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**AGENDA ITEM SUMMARY****ITEM NO:** 7.5**FLORENCE CITY COUNCIL**

Meeting Date: May 18, 2015

Dept: Planning & Building

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**ITEM TITLE: Monthly Report for Work Accomplished in April****DIVISION ACCOMPLISHMENTS:****Overall Customer Service**

Staff had approximately 1044 contacts (counter, phone calls, or emails), a slight decrease from March. Below are estimates and a broad summary of these interactions.

Building	723	Land Use	145	General	85	Code Enforcement	81
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- Zoning such as...what zoning district is a property, setback, fence regulations, property lines, and ability to develop or subdivide a property.
- Building such as when inspections are performed, overview of fee schedule and when permits are necessary.
- Research of plot plans, historic building and land use approvals for new business inquiries or proposed new work.
- Annexation and sewer extension requests.
- Environmental such as setbacks for wetlands, riparian areas and cutbanks.
- Solid waste, recycling and household hazardous waste.
- Rhody Express timetable, operations, TAC Committee.
- Street & alley vacations.
- Lane County permits and information about properties in Lane County.
- General inquiries such as utility availability, water service paying & starting, Porter Stage Lines schedule and location of pick-up, and business licensing.

Customer Service Comments – Received two written comments this month.

“Very Helpful, Always a pleasure” & “Very Helpful, Wonderful, best help I could have ever asked for, Thanks Eric.” Staff researched possible survey methods for the city website.

**Building**

Monthly Permit Activity Change Report Summary: income and number of permits for each category.

Overall Permit Activity			 35%	Permit Income		57%		Building	24%	
Electrical	26%		Mechanical	83%		Plumbing	91%		Signs	=

Below is an overview of additional staff accomplishments. Please see Attachment 2 for an overview and status update.

- Scheduled & coordinated 186 building, plumbing, and mechanical inspections.
- Prepared monthly Housing Census & McGraw Hill.
- Worked with Lane County Road Naming Committee: 2 new street names or addressing requests in Florence and in Lane County.
- Performed 38 Level 3 records requests for building plans and permit information
- Reviewed 18 business licenses.
- Identified four jobsites without building permits.
- Worked 14 partial days with the State Building Codes Division to convert the City's existing on-line permitting program over to the new version.

## Code Enforcement

In April there were 62 new cases and 69 resolved cases.

Complaint/Violations	# Complaints	Resolved	Unresolved	Comments
Citations	8	8		7 parking 1 dog at large same dog as last month \$100
Storage on Streets	17	16		1 boat still in use
Dog Issues	14	14		dog at large to dog attack
Illegal Camping	5	4		from homeless camps to people staying in parking lots in rvs
Yards	5	1		4 in progress of cleaning up yards
Vegetation Issues	12	12		from vision clearance to nuisance (clutter)
Sign Issues	3	3		too many signs, banner
Business / Permit Issues	5	4		business license to permits for garage 1 waiting on permit
Misc Animal Issues	3	3		from turkey carcass to wounded Sea Gull & 1 deer head
Misc Issues	5	5		from arrow in back yard to anchor and steel ball in right-of-way

## Current Planning

There were ten active land use applications in April. Two applications were received during the month of April and seven were completed during the month. Please see **Attachment 1** for an overview and status update. In addition to these land use applications, staff also held four pre-development meetings, did four site visits, and coordinated several possible upcoming applications.

## Long Range Planning

No Activity

## Training & Staffing not mentioned in other areas of the report

- Attended Executive Assistants, Safety Committee, and weekly staff meetings.
- PD & BPT provided training at the Realtors General meeting at the FEC.
- PD attended the 2015 Cascadia Response Stakeholder Forum.
- PD attended the Realtors General Board Meeting with the City.
- PD attended the Lane County Parks TAC meeting in Eugene.
- AP, PW and Finance coordinated Adopt-a-Park hours for April.
- AP attended Florence-Yachats coastal transit connectivity meeting in Yachats.
- PD attended the South Coast Planners Bi-annual meeting in Bandon.
- PD & AP attended the American Planning Association Annual Conference in Seattle.

- PD attended the CIS Spring Supervisor training in North Bend.
- PD and AP coordinated with several upcoming applicants.  
PD and AP coordinated with applicants regarding ten on-going & approved projects.
- PAA attended the monthly Siuslaw Watershed Council Meeting.
- PD attended three budget related meetings.

**COMMITTEE STAFFING:**

Please see the Boards and Commissions AIS for more information.

**Attachments:**

- 1 – Current Land Use Applications (current and recently approved applications)
- 2 – Building Permit Activity (number permits issued, permit income, and monthly report)

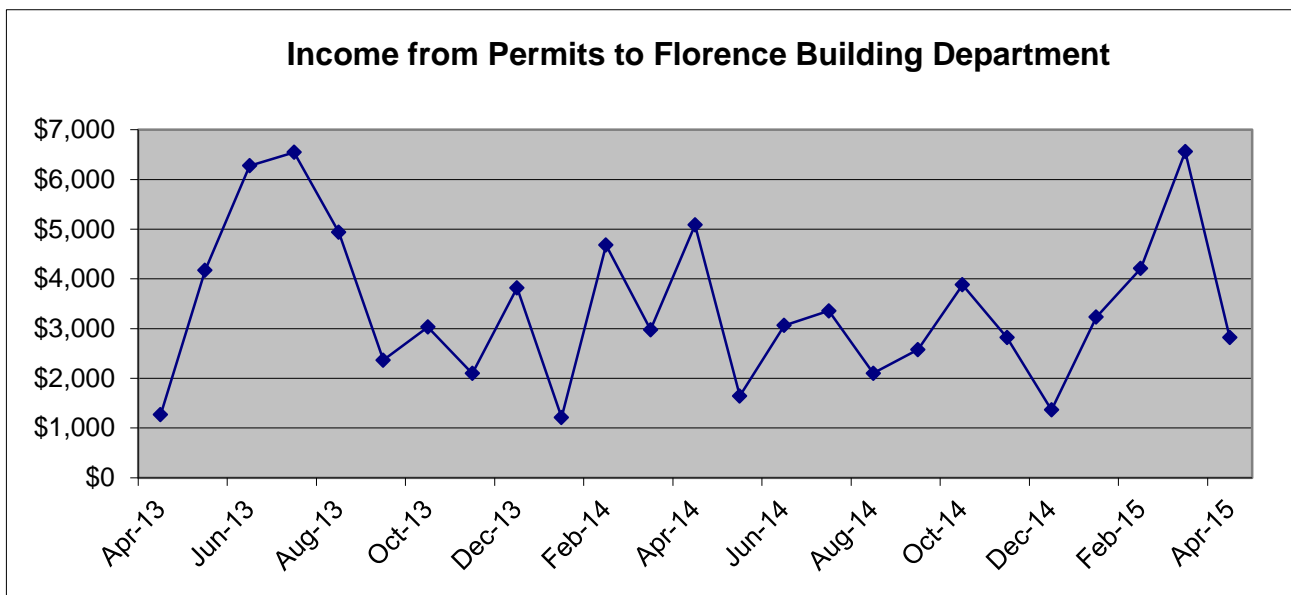
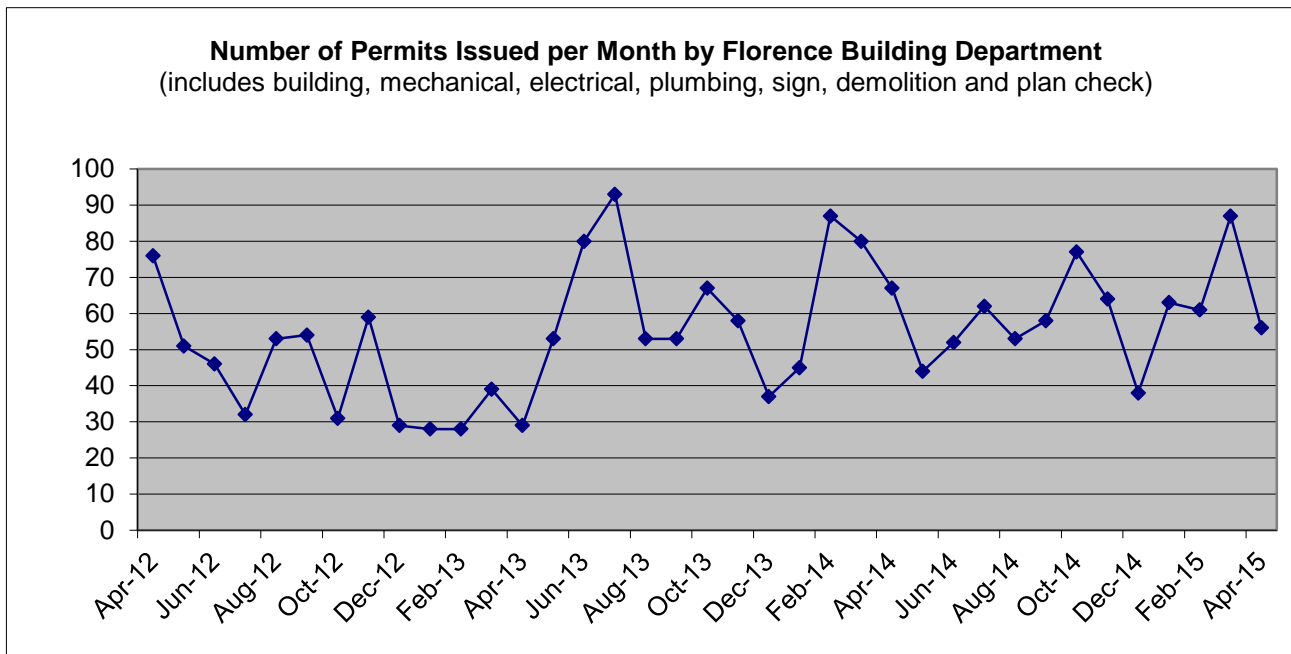
**Current and Recently Approved Land Use Applications  
April 2015**

**ATTACHMENT 1**

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
<b>Legislative Applications (City Council Decision)</b>			
Jerry's Place Annexation/Zone Change	CC 15 02 ANN 01 CC 15 03 ZC 01	88274 Rhododendron Drive	Application received Jan. 12 <sup>th</sup> . Planning Commission hearing recommended approval on Mar. 24 <sup>th</sup> . CC held public hearing on Apr. 6 <sup>th</sup> and continued to May 4 <sup>th</sup> . CC approved May 4 <sup>th</sup> . Appeal period ends May 18 <sup>th</sup> .
Ron's Oil/76 Station Alley Vacation	CC 15 01 VAC 01	Block 23, Plat of Gallagher's Part of the City of Florence	Application received Feb. 6 <sup>th</sup> . CC initiated March 2 <sup>nd</sup> . PC hearing recommended approval on Mar. 10 <sup>th</sup> . CC adopted Ordinance No. 6 approving vacation on Apr. 6 <sup>th</sup> .
<b>Quasi-Judicial Applications (Planning Commission Decision)</b>			
State Police Building	PC 14 28 CUP 11	4480 Hwy 101	Application received Dec. 17 <sup>th</sup> . Application complete Feb. 17 <sup>th</sup> . PC hearing April 14 <sup>th</sup> approved. Appeal period ended Apr. 27 <sup>th</sup> .
Jerry's Place Annexation/Zone Change	PC 15 01 ANN 01 / PC 15 08 ZC 01	88274 Rhododendron Dr.	Application received January 12, 2015, deemed complete Feb. 3 <sup>rd</sup> . Noticed Mar. 3 <sup>rd</sup> . PC recommended approval Mar. 24 <sup>th</sup> . CC approved May 4 <sup>th</sup> . Appeal period ends May 18 <sup>th</sup> .
Ron's Oil/76 Station Alley Vacation	PC 15 06 VAC 01	Block 23, Gallagher's	Initiated by City Council on Mar. 2 <sup>nd</sup> . PC hearing Mar. 10 <sup>th</sup> recommended approval. CC approved Apr. 6 <sup>th</sup> . No appeal period. Currently being recorded with Lane Co.
Alder St. Garage Variance	PC 15 05 VAR 01	985 Alder Street	Application received Feb. 17 <sup>th</sup> . Deemed complete Mar. 18 <sup>th</sup> . Scheduled for PC hearing Apr. 14 <sup>th</sup> . Appeal period ended Apr. 20 <sup>th</sup> .
SFR in Highway District – 37 <sup>th</sup> Street	PC 15 07 CUP 03	18-12-23-22 TL 1001	Application received Feb. 25 <sup>th</sup> . Deemed complete Mar. 27 <sup>th</sup> . Approved during PC hearing Apr. 28 <sup>th</sup> . Appeal period ends May 11 <sup>th</sup> .
SFR in MF District – 18 <sup>th</sup> Street	PC 15 09 CUP 04	1912 18 <sup>th</sup> Street	Application received Mar. 6 <sup>th</sup> . Deemed complete Mar. 27 <sup>th</sup> . Approved during PC hearing Apr. 28 <sup>th</sup> . Appeal period ends May 11 <sup>th</sup> .
Mainstreet Area A Medical Marijuana Facility	PC 15 10 CUP 05	1480 Rhododendron	Application received Mar. 30 <sup>th</sup> . Under completeness review. Approved during PC hearing Apr. 28 <sup>th</sup> . Appeal period ends

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
		Drive	May 11 <sup>th</sup> .
C.R.O.W. Children's Theater	PC 15 11 CUP 06	3120 Hwy 101	Application received April 24 <sup>th</sup> . Awaiting submission of additional materials.
<b>Administrative Applications (<i>Staff Decision</i>)</b>			
Fred Meyer Propane Station	AR 15 01 DR 01	1665 Hwy 101	Application received January 8, 2015. Noticing Feb. 27 <sup>th</sup> . Notice of Decision on Apr. 3 <sup>rd</sup> .
CLPUD Kingwood Substation Building	AR 15 02 DR 02	18-12-22-13 TL 01800	Application received April 16 <sup>th</sup> . Currently in completeness review.

## Attachment 2 – Building Permit Activity



“Income from Permits...” graph above represents the City’s monthly income (25%) from permit revenue since January 2013. Prior to that date, city staff conducted most of the inspections, vice contracting, and thus retained a larger amount of the permit revenue. Graphs from staff reports prior to April 2014 included months prior to December 2012 which have been removed from this graph to eliminate the distortion created by the change in service provision.

## MONTHLY REPORT FOR APRIL 2015

PERMIT TYPE	# of PERMITS	# of HOUSING UNITS	CONSTRUCTION BID VALUATION	
SINGLE-FAMILY DETACHED		0	\$0.00	
SINGLE-FAMILY ATTACHED (TOWNHOMES)		0	\$0.00	
MANUFACTURED DWELLING		0	\$0.00	
ADDITIONS	1		\$12,999.00	
ALTERATIONS / REMODELS	3		\$56,200.00	
ACCESSORY STRUCTURES	1		\$29,118.72	
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	0		\$0.00	
COMMERCIAL ADDITIONS	2		\$41,195.64	
COMMERCIAL ALTERATIONS / REMODELS	7		\$608,408.89	
AIRPORT HANGARS	0		\$0.00	

**CONSTRUCTION BID VALUATION TOTAL**

**\$747,922.25**

TYPE OF PERMIT ISSUED	PERMIT FEES SHOWING SPLIT WITH THE BUILD. DEPT. LLC			
<b>SIGN PERMITS</b>	2	\$262.00	<b>BUILDING DEPARTMENT LLC 75%</b>	<b>CITY'S 25%</b>
<b>RESIDENTIAL BUILDING PERMIT FEES</b>	6	\$1,588.90	\$1,191.68	\$397.23
<b>COMMERCIAL BUILDING PERMIT FEES</b>	8	\$4,591.65	\$3,443.74	\$1,147.91
<b>MANUFACTURED HOME PLACEMENT FEES</b>	0	\$0.00	\$0.00	\$0.00
<b>BUILDING PLAN CHECK FEES</b>	11	\$1,603.01	\$1,202.26	\$400.75
<b>RESIDENTIAL PLUMBING PERMIT FEES</b>	0	\$0.00	\$0.00	\$0.00
<b>COMMERCIAL PLUMBING PERMIT FEES</b>	1	\$76.40	\$57.30	\$19.10
<b>COMMERCIAL PLUMBING PLAN REVIEW FEE</b>	0	\$0.00	\$0.00	\$0.00
<b>MECHANICAL PERMIT FEES</b>	4	\$352.40	\$264.30	\$88.10
<b>MECHANICAL PLAN CHECK FEES</b>	0	\$0.00	\$0.00	\$0.00
<b>ALL DEMOLITIONS</b>	0	\$0.00	\$0.00	\$0.00
<b>CITY ELECTRICAL PERMIT FEES</b>	24	\$3,063.00	\$2,297.25	\$765.75
<b>TOTAL # OF PERMITS</b>	<b>56</b>			
<b>TOTAL ALL FEES</b>		<b>\$11,537.36</b>	<b>\$8,456.52</b>	<b>\$2,818.84</b>
<b>NO. OF BUILDING, PLUMBING &amp; MECHANICAL INSPECTIONS</b>		<b>149</b>		
<b>NO. OF CITY ELECTRICAL INSPECTIONS</b>		<b>37</b>		
<b>TOTAL FOR ALL INSPECTIONS</b>		<b>186</b>		