

**CITY OF FLORENCE
RESOLUTION NO. 21, SERIES 2019**

A Resolution Approving the 2019 Work Plans / Prior Year Activities Reports for the following City of Florence Commissions / Committees: Planning Commission, Community & Economic Development Committee, Environmental Management Advisory Committee and Transportation Committee.

RECITALS:

1. The Florence City Council adopted the City of Florence Committee and Commission Policy Manual (Manual) on November 5, 2018 via Resolution No. 21, Series 2018.
2. Chapter 7 of the Manual sets the Committee's role in goal setting and work plan creation, including requirements that all permanent standing commissions and committees, except the Budget Committee, are charged with developing:
 - a. An annual work plan for their committee for the upcoming year, and
 - b. A report on the activities of the committee over the prior service eyar.
3. In addition, Chapter 7 of the Manual indicates the following:
 - a. Committee / Commission work plans must be consistent, relevant, and supportive to the Council's goals.
 - b. Committee / Commission work plans shall be presented to the City Manager and City Council for approval at a Council meeting in the Spring of each year. This action will generally occur on a Council meeting consent agenda.
4. On April 1, 2019, the Florence City Council adopted Resolution No. 6, Series 2019, a resolution reaffirming the City of Florence's Council Goals and adopting the July 1, 2019 – June 30, 2021 City of Florence work plan.
5. The City Council tentatively reviewed the Committee work plans at their July 15, 2019 City Council meeting and elected to move forward to approval of each of the work plans, with the exception of the Public Arts Committee, which it elected to place on hold for 90 days to review more fully with the committee.

Based on these findings,

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

1. The Planning Commission 2019-2020 Work Plan and 2018 Prior Year Activities Report is approved as shown in Exhibit 1.
2. The Community & Economic Development Committee 2019-2020 Work Plan is approved as shown in Exhibit 2.

3. The Environmental Management Advisory Committee 2019-2020 Work Plan and 2018 Activities Report is approved as shown in Exhibit 3.
4. The Transportation Committee 2019-2020 Work Plan is approved as shown in Exhibit 4.
5. This Resolution shall become effective immediately upon adoption.

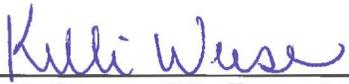
ADOPTION:

This Resolution is passed and adopted on the 16th day of September, 2019.



Joe Henry, Mayor

Attest:



Kelli Weese, City Recorder

CITY OF FLORENCE Planning Commission

Recommendation to the City Council to Approve the 2019-2020 Planning Commission Work Plan & 2018 Activities Report

1. The Florence City Council adopted the City of Florence Committee & Commission Policy Manual (Manual) on November 5, 2018 via Resolution No. 21, Series 2018.
2. Chapter 7 of the Manual sets the Committee's role in goal setting and work plan creation, including requirements that all permanent standing commissions and committees, except for the Budget Committee, are charged with developing:
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 - b. Committee / Commission work plans shall be presented to the City Manager and City Council for approval at a Council meeting in the Spring of each year. This action will generally occur on a Council meeting consent agenda.
4. On April 1, 2019, the Florence City Council adopted Resolution No. 6, Series 2019, a resolution reaffirming the City of Florence's Council Goals and adopting the July 1, 2019 – June 30, 2021 City of Florence work plan.
5. The Planning Commission has reviewed the adopted City Council goals and work plan and have prepared a prior year's activities report and an annual work plan, which it believes is consistent, relevant and supportive of the Council's adopted goals / work plan.

THE PLANNING COMMISSION RECOMMENDS THE CITY COUNCIL APPROVE THE FOLLOWING:

1. The 2019-2020 Planning Commission Work Plan, Exhibit A.
2. The 2018 Planning Commission Activities Report, Exhibit B.

COMMITTEE APPROVAL:

This Recommendation is passed by Planning Commission vote on the 25th day of June, 2019

 6/25/19
John Murphey, Chairperson
Florence Planning Commission

Exhibit A



City of Florence
A City in Motion

City of Florence
Planning Commission
Committee Work Plan
July 2019 – June 2021

Planning Commission Overview:

The Planning Commission is the City of Florence's planning body and Citizen Involvement Advisory Committee (per ORS 197.160) with the authority to take actions considering specific land development proposals and propose policy and legislation to the City Council. The Planning Commission conducts hearings, reviews applications, recommends amendments, and performs other duties related to community planning and development at the request of the City Council.

The objective of this document is to create priorities for the 2019 and 2021 biennial cycle. These work plan priorities generally relate to long-term planning efforts to be considered, which include, but are not limited to the following:

- Housing Code Update
- FEMA Floodplain Map & Code Updates
- Transportation Systems Plan Update
- Various Code and Comprehensive Plan Updates

| Planning Commission Members: | | |
|---|---|---------------|
| John Murphey; Chairperson | Sandi Young; Vice-Chairperson | Ron Miller |
| Brian Jagoe | Eric Hauptman | Andrew Miller |
| Phil Tarvin | | |
| City Staff and Ex-Officio Members: | | |
| Wendy FarleyCampbell, Planning Director; Ex Officio Member- City Staff | Glen Southerland, AICP, Associate Planner; Ex-Officio Member- City Staff | |
| Dylan Huber-Heidorn, Planning Technician; City Support Staff | Vevie McPherran, Planning Administrative Assistant; City Support Staff | |

Committee Priorities:

Housing Code Update:

The City Council has made housing their top priority for the 2019 – 2020 biennial. The Planning Commission is committed to implementing the City Council's goals by working with City staff to adopt new residential housing codes that are more progressive and allow for a wider range of housing stock in the Florence area as well as other initiatives as they arise.

The next steps regarding housing for the Planning Commission are...

- Hold joint work session(s) with the City Council regarding housing code updates.
- Begin the adoption process and hold public hearings on the proposed updates.
- Take public feedback and implement suggestions where appropriate.
- Work with City Staff to assist with the implementation process as needed.
- Communicate and promote housing code changes to the community.

FEMA Floodplain Map & Code Updates:

FEMA and the Oregon Department of Geology and Mineral Industries (DOGAMI) began Floodplain Insurance Rate Map (FIRM) updates for coastal Lane County in 2018. These maps had not been previously updated since 1999. The Planning Commission will have the responsibility of reviewing and adopting Code and Comprehensive Plan updates to ensure that Florence maintains compliance with the National Flood Insurance Program and protects our residents and visitors.

The Planning Commission's next steps regarding floodplain amendments are...

- Update Titles 4 and 10 of Florence City Code.
- Update the Florence Comprehensive Plan in support of FIRM updates.
- Champion and communicate city efforts regarding flood protection efforts.

Transportation Systems Plan Update:

The City Council has identified the need to update and correct the City's Transportation System Plan in order to provide the most accurate information for development and identify projects to be included in the TSP. This process will involve...

- Working with staff to prepare and review updates to the TSP.
- Working with the Transportation Committee to audit the existing TSP and correct errors.
- Preparing updates to Florence City Code, Capital Improvement Plan, and Comprehensive Plan.
- Determining appropriate public outreach methods on the amendments.
- Hosting joint public hearings with the City Council.

Miscellaneous:

Other opportunities exist, not only for additional code and comprehensive plan housekeeping updates, but for general process changes by the Planning Commission. Those include...

- Researching and revising parking lot lighting standards and revising lighting code to reflect those standards.
- Complete mural code revisions after completing a joint work session with the City Council.
- Perform general housekeeping updates to Titles 10 and 11 not covered by other code update processes.
- Update the Florence Realization 2020 Comprehensive Plan in order to meet state requirements and community needs.
- Convert Planning Commission meeting materials to digital delivery systems.

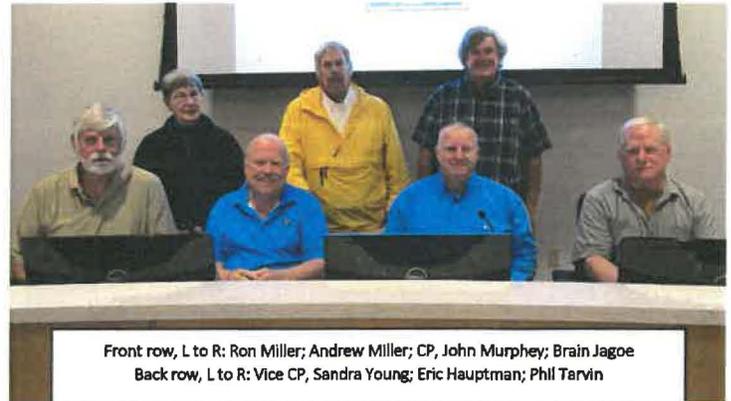
Exhibit B

City of Florence
Planning Commission
Previous Year Activities
January 2018- July 2019



To fulfill the requirement of the Committees and Commissions Handbook, adopted on November 5, 2018 through Resolution No. 21, Series 2018, this report briefly describes the activities of the Commission over the prior service year, from January 2018 to July 2019.

Committee Growth: January 2018 held the meeting that we said thank you and goodbye to two of our long-term Commissioners. During the 2018 recruitment process we gained two members, to maintain seven. In the 2019 recruitment process one Commissioner took the opportunity to fulfill interconnected duties with the EMAC Committee and the Planning Commission received a replacement Member.



Work Sessions & Public Hearings: 2018 was a very busy year for the Planning Commissioners as they began in February by receiving the **Housing Economic Opportunities Project (HEOP)** results along with **ADU Code Changes** at a regular session. This was followed by a joint work session with City Council to discuss the **HEOP, Florence 2020 Comprehensive Plan Updates, and Housing Florence City Code Amendments** that included potential code changes from Senate Bill 1051 and Florence Development Code Updates.



From this work session a determination was made to allow for places of worship in commercial and industrial zones to provide dwelling units, allow for all parcels within previously-existing primary single-family residences to construct accessory dwelling units, and not allow accessory dwelling units to be used for short term rentals. A second joint work session was held in March with a continued discussion regarding **HEOP Next Steps** with a focus on review of potential code changes to **FCC Chapter 10, 11, 12, 13, and 29** related to residential zoning districts along with a review of the potential comprehensive plan updates to **Chapter 2,**

9, and 10. From this work session a determination was made to include provisions to require one off street parking space for an accessory dwelling unit should on street parking not be available. In April the Planning Commissioners reviewed proposed changes for **ADU 10-2, General Zoning Provisions; ADU 10-3, Off-Street Parking and Loading; and ADU 10-10, Accessory Dwelling Units.** No action was taken at this regular work session. However, in May they met in another regular session to consider those proposed changes along with **Chapter 4, Conditional Uses.** These proposed regulations related to siting, design, and construction criteria for ADU's and Place of Worship provided by affordable housing. The Commissioners approved the resolution for recommendation to City Council with a 5-1 vote. June brought the consideration of the proposed changes to the **Florence Realization 2020 Comprehensive Plan, Chapter 9 and Chapter 10** in the **Housing Comp Plan Amendments** resolution along with Chapter 7, 11, 12, and 12 in the **Beat the Wave Comp Plan Amendments** in a regular session. Both resolutions passed with a 7-0 Commission vote. Another regular work session in August presented the Commissioners with a review **Buildable Lands Inventory (BLI) and Tsunami Code Changes** as it related to the Tsunami Hazard Overlay and Development code and discussion of these topics were continued at a regular session in September. In October a proposal for recommendation from Planning Commission to City Council for final adoption of **Tsunami Hazard Overlay Zone Code Amendments** was approved with a 4-0 vote and later that month the Commissioners approved the **Buildable Lands Inventory Comp Plan Amendments** with a 4-0 vote. To wrap up 2018 the Planning Commissioners discussed and recommended projects for Council consideration of the **2019-2020 City Work Plan** at the December regular session.



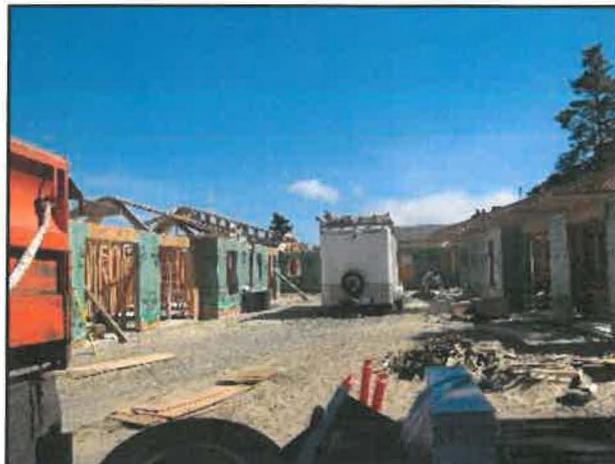
Type I / Over the Counter & Type II / Administrative Staff Review: 2018 saw a total of 64 over the counter and 17 Administrative Staff Review applications in the Community Development department. Many of these applications would have gone to Planning Commission for review and approval in the past. However, with the new, streamline process in place these applications were handled in-house. This successful process has allowed the Commissioners the opportunity to focus on needed long range planning projects and changes in the community that required more complicated process. Approval of Design Reviews,

Modifications, and the 6 ADU's in the City are great examples of how this process helped eliminate some of the responsibility that would have otherwise fallen on the Planning Commissioners.



Type III Applications for Planning Commission Review and Approval:

There were 50 Type III applications submitted in 2018 and 42 of them went on to Planning Commission for approval. In addition to the consideration of Code Text Amendments and Comp Plan Amendments the Commissioners were dedicated to ensuring that acceptable review time has been given to a number of arduous applications. Some of these applications included a large, Mixed-Use Planned Unit Development, a Tentative Subdivision, and Subdivision Modifications. In 2019 they have continued to complete the reviews of 2018 that also included 10 Design Reviews, 2 Zone Changes, 2 Minor Partitions, 2 Extensions, 2 Variances, 9 Conditional Use Permits, and 5 Annexations have come before them also for consideration and approval and/or recommendation to City Council.



acceptable review time has been given to a number of arduous applications. Some of these applications included a large, Mixed-Use



In Progress: The Planning Commissioners have maintained a level of engagement in 2019 that proves their commitment to sworn and unbiased decision-making practices. Through an **Orientation/Policies Training** conducted in March of this year they became even more sharpened and equipped to fulfill their responsibilities. In March one of our Commissioners also attended a **Planning in Oregon** training to learn more about building successful communities. In addition, the Vice Chairperson has made time to be an active member of the **Housing Code Subcommittee**. The Commissioners have reviewed and approved two Conditional Use Permits, three Planned Unit Developments, two Tentative Subdivisions,

five Design Reviews, and recommended a property Vacation, an Annexation/Zone Assignment, and two Zone Changes to City Council for approval. The Commissioners reviewed a **DLCD Technical Assistance Grant Presentation / Housing Code Update** and engaged in the **2019-2020 Florence Workplan / next steps** discussion at a regular session in April and many of them attended and supported the **Housing Code Update Project Open House** in May. Recently, the Planning Commission is preparing for a City Council/Planning Commission Work Session to be held in July.



PC Members: Eric Hauptman; Andrew Miller; VC, Sandra Young; CP, John Murphy; Brian Jagoe; Phil Tarvin; Ron Miller

**CITY OF FLORENCE
COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**

**Recommendation to the City Council to Approve the
2019-2020 Community and Economic Development Committee Work Plan**

1. The Florence City Council adopted the City of Florence Committee & Commission Policy Manual (Manual) on November 5, 2018 via Resolution No. 21, Series 2018.
2. Chapter 7 of the Manual sets the Committee's role in goal setting and work plan creation, including requirements that all permanent standing commissions and committees, except for the Budget Committee, are charged with developing:
 - a. An annual work plan for their committee for the upcoming year, and
 - b. A report on the activities of the committee over the prior service year
3. In addition, Chapter 7 of the Manual indicates the following:
 - a. Committee / Commission work plans must be consistent, relevant, and supportive to the Council's goals.
 - b. Committee / Commission work plans shall be presented to the City Manager and City Council for approval at a Council meeting in the Spring of each year. This action will generally occur on a Council meeting consent agenda.
4. On April 1, 2019, the Florence City Council adopted Resolution No. 6, Series 2019, a resolution reaffirming the City of Florence's Council Goals and adopting the July 1, 2019 – June 30, 2021 City of Florence work plan.
5. The Community and Economic Development Committee has reviewed the adopted City Council goals and work plan and have prepared a prior year's activities report and an annual work plan, which it believes is consistent, relevant and supportive of the Council's adopted goals / work plan.

THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE RECOMMENDS THE CITY COUNCIL APPROVE THE FOLLOWING:

1. The 2019-2020 Community and Economic Development Committee Work Plan, Exhibit A.

COMMITTEE APPROVAL:

This Recommendation is passed by Community and Economic Development Committee vote on the 15th day of August, 2019.



Robbie Wright
CEDC Chairperson



City of Florence
A City in Motion

Exhibit A

City of Florence
 Community and Economic Development
 Committee Work Plan
 July 2019 – June 2020

Community and Economic Development Committee (CEDC) Overview:

The Community and Economic Development Committee is a newly established committee, formed by the Florence City Council in November 2018. The Community and Economic Development Committee strives to advise the Council and implement the provisions of the City Council goals and work plan related to the City’s community and economic development initiatives.

The objective of this document is to create priorities for the 2019 and 2021 biennial cycle. In Florence City Code Title 2, Chapter 2, the City Council directed the CEDC to advise the council and implement the provisions of the City Council goals and work plan related to Community and Economic initiatives. Community and economic development matters to be considered include, but are not limited to the following:

- Housing
- Economic Development
- Parks and Recreation
- Community Development

| Community and Economic Development Committee Members: | | |
|--|---|--------------|
| Robbie Wright; Chairperson | Bill Prosser; Vice-Chairperson | Graham Ross |
| Kurt Vander Bogart | Russ Pierson | Vanessa Buss |
| Claire Waggoner | David Montes | Jeff Ashmead |
| Joe Henry; Ex Officio Member- City Council | Erin Reynolds; Ex-Officio Member- City Staff | |
| Peggy Meyer; Ex-Officio Member- Public Art Committee | Robert Steele; Ex-Officio Member- Transportation | |

Committee Priorities:

Housing:

The City Council has made housing their top priority for the 2019 – 2020 biennial. The CEDC is committed to implementing the City Council's goals by working with City staff to adopt new residential housing codes that are more progressive and allow for a wider range of housing stock in the Florence area as well as other initiatives as they arise.

The next steps regarding housing for the CEDC are...

- Continue working with City Staff to complete Housing Code Update project, including assisting with the adoption and implementation process as needed
- Work with city staff to conduct an analysis of the Florence rental housing market
- Support non- profit housing organizations' efforts to increase affordable housing options in Florence. These organizations should include, but is not limited to, Northwest Housing Alternatives, Neighborhood Economic Development Corporation and St Vincent De Paul
- Create marketing materials to promote system development charges discount program & Affordable Dwelling Unit (ADU) projects to promote more affordable and workforce housing
- Champion & communicate city efforts regarding all housing matters

Economic Development:

Economic Development is the backbone of every healthy community. The Community and Economic Development committee is committed to working with local businesses to ensure success while also supporting initiatives that allow for the creation and expansion of new businesses in the city. Since economic development is such a broad category, the CEDC has broken it into three separate categories; business retention & expansion, workforce development, and marketing & recruitment.

The CEDC's next steps regarding business retention & expansion efforts are...

- Develop and conduct an annual business survey to be conducted in conjunction with the business license renewal in December 2019
- Conduct business interviews in conjunction with the South Coast Development Council
- Partner with Chamber and other business-oriented organizations in forming a welcoming committee for new businesses in Florence.
- Maintain a committee liaison for the Florence Regional Accelerator and Innovation Network (RAIN) program
- Evaluate Florence's current short-term rental policies and research other programs in communities around the region and state
- Champion and communicate city efforts regarding all business retention and expansion efforts

The CEDC's next steps regarding workforce development efforts are...

- Continue to work with Lane Workforce Partnership and Lane Education Service District on workforce initiatives, including, but not limited to the Elevate the Coast program
- Partner with City Staff, Siuslaw High School staff, and Chamber of Commerce Staff in organizing and promoting Job Shadow Day in early February 2020.
- Continue to market and promote Florence Workforce video
- Champion and communicate city efforts regarding all workforce development efforts

The CEDC's next steps regarding marketing and recruitment efforts are...

- Evaluate and update Florence's Economic Development Website: FlorenceBusiness.org
- Work with city staff on updating Available Building and Properties Map
- Market and promote the various catalyst sites with initial focus on the Quince Street Site
- Champion and communicate city efforts regarding all marketing and recruitment efforts

Community Development:

Community development as defined in the CEDC's duties is working to promote livability and quality of life initiatives. Most of these projects cannot be done just by the CEDC or by the City of Florence. Fostering partnerships throughout our city will be imperative to making these initiatives come to life.

The CEDC's next steps regarding community development initiatives are...

- Work with Florence Urban Renewal Agency to research and implement a façade improvement program within the urban renewal district boundaries
- Support community efforts toward public space beautification including but not limited to a holiday lighting program and banner design contest for new light poles installed during ReVision Florence
- Support and participate in community building events including Block Party, National Night Out, Public Works Open House, State of the City and other community-wide events
- Assist city staff in researching the process of creating new welcoming gateway signage for the north and south city boundaries of Florence
- Champion and communicate city efforts regarding all community development efforts

Parks and Recreation:

The natural beauty of the Oregon Coast is what draws visitors and citizens alike to Florence. As a community, we are lucky to have so many parks and recreation opportunities right out our front door. The CEDC is committed to making the parks and recreation opportunities in the Florence area the best they possibly can be with focus of health, safety, and access.

The CEDC's next steps regarding parks and recreation initiatives are...

- Conduct public outreach regarding Gallagher Park's future expansion project
- Work with City Staff to update Parks Master Plan, including conducting public outreach and assisting in marketing and promoting the plan update during 2020
- Support community efforts to promote recreational activities
- Champion and communicate city efforts regarding all parks and recreation efforts

Exhibit 3

CITY OF FLORENCE Environmental Management Advisory Committee (EMAC)

Recommendation to the City Council to Approve the 2019-2020 EMAC Work Plan & 2018 Activities Report

1. The Florence City Council adopted the City of Florence Committee & Commission Policy Manual (Manual) on November 5, 2018 via Resolution No. 21, Series 2018.
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4. On April 1, 2019, the Florence City Council adopted Resolution No. 6, Series 2019, a resolution reaffirming the City of Florence's Council Goals and adopting the July 1, 2019 – June 30, 2021 City of Florence work plan.
5. The Environmental Management Advisory Committee has reviewed the adopted City Council goals and work plan and have prepared a prior year's activities report and an annual work plan, which it believes is consistent, relevant and supportive of the Council's adopted goals / work plan.

THE ENVIRONMENTAL MANAGEMENT ADVISORY COMMITTEE RECOMMENDS THE CITY COUNCIL APPROVE THE FOLLOWING:

1. The 2019-2020 Environmental Management Advisory Committee Work Plan, Exhibit A.
2. The 2018 Environmental Management Advisory Committee Activities Report, Exhibit B.

COMMITTEE APPROVAL:

This Recommendation is passed by Environmental Management Advisory Committee vote on the 18th day of June, 2019



Maureen Miltenberger
EMAC Chairperson

Exhibit A



City of Florence
A City in Motion

City of Florence
 Environmental Management Advisory Committee
 Committee Work Plan
 July 2019 – June 2021

Environmental Management Advisory Committee Overview:

The Environmental Management Advisory Committee (EMAC) is a body established for the City of Florence (Ord. No. 17, Series 2018) consisting of not less than five and not more than eleven voting members. The EMAC includes representation from citizen (s) at large with interest, knowledge, or experience in: Solid Waste Handling Businesses; Recycling & Resource Disposal; Dendrology, Landscape Architecture, and/or Streetscape Management; Grant Writing & Administration. EMAC performs other duties required (FCC Chapter 9-4) as the City Council may direct. These duties include: Solid Waste Management, Recycling & Waste Reduction, and Trees & Vegetation. EMAC has established appropriate Subcommittees, per the provisions of the City of Florence Committee & Commission Policy Manual. These Committees include: BioSolids Program, City Tree Board and, Litter & Waste Reduction.

The objective of this document is to create priorities for the 2019 and 2021 biennial cycle. These work plan priorities generally relate to long-term planning efforts to be considered, which include, but are not limited to the following:

- Expand Biosolids Composting facility
- Enhance efforts toward Recycling and Litter Reduction
- Tree City USA Designation
- Update Vegetation Preservation City Code and Noxious Weed Control Program

| Environmental Management Advisory Committee (EMAC) Members: | | |
|--|---|----------------|
| Maureen Miltenberger; Chairperson | Britte Kirsch; Vice-Chairperson | Josh Haring |
| Sherry Harvey | Elizabeth Hatcher | Liat Meller |
| Katie Prosser | Linda Serbus | Michael Titmus |
| Lisa Wallace | | |
| City Staff and Ex-Officio Members: | | |
| Wendy FarleyCampbell, Planning Director; Staff Ex-Officio | Vevie McPherren, Planning Administrative Assistant; Staff Ex-Officio | |
| Ron Preisler, City Council; Council Ex-Officio | Vevie McPherren, Planning Administrative Assistant; City Support Staff | |
| Brian Enochian, County Transfer Ex-Officio | David Twombly, Coast Disposal Ex-Officio | |

Committee Priorities:

City Bio-Solids Program, Recycling & Litter Reduction, and Tree City USA Designation:

The City Council has directed Environmental Management Advisory Committee with objectives and tasks to carry out specific sustainability and conservation goals and EMAC is committed to implementing the goals by working within the designated Subcommittees to ensure the following tasks have been accomplished:

- Perform a curbside yard debris collection cost-benefit/feasibility study
- Identify and secure funding sources for expanding Flo-Gro processing
- Develop plan to market Flo-Gro product
- Implement program to place garbage & recycling containers in identified problem areas of the city
- Continue community discussion to eliminate availability of single use plastic shopping bags including considering programs to reduce litter and updating city code
- Consider community discussion on eliminating availability of plastic straws
- Modify solid waste collection fees to include yard debris collection
- Implement Five "R" Restaurant rating program recognizing, awarding and educating sustainable environmental practices
- Support local community business endeavors that seek to recycle plastic, including but not limited to the 'Precious Plastics' program
- Develop informational materials to educate the community on best practices for recycling and materials that can be recycled locally including but not limited to a video, brochure, website, and social media releases
- Work on application for Tree City USA
- If Tree City USA designation is obtained, work on plan to maintain status
- Update vegetation preservation city code to eliminate inconsistencies and reflect current community quality of life goals
- Create and implement a noxious weed control program to educate the public, eradicate problem areas and recognize business, Group, and individual positive efforts

The next steps regarding **City Bio-Solids Program**, **City Tree Board**, and **Litter and Waste Reduction** are attached on additional report documents.

BioSolids Program Subcommittee

Objective 1 Expand Bio solids Composting Facility

Task 1: Perform a curbside debris collection cost-benefit/feasibility study.

- a. Collect information from the haulers and the city regarding amount and current use of yard debris collected at Kingwood, gated communities and at landfill monthly.
(3rd and 4th quarter 2019 and first and second quarter 2020)
- b. Develop a survey for residents to determine the need for yard debris removal.
(3rd quarter 2019)
- c. Attend three community events (such as Power of Florence , Florence Farmers Market, National Night Out, Home and Garden Show) to determine yard debris disposal needs of Florence residents.
(3rd and 4th quarter 2019 and first quarter 2020)
- d. Prepare brochure on appropriate composting techniques and alternatives.
(3rd quarter 2020)

Task 2: Identify and secure funding sources for expanding Flo-Gro processing

- a. Review and update financial information in the Technical Memorandum done in May of 2011 by Kennedy/Jenks Consultants for the Florence City Council.
(3rd and 4th quarter 2019)
- b. Perform a feasibility study of expanding the production of Flo Gro by determining equipment and staff needs.
(3rd and 4th quarter of 2019)
- c. Consult with cities and counties that develop a similar compost as to their funding methods.
(2nd and 3rd quarters 2019)
- d. Look into funding available through resources such as DEQ, EPA, ESRPA
(2nd and 3rd quarter 2020)

Task 3. Develop plan to market Flo-Gro product

- a. Develop a survey to use online and at events to ascertain from residents the amount they would be willing to pay.
(2nd quarter 2020)
- b. Attend three community events (such as Power of Florence, Florence Farmers Market, National Night Out, Home and Garden Show) to determine the need and amount residents are willing to pay for Flo Gro.
(2nd, 3rd and 4th quarters 2020)
- c. Research costs of similar products to determine price point of Flo Gro.
(3rd and 4th quarters 2020)

Task 4. Modify solid waste collection fees to include yard debris collection

- a. Perform feasibility study with haulers to determine added costs to collect yard debris.
(3rd and 4th quarters 2020)
- b. Explore other markets for collected yard debris such as chipping and ground cover.
(1st, 2nd, 3rd quarter 2020)

City of Florence

City Tree Board Work Plan 2019 – 2020

Tree Board Overview

The City Tree Board was re-constituted in April, 2019 as a sub-committee of the Environmental Management Advisory Committee. Its purpose is to establish and support community programs to maintain and preserve the forested, coastal community character of the City of Florence.

City Tree Board Members *(with Terms of Service)*

Beth Hatcher (2019 – 2023)

Lisa Wallace (Present – 2020)

Michael Titmus (2019 – 2023)

EMAC Chairman - Maureen Miltenberger

Overall Tasks for 2019 – 2020 City Work Plan

The City Tree Board of Florence has four main tasks:

1. Achieve *Tree City USA* designation.
2. Institute a *Heritage Tree Program*.
3. Create a sustainable *Invasive Species Eradication* program.
4. Review and update Florence City Code to realize significant tree preservation.

2019-2020 Task Breakdowns

| Florence Tree Board Workplan Timeline | 2019 | | 2020 | |
|--|--------------------------------|--------------------------------|--|---------------------------------|
| | 3rd Quarter (Jul, Aug, Sep) | 4th Quarter (Oct, Nov, Dec) | 1st Quarter (Jan, Feb, Mar) | 2nd Quarter (Apr, May, Jun) |
| Tree City USA | Continue Application ----- | Community Event Planning ----- | Arbor Day Proc and Events ----- | |
| City Code Updates | Research ----- | Rewrites ----- | Legal, Admin, Etc. ----- | Hearings & Council Approv ----- |
| Invasive Species Pgm | Develop Strategies ----- | Educa., Press & Media ----- | Promote Community Eradication Projects ----- | |
| Heritage Tree Pgm | | Research ----- | Develop Sys & Promo ----- | CC Approval ----- |

Revised: 5/19/2019

Tree City USA

- Continue Application Process - *Third Quarter 2019*
- Community Event Planning - *Fourth Quarter 2019 / First Quarter 2020*

City of Florence

City Tree Board Work Plan 2019 – 2020

- Arbor Day Proclamation & Events - *Second Quarter 2020*

Heritage Tree Program

- Research/Contact Other Programs in Oregon - *Fourth Quarter 2019*
- Develop System & Promotion - *First Quarter 2020*
- City Council Approval and Program Launch - *Second Quarter 2020*

Invasive Species Eradication

- Develop Strategies & Community Partnering - *Third Quarter 2019*
- Education, Press and Media Campaign - *Fourth Quarter 2019 through First Quarter 2020*
- Community Eradication Projects - *First & Second Quarter 2020*

City Code Updates

- Continue Code Research - *Third Quarter 2019*
- Write Revisions & Updates - *Fourth Quarter 2019*
- Administrative & Legal Reviews - *First Quarter 2020*
- Hearings & City Council Approval - *Second Quarter 2020*

Financial Requirements 2019 – 2020

- Tree City USA - Arbor Day Large Banner, Small Banner, Event Booth Fees
- Heritage Tree Program - Brochures, Tree Marker Plaques, Website
- Invasive Species Eradication - Identification Handouts

Tree Board Outlook 2020 & Beyond

- Tree City USA - Continue Arbor Day planning & events as well as yearly review of designation criteria.
- Heritage Tree Program - Promote program & maintenance of designated trees.
- Invasive Species Eradication - Continue community involvement projects to educate and eradicate invasive species on public and private property.

City of Florence

2019 – 2020 Environmental Management Advisory Committee Work Plan

Subcommittee: Litter and Waste Reduction

Committee Members:

Sherry Harvey, Britte Kirsch, Katie Prosser, Linda Serbus

Process for 2019 Projects

1. **Implement a program to place garbage and recycling containers in identified problem areas of the city.**
 - a. Determine Clean Up Hotspots within Urban Growth Boundary / City Limits to start clean up campaigns – work with ODOT and the City regarding appropriate locations / Possible litter survey for Port / Campground / Boardwalk etc.
 - b. Promote and enhance the Adopt a Street / Adopt a Highway / Adopt a Can / Bin Program and work with City and Haulers to target specific areas within the city. Determine best practices for how to manage and handle logistics. Work with Revision Florence on future waste reduction needs.
 - c. Attend community events in 2019 / 2020 to educate and promote “Take Pride in Your Community” Clean Up Campaign / develop marketing materials for events.
 - d. Organize a possible EMAC Fundraiser to raise funds for programs / sponsorships.
 - e. Research grants to acquire funds to help subsidize programs
 - f. Design and perform a simple litter survey on the environmental impacts of homeless camps / illegal camping in Florence area and recommend solutions to help manage the litter and waste generated.

2. **Implement Five “R” Restaurant rating program. Q1 2020**
Recommend including businesses and community organizations. Create recognition marketing program (Opportunity to Recycle option).
Q3 / Q4 2019

PRELIMINARY BUDGET ESTIMATES

| | |
|--|------------|
| Marketing Materials / Promotional Items | \$ 1000.00 |
| Fundraising Event | \$ 1000.00 |
| Recycling Bins / Garbage Cans | \$ 2000.00 |
| Grant Research / Writing (Staff Time / Consultant) | \$ 1000.00 |

Process for 2020 Projects

1. Continue community discussion to eliminate availability of single use plastic shopping bags (consider litter reduction programs / updating city codes).

Revisit in 2020 – pending state legislative decision 2019

- a. Review current City Codes and update as needed for litter reduction opportunities. Talk with City Staff to improve and assist in enforcement / compliance of codes.**

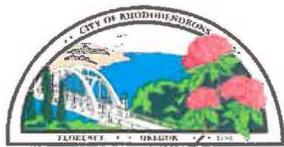
Q3 2019

2. Consider community discussion on eliminating availability of plastic straws.

Revisit in 2020 – pending state legislative decision 2019

3. Support local community business endeavors that seek to recycle plastic.

Q1 2020 – to review options and opportunities



City of Florence
A City in Motion

Exhibit B

City of Florence
 Environmental Management Advisory Committee
 Previous Year Activities
 January 2018- July 2019

As required by the Committees and Commissions Handbook, adopted on November 5, 2018 through Resolution No. 21, Series 2018, this report briefly describes the activities of the committee over the prior service year, from January 2018 to July 2019.

Committee Growth: During the December 2018 committee recruitment period, the Environmental Management Advisory Committee (EMAC) grew from seven members to ten members, building more strength and diversity to the Florence Environmental Management Advisory Committee visions and goals.



Front Row, L to R: Josh Haring; Maureen Miltenberger, Chairperson; Beth Hatcher; Ex-Officio; David Twombly, Central Coast Disposal. Back Row, L to R: Linda Serbus; Britte Kirsch, Vice Chairperson; Katie Prosser, Sherry Harvey. Not Pictured: Liat Meller; Michael Titmus; Lisa Wallace; Ex-Officio: Ron Preisler, City Councilor; Ex-Officio: Brian Enochian, County Transfer & Recycling.



Prohibitions on Polystyrene Foam: After considerable supportive public input, two work sessions, and two public hearings, FCC Title 3, Chapter 12 was adopted in

January 2018. Environmental Management Advisory Committee moved forward to provide the community with adequate information that included a Foam Phase-Out flyer, public noticing, and letters to applicable businesses with the timeline on the ban of Styrofoam containers. The policy included a three-month phase-in period and the ban took effect in April 2018.

Solid Waste Rate Review: In April 2018 the Environmental Management Advisory Committee met in executive session to review solid waste licensees – exempt public records hauler financial reporting – and to review and discuss updated hauler expense and revenue summary sheets. They met in a public hearing to review residential and commercial solid waste hauling expenses and recommended City Council increase garbage hauling rates, repealing Resolution 16, Series 2017. In April 2019 EMAC met in another executive session to review proposed rate increases and review Council directed analyses from previous year and approved a resolution for recommendation to City Council.



Plastic Bag Regulation: Surfrider Oregon provided a presentation of grave significance regarding the effects of plastics in our oceans along with information from a model bag ordinance drafted between Surfrider Oregon and the Northwest Grocers Association (NWGA). The Environmental Management Advisory Committee took the next steps and conducted public surveys and business interviews. On-line survey responses supported regulation however, EMAC tabled the ban to prepare a plan that included other plastic bag reduction and education elements. EMAC subcommittee is currently working on this program and continues to support plastics reduction pledge efforts.

Free Florence Green Movies: The Environmental Management Advisory Committee supported two informative and compelling movies presented at City Lights Cinema that included a staffed educational table. The movies focused on the devastating impacts of plastics in our oceans and the sobering truth about environmental effects of our wasted food. The movies were free to interested community members and were well attended.



Household Hazardous Waste Round-Up: EMAC partners each year with Lane County Waste Management to provide two, two-day opportunities for our community to drive through and drop off hazardous materials free of charge. The round-ups are conveniently located at the Lane County Transfer Site right off of Rhododendron Drive in Florence and in 2018 were organized in April and October. More recently, in April 2019 Lane County reported that 242 Florence customers came through with a total of 271 fluorescent tubes and a total waste collection of 13,733 pounds.

Master Recyclers, Surfriders, and many other environmental organizations with a collective goal of sharing awareness in the community. This outreach proved to be exciting and educational and gave the neighborhood a chance to better understand the importance taking an active part in caring for our beautiful coast. Many community members walked through and showed interest in becoming more involved in the ongoing efforts to protect our planet Earth. Earth Day also marked a time to kick off Arbor Day's return to the City.



In Progress: Last year EMAC provided input on materials and follow-up efforts to the City's RARE intern. She compiled a mailing list of multi-tenant complexes in the city limits and prepared educational door hangers and mailers for apartment managers to comply with the new state and existing city regulations requiring recycling education be provided to tenants/residents. This Multi-family recycling education accomplishes a DEQ **Opportunity to Recycle** requirement. The **Contamination Reduction Education** is a new program required by the state (DEQ). EMAC subcommittee, haulers, and staff



compiled contamination reduction education program that included education efforts and content and a customer monitoring effort for submission to DEQ. The State accepted and approved the plan.

EMAC Subcommittees: The subcommittees continue to move forward on the work plans and the tasks that were handed down to them by City Council. The three subcommittees that include **BioSolids Program**, **City Tree Board**, and **Litter & Waste Reduction** meet regularly in addition to the monthly EMAC meetings for discussion, to organize priorities and events, and to strategize work plans.



Litter & Waste Reduction Subcommittee: Sherry Harvey, Britte Kirsch, Linda Serbus, & Katie Prosser

**CITY OF FLORENCE
TRANSPORTATION COMMITTEE**

**Recommendation to the City Council to Approve the
2019-2020 Transportation Committee Work Plan**

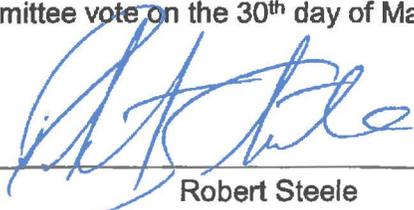
1. The Florence City Council adopted the City of Florence Committee & Commission Policy Manual (Manual) on November 5, 2018 via Resolution No. 21, Series 2018.
2. Chapter 7 of the Manual sets the Committee's role in goal setting and work plan creation, including requirements that all permanent standing commissions and committees, except for the Budget Committee, are charged with developing:
 - a. An annual work plan for their committee for the upcoming year, and
 - b. A report on the activities of the committee over the prior service year
3. In addition, Chapter 7 of the Manual indicates the following:
 - a. Committee / Commission work plans must be consistent, relevant, and supportive to the Council's goals.
 - b. Committee / Commission work plans shall be presented to the City Manager and City Council for approval at a Council meeting in the Spring of each year. This action will generally occur on a Council meeting consent agenda.
4. On April 1, 2019, the Florence City Council adopted Resolution No. 6, Series 2019, a resolution reaffirming the City of Florence's Council Goals and adopting the July 1, 2019 – June 30, 2021 City of Florence work plan.
5. The Transportation Committee has reviewed the adopted City Council goals and work plan and have prepared a prior year's activities report and an annual work plan, which it believes is consistent, relevant and supportive of the Council's adopted goals / work plan.

THE TRANSPORTATION COMMITTEE RECOMMENDS THE CITY COUNCIL APPROVE THE FOLLOWING:

1. The 2019-2020 Transportation Committee Work Plan, Exhibit A.

COMMITTEE APPROVAL:

This Recommendation is passed by Transportation Committee vote on the 30th day of May, 2019.



Robert Steele
Transportation Committee Chairperson



City of Florence
A City in Motion

Exhibit A

City of Florence
 Transportation Committee Work Plan
 July 2019 – June 2021

Transportation Committee (TC) Overview:

The Transportation Committee is a newly established committee, formed by the Florence City Council in November of 2018. This new committee is a combination of the previous Transportation Advisory Committee and Airport Advisory Committee. The Transportation Committee strives to advise the Council and implement the provisions of the City Council goals and work plan related to the City’s transportation system. Transportation matters to be considered include, but are not limited to:

- Traffic & Vehicular
- Bike & Pedestrian
- Public & Private Transit
- Air & Rail

The objective of this document is to create priorities for the 2019 and 2020 biennial cycle. The committee has designated four priorities to guide their work during this biennium. These four priorities are updating the Transportation System Plan, promoting and expanding the public transportation opportunities in Florence, promotion and upkeep of the airport, and continue efforts towards public beautification, recreational opportunities and culture within Florence.

| Transportation Committee Members: | |
|---|---|
| Robert Steele; Chairperson | Terry Tomeny; Vice-Chairperson |
| Gary Plunkett | Richard Holcombe |
| George Henry | Richard Markee |
| Susan Jones | Vicki Dunaway |
| Larry Farnsworth | David Montes; Ex Officio Member- CEDC |
| Woody Woodbury; Ex-Officio Member- City Council | Glen Southerland; Ex-Officio Member- City Staff |

Committee Priorities:

Transportation System Plan:

The Florence Transportation System Plan (TSP) needs to be updated during the 2019-2020 biennium. The current TSP was adopted in 2012 and since then Florence has grown and changed in ways that makes the current TSP unusable. This task is outlined in the *City of Florence Work Plan, Priority #6: Infrastructure and Capital Improvements, Transportation, Objective 8 (Page Nine)*.

Priorities regarding the Transportation System Plan Update:

- Assist staff with Apply for a Transportation Growth Management grant through Oregon DLCDC
- Updating project list within the current TSP
- Updating public transportation section of TSP to include current and future intercity transportation systems
- Creating a system to organize public outreach and collect public input

Public Transportation:

With ridership on the Rhody Express up from previous years, as well as the introduction of the Florence - Yachats Connector in 2018, the Transportation Committee's work regarding public transportation efforts in the city of Florence are as important as ever. This task is outlined in the *City of Florence Work Plan, Priority #6: Infrastructure and Capital Improvements, Transportation, Objective 8 (Page Nine)*.

Public Transportation priorities for the Transportation Committee include:

- Continue to promote Rhody Express bus route within Florence
- Continue to promote Florence – Yachats Connector
- Participate in efforts to increase intercity public transportation opportunities from Florence to Coos Bay and Eugene
- Create avenues for public engagement about current and future public transportation options

Florence Municipal Airport:

During the Spring of 2019, the Florence Municipal Airport completed the airport runway and taxiway lighting improvement project. Once completed, this project, primarily funded through a grant from the FAA, will be a major improvement to the previous system that was over 30 years old. Continuing to support the airport is outlined in the *City of Florence Work Plan, Priority #6: Infrastructure and Capital Improvements, Airport, Objectives 1+2 (Page Ten)*.

Airport Priorities for the Transportation Committee:

- Continue to advertise and support marketing avenues for the Airport
- Research opportunities for grants to develop General Ben King Memorial Airport Gateway
- Continue to implement airport improvements according to Airport Master Plan
- Work with Staff to complete update of the Airport Hanger Lease

Old Town Parking Requirements:

Parking in Old Town has always been an issue, especially during the high seasons of Spring and Summer. The City Council tasked the Transportation Committee with consider changes that could be made to the Old Town district regarding parking as outlined in the *City of Florence Work Plan, Priority #2: Family Wage Jobs & Workforce Development, Tourism Promotion, Objective 3+4 (Page Four)*.

Old Town Parking Priorities for the Transportation Committee:

- Research Bike Share Opportunities within Florence
- Research parking solutions in other municipalities around the state and nation
- Work with FURA and the City Council to consider amendments to parking requirements in Old Town