statewide Transportation Improvement Program). The RTP grant funds will help complete the first segment of the Siuslaw Estuary Trail and lessen the overall City match required as part of the ODOT scoped project.

Considering the overall costs for the Siuslaw Estuary Trail project, we would submit a grant request for \$200,000 for this grant application with a corresponding minimum local match of \$40,000. Part of the match would come from the STIP project.

If City Council is in agreement, staff will submit a grant application for this project.

FISCAL IMPACT:

This is the first step in a multi-step process. If the grant application is approved by the Oregon Parks and Recreation Department (OPRD), staff will bring forward a request for Council to accept the grant.

If we are successful in obtaining a RTP grant from OPRD for the Siuslaw Estuary Trail project, the minimum required match would be \$40,000. The match can be accomplished through a combination of City labor and equipment, federal revenue sharing, other eligible funding (such as the STIP), donated funds, donated equipment, donated materials, donated labor (volunteer) and City funds.

RELEVANCE TO ADOPTED COUNCIL GOALS:

The application for OPRD RTP grant meets the 2017 Council Goals of:

- City Service Delivery – improving the delivery of cost effective and efficient services by utilizing volunteer labor to leverage grant proceeds.
- Livability & Quality of Life – by being responsive to our community’s needs and improving the City’s park development while improving the parks curb appeal.
- Economic Development – by creating multi-use trail from Hwy 126 to Old Town will provide residents an alternate method of transportation which will also attract additional uses from the region which may increase tourism and dollars spent within the community.
- Communication & Trust – strengthening citizen trust by cooperatively working with established community sports associations for the common good of the community.
- Financial & Organizational Sustainability – leveraging a STIP funded project which reduces the overall out of pocket expenses to the City in creating the first leg of the Siuslaw Estuary Trail.

ALTERNATIVES:

1. Submit grant application for Siuslaw Estuary Trail improvements.
2. Submit a grant request for a different project.
3. Do not authorize staff to submit a grant.

RECOMMENDATION:

Staff recommends that the City Council authorize staff to submit a RTP grant application to the OPRD for the construction of a trailhead, parking area, footbridge over Munsel Creek, and a multi-use path along the alignment of the Siuslaw Estuary Trail.

AIS PREPARED BY: Mike Miller, Public Works Director

**CITY MANAGER’S
RECOMMENDATION:**

Approve



Disapprove



Other

Comments:

ER Reynolds

ITEMS ATTACHED:

Resolution No. 6, Series 2017
Map of Trail Location

**CITY OF FLORENCE
RESOLUTION NO. 6, SERIES 2017**

A Resolution Establishing Approval to Apply for a Grant from the Oregon Parks and Recreation Department for Construction and Development of the Siuslaw Estuary Trail, and Delegating Authority to the City Manager or Designee to Sign the Application.

RECITALS:

1. The Oregon Parks and Recreation Department is accepting grant applications for the Recreational Trails Program.
2. The City of Florence desires to participate in this grant program to the greatest extent possible as a means of providing needed multi-use (pedestrian and bicycle) trail improvements for the Siuslaw Estuary Trail.
3. The Siuslaw Estuary Trail Visioning project was completed as part of the Siuslaw Estuary Partnership, a collaborative effort by the City of Florence and its federal, state, and local partners to protect and improve water quality and fish and wildlife habitat in the lower Siuslaw River Watershed. This multi-year project began in 2010 and the visioning process was completed in 2013 with approval by the City Council.
4. City Council and Staff members have identified the necessity the Siuslaw Estuary Trail as a priority need in the 2012 Florence Transportation System Plan.
5. A portion of the Siuslaw Estuary Trail is a funded project included in the 2015-2018 Statewide Transportation Improvement Program.
6. The City of Florence has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded.
7. The City of Florence will provide adequate funding for on-going operations and maintenance of this facility should the grant funds be awarded.

Based on these findings,

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

1. The City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for Recreational Trails Program to construct and develop a trailhead and parking area; multi-use path; footbridge over Munsel Creek; and connection to Quince Street as part of the Siuslaw Estuary Trail.
2. This Resolution takes effect immediately upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 17th day of April, 2017.

Attest:

Joe Henry, Mayor

Kelli Weese, City Recorder

Recreational Trails Program Grant 2017



1 in = 200 ft
Date: 4/6/2017

The information on this map was derived from digital files that are owned by the City of Florence. While care was taken in the creation of this map, it is not a legal document. It is provided "as is" and the City of Florence cannot accept any responsibility for errors or the positional accuracy in the digital data or the underlying records. Specific parcels or zoning should be confirmed with the appropriate jurisdictions. There are no warranties accompanying this product. However, notifications of any errors would be appreciated.

Unit 2 Funded
Parking Lot

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6

Meeting Date: April 17, 2017

Department: Planning

ITEM TITLE: Title 4 Chapter 4 Code Amendments Regarding Flood Damage Prevention

DISCUSSION/ISSUE:

The City of Florence has a participation agreement with the Federal Emergency Management Agency whereby the City must adopt and enforce a floodplain ordinance. These policies are outlined in Title 4 Chapter 4 Flood Damage Prevention. The City of Florence participates in the National Flood Insurance Program (NFIP) to qualify properties within its jurisdiction for flood insurance and make them eligible for federal mortgages. By participating in the NFIP through implementation of floodplain regulations the City is also deemed to comply with Oregon Land Use Goal 7 for coastal and riverine flood hazards.

FEMA has made policy changes to the NFIP. These are namely disallowing the City's Building Official from administering the program. The City must now establish a Floodplain Manager/Administrator. There are also changes to the responsibilities of the manager. The City wishes to change its floodplain ordinance to comply with these federal policy changes. With our code out of compliance the City is not meeting its obligations under the participation agreement, which affects our standing with the NFIP. Not adopting these changes could result in loss of flood insurance for properties in the City's jurisdiction.

FISCAL IMPACT:

Adopting these changes will either require additional training for city staff to comply with these new duties or the services will need to be contracted out.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1-City Service Delivery, Objective 6 of Community Development-"Update Title 4 Building Code".

-
- ALTERNATIVES:**
1. Approve the code text amendment application, or
 2. Deny the code text amendment application through resolution with reasons for the denial.
-

RECOMMENDATION:

Staff recommends that the proposed code text amendment be approved.

AIS PREPARED BY: Wendy FarleyCampbell, Planning Director

**CITY MANAGER'S
RECOMMENDATION:**

Approve

☐

Disapprove

☐

Other

Comments:

ERReynolds

ITEMS ATTACHED:

Ordinance No. 6, Series 2017
Exhibit A – Proposed Code

**CITY OF FLORENCE
ORDINANCE NO. 6, SERIES 2017**

**An Ordinance amending Florence City Code Title 4, Chapter 4
Regarding Flood Damage Prevention.**

RECITALS:

1. The City of Florence has a participation agreement with the Federal Emergency Management Agency whereby the City must adopt and enforce a floodplain ordinance.
2. The City of Florence participates in the National Flood Insurance Program (NFIP) to qualify properties within its jurisdiction for flood insurance and make them eligible for federal mortgages.
3. By participating in the NFIP through implementation of floodplain regulations the City is deemed to comply with Oregon Land Use Goal 7 for coastal and riverine flood hazards.
4. The City wishes to change its floodplain ordinance to comply with federal policy changes.
5. The Florence City Council adopted 2017-2018 work plan, Goal 1, Objective 6 of Community Development to "Update Title 4 Building Code".

Based on these findings,

THE CITY OF FLORENCE ORDAINS AS FOLLOWS:

1. The Florence City Code Chapter 4 of Title 4 is amended as shown in Exhibit A.
2. 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 17th day of April 2017.

Second Reading on the _____ day of _____ 2017

This Ordinance is passed and adopted on the 17th day of April 2017.

AYES Councilors
NAYS
ABSTAIN
ABSENT

Joe Henry, Mayor

Attest:

Kelli Weese, City Recorder

TITLE 4
CHAPTER 4

FLOOD DAMAGE PREVENTION

SECTION:

- 4-4-1: Purpose
- 4-4-2: Methods of Reducing Flood Losses
- 4-4-3: Definitions
 - 4-4-3-1: Construction of Words
 - 4-4-3-2: General Definitions
- 4-4-4: General Provisions
 - 4-4-4-1: Lands to Which This Chapter Applies
 - 4-4-4-2: Basis for Establishing the Areas of Special Flood Hazard
 - 4-4-4-3: Compliance
 - 4-4-4-4: Abrogation and Greater Restrictions
 - 4-4-4-5: Interpretation
 - 4-4-4-6: Warning and Disclaimer of Liability
- 4-4-5: Administration
 - 4-4-5-1: Establishment of Development Permit
 - 4-4-5-2: Designation of the ~~Building Official~~ Floodplain Manager
 - 4-4-5-3: Duties and Responsibilities ~~of the Building Official~~
 - 4-4-5-4: Variance Procedure
- 4-4-6: Provisions for Flood Hazard Protection
 - 4-4-6-1: General Standards
 - 4-4-6-2: Specific Standards
 - 4-4-6-3: Encroachments
 - 4-4-6-4: Standards for Shallow Flooding Areas (AO Zones)

4-4-1: PURPOSE: It is the purpose of this Chapter to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

- A. To protect human life and health.
- B. To minimize expenditure of public money and costly flood control projects.
- C. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public.
- D. To minimize prolonged business interruptions.
- E. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard.
- F. To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future flood blight areas.
- G. To ensure that potential buyers are notified that property is in an area of special flood hazard.
- H. To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions.

4-4-2: METHODS OF REDUCING FLOOD LOSSES: In order to accomplish its purposes, this Chapter includes methods and provisions for:

- A. Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities.

- B. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction.
- C. Controlling the alteration of natural flood plains, stream channels and natural protective barriers, which help accommodate or channel flood waters.
- D. Controlling filling, grading, dredging and other development which may increase flood damage.
- E. Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas.

4-4-3: DEFINITIONS:

4-4-3-1: CONSTRUCTION OF WORDS: Unless specifically defined below, words or phrases used in this Chapter shall be interpreted so as to give them the meaning they have in common usage and to give this Chapter its most reasonable applications.

4-4-3-2: GENERAL DEFINITIONS:

APPEAL	A request for a review of the Building Officials' <u>Floodplain Manager</u> interpretation of any provision of this Chapter or a request for a variance.
AREA OF SHALLOW FLOODING	A designated AO or AH Zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one foot to three feet (1'- 3'); a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and, velocity flow may be evident. AO is characterized as sheet flow and AH indicates ponding.
AREA OF SPECIAL FLOOD HAZARD	The land in the flood plain within a community subject to a one percent (1%) or greater chance of flooding in any given year. Designation on maps always includes the letters A or V.
BASE FLOOD	The flood having a one percent (1%) chance of being equaled or exceeded in any given year. Also referred to as the "100-year flood." Designation on maps always includes the letters A or V.
BASEMENT	Any area of building having its floor subgrade (below ground level) on all sides.
BREAKAWAY WALL	A wall that is not part of the structural support of a building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.
COASTAL HIGH HAZARD AREA	Means an area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on the FIRM as Zone V1-V30, VE or V.
CRITICAL FACILITY	A facility for which even a slight chance of flooding might be too great. Critical facilities include, but are not limited to schools, nursing homes, hospital, police, fire and emergency response installations, installations which produce, use or store hazardous materials or hazardous waste.
DEVELOPMENT	Any man made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling,

grading, paving, excavation, ~~or~~ drilling operations, storage of equipment and materials, and substantial improvement or repair of substantial damage located within the area of special flood hazard.

ELEVATED BUILDING

For insurance purposes, a nonbasement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

EXISTING
MANUFACTURED
PARK OR
SUBDIVISION

A manufactured home park subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be HOME affixed (~~it~~ including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the adopted flood plain management regulations.

EXPANSION OF EXISTING
MANUFACTURED
PARK OR
SUBDIVISION

The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured home are to be affixed HOME (including the installation of utilities, the construction of streets, and either final site grading or pouring of concrete pads).

FLOOD OR FLOODING

A general and temporary condition of partial or complete inundation of normally dry land areas from:

1. The overflow of inland or tidal waters, and/or
2. The unusual and rapid accumulation of runoff of surface waters from any source.

FLOOD INSURANCE
RATE MAP (FIRM)

The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community, and filed with the ~~Building~~ Official Floodplain Manager.

FLOOD
INSURANCE
STUDY

The official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary-Floodway Map, and the water surface elevation of the base flood, and filed with the ~~Building~~ Official Floodplain Manager.

FLOODWAY

The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot (1')

FREEBOARD

A one-foot factor of safety above flood level to compensate for unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as the hydrological effect of urbanization of the watershed.

LOWEST FLOOR

The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance found at Section 4-4-6-2.

HABITABLE FLOOR

Any floor usable for living purposes, which includes working, sleeping, eating, cooking or recreation, or a combination thereof. A floor used only for storage purposes is not a "habitable floor".

MANUFACTURED HOME
FLORENCE CITY CODE TITLE 4

A structure, transportable in one or more sections, which is built on a

permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For flood plain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes the term "manufactured home" does not include park trailers, travel trailers, and other similar vehicles.

**MANUFACTURED HOME
PARK OR SUBDIVISION**

A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

NEW CONSTRUCTION

Structures for which the "start of construction" commenced on or after the effective date of this chapter.

**NEW MANUFACTURED
PARK OR
SUBDIVISION**

A manufactured home park or subdivision for which the construction of HOME facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of adopted floodplain management regulations.

**RECREATIONAL
VEHICLE**

~~Mean a~~ vehicle which is:
a. Built on a single chassis;
b. 400 square feet or less when measured at the largest horizontal projection;
c. Designed to be self-propelled or permanently towable by a light duty truck;
d. Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel or seasonal use.

START OF CONSTRUCTION

Includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.

STRUCTURE

A building, as defined in City Code Section 10-1-4, and includes any walled and roofed building including a gas or liquid storage tank that is principally above ground.

**SUBSTANTIAL
DAMAGE**

Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent (50%) of the market value of the structure before the damage occurred.

**SUBSTANTIAL
IMPROVEMENT**

Any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure either:

1. Before the improvement or repair is started, or
2. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition, "substantial

improvement" is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term does not, however, include either:

1. Any project for improvement of a structure to comply with existing State or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions, or
2. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

VARIANCE

A grant of relief from the requirements of this Chapter which permits construction in a manner that would otherwise be prohibited by this Chapter.

WATER DEPENDENT

A structure for commerce or industry which cannot exist in any other location and is dependent on the water by reason of the intrinsic nature of its operation.

4-4-4: GENERAL PROVISIONS:

4-4-4-1: LANDS TO WHICH THIS CHAPTER APPLIES: This Chapter shall apply to all areas of special flood hazards within the jurisdiction of the City of Florence, hereinafter known as the City.

4-4-4-2: BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD: The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study for the City of Florence", dated May 17, 1982, Panel No. 4101230001 B with accompanying Flood Insurance Maps is hereby adopted by reference and declared to be a part of their regulations. The Flood Insurance Study is on file with the ~~Building Official~~Floodplain Manager, Florence City Hall, 250 Highway 101, Florence, Oregon.

4-4-4-3: COMPLIANCE: No structure or land shall hereafter be constructed, located, extended, converted or altered without full compliance with the terms of this Chapter and other applicable regulations. Violations of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions), shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall be prosecuted as set forth in section 6-1-1B in this code. Nothing herein contained shall prevent the City of Florence from taking such other lawful action as is necessary to prevent or remedy any violation.

4-4-4-4: ABROGATION AND GREATER RESTRICTIONS: This Chapter is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this Chapter and another City Code title, chapter or section, easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

4-4-4-5: INTERPRETATION: In the interpretation and application of this Chapter, all provisions shall be: A.

Considered as minimum requirements.

B. Liberally construed in favor of the governing body.

C. Deemed neither to limit nor repeal any other powers granted under State statutes.

4-4-4-6: WARNING AND DISCLAIMER OF LIABILITY: The degree of flood protection required by this Chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This Chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This Chapter shall not create liability on the part of the City, any officer or employee thereof, or the Federal Insurance Administration, for any flood

damages that result from reliance on this Chapter or any administrative decision lawfully made thereunder.

4-4-5 ADMINISTRATION:

4-4-5-1: ESTABLISHMENT OF DEVELOPMENT PERMIT: A development permit shall be obtained before construction or development begins within any area of special flood hazard established in Section 4-4-2. The permit shall be for all structures including, manufactured homes as set forth in Definitions, Section 4-4-3, and for all other development including fill and other activities, also as set forth in the Definitions, Section 4-4-3. Application for a development permit shall be made on forms furnished by the Building-Official-Floodplain Manager and may include, but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing. Specifically, the following information is required:

- A. Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures. B. Elevation in relation to mean sea level to which any structure has been floodproofed.
~~structure has been floodproofed.~~
- C. Certification by a registered ~~professional~~ engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 4-4-6-2B.
- D. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.

4-4-5-2: DESIGNATION OF THE ~~BUILDING-OFFICIAL~~FLOODPLAIN MANAGER: The ~~Building-Official~~ Planning Director or his/her designee is ~~hereby~~ appointed to administer and implement this Chapter ~~by granting or denying development permit applications~~ in accordance with its provisions

4-4-5-3: DUTIES AND RESPONSIBILITIES: **~~OF THE BUILDING-OFFICIAL~~**

A. FLOODPLAIN MANAGER: Duties of the ~~Building-Official-Floodplain Manager~~ shall include, but are not ~~be~~ limited to:

- 1A.** Permit Review.
 - a1.** Review all development permits to determine that the permit requirements of this Chapter have been satisfied.
 - b2.** Review all development permits to determine that all necessary permits have been obtained from those Federal, State or local governmental agencies from which prior approval is required. Copies of such permits shall be maintained on file.
- 2B.** Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with Section 4-4-4- 2, Basis for Establishing the Areas of Special Flood Hazard, the ~~Building-Official-Floodplain Manager~~ shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a Federal, State, or other source, in order to administer Section 4-4-6-2A, Specific Standards - Residential Construction, and Section 4-4-6-2B, Specific Standards - Nonresidential Construction and section 4-4-6-3, Encroachments.
- 3C.** Information to be Obtained and Maintained.
 - a1.** Where base flood elevation data is provided through the Flood Insurance Study or required as in Section 4-4-5-3-~~A2B~~, obtain and record the actual elevation (in relation to mean sea level) of the lowest habitable floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
 - b2.** For all new or substantially improved floodproofed structures:

- ia. Verify and record the actual elevation (in relation to mean seal level), and iib.

Maintain the floodproofing certifications required in Section 4-4-5-1B.

- c3. Maintain for public inspection all records pertaining to the provisions of this Chapter. 4D.

Alteration of Watercourses.

- a.4. Notify affected jurisdictions, and the Director of the ~~Division~~ Department of State Lands, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.

- b.2. Require that ~~–~~maintenance is ~~–~~provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.

- 5E. Interpretation of FIRM Boundaries. Make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in Section 4-4-5-4.

6. Communication.

a. Communicate to the Building Official the applicable flood zone, base flood elevation (BFE) for building permits, and freeboard requirement for lowest floor and mechanicals.

b. Make substantial damage and improvement calculations.

c. Inspect development to assure compliance with the local flood hazard regulations.

d. Acknowledge Endangered Species Act (ESA) compliance for LOMR-F applications.

e. Assist Federal Emergency Management Agency (FEMA) in preparation and revision of flood maps

f. Verify BFEs estimated by non-state and federal agencies.

g. Assist residents in obtaining information on flood hazards, map data, flood insurance and proper construction measures.

h. Notify landowners in writing of insurance implications when issuing a variance approved under 4.4.5.4. Retain documentation of notification.

B. BUILDING OFFICIAL: Duties of the Building Official shall include, but are not limited to:

1. Ensure the lowest floor is elevated to or above BFE + freeboard established by the Floodplain Administrator.

2. Ensure mechanical equipment and ducting is installed to or above BFE + freeboard established by Floodplain Administrator.

3. Ensure installation of adequate flood openings.

4. Ensure use of flood resistant materials below BFE

5. Ensure enclosed areas below BFE are outfitted to allow only parking, building access and storage.

4-4-5-4: VARIANCE PROCEDURE:

A. Appeal Board.

1. The Planning Commission, as established by the City, shall hear and decide appeals and requests for variances from the requirements of this Chapter.
2. The Planning Commission shall hear and decide appeals when it is alleged there is an error in any requirement, decision or determination made by the ~~Building Official~~ Floodplain Manager in the enforcement or administration of this Chapter.
3. A written appeal shall be filed with the ~~Building Official~~ Floodplain Manager within fifteen (15) days after receiving notification of the decision of the ~~Building Official~~ Floodplain Manager. Such appeal shall state the grounds for appealing such decision and setting forth the alleged error in detail.
4. In passing upon such applications, the Planning Commission shall consider all technical evaluations, all relevant factors, standards specified in other sections of this Chapter, and:
 - a. The danger that materials may be swept onto other lands to the injury of others. b. The danger of life and property due to flooding or erosion damage.
 - c. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
 - d. The importance of the services provided by the proposed facility to the community. e. The necessity to the facility of a waterfront location, where applicable.
 - f. The availability of alternative locations, for the proposed uses which are not subject to flooding or erosion damage.
 - g. The compatibility of the proposed use with existing and anticipated development
 - h. The relationship of the proposed use to the comprehensive plan and flood plain management program for that area.
 - i. The safety of access to the property in times of flood for ordinary and emergency vehicles.
 - j. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site.
 - k. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
5. Upon consideration of the factors of Section 4-4-5-4A.4, and the purposes of this Chapter, the Planning Commission may attach such conditions to the granting of variances as it deems necessary to further the purposes of this Chapter.
6. A decision of the Planning Commission may be appealed to the City Council, by filing a written appeal with the Planning Department within fifteen (15) days after the date of the Planning Commission decision. Such appeal shall state the grounds for appealing such decision and setting forth the alleged error. The City Council review is an inspection of the record to determine whether there ~~is~~ evidence to support the findings and that the findings are sufficient to support the Planning Commission decision.
7. The ~~Building Official~~ Floodplain Manager shall maintain the records of all appeal actions and report any variances to the Federal Insurance Administration upon request.

B. Conditions for Variances.

1. Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this Section.
2. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one- half (1/2) acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items (a-f) in Section 4-4-5-4A.4 have been fully considered. As the lot size increases beyond the one- half (1/2) acre, the technical justification required for issuing the variance increases.
3. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
4. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
5. Variances shall only be issued upon:
 - a. A showing of good and sufficient cause.
 - b. A determination that failure to grant the variance would result in exceptional hardship to the applicant.
 - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, or create nuisances or cause fraud on or victimization of the public as identified in Section 4-4-5-4-A.4
6. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.
7. Variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from the flood elevations should be quite rare.
8. Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry-floodproofing, where it can be determined that such action will have low damage potential, complies with all other variance criteria except 4-4-5-4-B-1, and otherwise complies with Sections 4-4-6-1-A and 4-4-6-1-B of the General Standards.

4-4-6: PROVISIONS FOR FLOOD HAZARD PROTECTION:

4-4-6-1: GENERAL STANDARDS: In all areas of special flood hazards the following standards are required:

A. Anchoring.

1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure.

2. All manufactured homes must likewise be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors (Reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques).

B. Construction Materials and Methods.

1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
3. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

C. Utilities.

1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
2. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters.

D. Subdivision Proposals.

1. All subdivision proposals shall be consistent with the need to minimize flood damage.
2. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.
3. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.
4. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed development which contain at least fifty (50) lots or five (5) acres (whichever is less).

- E. Review of Building Permits. Where elevation data is not available either through the Flood Insurance Study or from another authoritative source, applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.

4-4-6-2: SPECIFIC STANDARDS: In all areas of special flood hazards where base flood elevation data has been provided as set forth in Section 4-4-4-2, Basis for Establishing the Areas of Special Flood Hazard, or Section 4-4-5-3B. Use in other Base Flood Data, the following provisions are required:

A. Residential Construction.

1. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated at least one foot (1') above the base flood elevation. (Ord. 20 Series 1994)
2. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall

be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

- a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
- b. The bottom of all openings shall be no higher than one foot above grade.
- c. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

B. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated to the level of the base elevation; or, together with attendant utility and sanitary facilities, shall:

1. Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water.
2. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
3. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the ~~official~~ manager as set forth in Section 4-4-5-3A.
4. Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in 4-4-6-2-A.
5. Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g. a building constructed to the base flood level will be rated as one foot below that level).

C. Manufactured Homes.

1. All manufactured homes to be placed or substantially improved within Zones A1-A30, AH, and AE on the community's FIRM on sites:
 - (i) Outside of a manufactured home park or subdivision, (ii) In a new manufactured home park or subdivision,
 - (iii) In an expansion to an existing manufactured home park or subdivision, or
 - (iv) In an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage: as the result of a flood;

Shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated one foot above the base flood elevation and be securely anchored to an adequately designed foundation system to resist flotation, collapse and lateral movement.

2.4. Manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A1-30, AH, and AE on the community's FIRM that are not subject to the above manufactured home provisions be elevated so that either:

- (i) The lowest floor of the manufactured home is elevated one foot above the base flood elevation, or
- (ii) The manufactured home chassis is supported by reinforced piers or other

foundation elements of at least equivalent strength that are not less than 36 inches in height above grade and be securely anchored to an adequately designed foundation system to resist flotation, collapse, and lateral movement.

- D. Recreational Vehicles: Recreational vehicles placed on sites within ZONES A1-30, AH, and AE on the community's FIRM either:
- (i) Be on the site for fewer than 180 consecutive days.
 - (ii) Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has not permanently attached additions; or
 - (iii) Meet the requirements of Section 4-4-6-2C.
- E. Floodways: Located within areas of special flood hazard established in 4-4-4-2 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, the following provisions apply:
- 1. Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional civil engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
 - 2. If this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Section 4-4-6.

4-4-6-3: ENCROACHMENTS:

The cumulative effect of any proposed development, when combined with all other existing and anticipated development, shall not increase the water surface elevation of the base flood more than one foot (1') at any point. (Ord. 661,11-24-81)

4-4-6-4: STANDARDS FOR SHALLOW FLOODING AREAS (AO ZONES)

Shallow flooding areas appear on FIRMS as AO zones with depth designations. The base flood depths in these zones range from 1 to 3 feet above ground where a clearly defined channel does not exist, or where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is usually characterized as sheet flow. In these areas, the following provisions apply:

- 1. New construction and substantial improvements of residential structures and manufactured homes within AO zones shall have the lowest floor (including basement) elevated above the highest grade adjacent to the building, one foot or more above the depth number specified on the FIRM (at least two feet if no depth number is specified).
- 2. New construction and substantial improvements of nonresidential structures within AO zones shall either:
 - (i) Have the lowest floor (including basement) elevated above the highest adjacent grade of the building site, one foot or more above the depth number specified on the FIRM (at least two feet if no depth number is specified); or
 - (ii) Together with attendant utility and sanitary facilities, be completely flood proofed to or above that level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. If this method is used, compliance shall be certified by a registered professional engineer or architect as described in Section 4-4-6-2, B-3.
- 3. Require adequate drainage paths around structures on slopes to guide floodwaters around and away from proposed structure.

4. Recreational vehicles placed on sites within AO Zones on the community's FIRM either:
- (i) Be on the site for fewer than 180 consecutive days,
 - (ii) Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
 - (iii) Meet the requirements of Section 4-4-6-2C.

Amended by Ord. 1, Series 1987
Amended by Ord. 20, Series 1994
Amended by Ord. 9, Series 1999
| Amended by Ord. 6, Series 2017

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7

Meeting Date: April 17, 2017

Department: Administration

ITEM TITLE: Housing and Economic Opportunities Project Ad-Hoc Committee and Mid-Year Board and Committee Appointments

DISCUSSION/ISSUE:

Housing and Economic Opportunities Project Ad-Hoc Committee Overview

At the March 20, 2017 City Council meeting the City Council approved Resolution No. 3, Series 2017 to create a housing and economic opportunities project ad-hoc committee. The purpose of the committee is to allow for citizen volunteer support and input into the project and its policy recommendations.

Staff began the recruitment process for the committee on April 5, 2017 and the recruitment period is proposed to close April 28th. The committee membership is to be composed of 9 to 11 members who represent a broad spectrum of community housing and economic development interests including but not limited to:

- Business Owners / Managers / Representatives with special consideration for...
 - Housing Industry including real estate, developers, contractors, appraisers, property management
 - Business and residential lending
- Citizens at large with special consideration given to the potential appointment of local residents representing a broad spectrum of age, ethnicity and income levels
- Representatives of local or state government

Often direct solicitation of residents who meet these criteria is the best method to ensure a committee is comprised of citizens who are representative of the community. Should the City Council know of any parties that may be interested in serving, please encourage them to apply and direct them to the City of Florence website for additional information.

City Council Representation and other Ex-Officio Members

The Committee also allows for up to two City Councilors, two Planning Commissioners, and two City Staff members to serve as ex-officio members without vote. One decision point before the City Council is to determine which member(s) to appoint to the committee. Other representation on the committee includes...

- Planning Commission Ex-Officio Members
 - John Murphey, Chairperson
 - Brian Jagoe, Commissioner
 - City Staff Ex-Officio members
 - Wendy FarleyCampbell, Planning Director
 - Kelli Weese, City Recorder / Economic Development
-

Recruitment Process

Florence City Code indicates that a notice will be provided to the public and the City Council of the positions to be filled as well as the time and manner in which applications may be submitted. City staff will be performing the recruitment process as shown in the timeline below. In order to seek some efficiencies in committee recruitment, staff will also be recruiting for vacant positions (or potentially vacant positions) on the following standing boards and committees:

- Budget Committee
- Environmental Management Advisory Committee
- Public Art Committee

Recruitment Timeline

April 5, 2017	<u>Recruitment Begins</u>
	Public Service Announcements are sent to the media and posted to Social media outlets
	Recruitment materials / applications posted online and
	Articles posted online and in the December City of Florence newsletter
April 28, 2017	Application Deadline
May 1, 2017	Compiled applications are submitted to Mayor & City Council
Week of May 1st – 5th	Mayor reviews applications Council submits comments on applicants to Mayor
May 15, 2017 City Council Meeting	Announcement of Committee Appointments (TBD)

FISCAL IMPACT:

The fiscal impact of committees varies by their scope of work. City Committee recruitment costs consist of the staff time to advertise, compile applications, answer citizen questions, and schedule interviews.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost effective city services

Goal 4: Communication & Trust

ALTERNATIVES:

Housing / Economic Opportunities Ex-Officio Membership

1. Appoint Two City Council members to serve on the Committee
 2. Appoint One City Council member to serve on the Committee
 3. Do not appoint a City Council member to serve on the Committee
-

Recruitment Process & Timeline

1. Approve recruitment process and timeline
2. Amend recruitment process and timeline
3. Cancel recruitment process and review committee establishment

RECOMMENDATION:

- Appoint two City Council members to serve on the committee in an ex-officio capacity
- Approve recruitment process and timeline

AIS PREPARED BY: Kelli Weese, City Recorder / Economic Development

**CITY MANAGER'S
RECOMMENDATION:**



Approve

☐

Disapprove

☐

Other

Comments:

ER Reynolds

ITEMS ATTACHED: Attachment 1 – Committee Terms and Vacancies

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: April 17, 2017
Department: All

ITEM TITLE: Board and Committee Report – March 2017

DISCUSSION/ISSUE:

Airport Advisory Committee	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Airport Advisory Committee met March 15 th . Items discussed included: draft Ground Lease agreement; Annual Ethics Training/Orientation presented by City Recorder Kelli Weese; Andreas Blech officially replaced Carl Middleton (Carl stepped down from the advisory committee creating an opening); Councilor Lyddon to speak with Lions Club regarding safety of the Wings & Wheels event (from an aircraft operators view); and an application for instrument approach was submitted to the FAA. The next meeting of the Airport Advisory Committee is scheduled for May 17 th at 2pm.	

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Airport Volunteer Group (AVG) provided 248 hours 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; check loaner cars and collect fees from loaner car users; clean the restrooms and office space at the airport office.	

Ad-Hoc Finance Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
Committee did not meet.	

Audit Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
Committee did not meet.	

Budget Committee	
<u>Department:</u> Finance	<u>Staff:</u> Andy Parks – Interim Finance Director
City Budget Committee met in March to receive year-end update and schedule of pending issues and forecasted rate adjustments.	

Economic Development Committee (EDC)	
<u>Department:</u> Administration	<u>Staff:</u> Jesse Dolin – Economic Development Catalyst
No report.	

Environmental Management Advisory Committee (EMAC)	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
EMAC met March 16 th for committee orientation training, to review Greener Florence Award nominees, and discuss plastic bag and foam policy recommendations. The April meeting will be held on the 20 th at 2pm.	

Florence Events Center Volunteers / Friends of the FEC	
<u>Department:</u> Florence Events Center	<u>Staff:</u> Kevin Rhodes – FEC Director
<p>The Friends of the FEC funded the installation of a new high definition video projection system at a cost of \$9,881.00. The purchase included a 9' x 15' projection screen and switching system that enables the source to be projected from either the stage, the back of the theater or up in the sound booth. The Friends continue to make significant investments in order for the FEC to remain a technically sound facility!</p> <p>Congratulations are in Order! The Friends of the Florence Events Center received an Impact Award from the Oregon Festivals & Events Association from the Annual Ovation Awards this past week. The awards were honored at the annual conference and awards dinner at the Seaside Convention Center. This category was given for an event that had a great and unique impact culturally or financially on a community. These awards are given statewide and focus on activities that have broad public support and potential tourist appeal. Dancing with Sea Lions began as an idea for a public art project, but quickly grew into a business collaboration and a community celebration of the arts. Congratulations again to the Friends of the FEC for such a successful campaign.</p>	

Florence Urban Renewal Agency	
<u>Department:</u> Administrative	<u>Staff:</u> Erin Reynolds – City Manager
FURA met in a special meeting on March 8 th and approved a supplemental budget to amend the FY 16/17 budget to allocate an additional \$500,000 toward the ReVision Florence project. Subsequently, the agency utilized those additional funds to amend the contract with Murray Smith and Associates to proceed with the right-of-way administration process and to continue the design process to meet the 60% design milestone at the beginning of July.	

Parks Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
<p>Singing Pines Park: Shoreline Christian School volunteers provided five (5) hours of labor picking up litter and trash at the park during March.</p> <p>Gallagher Park: Siuslaw Chapter of American Rhododendron Society volunteers provided four (4) hours of labor pruning rhododendrons and the Florence Garden Club volunteers provided eight (8) hours of labor cleaning and pruning the planter beds in the park along Spruce Street.</p> <p>Veterans Memorial Park: Volunteers provided three (3) hours of labor cleaning and weeding at the park in March.</p> <p>Old Town Park (Gazebo Park): Volunteers provided ten (10) hours of labor cleaning the flowerbeds, pruning and weeding at the park during March.</p> <p>Munsel Road Park: Volunteers from Boy Scouts of America (BSA), Troop 721 provided 4.25 hours of labor picking up trash, sweeping the hardscape, and weeding the planter strips during March.</p>	

Planning Commission	
<u>Department:</u> Planning	<u>Staff:</u> Wendy FarleyCampbell – Planning Director
<p>The Planning Commission met March 14th to hold two public hearings: a conditional use permit for Premium Choice Marijuana and a conditional use permit for Port of Siuslaw rip rap repairs. The Planning Commission voted unanimously to approve Premium Choice and unanimously to continue the hearing for the Port of Siuslaw to March 28th at the request of the applicant. The Planning Commission also met March 28th to hold two public hearings: a design review of a single-family residence on Harbor Street and a continued public hearing for Port of Siuslaw rip rap repairs. The Commission voted 6-1 to approve the design review for the single-family residence on Harbor Street and unanimously to continue the hearing for the Port of Siuslaw to April 11th at the request of the applicant.</p>	

Police Auxiliary	
<u>Department:</u> Police	<u>Staff:</u> Gary Stine – Auxiliary Coordinator
<p>During the month of March 2017 the Police Auxiliary provided 265 hours of service to the Police Department. We had one member resign due to health reasons and have a new recruit that starts training the first of April.</p> <p>Like we do every month, the Police Auxiliary delivered daily Mail and intra-department mail between the Police Dept, Municipal Court and City Hall, patrolled and did afternoon traffic control at Siuslaw Elementary School during school days, patrolled city neighborhoods and gated communities, visited and checked requested homes for people on vacation, checked for violations in Disabled parking spaces, attended staff training, picked up and reported found property, responded to citizens concerned about dogs left inside unattended vehicles, responded to dogs running at large and transported some to the Humane Society, assisted in doing hourly safety jail checks and feeding jail meals to help keep the regular Officers in the field and help the Corrections Officer while she is in Court or transporting inmates to Eugene. We also purchased needed food and medical supplies for the jail, provide public and court fingerprinting, registered sex offenders, filing of tickets and incidents reports, shedding of confidential information, and were available for Home Security Inspections for homeowners and the Business and Neighborhood Watch programs. We also interacted and provided answers to the resident's questions and by giving directions and answering questions to visitors.</p>	
Police Reserve Officers	
<u>Department:</u> Police	<u>Staff:</u> Tom Turner – Police Chief
Program not active	

Public Art Committee

Department: Administrative

Staff: Kelli Weese – City Recorder /
Economic Development Coordinator

PAC met on March 20th to continue working toward projects including trash cans & transit stops, Hwy 101 & Hwy 126 Mural, Siuslaw Bridge Steps, Gallery in Old Town, Public Art Donations, Funding & Marketing and the Mural Code.

- The trash can project is continuing to move along. The team is proposing to involve local students in painting the existing trash cans in the old town area. They have tentatively scheduled a paint day for May 6th.
- The team has received confirmation from Central Lincoln People's Utility District that they would be willing to work with the City of Florence to place a mural on their site. The team is working through the details of the project including potentials for painting directly on the surface vs. panels, surrounding lighting and landscaping, and potential budget considerations.
- The Siuslaw Bridge Steps projects continues to move forward as public art committee members communicate with ODOT about their approval process and local historians on the history of the bridge steps in their relation to the bridge. The team will be looking into utilizing online tools to help put together a thorough artist recruitment for the project as well as others moving forward.
- The Gallery in Old Town program continues to move forward and has determined multiple sites within the area for the art. The team will be working on putting together a draft call to artists.
- The team has also received donations for two sculptures including a totem pole and a modern art sculpture. Thank you to the City public works staff for assisting in pick-up and delivery of these items.



Transit Advisory Committee (TAC)	
Department: Planning	Staff: Glen Southerland – Associate Planner
<p>TAC met on March 15, 2017 to select members for the Chairperson and Vice-Chairperson positions. TAC had public comments from a person interested in a regular bus route from Eugene to Florence. TAC discussed advertising, promotion and marketing of the bus service, and Ride Free Day sponsorships. The first Ride Free Day sponsorship of the year would be provided by Greentrees Village for May 18th and 19th. The committee also discussed Florence's connectivity to other cities through the Florence/Yachats Connector being established for service and previous planning efforts to connect Florence and Eugene. TAC will meet again on April 19th.</p>	

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.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: Deliver efficient and cost effective city services. Goal 5: Strengthen and Improve City's Organization and Capital Plant.

AIS PREPARED BY: Report written by City of Florence staff and compiled by Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION: ☒ Approve ☐ Disapprove ☐ Other

Comments:

ER Reynolds

ITEM'S ATTACHED: None

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9

Meeting Date: April 17, 2017

Department: City Manager

ITEM TITLE: CITY MANAGER REPORT

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

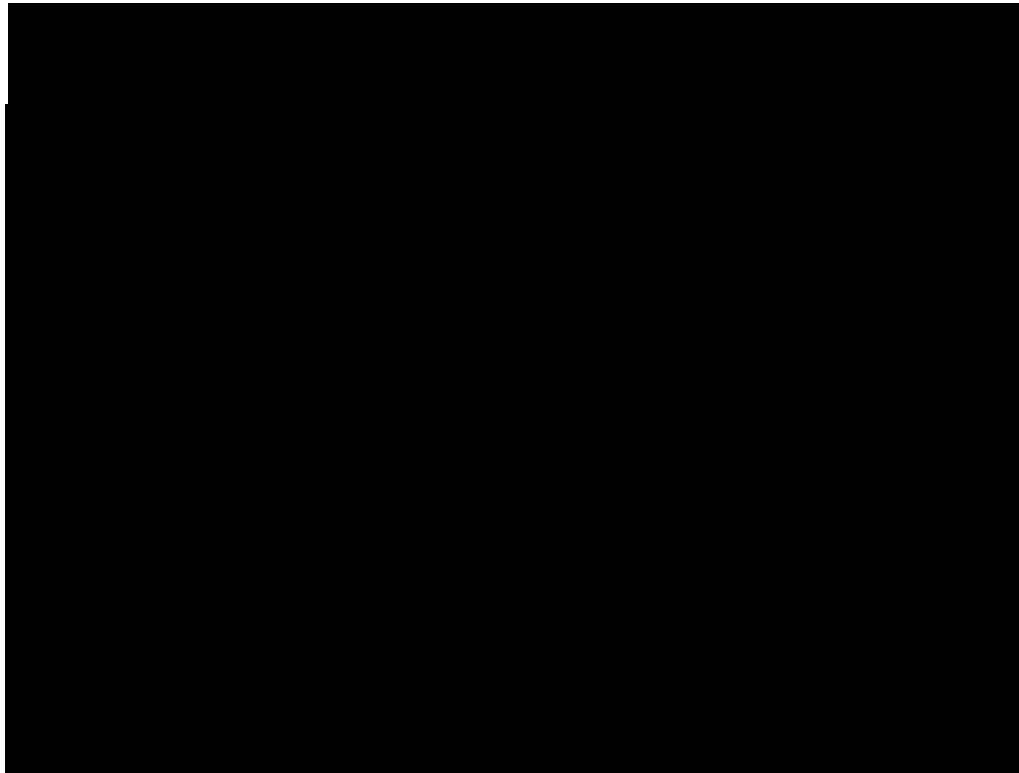
ITEM NO: 10

Meeting Date: April 17, 2017

Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS

Florence City Council Calendar - 2017



April					
M	Tu	W	Th	F	Sa/Su
					1 & 2
3 Council Meeting	4	5 Council Work Session - Canceled	6	7	8 & 9
10	11	12	13	14	15 & 16
	Northwest Regional Manager's Conference				
17 Council Meeting	18	19 Council Work Session - Tentative	20	21	22 & 23
24	25	26 FURA Mtg	27	28	29 & 30

Florence City Council Calendar - 2017

May

M	Tu	W	Th	F	Sa/Su
1 Council Meeting	2	3 Council Work Session - Tentative	4	5	6 & 7
8	9	10	11	12	13 & 14
15 Council Meeting	16	17 Council Work Session - Tentative	18	19	20 & 21
22 Budget Committee Mtg	23 Budget Committee Mtg	24 FURA Mtg - Rescheduled	25	26	27 & 28
29 Memorial Day Holiday	30	31 FURA Mtg			

June

M	Tu	W	Th	F	Sa/Su
			1	2	3 & 4
5 Council Meeting - Rescheduled	6	7 Council Work Session - Canceled	8	9	10 & 11
12 Council Meeting	13	14	15	16	17 & 18
19 Council Meeting - Canceled	20	21 Council Work Session - Canceled	22	23	24 & 25
26	27	28 FURA Mtg	29	30	1 & 2

July

M	Tu	W	Th	F	Sa/Su
3 Council Meeting Rescheduled	4 Independence Day Holiday	5 Council Work Session Rescheduled	6	7	8 & 9
10 Council Meeting	Oregon City Manager's Association Conference				15 & 16
17 Council Meeting - Rescheduled	18	19 Council Work Session - Canceled	20	21	22 & 23
24 Council Meeting - Tentative	25	26 Council Work Session - Tentative	27	28	29 & 30
31					

August

M	Tu	W	Th	F	Sa/Su
	1	2	3	4	5 & 6
7 Council Meeting	8	9 Council Work Session - Tentative	10	11	12 & 13
14	15	16	17	18	19 & 20
21 Council Meeting - Canceled	22	23 Council Work Session - Canceled	24	25	26 & 27
28	29	30 FURA Mtg	31		