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

Meeting Date: Aug. 15, 2011

Department: Community Development

ITEM TITLE: Monthly Report for Work Accomplished in July

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**“What’s Shaking at the Oregon Coast”**

Building Official Carl Dependahl staffed a table at the disaster preparedness event held at the Florence Events Center on July 6. He created an informational handout on *Seismic Safety: Survive “the big one”*. This guide helps people identify potential problems in their home and how to minimize damage from an earthquake. By being available to answer questions, he helped improve the community’s awareness of our vulnerabilities and how we can better help ourselves.

Oregon Building Code Division’s (BCD) Legislative Update and the Building Officials Association (OBOA) Training

Building Official Carl Dependahl attended the BCD and OBOA training in Bend, July 20-22. The legislative update is presented by the Director of BCD with additional legal analysis from the OBOA Director and staff members. Highlights included:

- Governor Kitzhaber’s “Cool Schools” measure passed (HB 2960). It was discussed as part of an ongoing effort to provide grants and incentives to improve energy efficiency in publicly owned school buildings.
- Oregon adopted a new Energy Code for both residential and commercial applications; the legislature has also expanded efficiency measures by passing HB3516, which declares solar photo-voltaic or solar-thermal installations as outright permitted uses in zones that would allow such structures and prohibits land use fees or extensive surveys (with exceptions) for such installations, subject to building permits and BCD Solar photo-voltaic regulations.
- Energy Code training is proposed to be offered online by the BCD, which can save small jurisdictions like Florence appreciable amounts in training and travel costs.
- The legislature declined bills imposing deadlines for action on permits (HB 2592); regulated collection of permit fees as installments of 1/3 for issuance, 1/3 for

inspection, and 1/3 for “final” or certificate of occupancy (HB 2620); and prohibited assessment of SDC charges for residential fire sprinkler installations (HB 3038). (Note that a proposal to require residential fire sprinklers for all dwellings in the last session was declined.)

ePermit Training

Permit Technician Eric Rines and the Building Official attended “ePermits” administrative training for 3 days (July 25-27) in Salem at the Capitol Mall Complex. The training was an intensive look at the “background functions” and configurations of the BCD selected statewide permitting software by Accela. Follow-ups with BCD ePermits staff liaison Debbie Wells will be conducted here in Florence approximately once every week for the next 4-8 weeks. This is in anticipation of Florence joining the select group of cities chosen to “go live” with this ePermits system, allowing us to offer all types of permits and applications online with enrolled customers. The end result will allow streamlined permitting and inclusive storage of building permit records with the program via state electronics and servers.

Ford Leadership

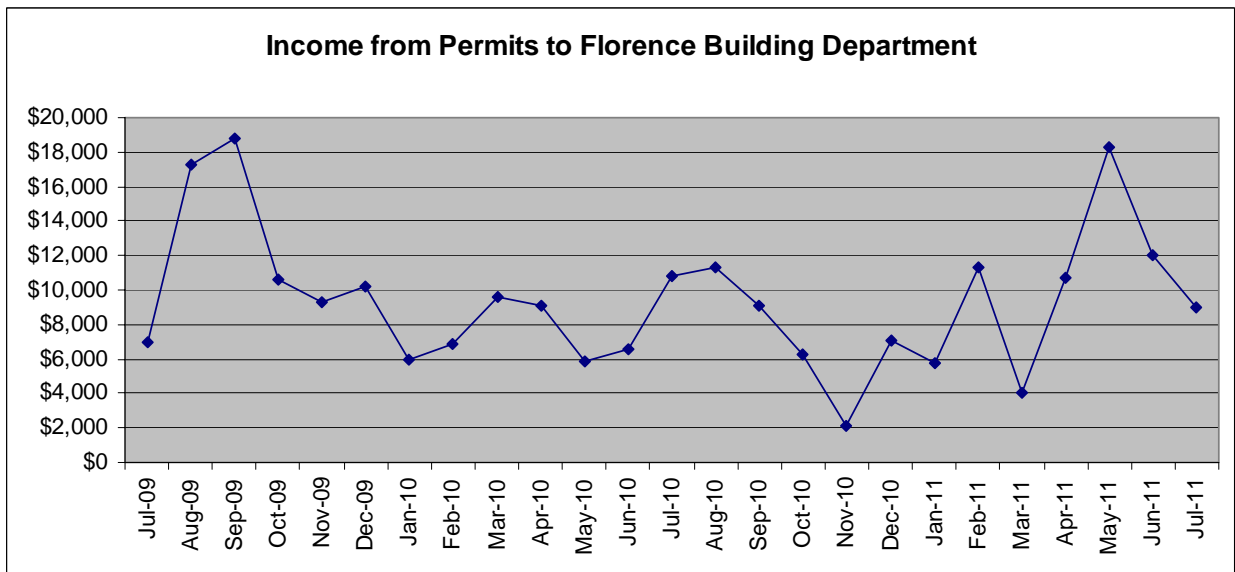
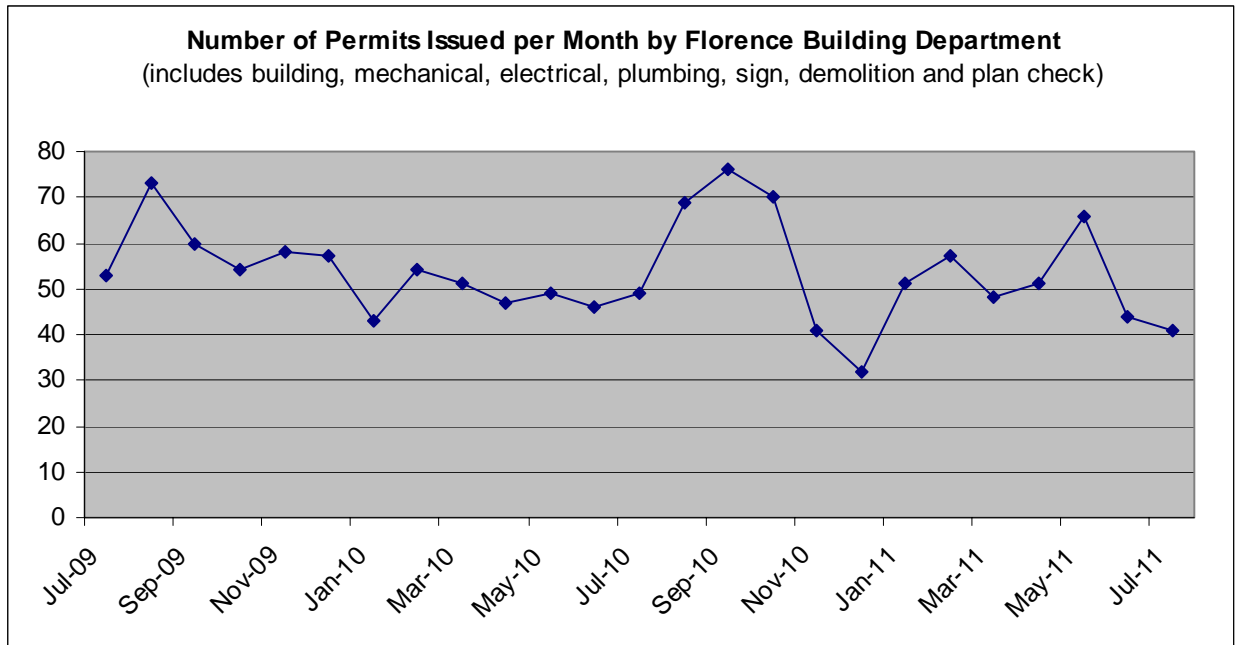
Assistant Planner Michelle Pezley the City’s representative chosen to participate in the 2011-2012 Ford Leadership Class continues her education and work on committee process and team building, and project management, promotion and fundraising. The class refers to themselves as Siuslaw Communities Action Network (SCAN). Pezley is committee chairperson for the Public Relations Committee.

Since the last update, the class chose to work on revitalization of Mapleton’s popular Outdoor Basketball Court. The goal is to have the project completed by the end of September. The Court is located on the Mapleton School District property, south of the Elementary School. The team goal is to spruce up the building by cleaning and repainting it, replacing the rims and nets, and adding lower height hoops so that younger kids may also enjoy the facility. They plan to relocate the birds into new houses, and want to provide a picnic table so that those who want to watch may have a place to sit. Finally, adding lighting would allow for extended hours of use for all players.

SCAN has received two grants for the project (Ford Family Foundation and the Kiwanis Club of Florence). They are 2/3 of the way to finish fundraising to add lighting in the building.

2 – July 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		\$0.00	
SINGLE-FAMILY ATTACHED (TOWNHOMES)		\$0.00	
MANUFACTURED DWELLING		\$0.00	
ADDITIONS		\$0.00	
ALTERATIONS / REMODELS	3	\$38,061.00	
ACCESSORY STRUCTURES	2	\$31,124.00	
DUPLEXES		\$0.00	
TRIPLEXES OR FOURPLEXES		\$0.00	
APARTMENTS (5 OR MORE UNITS)		\$0.00	
CONDOMINIUMS		\$0.00	
COMMERCIAL NEW CONSTRUCTION	1	\$310,635.00	
COMMERCIAL ADDITIONS		\$0.00	
COMMERCIAL ALTERATIONS / REMODELS	4	\$76,190.00	
AIRPORT HANGARS		\$0.00	
SIGN PERMITS	0		\$0.00
RESIDENTIAL BUILDING PERMIT FEES	5		\$1,078.40
COMMERCIAL BUILDING PERMIT FEES	5		\$2,929.50
MANUFACTURED HOME PLACEMENT FEES	0		\$0.00
BUILDING PLAN CHECK FEES	9		\$2,944.34
RESIDENTIAL PLUMBING PERMIT FEES	3	Com. Plumb. contract fee @ 75%	\$420.90
COMMERCIAL PLUMBING PERMIT FEES	2	\$929.55	\$309.85
MECHANICAL PERMIT FEES	5		\$800.00
MECHANICAL PLAN CHECK FEES	3		\$126.05
ALL DEMOLITIONS	0	Elect. contract fee @ 75%	\$0.00
CITY ELECTRICAL PERMIT FEES	9	\$1,190.25	\$396.75
TOTAL # OF PERMITS	41		
TOTAL CONSTRUCTION VALUE & CITY PERMIT INCOME		\$456,010.00	\$9,005.79
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS		78	
NO. OF CITY ELECTRICAL INSPECTIONS		13	
TOTAL FOR ALL INSPECTIONS		91	

3 - Current and Recently Approved Land Use Applications

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Administrative Design Review for a new awning on the Grape Leaf	AR 11 02 DR 03	1269 Bay Street	Application is incomplete.
New House in Old Town District for 273 Harbor Street	PC 11 03 DR 01	273 Harbor Street	On July 26, 2011, the Planning Commission deliberated and granted a conditional approval of the porch design after closing the public hearing on July 26.
Administrative Design Review for a new storage building at the Wastewater Treatment Plant	AR 11 06 DR 05	650 Rhododendron Drive	Application is incomplete.
Administrative Design Review for a new Dialysis Clinic	AR 11 08 DR 07	North of Dr. Holmes Dentist Clinic; lot 39 in the Pacific View Business Park	Application is incomplete.
Administrative Design Review for Overflow Parking for the Florence Event Center	AR 11 09 DR 08	Lot north of the Florence Events Center located at 715 Quince Street	Application is being revised to expand the amount of overflow being provided.
Conditional Use Permit for a Veterinary Clinic	PC 11 10 CUP 02	3120 Highway 101	The Planning Commission will hold a public hearing on August 23.

We are continuing to be short on staff with Assistant Planner Michelle Pezley is on vacation for 8 days at the beginning of July and Building Technician Eric Rines and Building Official at trainings and leave (10 days total for the two of them). With few land use applications in process, we have been able to keep up with the current planning work load even with these absences. The remaining staff stepped up to help fill in the gaps and special thanks goes to Executive Assistant Shawn Penrod who handled many of the customer service duties in Eric's absence.

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*

July 11th Hauler Tour - EMAC toured the hauler sites to see their facilities, the process and quality of recycling materials collected and hauler initiated collection efficiencies such as glass processing for transport and baling operations.

July 14th Ad-Hoc Inspection & Audit Sub-Committee Visits – Robert Forsythe, Bonnie MacDuffee and city staff met with the County Transfer & Recycling, Foglio Trucking and Central Coast Disposal to audit their billing records. Results are being compiled and will be presented at the August 18th meeting.

July 21st Regular Meeting –EMAC discussed Opportunity to Recycle requirements and reviewed quarterly activities to ensure both the city and haulers are on-track for 2011 compliance. They also discussed 3rd and 4th quarter education activities, future recycling events, and tracking for the hauler annual review process starting in October. Committee member Sandy Davidson also reported on the upgrade to the Recycling Kiosk in City Hall.

Next Meeting –The next EMAC meeting is scheduled for August 18th and will include topics on the upcoming Black and White Recycling Event (tires and appliances), a final report from the Ad-Hoc Inspection & Audit Sub-Committee, updating the “Recycling” web-page and a discussion on the upcoming hauler financial submittals.

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

Council decided to suspend soliciting committee members due to the limited response and the delay in developing a parks capital improvement plan.

Planning Commission, *Sandra Belson*

As part of the Siuslaw Estuary Partnership, on June 7, the Planning Commission initiated a set of stormwater-related amendments. It will hold a public hearing on these proposed amendments on August 9. See the report under Siuslaw Estuary Partnership (below).

At its meeting on June 28, the Planning Commission initiated a set of code amendments that would create a new zoning district for Coast Village. This zoning district would recognize and legitimize the unique history of a community that started as a campground and has transitioned toward a mix of temporary and permanent housing with a wide range of housing types (recreational vehicles, park models, manufactured homes, and site-built homes). Property owners in Coast Village have been having issues applying the city's code to their situation for a long time. In the past, the

homeowners have not been in general agreement as to what they want to allow in their community. However, as we started working on the Council's goal to change our code to provide more affordable housing and infill development, the Homeowners Association got organized and achieved some group consensus as to what it wanted to accomplish. As Coast Village offers one of the most affordable home ownership opportunities in the city and has the potential to expand those options, it was a natural component of the code work that Associate Planner Melissa Anderson was working on for the past six months. At the end of May, when City Manager Bob Willoughby decided to eliminate Melissa's position, we decided to not lose the work that Melissa and the Homeowners Association had already done and to continue with this project to the extent that remaining staff could handle the work involved. The Planning Commission thus initiated those amendments in June as small step in achieving the Council's goal for this year. The Planning Commission conducted a site visit of Coast Village prior to its regular meeting on July 26. It will hold a public hearing on the proposed code amendments on September 13.

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 DLCDC 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*

This project has regained momentum with amended contracts in place. The Transportation Project Advisory Committee met on July 14 to review traffic deficiencies expected over the next 20 years and to identify key locations for extensions of streets. Chris Wherity of Peace Harbor Hospital also described the various community activities undertaken for Bike to Work Month. The next meeting will be held on September 22. At that meeting, the Committee will discuss the functional classification of streets, and review draft transit, pedestrian, and bicycle plans. For more information, check out the project website at <http://sites.kittelson.com/FlorenceTSP>.

Coastal Zone Management Grant

The Council passed Resolution No. 22, Series 2011, authorizing the City to accept an \$8000 Coastal Zone Management grant from the Department of Land Conservation and Development for planning-related expenses within Oregon's federally-approved coastal zone. The City also submitted our semi-annual report and reimbursement request for the period of January 2011 thru June 2011.

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. The public web site contains the most recent products from the project: www.siuslawwaters.org

- On Monday, July 18, 7:00 PM, the Council continued discussion of the Aquifer Protection Plan and provided additional guidance on the time of travel zones for the development of the Plan. See Water Quality and Quantity Element, below, for details.
- On Tuesday, August 9, 7:00 PM, the Florence Planning Commission will hold a public hearing on Stormwater-related Comprehensive Plan and Code amendments, initiated by the Planning Commission on June 7, 2011. Referrals were sent to all interested parties and agencies and responses were addressed in the revised proposal. For more information check out the city's website at <http://www.ci.florence.or.us/planning/stormwater-management>.
- On Friday afternoon, October 28, the Siuslaw Estuary Partnership will once again be putting together a Discovery Tour as part of the Heceta Head Coastal Conference. Unlike last year, this year's Tour will be out in the field, even if it rains. This year's conference theme is *Oregon's Ocean: Catching the Next Wave of Discoveries*. The Discovery Tour will include topics from multiple disciplines such as estuarine biology, historic uses of the Siuslaw waterfront, wetlands exploration, stormwater treatment, and stewardship efforts. For more information visit <http://www.hecetaheadconference.org>.

Project Elements Update:

- I. **SCIENTIFIC INVESTIGATION:** As part of the preparation for the Planning Commission's public hearing, staff sent the Interdisciplinary Team a referral asking for agency comments on the package of Comprehensive Plan and Code amendments related to the Florence Stormwater Design Manual. Referral response was received from Lane County Land Management.

Jeff Young is the new Interdisciplinary Team member representing the National Oceanic and Atmospheric Administration (NOAA).
- II. **PUBLIC EDUCATION AND STEWARDSHIP:** The Siuslaw Estuary Trail project is moving forward with the development of alternative design options. The Estuary Trail Technical Team met on August 3rd to analyze site and design options', environmental and cost impacts and to identify and analyze strategies to retain the trail as permanent open space. Two critical links were discussed in detail: the trail around the Dredge Materials Disposal Site (DMDS) and the Highway 126 crossing. The upland alternative northeast of the DMDS is problematic because of the steep slope down to the estuary at that location. It is not ADA-compliant and creates a disconnect in the trail at that point for trail users who cannot manage the steep incline. Port staff indicated that providing ADA

access and overall trail connectivity along the west side of the DMDS was not an option. Staff is researching design solutions for this issue. Regarding the Highway 126 crossing, the Team reiterated its preference for a tunnel under the Highway, either via a large culvert or under a bridge; and agreed that, if that option is not feasible, due to costs and/or available funding, the alternative of improving the culvert for fish passage combined with a signalized crosswalk at Redwood would be the preferred vision. The Team is conducting further analysis of these two options. A revised draft report will be prepared that will reflect this additional input and the follow-up information from the team.

Staff met with the Heceta Head Coastal Conference board on July 5th to discuss and continue the planning efforts for the upcoming conference scheduled for October 28th and 29th. Major changes this year are a nearly exclusive internet promotion effort with a new website, on-line registration, and student research poster contest (master's and doctoral candidates).

- III. **WATER QUALITY AND QUANTITY:** Data continues to be gathered on a monthly basis for the surface and groundwater monitoring program. A Team meeting will be held when the quarterly surface and groundwater monitoring reports are ready to review. The City Council met on July 18 and gave direction for the 30-year time of travel zones (TOTZ) to be used for delineation of the Drinking Water Protection Areas for the existing and proposed future well site; and, if a different site is selected for a new well-field, the Council will be asked to provide direction on the TOTZ for that well field. The next steps are to form the Aquifer Protection Plan Stakeholder Group and to convene the Technical Advisory Group. At Council's direction, a member of the Siuslaw School Board will be invited to participate as a stakeholder.
- IV. **WETLANDS AND RIPARIAN AREAS PLAN:** A Team meeting will be held on August 24 to continue the discussion of the draft Wetland and Riparian Area Inventory and Assessment and to respond to Council's guidance on the project. Specifically, Council requested that the 10, 20, and 30 year time of travel zones for existing and future wells be overlaid onto a map of the wetlands, as a tool to help guide the development of significance criteria. Council also requested a map showing wetlands in the context of public and private ownership. The Council will participate in a public workshop this fall focusing on identifying significant wetland and riparian areas and discussing options for local protections.
- V. **KEY ESTUARY WETLANDS:** The Siuslaw Watershed Council and sub-contractors (McKenzie River Trust, Green Point Consulting, and Habitat Contracting) continue to make progress on the Key Estuary Wetlands component.

For the North Fork Marsh, McKenzie River Trust, which is both a sub-contractor and the North Fork Marsh landowner, has added their portion of the North Fork Marsh Management Plan. Green Point Consulting is completing the final edits.

On Waite Ranch, Green Point Consulting continued with analysis of monitoring data, including groundwater levels, channel morphology, plant communities, and soils. All partners and sub-contractors continue to work on data collection and project development. Green Point Consulting, McKenzie River Trust, Habitat Contracting and Watershed Council staff continue to communicate with tidal hydrologists and other technical partners about future potential data needs and analysis of design options. The Watershed Council continues to manage sub-contractors and facilitate Key Estuary Wetland Team communication at the Technical Team meetings. Work associated with the North Fork Marsh and the Waite Ranch Restoration Site is funded by the Siuslaw Estuary Partnership, WWRI, ODFW R&E, OWEB, and other sources.

- VI. ECOLOGICAL GROWTH: A package of Comprehensive Plan and Code amendments have been prepared for consistency with the Guiding Principles, as they relate to Stormwater Best Management Practices. For details, see city's website at <http://www.ci.florence.or.us/planning/stormwater-management>.

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