
AGENDA ITEM SUMMARY**ITEM NO:****FLORENCE CITY COUNCIL**Meeting Date: Oct. 19, 2015
Dept.: Planning Dept.

ITEM TITLE: Monthly Report for Work Accomplished in September**PLANNING DEPARTMENT DIVISION ACCOMPLISHMENTS:****Building**

See detailed information in Attachment 2. Below is a summary of the percent change in number of permits in each category and income from August. Overall permit activity for September 2015 is the highest activity for the same month since 2010 when there were 76 permits issued.

Overall Permit Activity	↑ 31%	Permit Income	172%	↑	Building	79%	↑				
Electrical	5%	↑	Mechanical	33%	↑	Plumbing	16%	↓	Signs	100%	↑

Below is an overview of additional staff activities:

- Scheduled & coordinated 107 building, plumbing, electrical, and mechanical inspections.
- The Inspectors are resulting inspections electronically, with their own iPads. We are still not completely paperless. The Contracted Inspectors still do not have printers in their vehicles to leave correction notices on the jobsite when the client does not have an email address to send results to.
- Prepared monthly Housing Census report for McGraw Hill.
- Worked with Lane County Road Naming Committee: 4 new street names in Lane County.
- Performed 31 Level 3 records requests for building plans and permit information.
- Completed 6 PO's for payment.

Code Enforcement

In September there were 67 new cases and 64 resolved cases. There were 30 citations and six letters written to address violations. Staff researched fence code and materials in preparation for reporting to Council.

This month the Code Enforcement Officer was called to Fred Meyer to retrieve property found in one of the store's grocery carts. In the process of examining the contents for identification purposes, it was discovered that the content belonged to a deceased military man. There were commendations from Richard Nixon for service in Europe and Bill Clinton

in memory for service to his country. There was a certificate of retirement for 22 years of service in the Army and a commendation from the American Protective Services for 5 years of service to his country. There were many pictures of family.

To locate the owner of the property he talked with representatives of the DAV Lodge, Helping Hands, SOS, and to Darcy Stephens with Veteran's Affairs at DHS. No one had heard of the man or anyone with his last name. Due to a great effort from Detective Brandon Ott, a surviving family member was tracked down and was very anxious to get the property back. As a result of his efforts the family will be able to recover all that family history.

Complaint/Violations	# Complaints	Resolved	Unresolved	Comments
Citations	31	30	1	30 parking (Port parking lot) 1 citation written yet to be served
Storage on Streets	11	8	3	Pending
Animal issues	12	12		Dogs-3 barking, 2 in vehicles, 7 at large
Illegal Camping	12	11	1	Trying to contact
Alarm Code Violation	1	1		
Vegetation Issues	12	8	4	Awaiting verification
Sign Issues	4	4		
Noise Complaints	4	4	1	Trying to contact business
Garbage Issues	2	1	1	Awaiting compliance
Burning Issues	1	1		
Found Property	2	2		1 important-property owners found
Nuisance	5	5		
Misc.	5	5		Sidewalk, Building Code, Graffiti, 2 junked vehicles
Parking	3	3		Bridge Const., ADA, Bike Lane

Land Use

Current Planning

There were four active land use applications in September. No applications were received during the month of September and two were completed during the month. Please see **Attachment 1** for an overview and status update. In addition to these land use applications, staff also completed six site visits and coordinated several possible upcoming applications. Staff also prepared and archived Planning Commission hearing materials.

Long Range Planning

- Staff reviewed state's model code in planning for 2015 Code updates

- PD and AP coordinated with city staff and legal counsel in preparation for code updates related to marijuana land use activities & the joint PC/Council worksession.
- Staff researched grant funding options for Transit Plan update unfunded in Aug.

Planning Commission: See the Boards and Commissions AIS for more information.

Public Transit

Staff prepared and distributed press releases and coordinated with the Rhody Express operator for the fifth Ride with a Councilor event. Staff also coordinated for Rhody Express presence at Senior Expo by preparing table materials and giveaways, arranging the TAC volunteer schedule and participation by RE operator, River Cities Taxi. Staff prepared TAC meeting materials and the meeting archives and updated the committee webpage.

Transit Advisory Committee: See the Boards and Commissions AIS for more information.

Solid Waste Management

Staff prepared and printed 3500 copies of a utility billing mailer providing customers information on the upcoming Household Hazardous Waste round-up scheduled for October 23rd and 24th, prescription disposal, durable dishware program, the Greener Florence Awards and how to avoid recycling contamination. In preparation for the EMAC meeting staff prepared survey questions about litter and foam food containers for an October launch date. Staff attended the Lane County Solid Waste Stakeholder meeting where a Portland area MRF owner discussed the problems with contamination in the recycling and the lull in manufacturing causing a pile-up of recyclables. DEQ also presented the changes to the state's Opportunity to Recycle program. Specifically, when Florence reaches a population of 10,000 there will be a requirement to provide 4 additional programs, 2 educational and 2 supporting and/or providing multi-family recycling, commercial recycling, curbside yard debris pick-up, or another recycling depot. In November the new population numbers will be available and staff can begin to look at long term funding options. Staff also prepared and archived EMAC meeting materials.

Environmental Management Advisory Committee: See the Boards and Commissions AIS for more information.

TRAINING & STAFFING NOT MENTIONED IN OTHER AREAS OF THE REPORT

- Attended Executive Assistants, Safety Committee, and weekly staff meetings.
- PAA, PW and Finance coordinated Adopt-a-Park hours for September.
- BT cross-trained PAA on building permit software system.
- PD and AP coordinated with upcoming applicants regarding five possible projects.
- PD and AP coordinated with applicants regarding seven on-going & approved projects.
- PD attended FURA meeting
- AP completed one FEMA ESF courses
- AP coordinated for upcoming Planning conference and trainings
- PD, AP, and PAA coordinated Land Use process
- Department coordinated Land Use/Building satisfaction surveys
- PD staffed the Lane County Parks Master Plan public outreach meeting.

- PD and AP attended WLEOG emergency operation preparedness training.
- PD attended 3rd Hazards Mitigation Plan meeting held by Lane County consultants.
- PAA attended Land Use Applications training held by Chinook Institute.

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
September 2015**

ATTACHMENT 1

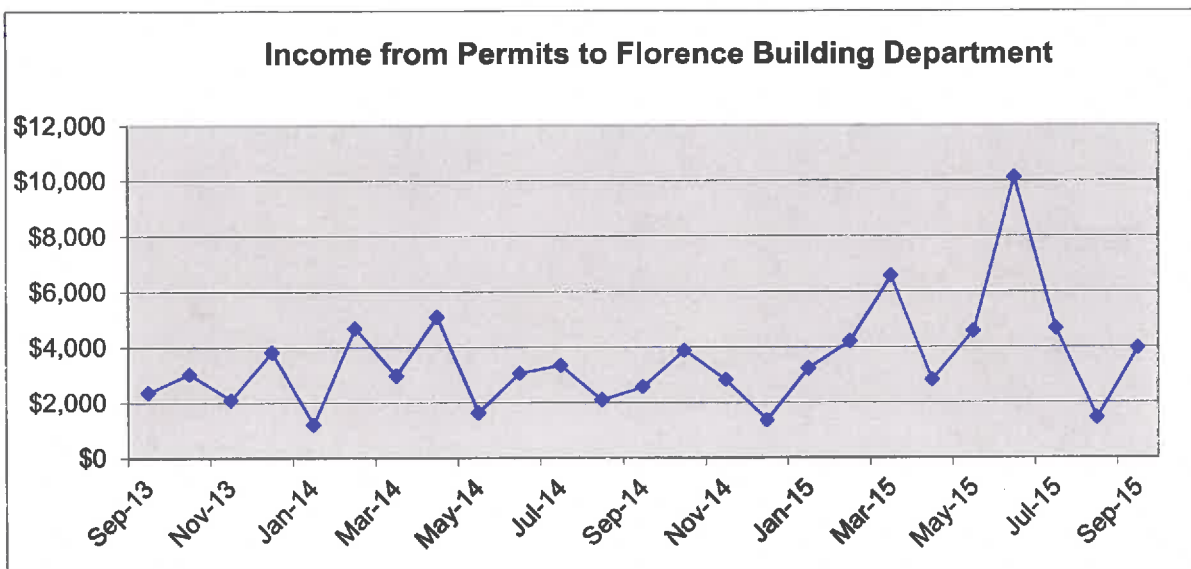
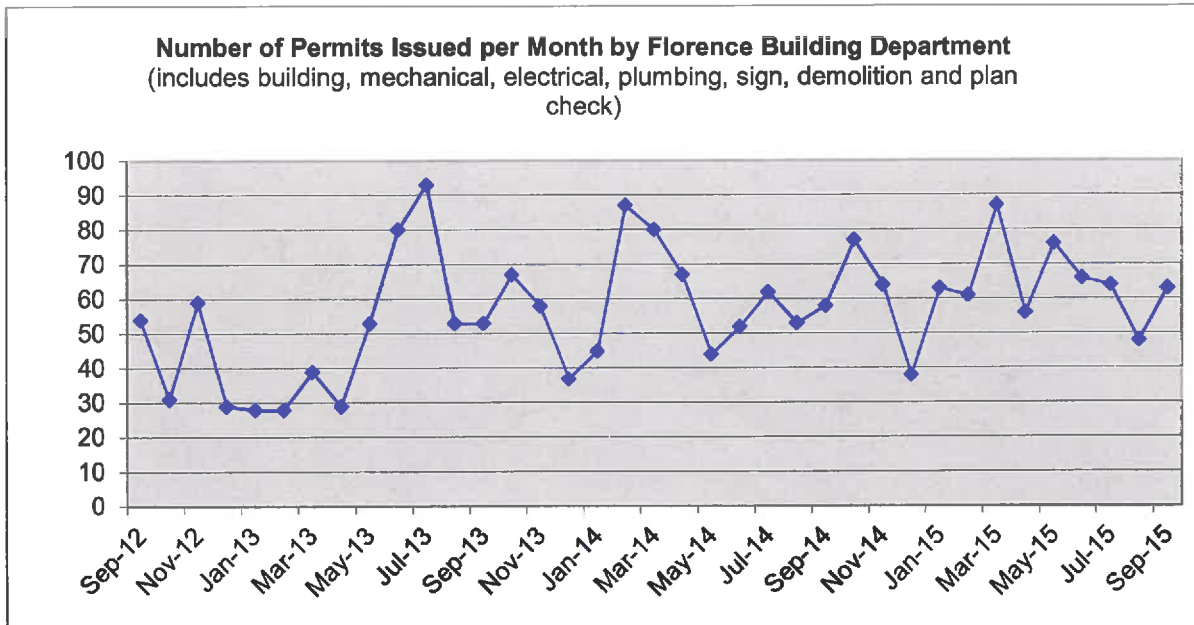
APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Legislative Applications (City Council Decision)			
Med/Rec MU Code Changes	CC 15 04 TA 01	-	Scheduled for CC hearing Dec. 14 th . PC hearing undetermined.
Ministerial Code Changes	CC 15 04 TA 02	-	Tentatively scheduled for CC hearing Dec. 28 th . PC hearing undetermined.
Sandpines Eastbank	PC 15 18 PUD 02	Nandina Drive off Oak St.	Application received July 29 th . PC approved Sept. 22 nd . Applicant appealed Oct. 5 th prior to the end of the appeal period. Scheduled for Nov. 2 nd CC hearing.
Quasi-Judicial Applications (Planning Commission Decision)			
Porter Boatlift	PC 15 16 CUP 09	100 Rhododendron Drive	Application received July 10 th . Deemed complete Aug. 4 th . PC held hearing Aug. 25 th and continued to October 27 th .
Fairway Estates Phase I	PC 15 17 PUD 01	Sandpines West off - Rhododendron Dr.	Application received July 22 nd . PC approved Sept. 9 th . Appeal period ends Sept. 22 nd .
Sandpines Eastbank	PC 15 18 PUD 02	Nandina Drive off - Oak St.	Application received July 29 th . PC approved Sept. 22 nd . Applicant appealed Oct. 5 th prior to the end of the appeal period. Scheduled for Nov. 2 nd CC hearing.
Administrative Applications (Staff Decision)			
Stillwater Condominiums Ext. Modifications	AR 15 05 DR 04	1220 Bay Street	Application Received June 24 th . Referred to PC Aug. 4 th . PC approved Aug. 25 th . Appeal period ended September 8th.

MONTHLY REPORT FOR SEPTEMBER 2015

PERMIT TYPE	# of PERMITS	# of HOUSING UNITS	CONSTRUCTION BID VALUATION
SINGLE-FAMILY DETACHED		2	\$405,892.25
SINGLE-FAMILY ATTACHED (TOWNHOMES)		0	\$0.00
MANUFACTURED DWELLING		0	\$0.00
ADDITIONS	1		\$25,954.56
ALTERATIONS / REMODELS	1		\$3,000.00
ACCESSORY STRUCTURES	5		\$44,032.36
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	0		\$0.00
COMMERCIAL ALTERATIONS / REMODELS	4		\$629,200.00
AIRPORT HANGARS	0		\$0.00
CONSTRUCTION BID VALUATION TOTAL			\$1,108,079.17

TYPE OF PERMIT ISSUED	PERMIT FEES SHOWING SPLIT WITH THE BULD. DEPT. LLC	BUILDING DEPARTMENT LLC 75%	CITY'S 25%
SIGN PERMITS	1	\$163.00	
RESIDENTIAL BUILDING PERMIT FEES	9	\$3,221.05	\$805.26
COMMERCIAL BUILDING PERMIT FEES	4	\$3,610.90	\$902.73
MANUFACTURED HOME PLACEMENT FEES	0	\$0.00	\$0.00
BUILDING PLAN CHECK FEES	12	\$4,198.34	\$1,049.59
RESIDENTIAL PLUMBING PERMIT FEES	5	\$1,537.40	\$384.35
COMMERCIAL PLUMBING PERMIT FEES	0	\$0.00	\$0.00
COMMERCIAL PLUMBING PLAN REVIEW FEE	0	\$0.00	\$0.00
MECHANICAL PERMIT FEES	10	\$936.65	\$234.16
MECHANICAL PLAN CHECK FEES	2	\$48.60	\$12.15
ALL DEMOLITIONS	0	\$0.00	\$0.00
CITY ELECTRICAL PERMIT FEES	20	\$2,316.00	\$579.00
TOTAL # OF PERMITS	63		
TOTAL ALL FEES		\$16,031.94	\$3,967.24
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS	77	\$10,164.71	BLD TOTAL
NO. OF CTY ELECTRICAL INSPECTIONS	30	\$1,737.00	ELEC TOTAL
TOTAL FOR ALL INSPECTIONS	107	\$11,901.71	TOTAL FEES

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.

AGENDA ITEM SUMMARY**ITEM NO:****FLORENCE CITY COUNCIL**Meeting Date: Nov. 16, 2015
Dept.: Planning Dept.

ITEM TITLE: Monthly Report for Work Accomplished in October**PLANNING DEPARTMENT DIVISION ACCOMPLISHMENTS:****Building**

See detailed information in Attachment 2. Below is a summary of the percent change in number of permits in each category and income from August. Overall permit activity for October 2015 is lower than October 2014 but higher than October 2013 & 2012. Permit income is higher due to the issuance of a permit for a 4-plex to be located off Hemlock St.

Overall Permit Activity	↑ 6%	Permit Income	70%	↑	Building	12%	↑
Electrical	11% ↓	Mechanical	8%	↑	Plumbing	20%	↑
					Signs	100%	↑

Below is an overview of additional staff activities:

- Scheduled & coordinated 77 building, plumbing, electrical, and mechanical inspections.
- The Inspectors are still resulting inspections electronically, with their own iPads. We are still not completely paperless. The Contracted Inspectors still do not have printers in their vehicles to leave correction notices on the jobsite when the client does not have an email address to send results to.
- I met with 20 customers, for at least 20 minutes, to answer questions about future or existing building projects throughout the month.
- Prepared monthly Housing Census report for McGraw Hill.
- Worked with Lane County Road Naming Committee: 6 new street names in Lane County.
- Addressed the EAST BANK SUBDIVISION consisting of 54 Building Lots and 2 Common Areas.
- Performed 32 Level 3 records requests for building plans and permit information.
- Completed 6 PO's for payment.
- Submitted 9 ePermitting Help Desk Tickets to fix issues with the program. The program conversion issues are being fixed faster now and there are fewer of them.

Code Enforcement

In October there were 65 new cases and 70 resolved cases. There were 16 citations written, 13 of them for parking and 3 for dogs at large.

Code Enforcement Officer Frazier presented his arguments for 3 proposed code changes at the City Council work session mid-month, and attended the NAMI Lane County presentation at the Florence Police Department, where he learned of several resources for the homeless with mental issues, that he was previously unaware of.

Complaint/Violations	# Complaints	Resolved	Unresolved	Comments
Citations	16	16		3 dog at large, 13 parking
Storage on Streets	10	9	1	1 to f/u on
Dog Issues	16	14	2	2 dogs barking to f/u on
Illegal Camping	25	22	3	3 to f/u on
Nuisance	3	2	1	1 clean up, 1 dangerous tree
Vegetation Issues	2	1		Next to Vet park
Sign Issues	3	3		Yard sale signs
Business / permit issues	4	1		1 business license, 1 permit
Misc animal issues	3	3		selling puppies, feeding wild animals & cats
Misc. Issues	4	2		painting business, improper access

Land Use

Current Planning

There were four active land use applications in October. One application was received during the month of October. One was completed during the month. Please see **Attachment 1** for an overview and status update. In addition to these land use applications, staff also completed seven site visits and coordinated several possible upcoming applications. Staff also prepared and archived Planning Commission hearing materials.

Long Range Planning

- Staff reviewed state's model code in planning for 2015 Code updates
- PD and AP coordinated with city staff and legal counsel in preparation for code updates related to marijuana land use activities & upcoming joint PC/Council worksessions and public hearings.
- PD and AP coordinated with city staff and applicant in preparation for code updates related to wholesaling of food and beverage items manufactured in Old Town Area A.

Planning Commission: See the Boards and Commissions AIS for more information.

Public Transit

Staff prepared and distributed press releases and coordinated with the Rhody Express operator for the sixth Ride with a Councilor event. Staff also coordinated planning for future transit stop improvements. Staff also attended the Oregon Public Transportation conference in Eugene to learn about growing ridership and improving service.

Transit Advisory Committee: See the Boards and Commissions AIS for more information.

Solid Waste Management

Staff created the foam food container and litter survey on survey monkey ad posted it to the city website. Staff has been monitoring results. The survey closes November 16th. Staff prepared for the monthly EMAC meeting drafting the agenda, preparing minutes, posting public notice and organizing guests. Staff also prepared and archived EMAC meeting materials.

Environmental Management Advisory Committee: See the Boards and Commissions AIS for more information.

Siuslaw Watershed Council

Staff attended the October General Meeting on October 28th held at the Loraine Grange. Susan Barnes with the Oregon Department of Fish and Wildlife (ODFW) presented Western Pond Turtles 101 that included an extremely interesting hands-on opportunity to observe live exhibits. SWC Staff reported the many area wide project updates and provided information regarding the upcoming Native Plant Distribution that will be held in February 2016. Glenn Miller, IWM Coordinator with the Oregon Department of Agriculture (ODA) and responsible of overseeing 13 of our Oregon counties presented a very well prepared study of the Invasive Knapweed: Overview and Control. Mr. Miller also noted recent field and pasture success stories through the dedication and persistence of the ODA control program. Upper Willamette Soil & Water Conservation District (UWSWCD), Watershed Technical Specialist, Dave Downing blended his Local Family Farm awareness and background to provide a knowledgeable presentation of District Programs Overview with a focus on Soil Testing.

TRAINING & STAFFING NOT MENTIONED IN OTHER AREAS OF THE REPORT

- Attended Executive Assistants, Safety Committee, and weekly staff meetings.
- PAA, PW and Finance coordinated Adopt-a-Park hours for October.
- BT cross-trained PAA on building permit software system.
- PD and AP coordinated with upcoming applicants regarding seven possible projects.
- PD and AP coordinated with applicants regarding five on-going & approved projects.
- PD attended FURA Streetscape kickoff meeting
- PD, PAA, BPT participated and attended Emergency Evacuation drill training.
- PD attended 4th Hazards Mitigation Plan meeting held by Lane County consultants.
- AP attended NOAA Coastal Hazards Mitigation in Newport.
- PD and AP attended Oregon Planner's Association Conference in Portland

- AP attended Oregon Public Transportation Conf. in Eugene under a scholarship.
- PAA attended Word Level 2 and PowerPoint Level 1 training conducted by Automation Plus.
- PAA prepared monthly meeting minutes for PC, TAC & EMAC.
- PD participated with the Siuslaw Pathways Natural Resources & Recreation Focus Group.
- PAA responded to inquiries regarding specific zoning questions and approved permits at locations within the City.
- PD, PWD, ACM, and FD discussed urbanization opportunities and utility extension policies.

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
October 2015**

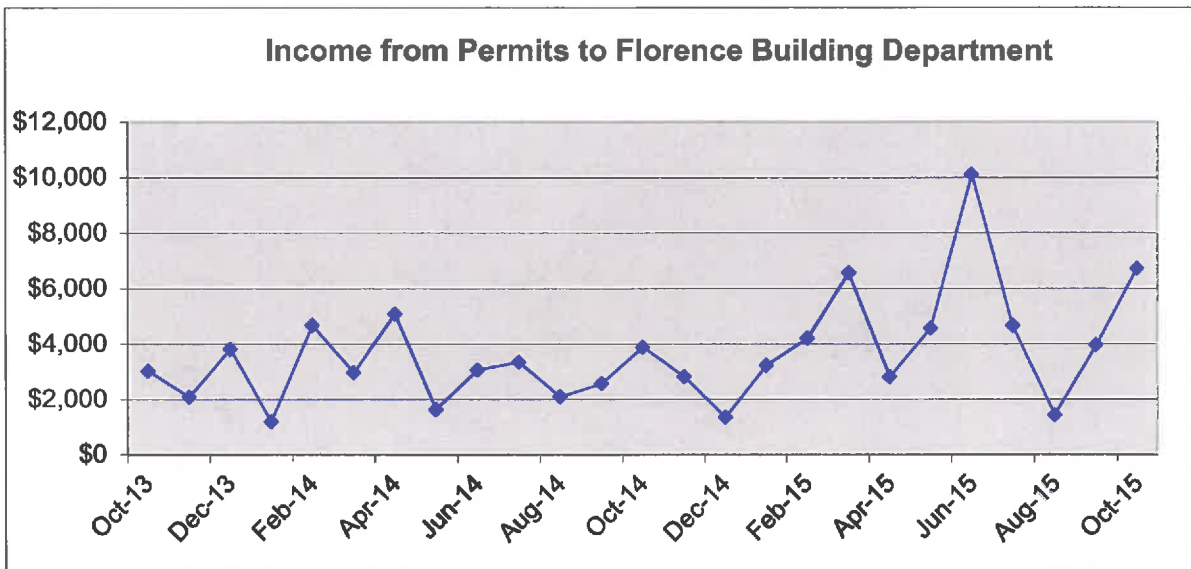
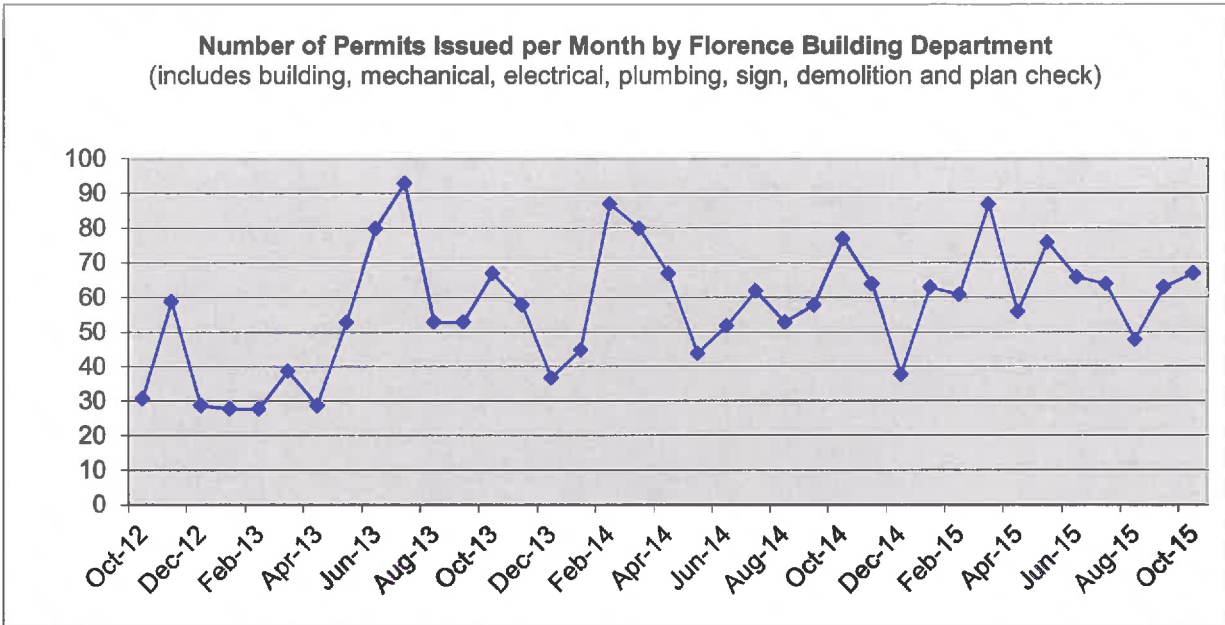
ATTACHMENT 1

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Legislative Applications (City Council Decision)			
Med/Rec MJ Code Changes	CC 15 04 TA 01	-	Scheduled for joint CC/PC hearing Dec. 14 th .
Ministerial Code Changes	CC 15 05 TA 02	-	Tentatively scheduled for CC hearing Dec. 28 th . PC hearing undetermined.
Old Town Wholesale Sales	CC 15 07 TA 03	-	Scheduled for joint CC/PC hearing Dec. 14 th .
Sandpines Eastbank	CC 15 06 APP 01	Nandina Drive off Oak St.	Application received July 29 th . PC approved Sept. 22 nd . Applicant appealed Oct. 5 th prior to the end of the appeal period. Scheduled for Nov. 2 nd CC hearing.
Quasi-Judicial Applications (Planning Commission Decision)			
Porter Boatlift	PC 15 16 CUP 09	100 Rhododendron Drive	Application received July 10 th . Deemed complete Aug. 4 th . PC held hearing Aug. 25 th and continued to October 27 th . PC approved Oct. 27 th , appeal period ends Nov. 9 th .
Sandpines Eastbank	PC 15 18 PUD 02	Nandina Drive off - Oak St.	Application received July 29 th . PC approved Sept. 22 nd . Applicant appealed Oct. 5 th prior to the end of the appeal period. Scheduled for Nov. 2 nd CC hearing.
Administrative Applications (Staff Decision)			
Early Learning Florence	AR 15 06 COU 01	2775-C Hwy 101	Application Received Oct. 9 th . Decision issued Nov. 6 th .

MONTHLY REPORT FOR OCTOBER 2015

PERMIT TYPE	# of PERMITS	# of HOUSING UNITS	CONSTRUCTION BID VALUATION
SINGLE-FAMILY DETACHED		1	\$222,309.18
SINGLE-FAMILY ATTACHED (TOWNHOMES)		0	\$0.00
MANUFACTURED DWELLING		2	\$166,565.00
ADDITIONS	0		\$0.00
ALTERATIONS / REMODELS	3		\$26,000.00
ACCESSORY STRUCTURES	4		\$112,275.44
DUPLEXES		0	\$0.00
TRIPLEXES OR FOURPLEXES		4	\$423,069.24
APARTMENTS (5 OR MORE UNITS)		0	\$0.00
CONDOMINIUMS		0	\$0.00
COMMERCIAL NEW CONSTRUCTION	0		\$0.00
COMMERCIAL ADDITIONS	0		\$0.00
COMMERCIAL ALTERATIONS / REMODELS	4		\$926,530.00
AIRPORT HANGARS	0		\$0.00
CONSTRUCTION BID VALUATION TOTAL			\$1,876,748.86
TYPE OF PERMIT ISSUED	PERMIT FEES	SHOWING SPLIT WITH THE BUILD. DEPT. LLC	CITY'S 25%
SIGN PERMITS	2	\$263.00	\$4,155.94
RESIDENTIAL BUILDING PERMIT FEES	9	\$5,541.25	\$4,011.30
COMMERCIAL BUILDING PERMIT FEES	4	\$5,348.40	\$713.25
MANUFACTURED HOME PLACEMENT FEES	2	\$951.00	\$5,815.93
BUILDING PLAN CHECK FEES	13	\$7,754.57	\$831.68
RESIDENTIAL PLUMBING PERMIT FEES	6	\$1,108.90	\$1,245.75
COMMERCIAL PLUMBING PERMIT FEES	0	\$1,661.00	\$0.00
COMMERCIAL PLUMBING PLAN REVIEW FEE	0	\$0.00	\$1,263.45
MECHANICAL PERMIT FEES	11	\$1,684.60	\$75.65
MECHANICAL PLAN CHECK FEES	2	\$100.86	\$0.00
ALL DEMOLITIONS	0	\$0.00	\$2,061.00
CITY ELECTRICAL PERMIT FEES	18	\$2,748.00	
TOTAL # OF PERMITS	67		
TOTAL ALL FEES			\$27,161.58
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS	0		\$18,112.94
NO. OF CITY ELECTRICAL INSPECTIONS	0		\$2,061.00
TOTAL FOR ALL INSPECTIONS	0		\$20,173.94
TOTAL ALL FEES			\$6,724.65
BLD TOTAL			ELEC TOTAL
TOTAL FEES			

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.

AGENDA ITEM SUMMARY**ITEM NO:****FLORENCE CITY COUNCIL**Meeting Date: Dec. 14, 2015
Dept.: Planning Dept.

ITEM TITLE: Monthly Report for Work Accomplished in November**PLANNING DEPARTMENT DIVISION ACCOMPLISHMENTS:****Building**

See detailed information in Attachment 2. Below is a summary of the percent change in number of building permits in each category and income from October. Overall permit activity for November 2015 is moderately higher than October 2015. There were more permits issued in November 2015 than in any other November since before 2008, 19% higher than November 2014 and 162% higher than 2008. Permit income is lower overall than last month but more of the revenue is attributed to the single family home category due a 75% increase in home construction permits issued.

Overall Permit Activity	↑ 13%	Permit Income	25%	↓	Building	3%	↑				
Electrical	11%	↑	Mechanical	38%	↑	Plumbing	50%	↑	Signs	200%	↓

Below is an overview of additional staff activities:

- Scheduled & coordinated 82 building, plumbing, electrical, and mechanical inspections.
- I met with 14 customers, for at least 15 minutes, to answer questions about future or existing building projects throughout the month.
- Prepared monthly Housing Census report for McGraw Hill.
- Worked with Lane County Road Naming Committee: 11 new street names in Lane County.
- Attended a meeting at LCOG, with the Lane County Addressing Committee, to discuss new addressing protocol, coming down the pipe.
- Attended a 2 day OPTA (OREGON PERMIT TECHNICIAN ASSOCIATION) training, in Salem, on the 5th & 6th.
- Performed 22 Level 3 records requests for building plans and permit information.
- Completed 5 PO's for payment.
- Submitted no ePermitting Help Desk Tickets to fix issues with the program. The program conversion issues are being fixed faster now and there are fewer of them. This was the first time since converting over to the "Model Code"

Code Enforcement

In November there were 40 new cases and 49 resolved cases, including one from February that really needed to be closed. Due to 4 pleas of “not guilty” on citations issued for illegal parking, Officer Frazier will be appearing in court on January 25th. A dog-at-large citation has generated a court appearance scheduled for February 22nd. Officer Frazier is looking forward to these appearances as it is an aspect of his job that he has not yet experienced.

Complaint/Violations	# Complaints	Resolved	Unresolved	Comments
Citations	1		1	1 dog-at-large, court case in February
Storage on Streets	2	2		
Dog Issues	14	14		Dog-at-large, dog attack, Several contacts about bears
Illegal Camping	13	13		Homeless camps, people staying in parking lots in rvs
Nuisance	3	3		garbage piled up in yards
Vegetation Issues	3	3		
Sign Issues/Banners	1	1		Banner
Business /Permit Issues	7	6	1	5 business license, 2 permits, 1 waiting on approval
Found Bicycles	2	2		2 found bicycles
Noise Complaints	2	2		Music too loud
Misc.	2	2		Improper contact / fence height

Land Use

Current Planning

There were seven active land use applications in November. One application was received during the month of November. Two were completed during the month. Please see **Attachment 1** for an overview and status update. In addition to these land use applications, staff also completed three site visits and coordinated several possible upcoming applications. Staff also prepared and archived Planning Commission hearing materials.

Long Range Planning

- PD and AP coordinated with city staff and legal counsel in preparation for code updates related to marijuana land use activities & upcoming joint PC/Council worksessions and public hearings.
- PD and AP coordinated with city staff and applicant in preparation for code updates related to wholesaling of food and beverage items manufactured in Old Town Area A.
- AP and PAA completed noticing of over 4400 properties for Old Town wholesaling and marijuana code amendments.

- AP and GIS Technician Brenda Cervantes began work on marijuana buffer maps.

Planning Commission: See the Boards and Commissions AIS for more information.

Public Transit

Staff coordinated a meeting between TAC and LTD marketing staff in order to improve ridership. Staff also coordinated planning for future transit stop improvements.

Transit Advisory Committee: See the Boards and Commissions AIS for more information.

Solid Waste Management

The foam food container and litter survey closed on November 16th after being available since October 4th. There were a total of 197 resident/generator responses and 22 food related business responses. Staff prepared the survey results for review by EMAC at their November meeting. The consultant's solid waste rate review work plan was reviewed by staff. Staff also prepared for the monthly EMAC meeting drafting the agenda, preparing minutes, and posting public notice. Staff also archived EMAC meeting materials.

Environmental Management Advisory Committee: See the Boards and Commissions AIS for more information.

Siuslaw Watershed Council

Staff attended the October General Meeting on October 28th held at the Loraine Grange. Susan Barnes with the Oregon Department of Fish and Wildlife (ODFW) presented Western Pond Turtles 101 that included an extremely interesting hands-on opportunity to observe live exhibits. SWC Staff reported the many area wide project updates and provided information regarding the upcoming Native Plant Distribution that will be held in February 2016. Glenn Miller, IWM Coordinator with the Oregon Department of Agriculture (ODA) and responsible of overseeing 13 of our Oregon counties presented a very well prepared study of the Invasive Knapweed: Overview and Control. Mr. Miller also noted recent field and pasture success stories through the dedication and persistence of the ODA control program. Upper Willamette Soil & Water Conservation District (UWSWCD), Watershed Technical Specialist, Dave Downing blended his Local Family Farm awareness and background to provide a knowledgeable presentation of District Programs Overview with a focus on Soil Testing.

TRAINING & STAFFING NOT MENTIONED IN OTHER AREAS OF THE REPORT

- Attended Executive Assistants, Safety Committee, and weekly staff meetings.
- PAA, PW and Finance coordinated Adopt-a-Park hours for October.
- BT cross-trained PAA on building permit software system.
- PD and AP coordinated with upcoming applicants regarding six possible projects.
- PD and AP coordinated with applicants regarding five on-going & approved projects.
- PAA prepared monthly meeting minutes for PC, TAC & EMAC.
- PAA responded to inquiries regarding specific zoning questions and approved permits at locations within the City.
- BT and PAA attended Oregon Permit Technician Association Conference in Salem

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
November 2015**

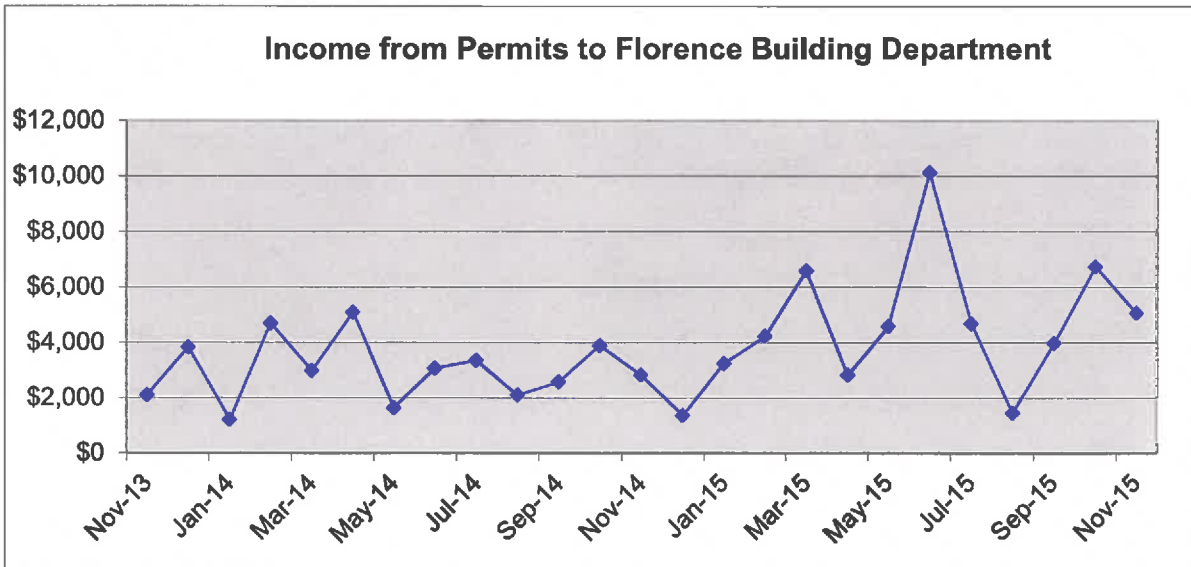
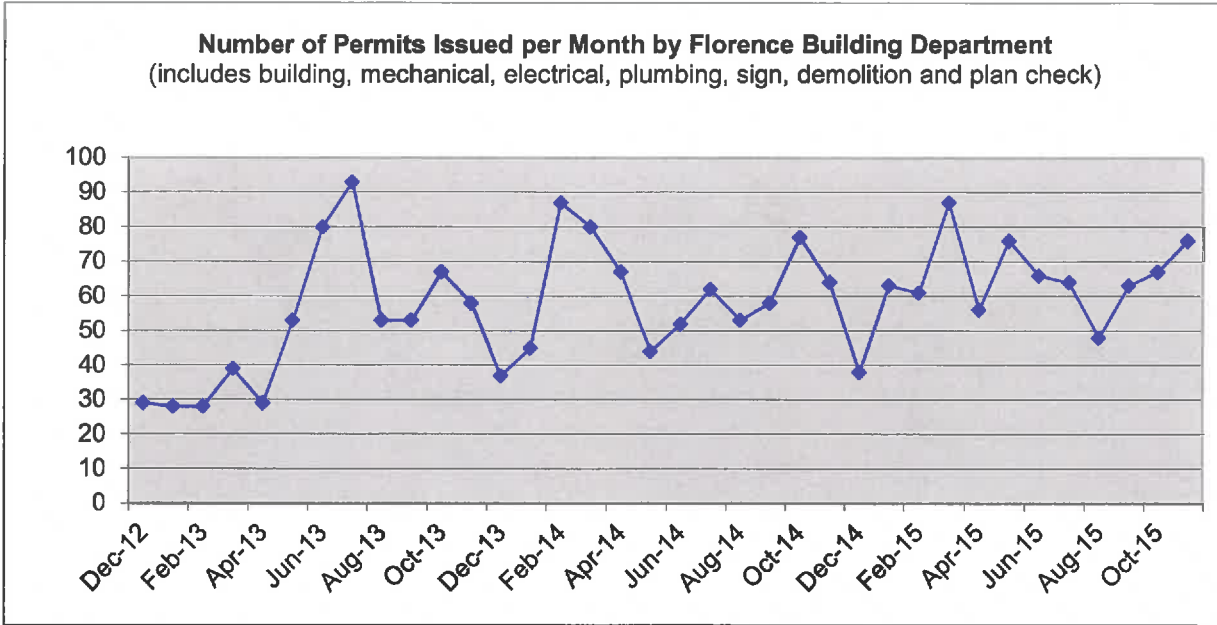
ATTACHMENT 1

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Legislative Applications (City Council Decision)			
Med/Rec MJ Code Changes	CC 15 04 TA 01	-	Joint CC/PC work sessions held November 4 th and 18 th . Scheduled for joint CC/PC hearing Dec. 14 th .
Ministerial Code Changes	CC 15 05 TA 02	-	PC/CC hearing dates undetermined.
Old Town Wholesale Sales	CC 15 07 TA 03	Old Town Area "A"	Application received Oct. 28, 2015. Application deemed complete Nov. 23 rd . Scheduled for joint CC/PC hearing Dec. 14 th .
Sandpines Eastbank	CC 15 06 APP 01	Nandina Drive off Oak St.	Application received July 29 th . PC approved Sept. 22 nd . Applicant appealed Oct. 5 th prior to the end of the appeal period. Nov. 2 nd CC hearing found in favor of applicant. Appeal period ended Nov. 30 th .
Quasi-Judicial Applications (Planning Commission Decision)			
Porter Boatlift	PC 15 16 CUP 09	100 Rhododendron Drive	Application received July 10 th . Deemed complete Aug. 4 th . PC held hearing Aug. 25 th and continued to October 27 th . PC approved Oct. 27 th , appeal period ended Nov. 9 th .
Sandpines Eastbank	PC 15 18 PUD 02	Nandina Drive off - Oak St.	Application received July 29 th . PC approved Sept. 22 nd . Applicant appealed Oct. 5 th prior to the end of the appeal period. Nov. 2 nd CC hearing found in favor of applicant. Appeal period ended Nov. 30 th .
Administrative Applications (Staff Decision)			
Early Learning Florence	AR 15 06 COU 01	2775-C Hwy 101	Application Received Oct. 9 th . Decision issued Nov. 6 th .
First Baptist Church of Florence Addition	AR 15 07 DR 05	1935 25 th Street	Application received Nov. 3 rd . Application deemed complete Dec. 1 st . Decision pending.

MONTHLY REPORT FOR NOVEMBER 2015

PERMIT TYPE	# of PERMITS	# of HOUSING UNITS	CONSTRUCTION BID VALUATION
SINGLE-FAMILY DETACHED		4	\$1,038,634.95
SINGLE-FAMILY ATTACHED (TOWNHOMES)		0	\$0.00
MANUFACTURED DWELLING		1	\$82,000.00
ADDITIONS	0		\$0.00
ALTERATIONS / REMODELS	3		\$13,832.50
ACCESSORY STRUCTURES	3		\$37,300.00
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	0		\$0.00
COMMERCIAL ALTERATIONS / REMODELS	4		\$88,820.00
AIRPORT HANGARS	0		\$0.00
CONSTRUCTION BID VALUATION TOTAL			\$1,260,587.45
TYPE OF PERMIT ISSUED	PERMIT FEES	SHOWING SPLIT WITH THE BUILD. DEPT. LLC 75%	CITY'S 25%
SIGN PERMITS	0	\$0.00	
RESIDENTIAL BUILDING PERMIT FEES	10	\$5,412.50	\$4,059.38
COMMERCIAL BUILDING PERMIT FEES	4	\$1,230.60	\$922.95
MANUFACTURED HOME PLACEMENT FEES	0	\$475.50	\$356.63
BUILDING PLAN CHECK FEES	14	\$4,318.02	\$3,238.52
RESIDENTIAL PLUMBING PERMIT FEES	6	\$2,521.40	\$1,891.05
COMMERCIAL PLUMBING PERMIT FEES	2	\$290.30	\$217.73
COMMERCIAL PLUMBING PLAN REVIEW FEE	1	\$53.48	\$40.11
MECHANICAL PERMIT FEES	13	\$1,779.25	\$1,334.44
MECHANICAL PLAN CHECK FEES	5	\$290.56	\$217.92
ALL DEMOLITIONS	1	\$310.05	\$232.54
CITY ELECTRICAL PERMIT FEES	20	\$3,507.00	\$2,630.25
TOTAL # OF PERMITS	76		
TOTAL ALL FEES			\$15,141.50
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS	0		\$12,511.25
NO. OF CITY ELECTRICAL INSPECTIONS	0		\$2,630.25
TOTAL FOR ALL INSPECTIONS	0		\$15,141.50
TOTAL ALL FEES			\$5,047.17
BLD TOTAL			\$12,511.25
ELEC TOTAL			\$2,630.25
TOTAL FEES			\$15,141.50

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.

