

## **AGENDA ITEM # 7**

**MAY 10, 2011**

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### **DIRECTOR'S REPORT**

- **Monthly Report**
- **Consideration of Electronic Agenda Packets**

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

Meeting Date: May 16, 2011

Department: Community Development

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

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**DISCUSSION/ISSUE:**

The following report reflects the major activities and accomplishments of the Department for the past month. This report is presented in four sections:

- 1 - General Comments on activities or accomplishments for the department
- 2 – Building Permit Activity
- 3 – Current Land Use Applications (current and recently approved applications)
- 4 – Committees and Grants

**1 - General Comments**Idylewood Fourth Addition Subdivision

City staff provided comments to Lane County regarding the proposed 62-lot subdivision which is located outside the City and within the Urban Growth Boundary. The developer plans to annex in order to provide sanitary sewer service.

Meeting with United States Department of Agriculture (USDA) Rural Development

Community Development Director Sandra Belson along with Mayor Phil Brubaker and City Manager Bob Willoughby met with two multi-family housing specialists from USDA to find out more about the funding programs the federal government has to offer.

Peace Harbor Traffic Impact Analysis

City staff reviewed and commented on the scope of work for a Traffic Impact Analysis to be conducted by Peace Harbor at the time of the next phase of hospital campus development.

Spruce Village Drainage Swales

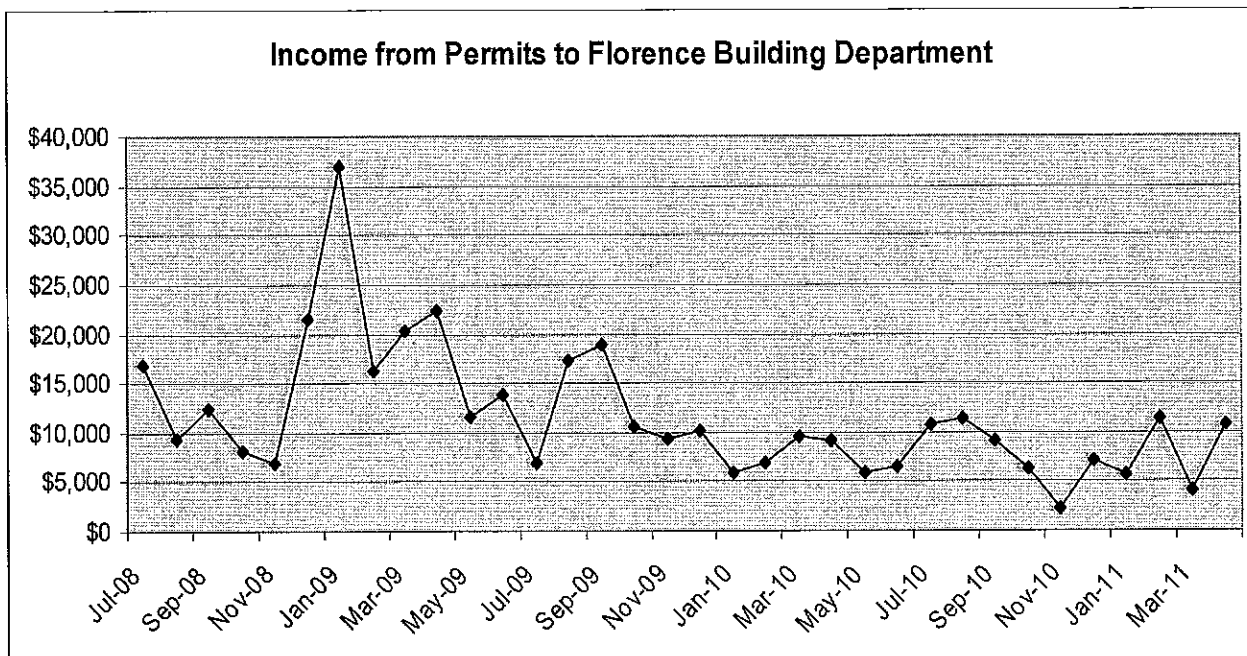
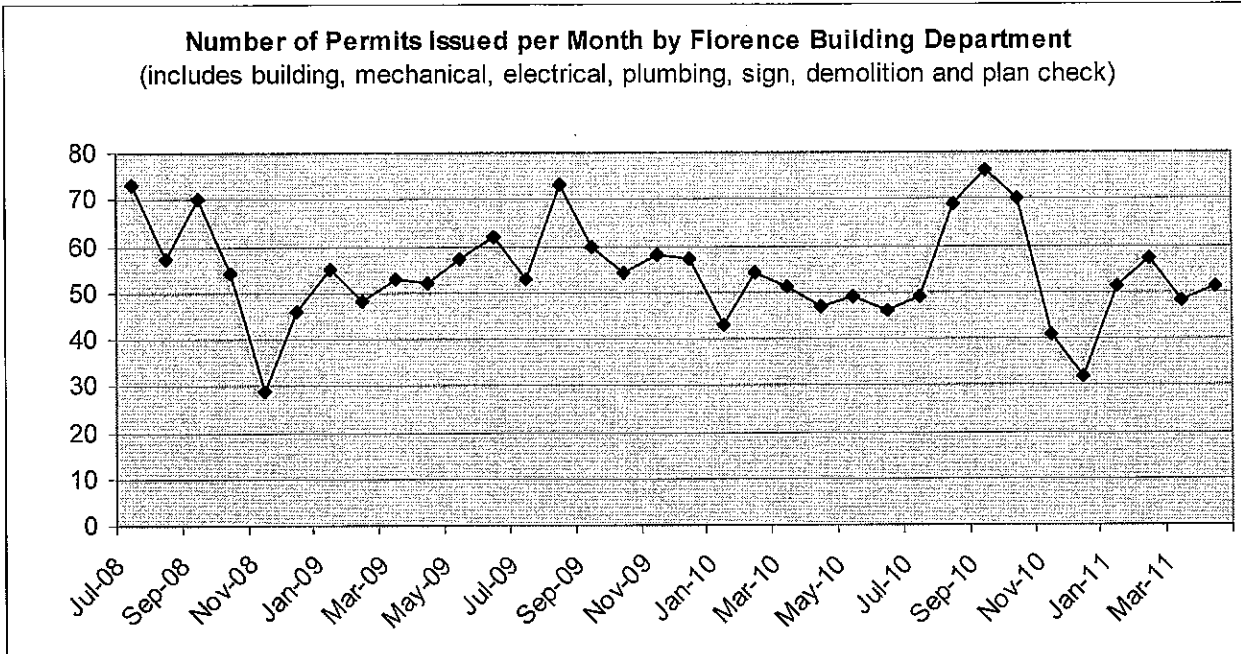
After several communications with property owners about construction and on-going maintenance of the drainage swales in Spruce Village, planning and public works staff met City Manager Bob Willoughby and determined that the swales are functioning and that the City will not get involved in dispute as the swales are privately maintained – i.e. they are not part of the public stormwater system.

Promotion

Senior Planner Wendy Farley, who is in the United States Navy Reserve, has been promoted to Senior Chief (equivalent to what was known as Radioman).

## 2 –April Building Permits

The following charts are an addition to the monthly report to show trends in building permit activity and permit income.



PERMIT TYPE	# of PERMITS	CONSTRUCTION VALUE	CITY PERMIT INCOME
SINGLE-FAMILY DETACHED			
SINGLE-FAMILY ATTACHED (TOWNHOMES)			
MANUFACTURED DWELLING			
ADDITIONS			
ALTERATIONS / REMODELS	3	\$16,850.00	
ACCESSORY STRUCTURES	1	\$70,000.00	
DUPLEXES			
TRIPLEXES OR FOURPLEXES			
APARTMENTS (5 OR MORE UNITS)			
CONDOMINIUMS			
COMMERCIAL NEW CONSTRUCTION	1	\$255,300.00	
COMMERCIAL ADDITIONS			
COMMERCIAL ALTERATIONS / REMODELS	8	\$141,880.00	
AIRPORT HANGARS			
SIGN PERMITS	1		\$138.00
RESIDENTIAL BUILDING PERMIT FEES	4		\$1,118.95
COMMERCIAL BUILDING PERMIT FEES	9		\$3,419.20
MANUFACTURED HOME PLACEMENT FEES	0		\$0.00
BUILDING PLAN CHECK FEES	12		\$3,884.34
RESIDENTIAL PLUMBING PERMIT FEES	1	Com. Plumb. contract fee @ 75%	\$365.00
COMMERCIAL PLUMBING PERMIT FEES	1	\$159.00	\$53.00
MECHANICAL PERMIT FEES	4		\$770.63
MECHANICAL PLAN CHECK FEES	2		\$154.46
ALL DEMOLITIONS	0	Elect. contract fee @ 75%	\$0.00
CITY ELECTRICAL PERMIT FEES	17	\$2,361.75	\$787.25
TOTAL # OF PERMITS	51		
TOTAL CONSTRUCTION VALUE & CITY PERMIT INCOME		\$484,030.00	\$10,690.83
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS		145	
NO. OF CITY ELECTRICAL INSPECTIONS		15	
TOTAL FOR ALL INSPECTIONS		160	

### 3 - Current and Recently Approved Land Use Applications

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Administrative Design Review for an ADA Ramp	AR 11 02 DR 03	1480 Rhododendron Drive	Public Comment period ended April 12. Staff is finishing report.
Administrative Design Review for a Generator Building at the Florence Event Center	AR 11 04 DR 05	715 Quince Street	Public Comment period ended April 12. Staff is finishing report.
Conditional Use Permit and Design Review for Port of Siuslaw's Restrooms and Laundry Room	PC 11 01 CUP 01	Near 100 Harbor Street	Planning Commission will hold a public hearing on May 10.
Extension of approved Conditional Use Permit for a temporary building at Peace Harbor Hospital	PC 11 02 EAP 01	400 9 <sup>th</sup> Street	On April 26, Planning Commission conditionally approved the use of the temporary building for another three years.
Pedestrian Plan for Peace Harbor Hospital	AR 10 11 RSP 01	Hospital Campus south of 9 <sup>th</sup> Street	Staff approved the revisions submitted in response to city comments.
Architectural Review for Little Brown Hen	AR 11 03 DR 04	435 Highway 101	Staff approved the request with conditions of approval on April 7.
New House in Old Town District for 273 Harbor Street	PC 11 03 DR 01	273 Harbor Street	Planning Commission made a motion to allow the property owners to start building a round house. The Commission also continued the hearing until July 26, 2011 to give the property owners more time to design a porch for the building.
Mural at Premier Landscaping	PC 11 04 MUR 01	812 Quince Street	Planning Commission approved the mural on April 26.
Design Review for outdoor storage and display for Premier Landscaping	PC 11 05 DR 02	812 Quince Street	Planning Commission granted a conditional approval on April 26.

#### **4 – Committees and Grants**

This section of the Community Development monthly report describes activities of committees and progress on grant-funded projects.

##### **CITY COMMITTEES STAFFED BY COMMUNITY DEVELOPMENT**

##### **Environmental Management Advisory Committee (EMAC), Wendy Farley**

Meeting--The committee met on April 21<sup>st</sup> in general session to receive updates on the rate process, plan for upcoming recycling collection events, and recap on the Florence Green Fair participation. Also at the April 21<sup>st</sup> meeting the EMAC reviewed Greener Florence Business recognition program nominees and made a recommendation to Council on Awardees. The Committee will hold a public hearing on the rates on Monday May 2 and prepare a recommendation for Council who will hold a public hearing on May 16.

Other Volunteer Hours—Florence Green Fair April 2<sup>nd</sup> -- Two committee members staffed the City booth and one member staffed the Lane County Master Recycler booth. EMAC received lots of interest in youth recycling education activities. One committee member maintains the City Hall Recycling Kiosk on a monthly basis, sorting and weighing the caps and corks collected. For the month of April, 40 pounds of corks were transported to Willamette Vineyards for recycling, and 37 pounds of plastic caps were transported to International Paper in Springfield for recycling with Aveda Salons. The Household Hazardous Waste event was held on April 22<sup>nd</sup> & 23<sup>rd</sup>. One committee member staffed the event for 2 hours on the 22<sup>nd</sup>. County Transfer & Recycling provided 2 staff for 6 hours on the 23<sup>rd</sup>, a roll-off and a break container. Public Works provided use of a forklift.

Related Work--The independent rate review contract was finalized after additional changes by the haulers and was sent around for signatures. By April 30<sup>th</sup> all but the consultant's signature was received but then in early May, both haulers decided to follow the normal rate review process and to proceed with public hearings rather than involve a consultant this late in the process.

Lane County in 2009 did not meet the 54% recovery rate mandated by the state. They therefore have hired a consultant to assist with a technical review of waste recovery in Lane County. In April, City staff provided Lane County Solid Waste staff with requested information about local waste reduction opportunities, demographics, and code provisions for use in the review. The results of the technical review will likely involve a request that the City change its policies in support of greater waste recovery.

##### **Parks and Recreation Committee, Wendy Farley and Mike Miller**

The City has been soliciting committee members. Given limited response, Council decided to extend the deadline for applications to May 31.

##### **Mural Advisory Committee, Melissa Anderson**

With an application submitted prior to the new mural code going into effect, a meeting with the Mural Advisory Committee was held on April 18<sup>th</sup> to review the proposed mural

for Premier Landscaping. Two members attended the meeting with staff and the applicant. The Mural Advisory Committee members found the mural permit application met all the criteria and recommended to the Planning Commission approve it as presented.

#### **Planning Commission, Sandra Belson**

The Planning Commission will held a work session on April 12 for the code amendment process for Affordable Housing and Residential Infill. The agenda for that meeting included a review of Projected Housing Needs for 2035 developed as inputs for the traffic model created for the update of the Transportation System Plan. The Commission also focused on where and with what standards to allow dwelling units. The Commission directed staff to return on May 10<sup>th</sup> to discuss housing related code amendments on a per geographic area basis; the Commission decided it would be more productive to evaluate the various code changes within the context of separate geographic sections of the City.

At the April 12 meeting, Building Official Carl Dependahl and Fire Marshal Sean Barrett discussed their roles and responsibilities in development approvals. They reviewed what is required as part of the building permit process for the cell tower and generator (American Tower) that had been granted a conditional use permit by the Planning Commission in February. They also explained what would be required in their review of the generator for the Florence Events Center.

Prior to its regular meeting on April 26, the Planning Commission met with Rick Yecny, Phil Farrington, and Patrick Kirby from Peace Health in a work session to review the status of development at Peace Harbor: past, present, and future plans for the hospital campus.

#### **GRANT FUNDED PROJECTS**

##### **Update Transportation System Plan (TSP), Community Transit Plan, and Capital Improvement Plan (CIP) for transportation improvements**

Transportation & Growth Management (TGM) Grant managed by Sandra Belson  
\$143,200 - *joint program of DLCD and Oregon Department of Transportation (ODOT), financed in part by federal Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and State funds*

A revised contract with the consultant has been approved by the State. Council approval of the revised intergovernmental is scheduled for the May 16 Council meeting. Once signed by the City, staff will schedule the next meeting of the Project Advisory Committee, likely in June.

Sandra Belson presented the projected housing needs that are inputs for the traffic model to the Planning Commission on April 12. She presented a report on the projections for jobs and housing to Council on April 19. The project website is <http://sites.kittelson.com/FlorenceTSP>.

## **Siuslaw Estuary Partnership**

West Coast Estuaries Initiative for Coastal Watersheds managed by Sandra Belson  
\$566,797 - *United States Environmental Protection Agency (EPA)*

The Siuslaw Estuary Partnership is a collaborative effort to protect and improve water quality and fish and wildlife habitat in the lower Siuslaw River Watershed. Below is an update on each of the five Project Elements. The public web site is up to date and contains the most recent products from the project: [www.siuslawwaters.org](http://www.siuslawwaters.org) Links to specific products on the web site are provided below.

### **I. SCIENTIFIC INVESTIGATION:**

The Interdisciplinary Team (Full Team) met on April 11 from 9:30-12:30. Key agenda items included an update on all project elements and comments on the Estuary Trail Vision, Wetlands and Riparian Area Report, and the Surface and Groundwater Monitoring Program. In addition, the Full Team agreed to changes to the Climate Change Report requested by the Elected Official Stakeholders. Later that week, the Team reviewed and approved, via email, additional changes to the report that were requested by the Elected Official Stakeholders at their April 11 evening meeting. See discussion of each of these items, below, for details.

**Climate Change Report:** This report is for information only; adoption is not requested or required. The report contains Potential Strategies that the City and its partners may want to pursue. The Elected Official Stakeholders stated support for the Potential Strategies and provided other comments that are addressed in the final report which can be reviewed at [http://www.siuslawwaters.org/shop/images/climate\\_change\\_report\\_apr\\_11\\_2011.pdf](http://www.siuslawwaters.org/shop/images/climate_change_report_apr_11_2011.pdf). Specifically, the Stakeholder Group asked that the report acknowledge that there is public debate about the causes and nature of climate change and that the report include, under Issues and Potential Strategies, the need for, and coordinated efforts to encourage, the research focus of the National Atmospheric and Oceanic Administration (NOAA) on Florence and the Siuslaw Estuary.

### **II. PUBLIC EDUCATION AND STEWARDSHIP:**

1. **Stakeholder Group Process:** Both the Community and Elected Official Stakeholder Groups met on April 11 and reviewed the latest products and updated reports from the project. The agendas and all items discussed are posted on the public website at [http://www.siuslawwaters.org/home/siu/listitems\\_12/community\\_involvement.html](http://www.siuslawwaters.org/home/siu/listitems_12/community_involvement.html) Both Groups had almost full attendance. The Elected Officials Stakeholder Group unanimously agreed to three action items: forward comments on the Climate Change Report to the Interdisciplinary Team; make changes to the Draft Estuary Trail Vision Report and release the report for public review; and forward comments on the Draft Wetlands and Riparian Area Inventory Report to the Wetlands and Riparian Area Team.



2. **Siuslaw Estuary Trail Vision: Location and Design Options, Public Review Draft 4/11/11:** At their April 11th meeting, the Elected Official Stakeholders made changes to the Draft report to clarify that a demonstration of "no upland alternative" must be made for the option of a natural footpath into the estuary itself to meet the criteria of federal and state agencies; to clarify that the Highway 126 crossing is the preferred vision with the details to be determined following further analysis of costs and engineering; and to clarify that an example of this connection is the "Redwood Option," a crosswalk that connects the south side of the highway to Gallagher Park on the north side. The Public Review Draft, 4/11/11 can be viewed at [http://www.siuslawwaters.org/shop/images/siuslaw\\_estuary\\_trail\\_report\\_draft\\_4\\_11\\_11.pdf](http://www.siuslawwaters.org/shop/images/siuslaw_estuary_trail_report_draft_4_11_11.pdf)
3. **Student Stewardship:** An invasive plant removal project took place at the Old Middle School property on April 12<sup>th</sup> coordinated by Jim Grano and hosted by SOLV with 27, 7<sup>th</sup> and 8<sup>th</sup> grade youth and 6 adult Estuary Partnership participants. Public Works removed and disposed of the 12yds of English Ivy that was able to be brought street side. An adult event will be held in May or June. It will be sponsored by SOLV.
4. **Newsletter:** In preparation for a bulk mail-out two stakeholders, two other volunteers, and one inmate counted and sorted into routes the second issue of the Waters in Common newsletter. The newsletter was mailed to 8,858 residents and businesses in the Study Area on April 15, ten days prior to the Open House. The newsletter is on the public web site at: [http://www.siuslawwaters.org/shop/images/waters\\_in\\_common\\_newsletter\\_2011.pdf](http://www.siuslawwaters.org/shop/images/waters_in_common_newsletter_2011.pdf)
5. **Open House and EPA Visit:** The Open House was held on Monday, April 25, from 4-7:00 pm at the Florence Events Center. Outreach for the Open House included: three newspaper articles; two newspaper display ads; a newsletter mailed to households and businesses within the Study Area; announcements on KCST; flyers at Oregonfast's booth at the Green Fair; outreach by Stakeholders; emails to reporters, editors, interested parties, and community group lists; and a letter to the editor by Florence Planning Commissioner, Mark Tilton.

Over 90 people attended the Open House, not including project staff. The Open House included presentations by Sandra Belson, Florence Community Development Director; Mizu Burruss, Education Projects Manager for the Siuslaw Watershed Council; Mike Miller, Florence Public Works Director; and Kathie Dello, Deputy Director of Oregon Climate Service and Faculty Research Assistant with the Oregon Climate Change Research Institute at Oregon State University. Project staff and Community Stakeholders presented information at 15 tables and were available to

dialogue with the public. Evaluations gave the Open House a high rating - the only suggestions for improvements were to have more/longer presentations.

Eight EPA staff members from Seattle, Portland, Eugene, and Washington D.C. attended the Open House. At the end of the presentation, EPA Region 10 Oregon Operations Director, Anthony Barber, addressed the audience and praised the work of the Partnership, stating that the project serves as a model for other Oregon coastal communities.

Staff are in the process of preparing a report on the Open House which will be posted to the project web site. To view the Open House powerpoint presentation, see:  
[http://www.siuslawwaters.org/shop/images/open\\_house\\_presentation\\_4\\_25\\_11.doc](http://www.siuslawwaters.org/shop/images/open_house_presentation_4_25_11.doc)

6. **Presentation to 3<sup>rd</sup> and 4<sup>th</sup> Grades:** At the invitation of Mrs. Greene at Siuslaw Elementary School, staff presented on the theme "Waters in Common" focusing on the importance of the estuary, water quality, and wetlands to about 120 3<sup>rd</sup> and 4<sup>th</sup> grade students on April 29.
7. **Art/Logo Contest:** At the suggestion of the Community Stakeholder Group, we are holding a logo contest for the Partnership. The submission deadline is Wednesday, June 1 at 5:00 pm. Early submissions were displayed at the Open House. We may also request to use other entries on report covers for the various products that are coming out of this project.

### III. WATER QUALITY AND QUANTITY:

1. **Surface and Groundwater Monitoring Program:** The Contractor installed five additional groundwater monitoring wells and the deep aquifer well at Miller Park is also being used as monitoring well 16. The first comprehensive testing occurred at the end of February/first of March and GSI consultants are in the process of writing up the report. There were a lot of different constituents to analyze and report on; so, it is taking more time than usual. The crew took groundwater samples on May 2 and 3 from all 16 locations.

In terms of surface water, the pressure transducers are now installed on all sites and the partners can now get almost continuous data on water levels in Ackerley and Munsel Creeks. The latest report, posted to the web site in April, shows that flow dropped off in the middle of Munsel Creek where an increase in flow would be expected. Water quality in the creeks has been fairly consistent with what we'd expect to see in these creeks. Another interesting finding is the extreme variability in rainfall: from 4" in the north

Urban Growth Boundary to 8" by the river, indicating extreme micro climates.

The Tribes are making progress on installing a third sonde in the estuary. For the complete set of monitoring reports and an updated map of well locations, see [http://www.siuslawwaters.org/home/siu/listitems\\_13/siuslawwaters.html](http://www.siuslawwaters.org/home/siu/listitems_13/siuslawwaters.html)

2. **Aquifer Protection Plan:** Work continues on development of the Potential Contaminant Source Inventory.
3. **Florence Stormwater Design Manual:** Work on the draft amendments to the Comprehensive Plan and Code to implement the Stormwater Design Manual is in progress. As soon as the draft amendments are prepared, staff will send 45 day notice to the Department of Land Conservation and Development to begin the local review and adoption process. To view the slide presentation on the manual, go to [http://www.siuslawwaters.org/shop/images/stormwater\\_design\\_manual\\_council\\_presentation\\_12\\_6](http://www.siuslawwaters.org/shop/images/stormwater_design_manual_council_presentation_12_6)
4. **Stormwater Demonstration Site:** Staff work continues for the public process including final design.
5. **Clear Lake Signs and Pharmaceutical Testing in Clear Lake:** At the Open House, Heceta Water District Board member Jerry Nordin, an Elected Official Stakeholder, attended and helped staff the Water Quality Monitoring table. At his request, staff followed up with an email to him and District Manager Scott Meyer requesting their participation in efforts to commence these two portions of the grant project. Staff are awaiting a response from the District before proceeding.

#### IV. WETLANDS AND RIPARIAN AREAS PLAN:

The Draft Wetlands and Riparian Inventory Report was revised in April based on comments from the staff team and the draft was forwarded to the Stakeholders for comments. The Elected Official Stakeholders questioned whether the significance of two "seasonal lakes" wetlands should be more for water storage and connectivity with the dunal aquifer than "public use and recognition," as the former function is key to water quality protection in Florence. This and other comments were discussed by the Wetlands and Riparian Area Team at their meeting on April 14. Public comment on the draft report is now being sought. The Team will meet in May to continue to work out the details of the methodology with regard to thresholds and criteria for determining significance, which will be continued topic for public comment. The Draft Report and two Stakeholder Memos that summarize the inventories and local options are located at: [http://www.siuslawwaters.org/home/siu/listitems\\_12/community\\_involvement.html](http://www.siuslawwaters.org/home/siu/listitems_12/community_involvement.html)

## **V. KEY ESTUARY WETLANDS:**

Liz Vollmer-Buhl of the Siuslaw Watershed Council reported that work is continuing on engineering and hydrologic modeling using tide gauge data and that they continue to work on analysis of LIDAR data. She indicated that the tide gauges were retrieved from the stilling wells at Waite Ranch; they are working with a surveyor at Waite Ranch and work continues on preliminary data collection and management issues. Overall, she said the Waite Ranch engineering assessment using Oregon Department of Fish and Wildlife funds and data funded by the Siuslaw Estuary Partnership and other grants were informing that process. She said they are wrapping up the Management Plan for the North Fork Marsh site.

## **VI. ECOLOGICAL GROWTH PLANNING:**

Project staff continues to work on comparing the products from the project to the Guiding Principles and developing a list of needed policy and code amendments.

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