

CITY OF FLORENCE PLANNING COMMISSION / DESIGN REVIEW BOARD
CITY HALL COUNCIL CHAMBERS
250 Highway 101, Florence OR 97439

October 9, 2012

AGENDA

7:00 pm

Jan Nieberlein, Chairperson

Curt Muilenburg, Commissioner

Bob Peters, Commissioner

Cheryl Hoile, Commissioner

Robert Bare, Commissioner

~ CALL TO ORDER ~ ROLL CALL ~ PLEDGE OF ALLEGIANCE ~

EMPLOYEE INTRODUCTION

Kelli Weese, Interim Planning Director / City Recorder

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

- Meeting of August 14, 2012

3. PUBLIC COMMENTS

*This is an opportunity for members of the audience to bring to the Planning Commission's attention any items **NOT** otherwise listed on the agenda. Comments will be limited to **3 minutes per person**, with a maximum time of 15 minutes for all items.*

4. ELECTION OF VICE-CHAIRPERSON

5. PLANNING COMMISSION DISCUSSION ITEMS

6. DIRECTOR'S REPORT

- Monthly Report
- Florence City Code Corrections

7. CALENDAR

- Tuesday, October 23, 2012 – Regular Session, 7:00 pm at City Hall – TENTATIVE
- Tuesday, November 13, 2012 – Regular Session, 7:00 pm at City Hall
- Tuesday, November 27, 2012 – Regular Session, 7:00 pm at City Hall
- Tuesday, December 11, 2012 – Regular Session, 7:00 pm at City Hall

The meeting location is wheelchair accessible.

Anyone requiring special accommodations, please call (541) 997-8237 at least 48 hours prior to the hearing

CITY OF FLORENCE PLANNING COMMISSION
August 14, 2012 ** DRAFT MEETING MINUTES **

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

Chairperson Nieberlein opened the meeting at 7:00 p.m. Roll call: Chairperson Nieberlein; Vice Chairperson Tilton; Commissioners: Peters, Bare, Muilenburg, and Hoile. Also present: Community Development Director (CDD) Belson, and Planning Consultant Carol Heinkel.

RECOGNITION

Chairperson Nieberlein presented a card of appreciation to former Commissioner Joseph Wise who had submitted his resignation, for his work on the planning commission. She then presented a card of appreciation to Vice Chairperson Mark Tilton who had also submitted his resignation which was effective at the end of that evening's meeting.

1. APPROVAL OF AGENDA

Commissioner Bare moved to approve the agenda as presented; second by Vice Chairperson Tilton; by voice all ayes, motion carried unanimously.

2. APPROVAL OF MINUTES

*** Meeting of June 12, 2012**

Commissioner Muilenburg moved to approve the minutes of June 12, 2012 as presented, second by Commissioner Peters, by voice all ayes, motion carried unanimously.

*** Meeting of June 26, 2012**

Vice Chairperson Tilton moved to approve the minutes of June 26, 2012 as submitted, second by Commissioner Hoile, by voice all ayes, motion carried unanimously.

*** Meeting of July 10, 2012**

Commissioner Bare moved to approve the minutes of July 10, 2012 as presented, second by Commissioner Peters, by voice all ayes, motion carried unanimously.

3. PUBLIC COMMENTS

*This is an opportunity for members of the audience to bring to the Planning Commission's attention any items **NOT** otherwise listed on the agenda. Comments will be limited to **3 minutes per person**, with a maximum time of 15 minutes for all items.*

There were no public comments.

PUBLIC HEARING

Chairperson Nieberlein said there were two public hearings before the planning commission that evening. *She went on to say that the hearings would be held in accordance with the land use procedures required by the City in Florence City Code Title 2 Chapter 10 and the State of Oregon. Prior to the hearing(s) tonight, staff will identify the applicable substantive criteria which have also been listed in the staff report. These are the criteria the Planning Commission must use in making its decision. All testimony and evidence must be directed toward these criteria or other criteria in the Plan or Land Use Regulations which you believe applies to the decision per ORS 197.763 (5). Failure to raise an issue accompanied by statements or evidence sufficient to afford the Planning Commission and parties involved an opportunity to respond to the issue may preclude an appeal of this decision based on that issue. Prior to the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval without sufficient specificity to allow the Planning Commission to respond to the issue precludes an action for damages in circuit court. Any proponent, opponent, or other party interested in a land use matter to be*

heard by the Planning Commission may challenge the qualification of any Commissioner to participate in such hearing and decision. Such challenge must state facts relied upon by the party relating to a Commissioner's bias, prejudice, personal interest, or other facts from which the party has concluded that the Commissioner will not make a decision in an impartial manner.

4. PUBLIC HEARING on RESOLUTION PC 12 15 CUP 07

The Port of Siuslaw, represented by Laura M. Gurley, PND Engineers, Inc., applied for a conditional use permit and design review to construct an approximate 195 square foot expansion of overwater area necessary to rehabilitate the structure supporting Mo's Restaurant on the Siuslaw River. The project is located next to the west side of Mo's, in the Siuslaw River adjacent to shoreline on south side of Bay Street, between Nopal and Maple Street (Map Reference No. 18-12-34-11, upland tax lot 13200).

Chairperson Nieberlein opened the hearing on Resolution PC 12 15 CUP 07 at 7:12 p.m.

She asked if any commissioner wished to declare a conflict of interest, bias, ex parte contact or site visit. There were no declarations from the commissioners.

Staff Report

Planning Consultant Carol Heinkel said the request was from the Port of Siuslaw for a conditional use permit and design review to allow an additional overwater coverage area of approximately 195 square feet under the north roof line of Mo's restaurant as part of a larger project to rehabilitate the old Town Wharf. She referred to the exhibits in the commissioner's packet that showed the vicinity of the project and some diagrams that shows what is being proposed. The pilings underneath Mo's are wood coated in creosote and are rotting and need to be replaced with steel. The additional overwater area is necessary because, in this particular location on the north side of Mo's, the 15' pilings need to be driven from above and Mo's roof is in the way; therefore, the only way they could drive those pilings is to go through the roof and that would damage the structure. The applicant is bringing the footprint of Mo's out two feet with the steel beams to allow that berth they need to drive those pilings. Planning Consultant Heinkel held up a picture of the existing pilings under Mo's in this location and a picture that showed what the area will look like after the steel beams are installed. She said these "before" and "after" pictures clearly demonstrate the need for, and benefits of, the project. She said the "after" photo is an example of a project done elsewhere that was included in their packets in order to show how the proposed project will look when completed.

The 195 square feet is an expanded footprint in the estuary and that is why the application is before the planning commission for a conditional use permit and design review. This is part of a larger project to repair and replace pilings in entire Old Town Wharf and there is a description of the overall project in the staff report. She said more than half of the piles supporting Mo's restaurant are 50% or less of their original cross sectional area. Most of these piles cannot be replaced in place because they fit directly beneath Mo's restaurant; therefore, due to those conditions a new support system for the entire restaurant is proposed. In addition, the overall project involves pile replacement and bearing repairs to the pedestrian trestle, the commercial dock, the west vehicle access trestle, ICM restaurant, the dumpster area and in addition some derelict pile removal. No dredge or fill is proposed as part of this project.

The development site is just that 195 square foot steel beam that would be going into the estuary. A conditional use permit is required as per FCC 10-19-4-F-10 because Mo's restaurant is one of the uses that would be a conditional use in the development estuary zoning district: a water-related use, and non-water dependent uses and non-water related uses, provided no dredge or fill is involved and it is not possible to locate the sue on an upland site. The remainder of the project is allowed outright by FCC 10-19-4-B as stated in the staff report. Design review is also required in accordance with FCC 10-4-9 as part of a conditional use permit.

Planning Consultant Heinkel then read the applicable criteria into the record; which is found in the staff report and noted that the Findings were in the staff report and submitted as part of the record.

Staff Recommendation

Ms. Heinkel said that staff finds that the proposal is consistent with all the required criteria with the conditions listed in the resolution and the staff report; and that staff recommends approval with those conditions.

Questions of Staff

Commissioner Muilenburg asked about steel beams and steel piles and if the steel piles were what they were driving in. Ms. Heinkel said yes, the pilings and the beams will be steel as shown in the picture; the black areas shown are wood it is all steel pilings and beams – all underneath Mo's to the other side.

Robert Forsythe, Port Manager, said, if he read the prints correctly, it appears that there are some adjustable metal beams underneath so that they can level everything out; therefore, you will have a few of those sporadic throughout; once it is set in, it will be leveled.

Commissioner Muilenburg asked Ms. Heinkel about the land use application and referred to page 4, (Exhibit B), and noted that the listing of "Old Town District: it was not checked. Ms. Heinkel replied, it is not checked because none of the project is in the Old Town District; the entire project is in the estuary and is zoned Development Estuary.

Commissioner Peters asked if the 195 feet translates into additional restaurant space. Ms. Heinkel replied, no it is underneath the restaurant and an outside deck. He then asked if it could be translated into an inside structure by removing the walls out. She replied, possibly, but they did not think there was any interest on the part of MO's to do that; it would be a major remodel; and the only reason it is being expanded is to allow the pilings to be driven from above.

Chairperson Nieberlein said they would be taking testimony of the applicant; proponent, opponents; copies of the written comments received have been distributed to the planning commission.

Chairperson Nieberlein asked Mr. Forsythe if he had a presentation and he replied, no. She then asked him if he had read the staff report, and understood the conditions of approval as proposed. Mr. Forsythe replied yes to both questions.

Chairperson Nieberlein asked the commissioners if they had questions of the applicant; there were no questions.

Chairperson Nieberlein asked if there was anyone present who wanted to speak in favor of the project; anyone who wanted to address the project neither in favor nor against; was there anyone who wished to speak against the project. No one came forward,

Staff Recommendation

Ms. Heinkel said that staff recommends approval of Resolution PC 12 15 CUP 07 with the conditions of approval as stated.

Chairperson Nieberlein closed the public hearing at 7:35 p.m.

Commission Deliberation

Vice Chairperson Tilton said it was a very good solution in replacing those pilings; looked to him as an excellent project.

Vice Chairperson Tilton moved to approve Resolution PC 12 15 CUP 07 a request for a conditional use permit and design review for an approximate 195 square foot expansion of overwater area that is necessary to rehabilitate the structure supporting Mo's Restaurant on the Siuslaw River. Map Reference No. 18-12-34-11, upland tax lot 13200) as applied for by the Port of Siuslaw with the conditions of

approval as submitted in the staff report. Second by Commissioner Peters, by voice, all ayes, motion carried unanimously.

5. PUBLIC HEARING on RESOLUTION PC 12 08 PUD 01

Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians and James and Susan Genereaux, represented by Sara Bergsund, AIA and Cascade Housing Group LLC, applied for a modification to the approved Planned Unit Development, Munsel Lake Village (PC 08 26 PUD 02, PC 08 27 CUP 05 and PC 08 39 DR 14). The applicants propose a mixed-use development which includes 7 – two-story apartment buildings (around 35 residential units) and 9,000 square feet of commercial space. The property is located north of Fred Meyer, south of Munsel Lake Plaza, East of the BLM Sand Dune, and west of Highway 101. (Assessors Map Number 18-12-22-42, Tax Lot 1400).

Chairperson Nieberlein said they had been requested by the applicant to open the public hearing and take any testimony and then continue the hearing. She then opened the public hearing on Resolution PC 12 08 PUD 01.

She asked if any commissioner wished to declare any conflict of interest, bias, ex parte contact or a site visit. Commissioner Muilenburg disclosed that he worked for Three Rivers Casino and hotel; he said he was not directly employed by the Tribes, but the Tribes own the casino and he works for the casino. He said he felt that he could review this application in the same way he would any other application. He went on to say that he had not been pressured or approached by anyone on this application. When Chairperson Nieberlein asked the commissioners if they had any problem with Commissioner Muilenburg voting on the application, by consensus the commissioners replied, no.

Commissioner Hoile disclosed that she was a member of the Confederated Tribes, but she was not in a decision making position, or a voice to speak for the Tribal Council. She was also an employee of the Tribal government but that would not affect any decisions. She felt she could be unbiased, take in the information and make a fair and good judgment. Chairman Nieberlein asked if the commissioners had a problem with Commissioner Hoile, by consensus the commissioners replied, no.

Chairperson Nieberlein asked if there was anyone in the audience that wanted to speak to this issue, either for or against. She added that they could take public comment; no one came forward.

Staff Report

CDD Belson said the application before the commissioners that evening may look familiar as they had had similar applications in the past. This is a Planned Unit Development (PUD) that will reduce the number of dwelling units in the multifamily portion of the project. There are now multiple owners involved where previously it was all under one ownership. Cascade Housing Group has an interest in developing the multifamily portion of the project and they have a consulting team (this team has worked on this project previously). Cascade Housing Group thought the application would be a better project if there were fewer residential units, adding some more open space to meet the needs of the residents; with those changes it required that it come back through the planned unit development process. There are new codes in place that apply; and the staff report shows that analysis. After having received the staff report; the team requested some more time to discuss the project amounts themselves.

She noted that on the dais that evening were are two emails; the short one is from Phil Hedrick from Cascade Housing waiving the 120 day period for final decision to be made at the local level and thereby granting more time to process the application. In the second email (which is a series of correspondence) they decided they did not want to set a date to respond back to the city; they are willing to have the hearing be re-noticed and pay the appropriate fee for that consideration.

She said the request was not to continue the hearing to a date certain; but the hearing would be closed and after staff gets the additional information, staff would re-notice it and the hearing would be reopened.

Commissioner Peters asked if there would there be another hearing where people would be permitted to speak in favor; CDD Belson replied saying absolutely. He asked if the commissioners needed to allow that waiver as a body. In response, CDD Belson recommended that a motion be made to close the hearing; and allow the applicant to submit new information with the understanding that they have waived the 120 rule.

Commissioner Peters moved to close the hearing; and allow the applicants to submit new information and then notice a new public hearing with the understanding that the applicants have waived the 120 day rule. Second by Commissioner Bare.

Discussion on the Motion

Commissioner Muilenburg asked what was the time difference between leaving the hearing open and closing and re-noticing it; are we looking at months? CDD Belson replied that the applicants have waived their 120 day; so it could be months before an application is put together. With the hearing closed, the public comment period is closed and we would not take anything from the public until it was reopened.

Commissioner Hoile asked why it was brought before the commission. CDD Belson said she thought they were trying to get funding through the state and wanted to have this in process for the funding approval, but that did not happen. She said the original approval is still in place; they could go forward with that design today if they chose to. They are not losing the original approval, but what they have applied for in this application is different than what they have their current approval for. She said the code requires that if you change the plan, then the application be processed in the same manner as a new application. Process-wise it is the same whether it is a change to the application or a new one.

Commissioner Muilenburg asked if this was like the other applications that if ground was not broken within a year everything expires. CDD Belson said that is true, but the council had extended the timeline and when the planning commission had granted the approval it was for more than a year; therefore it is still valid. The approval for the land use goes with the land it does not matter who the owner is.

Commissioner Bare said had done housing grants and he thought going through the Tribe was going to help expedite things.

Chairperson Nieberlein called for the vote; by voice all ayes, motion carried unanimously.

6. PLANNING COMMISSION DISCUSSION ITEMS

PUD Landscaping

Commissioner Hoile said the PUD had done their landscaping; bark is done and the lighting is done and it looks nice.

Commissioner Tilton

Commissioner Bare said he had sat next to Mark for a couple of years and he had been a real asset to the commission and he would be missed. He added that he would miss Sandra Belson also; she had done a good job.

Vice Chair Election at Next Meeting

Chairperson Nieberlein said at the next meeting they would be electing a vice chair.

Possibility of the City Council Reducing number of Planning Commissioners

Commissioner Hoile asked about the city council discussing reducing the number of members of the planning commission from 7 to 5. Vice Chairperson Tilton said he attended and Councilor Roberts had ideas on ways to potentially change the planning commission by reducing the number from 7 to 5. He said he thought the one member from the urban growth boundary area the council was still discussing whether to extend it out to the area of interest. CDD Belson added that they had also discussed not allowing planning commissioners to serve on other city committees. Vice Chairperson Tilton said they

directed staff to work on whatever actions would be needed and carry that out. It sounded that there would be a public hearing.

CDD Belson said the council agreed to have staff prepare the amendment per their direction to FCC 2-3; there would be a public hearing on that amendment scheduled for September 10th.

Vice Chairperson Tilton

Vice Chairperson Tilton said he really enjoyed working with everyone on the planning commission and for the record he made it perfectly clear that his resignation had nothing to do with any dissatisfaction with his role as a planning commissioner; it is strictly for personal reasons. Commissioner Tilton said city staff that he had worked with had been absolutely excellent and he went on to say that CDD Belson had done a wonderful job as the community development director. Florence has been fortunate to have her in that position. He had been on the commission for nearly 5 years and he has heard commendation after commendation from the consultants and the applicants that we have worked with; responding to the quality of the staff reports; either produced by CDD Belson or under her direction; he appreciated all the direction given to the commissioners. He said there had been times when they had not accepted staff recommendation, but they had been able to work with the applicant, staff and sometimes consulting the attorney and come out with solutions that were balanced that worked for everyone. He had been impressed with the applicants that had come before the commission; they are trying to do the right thing and make Florence an attractive place.

Chairperson Nieberlein

Chairperson Nieberlein said she had worked with three planning directors and an interim director and she had to say that CDD Belson was the best that she had worked with; she could always count on her for her support. She had never led her astray and was always there to support to the commission; she has values and she maintains those values and passes them on to the commissioners.

Landscaping On Hwy 101

Chairperson Nieberlein asked if anyone else had noticed how awful Hwy 101 was looking with landscaping.

Lane County Meeting

Commissioner Tilton asked about the outcome of Lane County meeting on the annexation policy. CDD Belson responded that she did not know if the Board made a decision that day.

7. DIRECTOR'S REPORT

There was no further report that evening.

8. CALENDAR

Tuesday, August 28, 7:00 pm – (only if a hearing or deliberations continued from tonight's meeting)

Tuesday, September 11, 7:00 pm – regular meeting

With no further business to come before the Florence Planning Commission, Chairperson Nieberlein adjourned the meeting at 8:00 p.m.

It is noted for the record that the planning commission stayed after the meeting was closed to discuss what they would do to recognize Community Development Director Sandra Belson, who is leaving in September.

APPROVED BY THE FLORENCE PLANNING COMMISSION ON THE ____ DAY OF _____ 2012.

JAN NIEBERLEIN, CHAIRPERSON
FLORENCE PLANNING COMMISSION

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

Meeting Date: September 24, 2012
Dept: Planning Department

ITEM TITLE: Monthly Report for Work Accomplished in August / Early September**DISCUSSION/ISSUE:**

The following report reflects the major activities and accomplishments of the Department for the past month.

General CommentsSandra Belson Leaving for Africa

The biggest news of the month is Sandra Belson, Community Development Director of six years leaving the City of Florence to take on an assignment for the Peace Corps as an Environmental Governance Advisor in Guinea, West Africa. Sandra's last day was September 10, 2012.

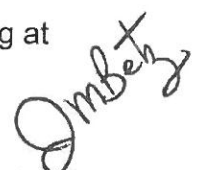
Sandra has worked with many major updates to the City's planning department policies over the years including the Rhododendron Drive Integrated Transportation Plan, compliance with Coastal Goals, and the current update to the Transportation System Plan.

Sandra also spearheaded the creation of the Siuslaw Estuary Partnership through the achievement of a grant from the Environmental Protection Agency. Public Works Director Mike Miller has taken on the management of the project, with additional assistance from Planning Consultant Carol Heinkel.

Staffing Structure Changes in the Community Development Department

With the departure of Community Development Director Sandra Belson, City Manager Jacque Betz has determined that the best way to efficiently run the Community Development Department during these tough economic times is to eliminate the position of Community Development Director. As such, the Community Development Department will be officially split up into the Building and Planning Department's respectively.

Kelli Weese, City Recorder has taken on the post of Interim Planning Director along with her prior duties as City Recorder / GIS Technician. Kelli Weese has worked for the City of Florence for almost five years, beginning in the Planning Department as Planning Technician, then taking the post of City Recorder in December 2010. Prior to working at the City of Florence, Kelli worked as a planner in other jurisdictions in the Pacific



Northwest including the Cities of Portland and Forest Grove, as well as the Cowlitz-Wahkiakum Council of Governments in Kelso, Washington.

Kelli will maintain the post of Interim Planning Director / City Recorder until September 2013, until Senior Planner Wendy Farley-Campbell returns from her Military deployment. At that time, a more long-term prospect for the planning department will be determined based on the long term outlook for the City.

RARE Participant

Other big news of the month, is the addition of our new RARE Participant Katya Reyna. Katya comes to us from Chicago, Illinois where she recently received her undergraduate degree in Urban Planning and Public Affairs from the University of Illinois at Chicago. Katya's brings a great enthusiasm for our community, as well as a good deal of knowledge in planning for parks and recreation, green living philosophies, and geographic information systems. We are very excited to have her here in Florence, and wish her the best of luck.

Committees and Grants

CITY COMMITTEES STAFFED BY COMMUNITY DEVELOPMENT

Environmental Management Advisory Committee (EMAC), Katya Reyna
The next EMAC meeting will be October 18.

Planning Commission/Design Review Board, Kelli Weese

The Planning Commission held its last meeting on August 14, 2012 and will hold its next meeting on October 9, 2012. The City Council is currently discussing amendments to the Planning Commission membership provisions of the Florence City Code, and will be discussing those amendments at its meeting on October 8, 2012.

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
\$155,000 - *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*

City of Florence

On September 10, 2012, the City Council continued the public hearing originally begun on June 18, 2012. At that time the Council continued the public hearing for both written and oral comments until September 24, 2012. The Council will continue discussions on particular points of the Comprehensive Plan and City Code Amendments, and will begin discussions on project prioritization.

For more information about the update of the Transportation System Plan and to see the latest draft, check out the city's website at <http://www.ci.florence.or.us/planning/transportation-system-plan-and-community-transit-plan-update>.

Attachments:

1 – Current Land Use Applications (current and recently approved applications)

Current and Recently Approved Land Use Applications

ATTACHMENT 1

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Administrative Design Review for addition of drive-thru to AM/PM Station	AR 12 02 DR 02	1839 Highway 101	Application was completed in July. Staff sent out public notices and agency referrals soliciting comments which are due on August 17.
Administrative Design Review for addition onto Lane Interiors building	AR 12 03 DR 03	1361 1 st Street	Application Withdrawn.
Revised Preliminary Development Plan for Munsel Lake Village	PC 12 08 PUD 01	Between Fred Meyer and Munsel Lake Plaza	The Planning Commission/Design Review Board held a public hearing on August 14. At the request of the applicant, the Commission did not make a decision but will hold another public hearing when the applicant has decided how to proceed.
Conditional Use Permit and Review of Phase II Site Investigation Report for riprap at Coast Guard Station	PC 12 09 CUP 05	4255 Coast Guard Road	The Coast Guard requested a delay in order to submit revised drawings.
Cannery Station Final Planned Unit Development, Tentative Subdivision, and Design Review	PC 12 12 FPUD 01 PC 12 13 SUB 01 PC 12 14 DR 01	17 acres at southeast corner of US 101 and Munsel Lake Road	Application is incomplete.
Business/Apartment mixed use development	PC 12 16 CUP 08	1739 19 th Street (mid-block on the North Side of 19 th Street between Hwy 101 & Pine Street)	Application under Completeness Review

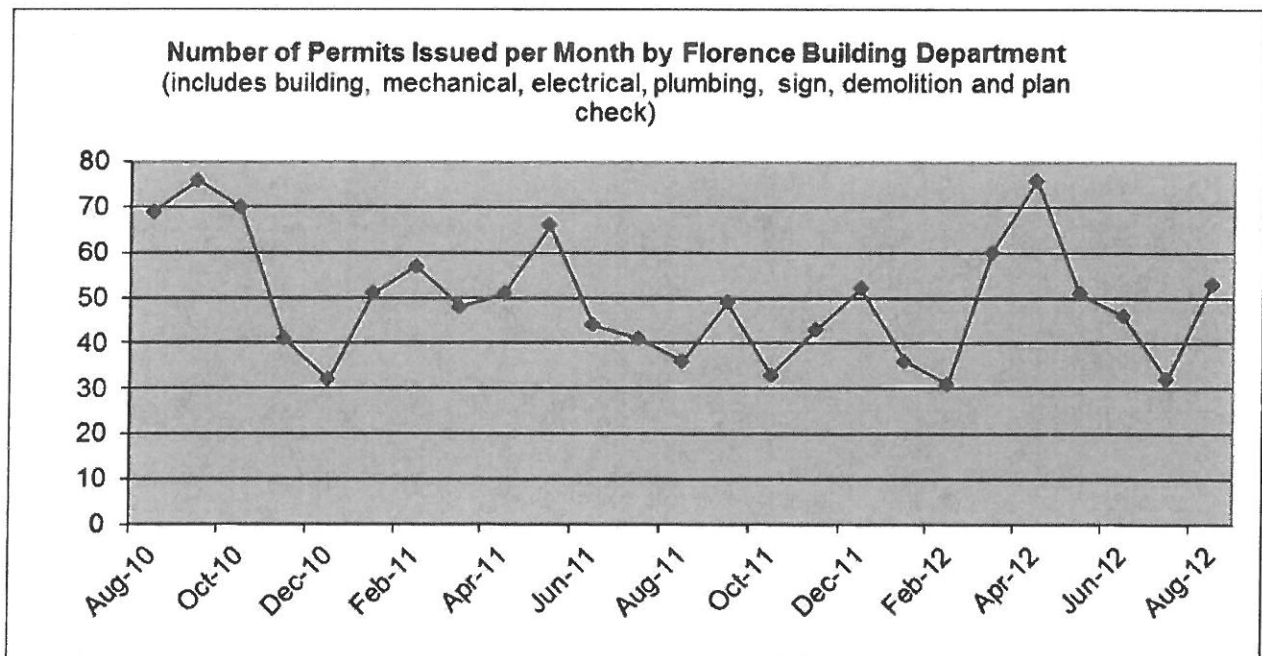
AGENDA ITEM SUMMARY**ITEM NO:****FLORENCE CITY COUNCIL**Meeting Date: September 24, 2012
Dept: Building

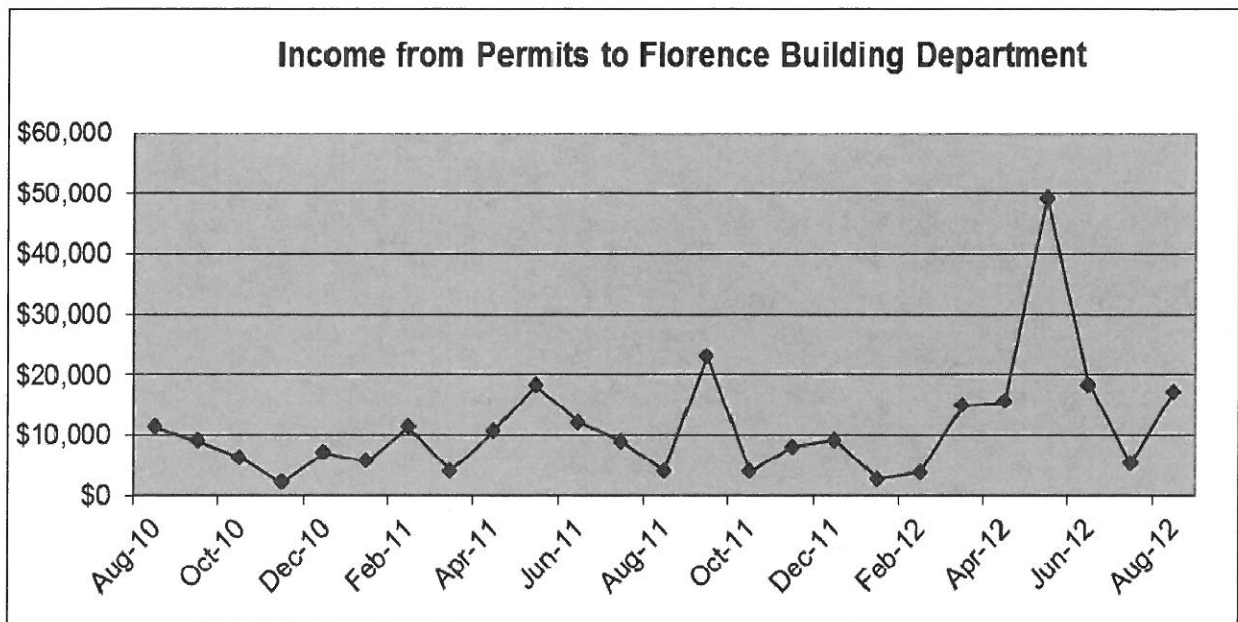
ITEM TITLE: Monthly Report for Work Accomplished in August**1 – General Comments:**

Actions of the Department for the past month; - This is a new report to the council reflecting staff and management changes. The Building Department, though still working closely with Community Development/Planning Department on all permit type activities, will now be a "stand alone" division of the system under the Building Official. This should promote better accountability for customers and staff of the city.

2 – Building Permits

As shown in the tables below, building permit activity and income has dropped back down after a springtime surge.





MONTHLY REPORT FOR AUGUST 2012

PERMIT TYPE	# of PERMITS	HOUSING UNITS	CONSTRUCTION VALUE	CITY PERMIT INCOME
SINGLE-FAMILY DETACHED		1	\$450,000.00	
SINGLE-FAMILY ATTACHED (TOWNHOMES)		0	\$0.00	
MANUFACTURED DWELLING		0	\$0.00	
ADDITIONS	2		\$24,000.00	
ALTERATIONS / REMODELS	2		\$7,152.00	
ACCESSORY STRUCTURES	1		\$2,578.50	
DUPLEXES		0	\$0.00	
TRIPLEXES OR FOURPLEXES		0	\$0.00	
APARTMENTS (5 OR MORE UNITS)		0	\$0.00	
CONDOMINIUMS		0	\$0.00	
COMMERCIAL NEW CONSTRUCTION	1		\$15,000.00	
COMMERCIAL ADDITIONS	1		\$120,000.00	
COMMERCIAL ALTERATIONS / REMODELS	7		\$100,009.57	
AIRPORT HANGARS	0		\$0.00	
SIGN PERMITS	0			\$0.00
RESIDENTIAL BUILDING PERMIT FEES	6			\$2,468.10
COMMERCIAL BUILDING PERMIT FEES	9			\$2,922.25
MANUFACTURED HOME PLACEMENT FEES	0			\$0.00
BUILDING PLAN CHECK FEES	11			\$3,488.89
RESIDENTIAL PLUMBING PERMIT FEES	2		Com. Plumb. contract fee @ 75%	\$913.00
COMMERCIAL PLUMBING PERMIT FEES	3		\$2,083.31	\$694.44
MECHANICAL PERMIT FEES	7			\$5,360.70
MECHANICAL PLAN CHECK FEES	4			\$970.24
ALL DEMOLITIONS	0			\$0.00
CITY ELECTRICAL PERMIT FEES	11		Elect. contract fee @ 75%	\$313.25
TOTAL # OF PERMITS	53			
TOTAL CONSTRUCTION VALUE & CITY PERMIT INCOME			\$718,740.07	\$17,130.87
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS			191	
NO. OF CITY ELECTRICAL INSPECTIONS			24	
TOTAL FOR ALL INSPECTIONS			215	

AGENDA ITEM SUMMARY**FLORENCE CITY COUNCIL****ITEM NO:****MEETING DATE:** September 24, 2012**DEPARTMENT:** Public Works

ITEM TITLE: Public Works Monthly Report

DISCUSSION/ISSUE:*August 2012*

- ✚ **Hwy 101 Sewer Replacement Project (AKA Hwy 101 Sewer Bottleneck Project).** A preconstruction meeting was held with the contractor, City and DEQ on August 2nd. The contractor started working on the project the week of August 13th sawing cutting the pavement and preparing for temporary water services. During August, the contractor installed temporary water services and started installing the new water main to allow the sewer pipe to be installed. The existing water main was located to close to the location of the sewer pipe and would have been within the trench of the sewer creating an unsafe work environment. Also, we are taking the opportunity to increase the water main size from 10-inch to 12-inch in this area of conflict to help meet future fire demands. The project has a completion date of December 2012. This project is being funded through a loan from the Oregon DEQ Clean Water State Revolving Fund (CWSRF).



- ✚ **Groundwater and Surface Water Monitoring Program.** PW crews collected groundwater and surface water samples during August. August sample results were positive for nitrate at monitoring well B-2 (Harbor Vista and Rhody Drive) at 18.2 mg/l which is 1.8 mg/l higher than what was reported in July. Groundwater monitoring wells B-8 (Singing Pines) and B-12 (Heceta Beach Road and Hwy 101) tested positive for coliform bacteria (3 MPN at B-8 and 1 MPN at B-12). Stream sampling results for

E. coli were 2,420 MPN at PWS (Munsel Creek at Public Works); 6 MPN at MGP (Munsel Greenway Park); 116 MPN at MLK (outlet of Munsel Lake into Munsel Creek) and 20 MPN at ACK (Ackerly Creek). PW crews sampled groundwater and surface water the September 4-6, however those results were not available at the time of this report.

- ✦ **Stormwater Issues along Hwy 101 North of Munsel Lake Road. No Change.** As reported previously, ODOT agreed to perform some ditching, as time allows, removing the vegetation that is preventing the stormwater from flowing to the south.
- ✦ **Biosolids Demonstration Project.** City Council accepted the grant and authorized staff to enter into the contract. We're very excited about this project and anxiously awaiting our first team meeting on September 7th to discuss the logistics and project details.
- ✦ **Hwy 101 Stormwater Relief Project – 40th to 38th Street (AKA Spruce Street LID Phase 4 Stormwater project).** Spec Pipe (the concrete pipe supplier for the project) grouted the pipe joints (from the inside of the pipe) to seal the joints to prevent inflow/infiltration. The pipe supplier completed the sealing of the pipe joints to the City's satisfaction (PW crews video inspected the pipe after the repairs/sealing were completed). The contractor still needs to address the inflow issues within the manholes. This work is scheduled to be complete in September.
- ✦ **Florence Urban Renewal – Water, Sewer, Stormwater and Street Modernization Project.** Bids for the project were opened on August 23rd and Laskey-Clifton Corporation was the qualified low bidder on the project. The bid results were taken to the Florence Urban Renewal Agency Board of Directors meeting for their review and approval on August 29th. The Board of Directors unanimously approved the low bid and recommended that the City Council award the project at the September 10, 2012 Council meeting. The Phase 2 project consists of 1,868 feet of 16-inch water main; 15-inch, 12-inch and 8-inch stormwater pipes; 10-inch and 8-inch sanitary sewer pipes; new water master meter, including backflow prevention devices for the Port of Siuslaw; and full street restoration on 2nd Street from Harbor to Maple Street.
- ✦ **Siuslaw River Bridge Interpretive Project.** US Army Corp of Engineers (ACOE) issued our permit for the project! All of the necessary permits are now in hand and the project is out for bid. The bid opening is scheduled for September 27th and the projected start date is mid to late November 2012 with project completion in March 2013. Since this project has both federal scenic by-ways funding along with State funding, ODOT will manage the contract and project.

✚ ***Singing Pines Dog Park Project.*** Of course the big push on the dog park was to have it ready for the July 21st Make-a-Difference Day volunteer event. During August the crews worked on the dog park as best as their schedules allowed. Crews completed the fencing to separate the large dog and



small dog areas;
excavated for the
stormwater quality
swale;
installed/placed the
three part blend (soil
mix: 1 part
compost, 1 part
native sand, and
one part sandy
loam) for the

stormwater swale; removed the root mat from the parking lot area; imported clean sand (courtesy of the BLM and Mother Nature – we brought in sand from the corner of Oak and 46th Street that was blown onto the street); and installed the geotextile fabric and gravel base for the parking lot. We are targeting an October 1, 2012 grand opening of the park.



✚ ***Emergency Power Generator at the Water Treatment Plant.*** Land use approval for the project was received on July 19th. With our land use process, there is a 12 calendar day appeal period that someone could appeal the land use decision. With no appeals, the City can now move forward with the installation of the new emergency power generator and the construction of the building to shelter it. PW crews have been extremely busy with the dog park, among other projects, and have not had the time to begin prepping the foundation for the new building.

Additionally, a new underground conduit needs to be installed to relocate the existing telecommunications line (Century Link) outside of the construction area. With construction of the dog park winding down, crews should have the time to begin work on the project.

✚ **Urban Waters Grant Project.** This grant project officially begins October 1, 2012. The grant provides funding to continue the groundwater and surface water monitoring program that was started with the Siuslaw Estuary Partnership project.

- Attended the preconstruction meeting for the Florence Trunk Sewer Replacement Phase 3 Project.
- CM Jacque Betz and PWD Mike Miller made a presentation at the annual homeowners meeting for Greentrees Village. The main topic of the presentation was the establishment of street maintenance fee; water, wastewater and stormwater fees; and utility rate equability. Residents asked good questions and Jacque did an outstanding job keeping the audience focused on the discussion topics. Thank you Jacque for all of your help and support during the presentation!
- Participated in a conference call with CDD Sandra Belson and Zack Mittge regarding the street connection between Idylewood 4th Addition and Heceta South.
- Met with CM Jacque Betz, planning consultant Carol Heinkel and FD Erin Reynolds to discuss the West Coast Estuaries Initiative for Coastal Watersheds EPA grant (AKA Siuslaw Estuary Partnership) project budget (expenditures, match and reimbursements), project deliverables and time lines.
- Met with planning consultant Carol Heinkel, CM Jacque Betz to discuss Siuslaw Estuary Partnership (SEP) project elements followed with a telephone conference call to Krista Mendelman with EPA. We discussed the need for a grant amendment, both in the form of an extension in order to complete the grant project and budget amendments. The time extension is necessary in order to complete the stormwater demonstration project that is part of the Siuslaw River Bridge Interpretive Site and complete the comprehensive plan amendments regarding the drinking water protection plan and wetlands/riparian areas.
- Completed a presentation to the Central Oregon Coast Board of Realtors on the draft Aquifer Protection Plan. CM Jacque Betz also attended the meeting to help address questions.

- Met with GIS Manager Ron Miller, George Rogato and John Brejska of OregonFast at the 4 million gallon reservoir site to determine the best location for OregonFast's new lease site for an antenna. The area that OregonFast is interested in is in the northeast corner of the City property. The location will not interfere with any existing or future City planned improvements at the site.
- Met with John Murphey, Dunny Sorrenson, and CM Jacque Betz to discuss City insurance coverages.
- PW Executive Assistant Shawn Penrod, PW Inspector August Murphy and PWD Mike Miller conducted the bid opening for the FURA Phase 2 utilities project.
- Attended a meeting with planning consultant Carol Heinkel; PW Executive Assistant Shawn Penrod, FD Erin Reynolds and volunteer grant coordinator Jan Nieberlein to go over documentation and filings for the SEP grant project reimbursement requests.
- Attended a new equipment demonstration with ODOT staff. The new equipment was a trailer mounted spray injection patcher. The machine takes 3/8-inch clean crushed rock and combines it with an asphalt emulsion to make an asphalt patch material that can be sprayed into a pothole or highway rut. Great concept, but the material was not drive ready within 20 minutes as advertised. Unfortunately, the material never set up at the demo site on Hwy 101 north of Buck Lake and had to be scraped off to the side of the road.
- Participated in webinar on the USDOT IPERA (Improper Payments Elimination and Recovery Act) training for FAA grantees. Our apron expansion project was randomly selected to be tested for over payments.
- Attended the FURA Board of Directors meeting to present the bids for the phase 2 project.
- Attended a meeting with Lane County PWD Marsha Miller; Lane County Planning Director Matt Laird; Lane County Environmental Engineer Dan Hurley; CM Jacque Betz and planning consultant Carol Heinkel to discuss the draft drinking water protection plan and SEP grant amendments.
- Conducted the bid opening for the street restoration project.
- Conducted monthly crew meetings and safety meetings.

Crew Accomplishments for August

- ✚ It has been another busy month for the Public Works staff. In addition to carving some time to work on the off-leash dog park, crews repaired a 8-inch sewer line at the corner of 36th and Hwy 101. The sewer line provides service to several properties, but is located within the B&E Wayside and runs next to a manufactured home. This illustrates the importance of placing our underground utilities within accessible rights-of-ways versus through developments within easements.



- ✚ PW crews removed brush from the right-of-way behind the Comfort Inn. This was necessary to gain access to a danger tree and the brush was encroaching upon the private property.

- ✚ PW crews removed a leaning tree on Spruce Street next to Gallagher Park. The tree was not in eminent danger of falling, but was listing a little more since the wind storm in January and the snow event in March of this year.



- ✚ PW utility division crews added some small rip rap around a manhole within the stormwater easement behind the Presbyterian Church. The additional rock protects the manhole from erosion.
- ✚ Utility division crews graveled and graded 4th Street (one of the last gravel streets in the City) between Juniper and Ivy Streets. We currently have both water and sewer mains within the right-of-way of this street.

- ✚ Held another yard debris day event in August. August's numbers (number of customers) were slightly lower than July with 69 customers utilizing the service.
- ✚ PW crews staked the fir and pine trees within the stormwater swale located next to Spruce Street north of Munsel Lake Road.
- ✚ PW crews removed an old tree stump from 18th Street Pocket Park; removed two leaning alder trees from the right-of-way at the east entrance to Pacific Pines RV Park; and removed a leaning tree from the Munsel Creek bike path.

- ✚ With all of the great sunshine during August, it also brought the summer winds. PW crews had to remove sand from Oak Street on two separate occasions during August. The first time, crews removed 19 dump truck loads (228 cubic yards) of sand and the second time



crews removed 23 dump truck loads (276 cubic yards) of sand. Thank you Mother Nature! We put the first loads to good use for imported fill material at the parking lot for the off-leash dog park.



- ✚ PW crews installed coir mat (like jute mat but made from coconut husks) and wattles (bio-bags filled with wood chips) to reduce the risk of erosion within the construction area of the 12th Street multi-use path seasonal stream/wetland crossing. The wattles are used to

help with energy dispersion (slowing down the flow of water) and trapping sediments. The coir mat also helps to eliminate scouring and promotes the establishment of new vegetation.

- ☒ Utility division crews cleaned and video inspected the manhole at 17th and Spruce Street. Now that the water table has receded, the crews were better able to ascertain the problem with the manhole. It appears that the manhole was a pour in place manhole and it was poured when groundwater was present. The groundwater removed the Portland cement in the concrete so the bottom of the manhole was very thin which over time has allowed sand to infiltrate into the sewer system creating the sinkhole. The manhole is deep and we have contacted a local excavation company to perform the repair work (replacing the manhole with a precast manhole) prior to the street reconstruction work.
- ☒ Ron Miller worked on infrastructure maps, filling in the blank spots from video inspections reports performed by the crew. Ron is updating our maps with the correct locations of sewer laterals, water service lines, water meter locations and stormwater catch basin information.

With the staffing changes at City Hall, Public Works is now taking the lead on the EPA Grant for the West Coast Estuaries Initiative for Coastal Watersheds, more commonly referred to as the Siuslaw Estuary Partnership. Monthly updates to this grant sponsored project will now be included in the Public Works Monthly report.

Siuslaw Estuary Partnership

West Coast Estuaries Initiative for Coastal Watersheds managed by PWD Mike Miller and coordinated by Florence Planning Consultant, Carol Heinkel
\$566,797 - *United States Environmental Protection Agency (EPA)*

The EPA approved amendments to the Work Plan on September 10, 2012. The work plan and budget amendments submitted to EPA move the Partnership project to Public Works. Mike Miller is now Project Manager and Carol Heinkel will continue as Project Coordinator. The amendments will take us through the adoption process for Comprehensive Plan and Code amendments related to the Aquifer Protection Plan and the Wetlands and Riparian Areas Plan; and will allow us to complete, and research funding options for, the Siuslaw Estuary Trail Vision. These tasks were not included in the original grant work plan (scope of work), however there are sufficient funds in the EPA grant budget to complete this work.

The timeline for the overall grant project, which has been approved by the EPA, has been extended to March 31, 2014. We are targeting September 30, 2013 for completion of the adoption process well ahead of the March 2014 deadline. The March 31, 2014 date gives us the flexibility to continue the work without requesting another extension if any of the projects are delayed. For example, the Stormwater

Demonstration Project is scheduled to be completed by March 2013, but if it cannot be completed by then for any reason, we can move forward without additional work plan amendments. This date also provides ample room if the adoption process takes longer than anticipated.

The summary below provides a snapshot of where the project stands today.

Project Elements Update

I. SCIENTIFIC INVESTIGATION: The team continued to provide technical assistance and guidance on the project. Carol Heinkel worked closely with individual team members and agencies to develop draft proposals for the Wetlands and Riparian Area Plan; the Oregon Department of Environmental Quality (DEQ) and Oregon Health Authority (OHA) on their review of the draft Aquifer Protection Plan; and the U.S. Bureau of Land Management (BLM) on assistance with fine-tuning the cost estimates for the Siuslaw Estuary Trail. Team review of the draft proposals will be sought after the revised drafts are prepared later this fall.

II. PUBLIC EDUCATION AND STEWARDSHIP: The project web site www.SiuslawWaters.org has been updated to include the latest version of all proposals. As new drafts are prepared, they will be posted to the web site for the public to review.

On September 10, 2012, the Florence City Council approved a proposal for an extended public outreach process and a joint City-County adoption process. The timeline provides for meetings with all groups affected by the proposals during October, November, and December. The formal public hearing and adoption process would not occur until after the first of the new year.

III. WATER QUALITY AND QUANTITY:

Surface and Groundwater Monitoring Program: On August 30th, Mike Miller, Jacque Betz, and Carol Heinkel met with Lane County Public Works Director Marsha Miller, Land Management Division Manager Matt Laird, and Team member, Dan Hurley. One of the items on the agenda was to inform them that the City will be requesting septic system permit records for the area of contribution to test well B2, which has experienced above-threshold levels of nitrates. Public Works will be submitting the records request in order to gain a better understanding of any possible connection between septic systems in this area and the contamination levels. As reported in July, the monitoring program continued and GSI provided a memo dated August 10. This memo summarizes field observational data from Munsel Creek, Ackerley Creek, stormwater events and the array of 16 monitoring wells distributed throughout the area of interest in terms of groundwater and surface water quantity and quality. It also reports the analytical data derived from laboratory analyses.

Aquifer Protection Plan: On August 29, the Oregon Department of Environmental Quality (DEQ) and the Oregon Health Authority (OHA) provided

comments on the Draft Aquifer Protection Plan. Our project timeline lists several additional steps that will be taken before the plan and implementing Comprehensive Plan and Code changes are submitted to the Council for initiation. These include: preparing an Executive Summary; addressing comments on the plan from DEQ and OHA; meeting with affected property owners and businesses; and revising the proposals to address comments from the public outreach process. Mike and Jacque met with the Board of Realtors on August 22 to present the Aquifer Protection Plan; an additional meeting with them will occur this fall to discuss proposed Comprehensive Plan and Code amendments.

Response to Contamination Threats: Another agenda item for the August 30th meeting between City and County staff, noted above, was to obtain assurances from Lane County that the provisions of state law in OAR 340-071-0160 will be carried out in the future. This law provides that, prior to issuing new or replacement septic permits, the City must complete a "Land Use Compatibility Statement," in response to a request from Lane County. Through this process, if the property meets the OAR definitions and the property can be served by the municipal system, the property will need to annex to the City and hook up to the municipal system, i.e., if the City determines that City sanitary sewer is "physically available" to serve the property, as defined in OAR 340-071-0160. The issue and process is described in detail in Appendix H of the Aquifer Protection Plan: the "North Florence Dunal Aquifer Discussion Paper: Options to Protect Surface Water and Groundwater Quality In Response to Contamination Threats."

Siuslaw Interpretive Site: ODOT is managing this project. The Army Corps of Engineers permits have been granted. The bid opening is scheduled for September 27th with construction beginning in mid-November. Completion of the project is anticipated in spring 2013.

IV. WETLANDS AND RIPARIAN AREAS PLAN: On August 18, Carol Heinkel met with Coast Village residents and property owners affected by the proposal. After the meeting, Carol worked with CM Jacque Betz, PWD Mike Miller, and staff from the Department of Land Conservation and Development (DLCD) and the Department of State Lands to prepare responses and recommendations to present to Council on September 10. The draft Wetlands and Riparian Areas Plan will be revised to include direction from Council as well as the chapter on Wetland and Riparian Areas Restoration Potential for City-Owned Properties, recently provided by Shawn Eisner of Pacific Habitat Services. Shawn is currently making edits to the Draft Inventory Report provided by DSL, but none of the changes affect the wetlands or riparian area locations or assessments in the draft Inventory Report.

V. KEY ESTUARY WETLANDS: The Siuslaw Watershed Council (SWC) continues to coordinate with Waite Ranch Tidal Wetland Restoration project partners and technical advisors; work on project development and securing additional funding; manage data collection; and outreach to the public about the project. SWC and McKenzie River Trust (MRT) are progressing with restoration actions including infrastructure removal preparations, cultural resources, and

technical analyses. The SWC and partner's trained volunteers continue to collect water quality and invasive species data at Waite Ranch. The SWC continues to facilitate Key Estuary Wetland Team communication at the SWC's Technical Team meetings. Work plan amendments submitted to EPA include a portion of the wetland delineation at Waite Ranch as part of the original sub-award to the Siuslaw Watershed Council. This work will be completed by September 30, 2012 and will conclude the Watershed Council's work on the sub-award from the EPA grant. The SWC has secured funding from US Fish and Wildlife Service (USFWS) for the majority of the wetland delineation. Work associated with the North Fork Marsh and the Waite Ranch Restoration Site is funded by the SEP-EPA, Oregon Governor's Fund, Whole Watershed Restoration Initiative (WWRI), ODFW R&E, Oregon Water Enhancement Board (OWEB), USFWS, and other sources.

VI. COMPREHENSIVE PLAN AND CODE AMENDMENTS: Comprehensive Plan and Code amendments will be submitted for adoption after January 1, 2013 for the Aquifer Protection Plan, the Wetlands and Riparian Area Plan; and, possibly, for the Siuslaw Estuary Trail.

The **Aquifer Protection Plan** will be submitted to the City for approval as a supporting document to the Comprehensive Plan; and the following Comprehensive Plan and Code changes will be submitted to the City for adoption:

- Comprehensive Plan policies to protect the aquifer, including an advanced septic system policy to better control for nitrates when a new or replacement system is needed for properties that cannot connect to City sewer service in the Drinking Water Protection Areas (DWPAs)
- Comprehensive Plan policies to incorporate Guiding Principles and maps of the DWPA for the existing and proposed wellfield
- Drinking Water Protection Overlay Zone
- Comprehensive Plan and Code consistency amendments and any housekeeping amendments

For land use strategies, the Plan states that Lane County staff will work with the City on draft Comprehensive Plan and Code language that will be submitted to the County for co-adoption. The Plan states that the "*City will request Lane County to:*"

- Adopt Comprehensive Plan policies to protect the aquifer, including an advanced septic system policy and County Code to better control for nitrates when a new or replacement system is needed for properties that cannot connect to City sewer service in the Drinking Water Protection Areas (DWPAs)
- Adopt Comprehensive Plan policies to incorporate Guiding Principles and maps of the DWPA for the existing and proposed wellfield

- Adopt a Drinking Water Protection Overlay Zone for the proposed wellfield to apply outside the City within the UGB

The **Wetlands and Riparian Areas Plan** will be submitted to the City for approval as a supporting document to the Comprehensive Plan; and the following Comprehensive Plan and Code changes will be submitted to the City for adoption. Lane County will be requested to co-adopt all of these, including similar implementing Code, for resources outside the City inside the UGB:

- Comprehensive Plan maps and lists of significant wetlands and riparian areas
- Comprehensive Plan policies and code to protect significant wetlands and riparian areas

Economic, Social, Environmental, and Energy (ESEE) Analysis for Public Infrastructure (inside and outside city limits) and the Munsel Creek Side Channel (inside City limits)